

# **Hotel Locking Software**

Version HLS V3.5

All rights of the software are reserved by our company, please only use this software for our hotel lock system.

Date 2016.12

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## **PHASE 1 Introduction**

**HLS v3.5 software is specially designed to manage the lock system in the hotel/apartment application, please follow our guide to install the software.**

Before you are ready to install the HLS V3.5 software, the system administrator should confirm the following details before this system is installed and debugged:

- 1) All the locks have been installed properly, the room numbers have been confirmed, the doorplates have been equipped, and all the places have been cleaned;
- 2) All the computers are prepared as required. The network edition user should also confirm the network is completed;
- 3) The guest room areas, such as meeting area, maid area and floor area are defined;
- 4) The sequence number for the buildings (if the hotel has more than one building), the floor sequence number and the guest room sequence number, as well as the floor area, maid area and type for every guest room (including beds number), have been set;
- 5) The number of every kind of function card to be issued is confirmed;
- 6) According to the default setting, the lock information will be stored in sector 1 of the Mifare card. If you need sector 1 for multi-function card application, you can select any sector from sector 2 to sector 15 as the lock information storage sector. Please inform us of the sector designated so that we can initialize the sector;
- 7) The encoder, lock software CD and all the necessary debug cards have been prepared.

### **System Requirement**

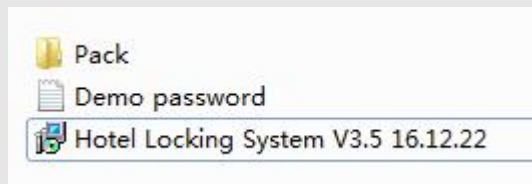
- 1) Internet Explorer 6.0 or above;
- 2) Operation System: WINDOWS XP/WINDOWS 7/WINDOWS 8/WINDOWS 10;
- 3) Database software: SQL SERVER 2008 individual edition;
- 4) 256MB RAM or above;
- 5) 2G or above hard disk space available;

### **Software Version:**

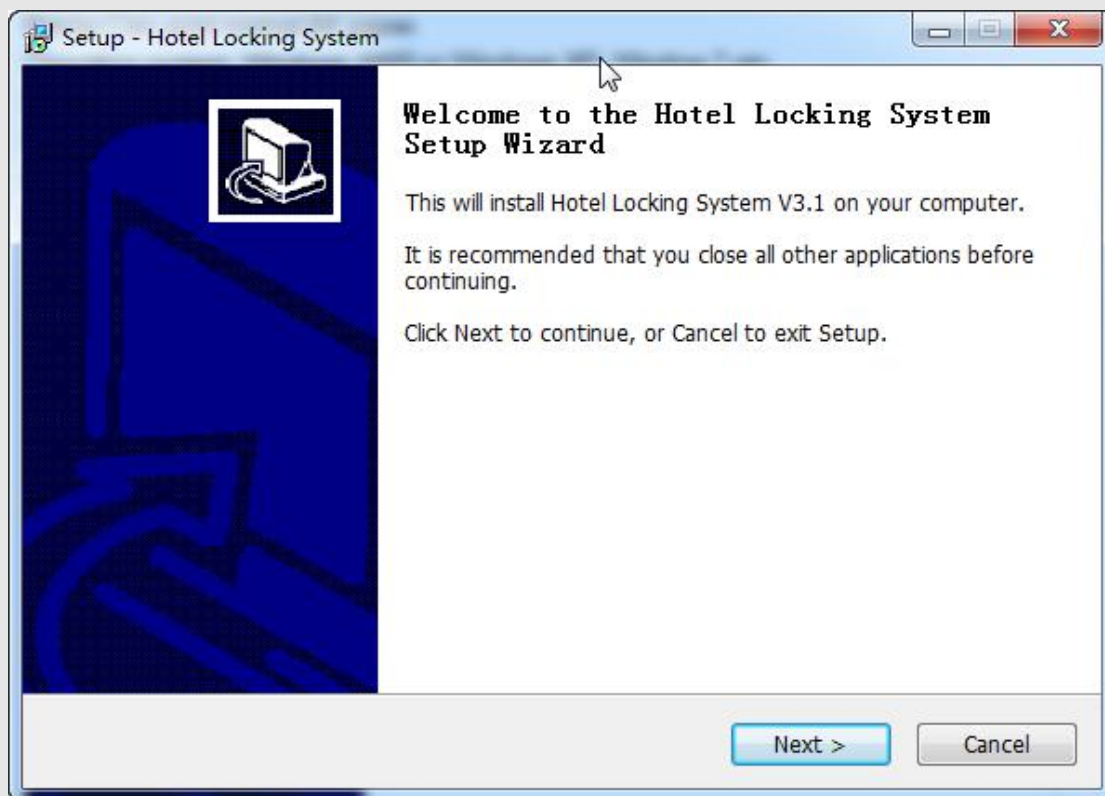
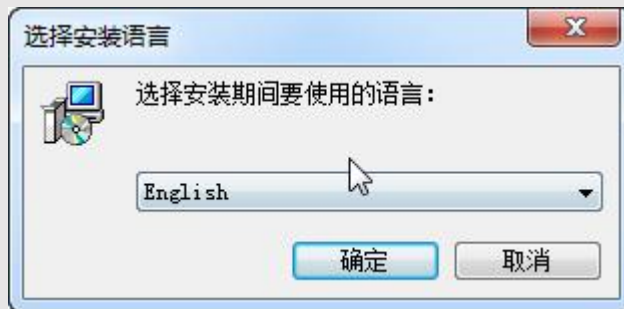
- 1) Stand alone version, work with Microsoft ACCESS database.
- 2) Network version, work with Microsoft SQLSERVER 2008/2012/2016, please purchase the official SQLSERVER if you are ready to use the network version software.

## PHASE 2 SOFTWARE INSTALLATION STEPS

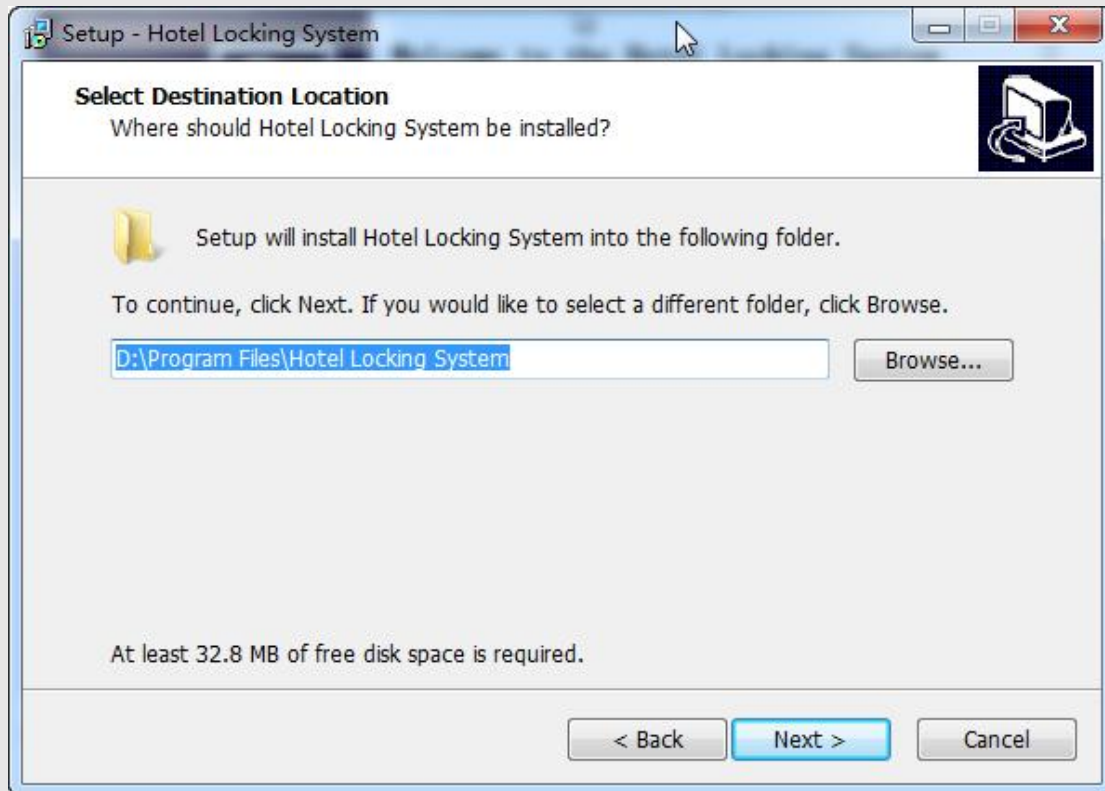
Please double click the HLS V3.5 file in the CD or the USB flash disk we prepared for you,



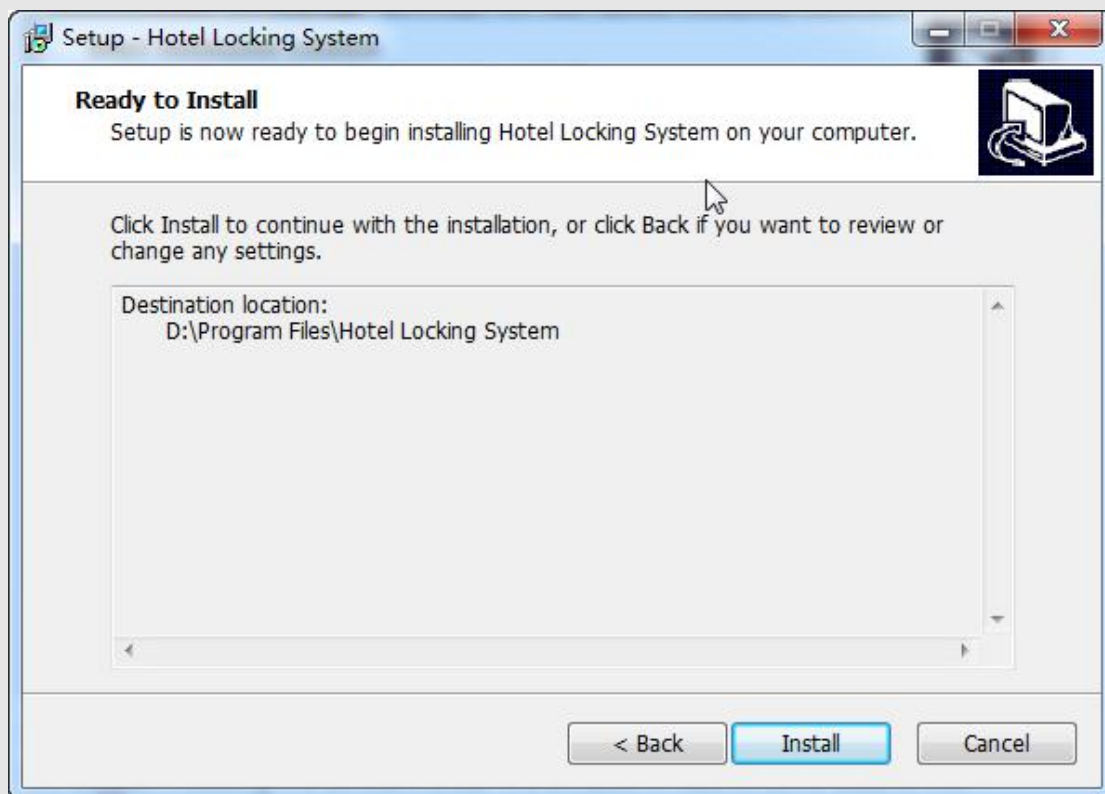
Please choose the English version for the software, and click OK for next step.



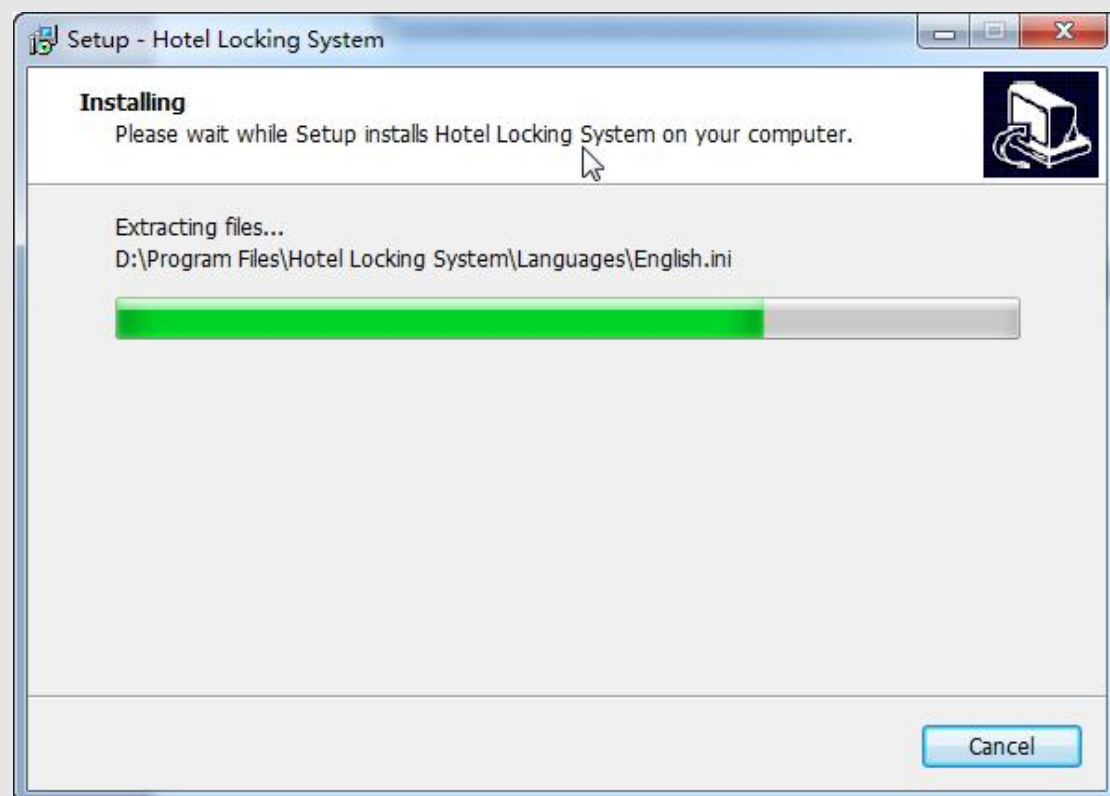
Click Next> for next step.



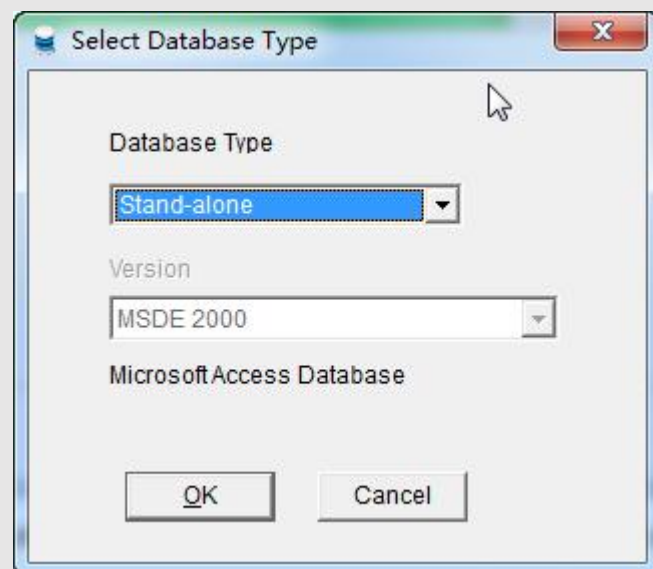
You can choose the folder position by clicking the browse.  
We suggest installing the software under the D:\ disk, in case of some issue or the administrator permission from the C:\ system disk.  
Click Next> for next step:



Click Install for next step

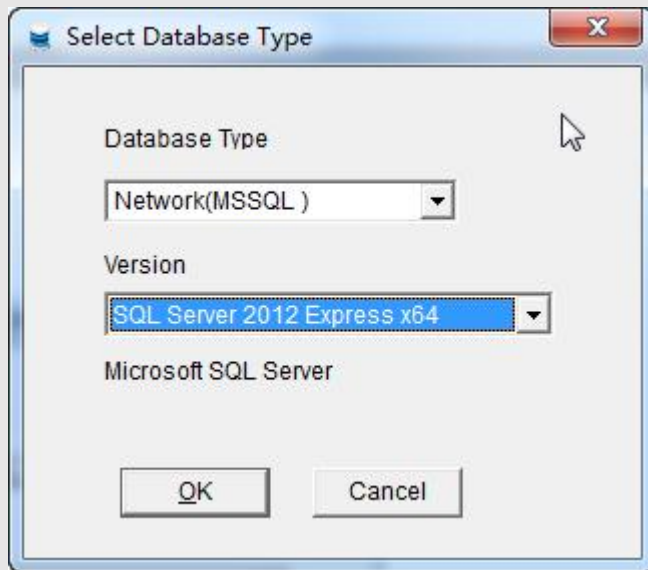


After installing the software, there is one small window to guide you to choose the version.



Default setting is stand alone that work with Microsoft ACCESS database, which you do not need to install the database as the Microsoft ACCESS is pre-installed under the windows system.

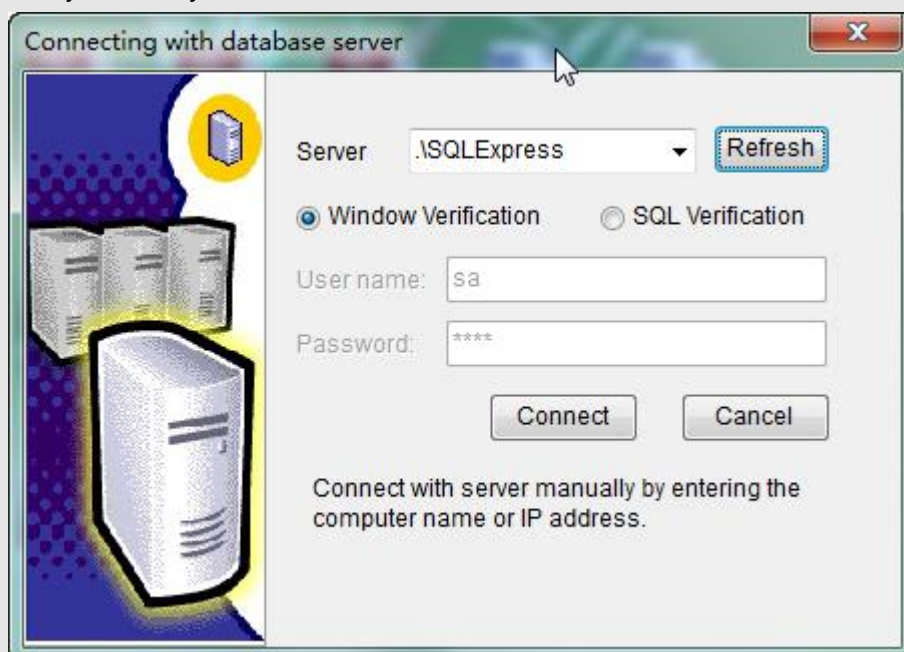
It is not workable to use the IOS system as there is no Microsoft ACCESS installed.



You can also choose the Network version, which works with the Microsoft SQLSERVER. It is workable to use the Microsoft SQLSERVER 2008/2012/2016. For small/medium hotel, we suggest downloading the professional version database via MICROSOFT official website and get their free support.

You shall install the database when you try to connect the software with the database. With this database, the computers will share the same computer; each computer can check the real-time state for the guest rooms.

And you can try to connect the database or the server as below:



.\SQLEXPRESS: This is to use the SQL database under the server computer. You can also find server computer name or the IP address in the same group under the same LAN.



Connecting with database server

Server: JASON Refresh

☐ Window Verification ☒ SQL Verification

User name: sa

Password: \*\*\*\*

Connect Cancel

Connect with server manually by entering the computer name or IP address.

Connecting with database server

Server: 192.168.1.189 Refresh

☐ Window Verification ☒ SQL Verification

User name: sa

Password: \*\*\*\*

Connect Cancel

Connect with server manually by entering the computer name or IP address.

But to ensure you can connect the database with another computer. Please write the user name and password for the database if you choose the SQL verification:

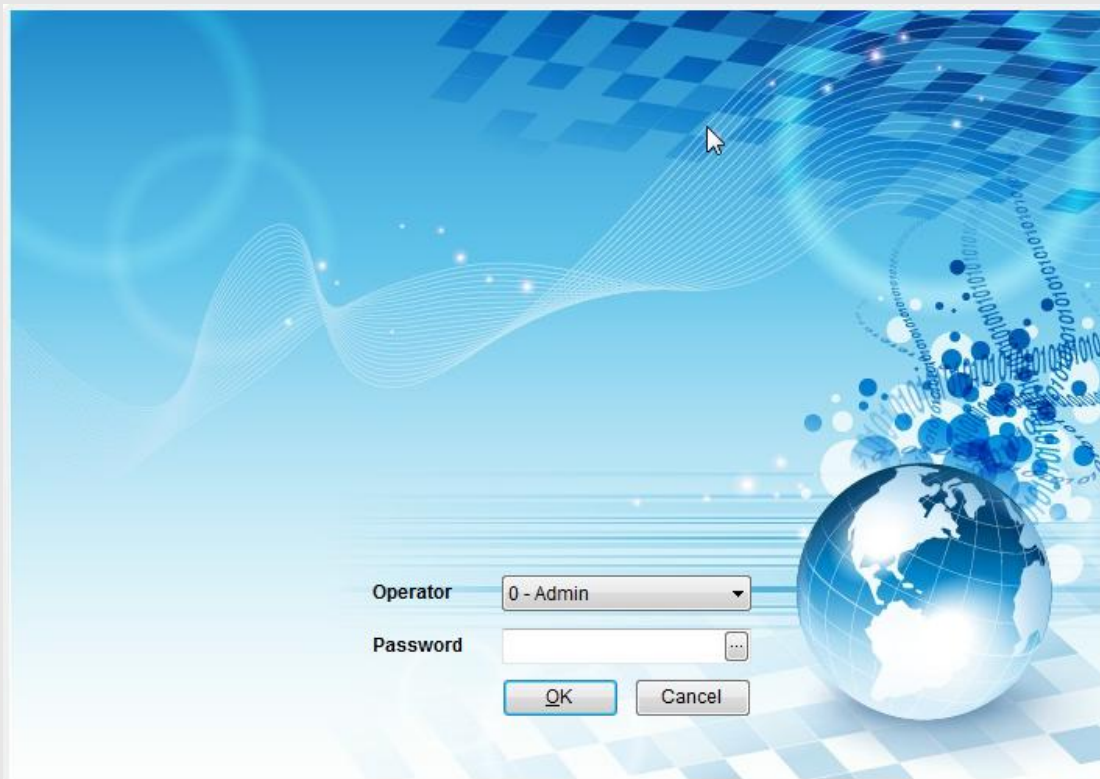
User name: sa

Password: 1234

Here now we will introduce the stand alone version software for whole operations. Please turn to us for the network software installation if you need more support.



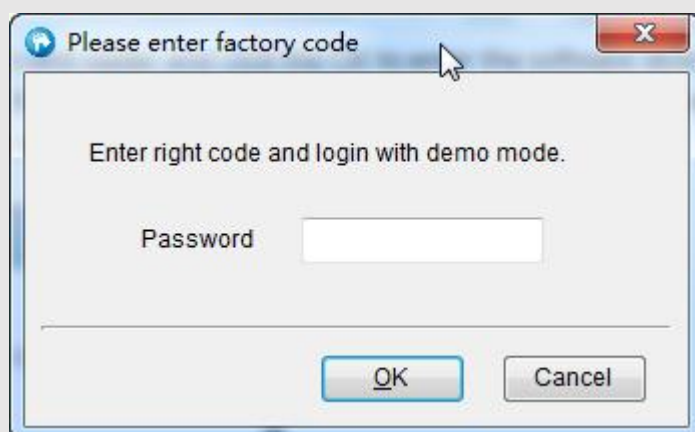
Please double click the software icon and there is the window as below:



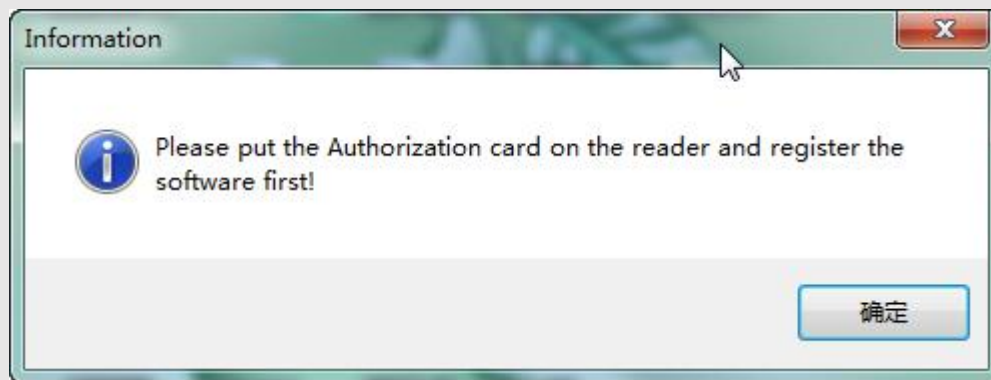
Please connect the card reader and click the OK to enter the software directly.

If you do not have the card reader in hand, then there is tip "Reader unconnected".

Please click No(N) and there is one window to ask for demo password: 0159456852753.



There is tip to ask you to put the Authorization card on the card reader.



Please put the Authorization card on the reader and click OK.



You can see the reader will recognize the Authorization card.

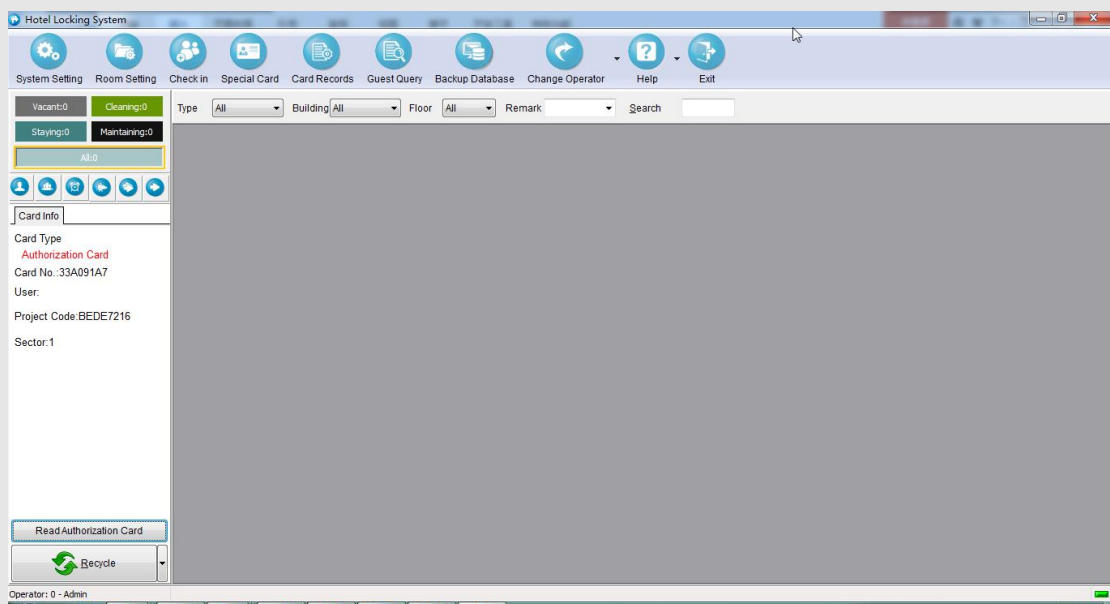
Click Read button and register the authorization card information into the card reader.

This is an important step, which will save the valid time/factory code/authorization information into the card reader.

If the reader is from another company or supplier, the software will recognize the information inside the reader and reject the communication.



After registration, you can use the software and setup the basic information like hotel name, floor number, guest room number etc.



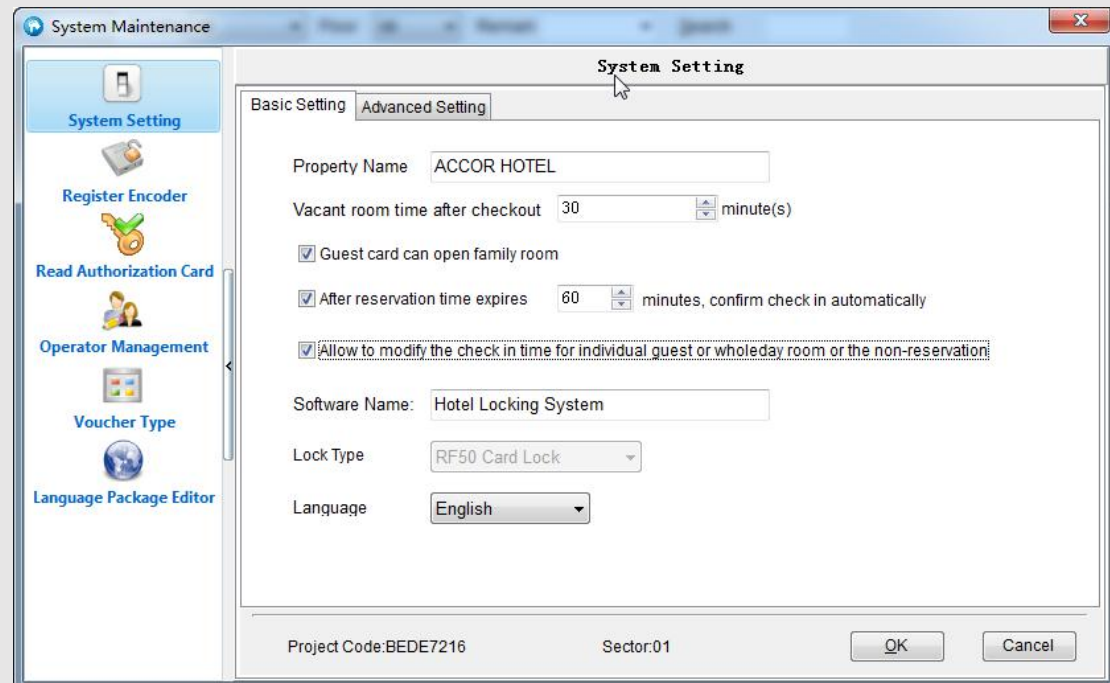
There are only 11 buttons for all function settings.



Please follow next chapter for the detail settings.

## PHASE 2. SOFTWARE PARAMETER SETTING

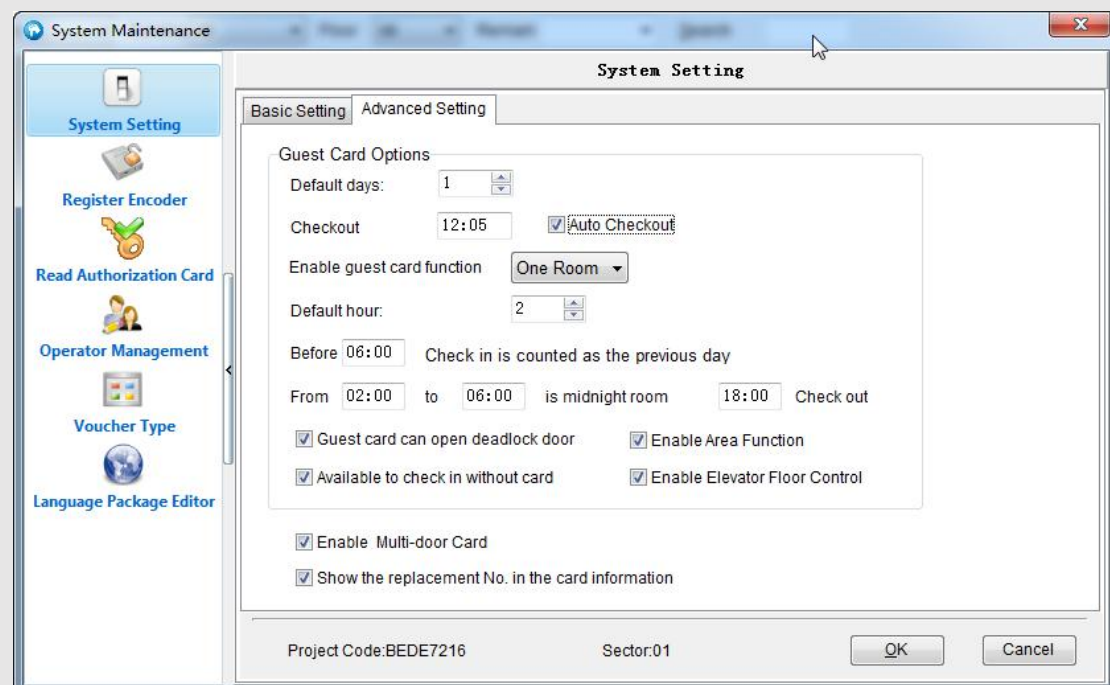
**1.System setting:** Include property name/vacant room time/software name/checkout time,guest card opinion/area function/elevator floor card and multi-door cards. You can choose the function or modify the setting in the daily use.



The screenshot shows the 'System Maintenance' window with the 'System Setting' tab selected. The left sidebar contains icons for 'System Setting', 'Register Encoder', 'Read Authorization Card', 'Operator Management', 'Voucher Type', and 'Language Package Editor'. The main area is divided into 'Basic Setting' and 'Advanced Setting' tabs. The 'Basic Setting' tab is active, showing the following fields:

- Property Name: ACCOR HOTEL
- Vacant room time after checkout: 30 minute(s)
- ☒ Guest card can open family room
- ☒ After reservation time expires: 60 minutes, confirm check in automatically
- ☒ Allow to modify the check in time for individual guest or whole day room or the non-reservation
- Software Name: Hotel Locking System
- Lock Type: RF50 Card Lock
- Language: English

At the bottom, the Project Code is BEDE7216 and the Sector is 01. There are OK and Cancel buttons.



The screenshot shows the 'System Maintenance' window with the 'System Setting' tab selected. The left sidebar is the same as the previous screenshot. The 'Advanced Setting' tab is active, showing the following fields:

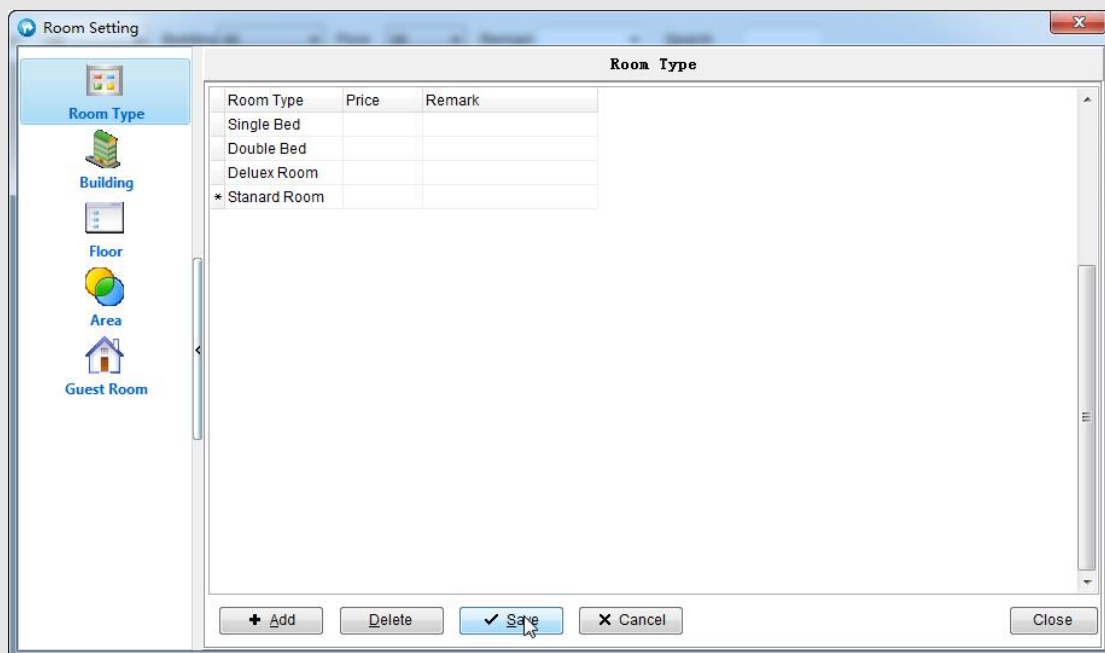
- Guest Card Options
- Default days: 1
- Checkout: 12:05 ☒ Auto Checkout
- Enable guest card function: One Room
- Default hour: 2
- Before 06:00 Check in is counted as the previous day
- From 02:00 to 06:00 is midnight room 18:00 Check out
- ☒ Guest card can open deadlock door ☒ Enable Area Function
- ☒ Available to check in without card ☒ Enable Elevator Floor Control
- ☒ Enable Multi-door Card
- ☒ Show the replacement No. in the card information

At the bottom, the Project Code is BEDE7216 and the Sector is 01. There are OK and Cancel buttons.

**2.Room Setting:** Include room type/Building/Floor/Area/guest room information etc. It is the necessary information for the system, all the data are original from the basic data, usually you need to set the basic data before starting to use the system. We suggest maintaining well the basic data in daily use.

## 2.1 Room Type

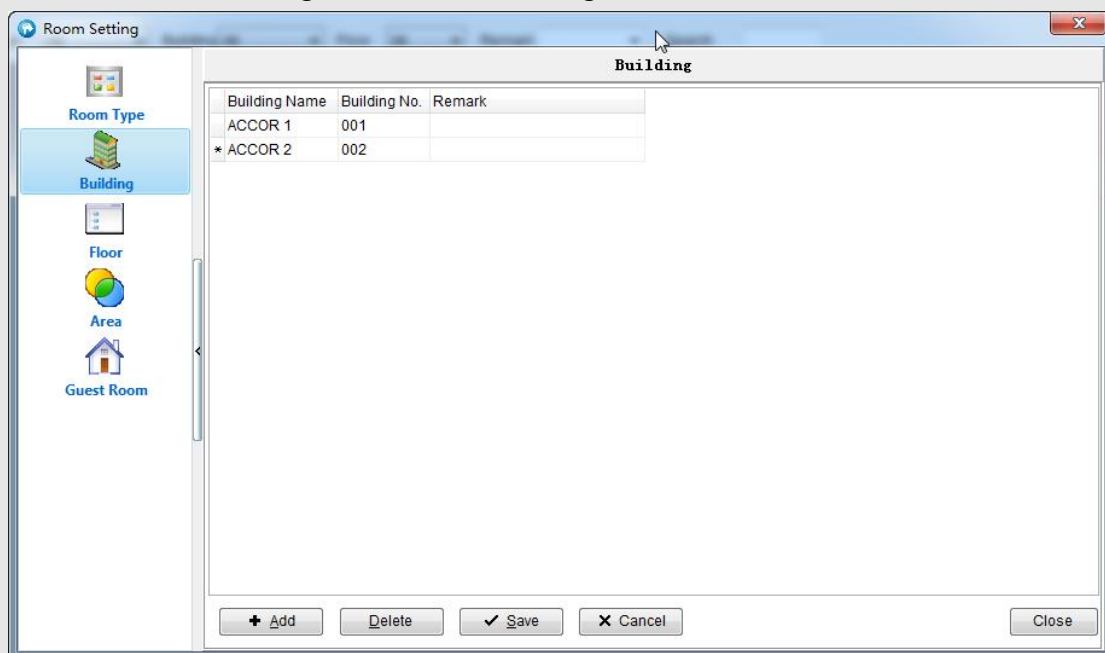
Room Type: usually you can define as standard single, standard double, deluxe single and deluxe double etc. Find as below:



Room Type	Price	Remark
Single Bed		
Double Bed		
Delux Room		
* Stanard Room		

## 2.2 Building information

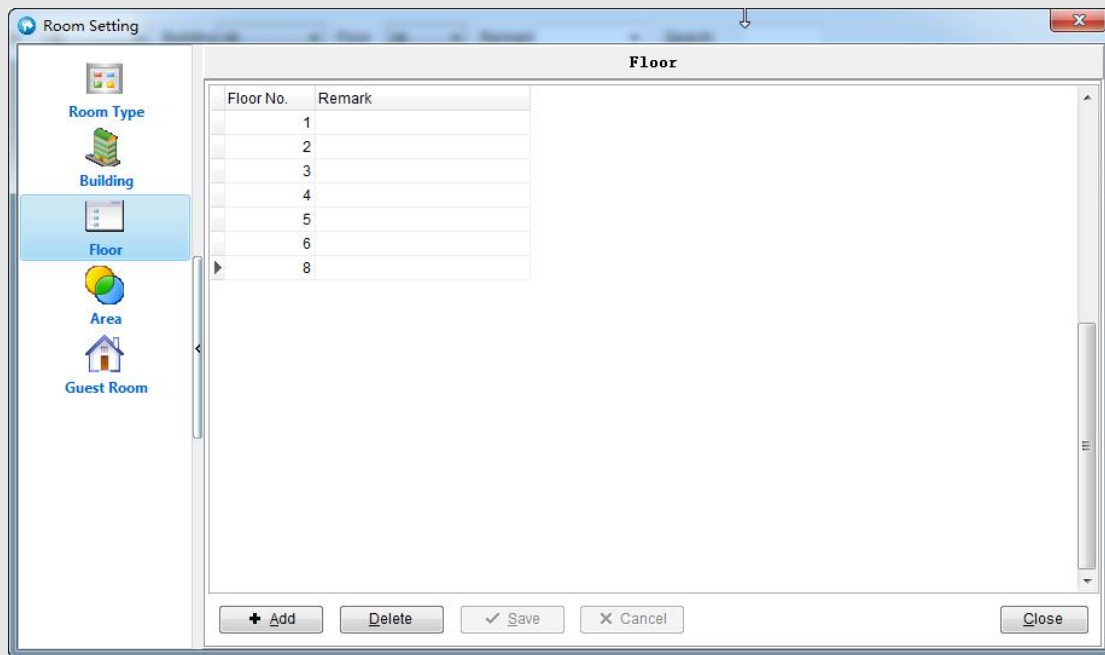
You can add the building information according to the real condition.



Building Name	Building No.	Remark
ACCOR 1	001	
* ACCOR 2	002	

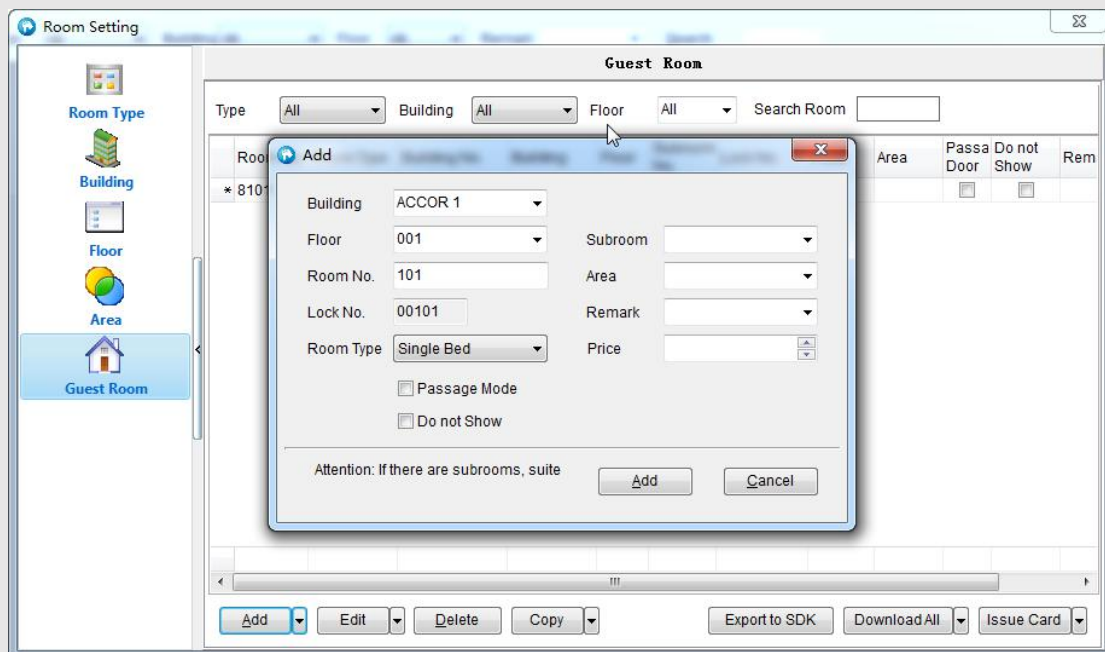
## 2.3 Floor information

You can add the floor information with floor number or the name as you like, refer below photo:



## 2.4 Guest Room

You shall add the room number with room type/floor/subroom information here directly.

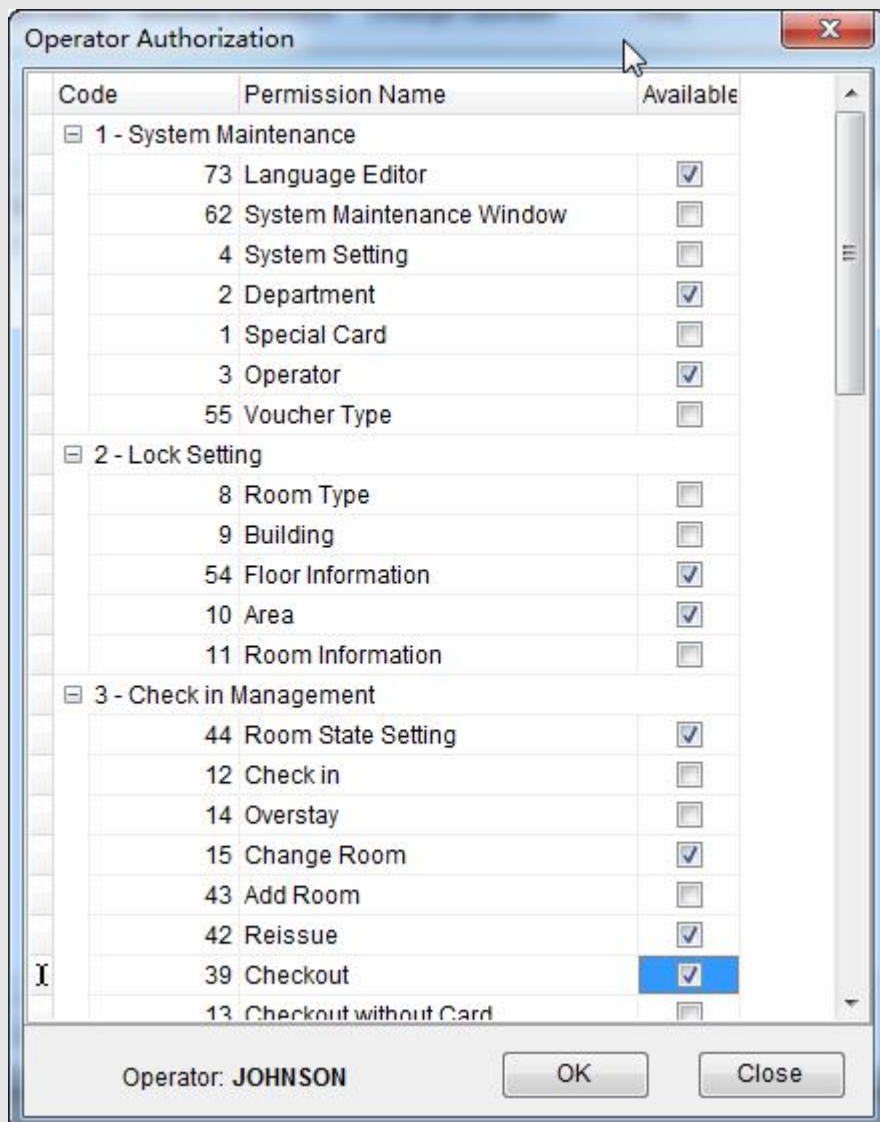
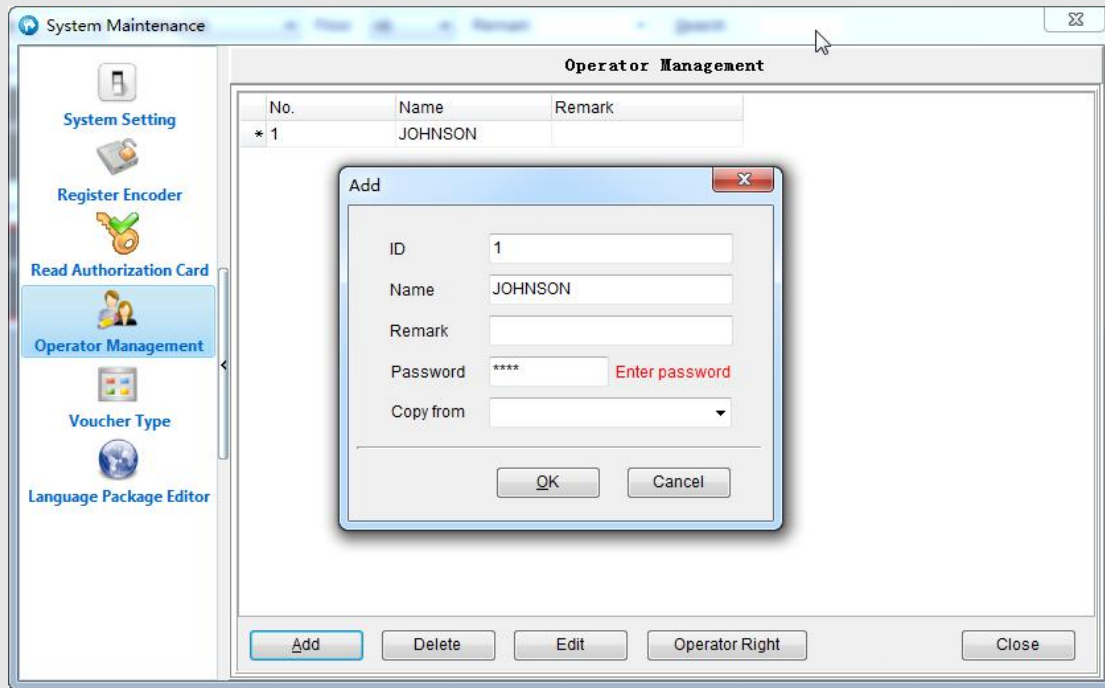


And you can click the Add button to add the same type room like 102/103/104/105.

## 3.Operator Management

You can add the operator information and assign them the right permission for the operations, for sample, you can just let the operator to make checkout but without permission to issue SPECIAL CARD, you can tick the function according to the requirement. Please refer the below photos:







## PHASE 3 FRONT OPERATION

Front operation is the most important part for the user. Every operator shall know well for these steps. Please find the below detail introduction, please read this introduction carefully before starting to work on the front reception.

### 3.1 Check In

Double click the room you want to issue card for the new guest, there is one window for you to enter the guest information:

**Check in**

Bill No. B16122400001 Guest Type Individual Guest ☐ Reservation

Guest Name DAVID Charge Type Wholeday Room Staying Day 4

Voucher Type ID Card Voucher No. 4782340230407 Check in 2016/12/24 11:53:33 Check out 2016/12/28 12:05:00

**Guestroom Information**

Room No.	Card Quantity	Family Room	Room Type	Price	Building	Floor	Remark
1▶ 101	1		Single Bed		ACCOR 1	001	

1 Total Issue: 1

Add Room Delete Unified Modify Issue Card Cancel

You can see the guest card information in the left window as the below photo:

Include the check in time, room number, departure time etc.

**Hotel Locking System**

System Setting Room Setting Check in Special Card Card Records Guest Query Backup Database Change Operator Help Exit

Vacant:15 Cleaning:0 Staying:1 Maintaining:0

Card Info

Card Type Guest Card  
Card No.:AAA90772  
User:DAVID  
Room No.:101  
Lock No.:1.1.101  
Check in time:2016-12-24 11:54  
Departure time:2016-12-28 12:05  
Additional info:Replace previous card

Guest Bill Change Room Overstay Recycle

Operator: 0 - Admin

Type All Building All Floor All Remark Search

Building: ACCOR 1, Floor: 001, Quantity: 8

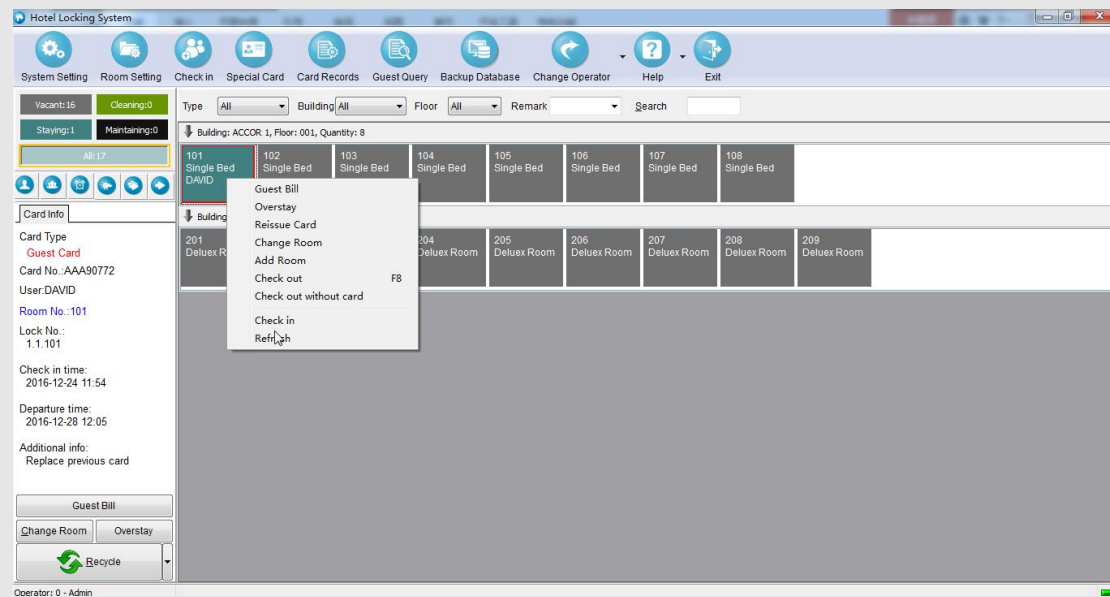
101 Single Bed DAVID	102 Single Bed	103 Single Bed	104 Single Bed	105 Single Bed	106 Single Bed	107 Single Bed	108 Single Bed
----------------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

Building: ACCOR 1, Floor: 002, Quantity: 9

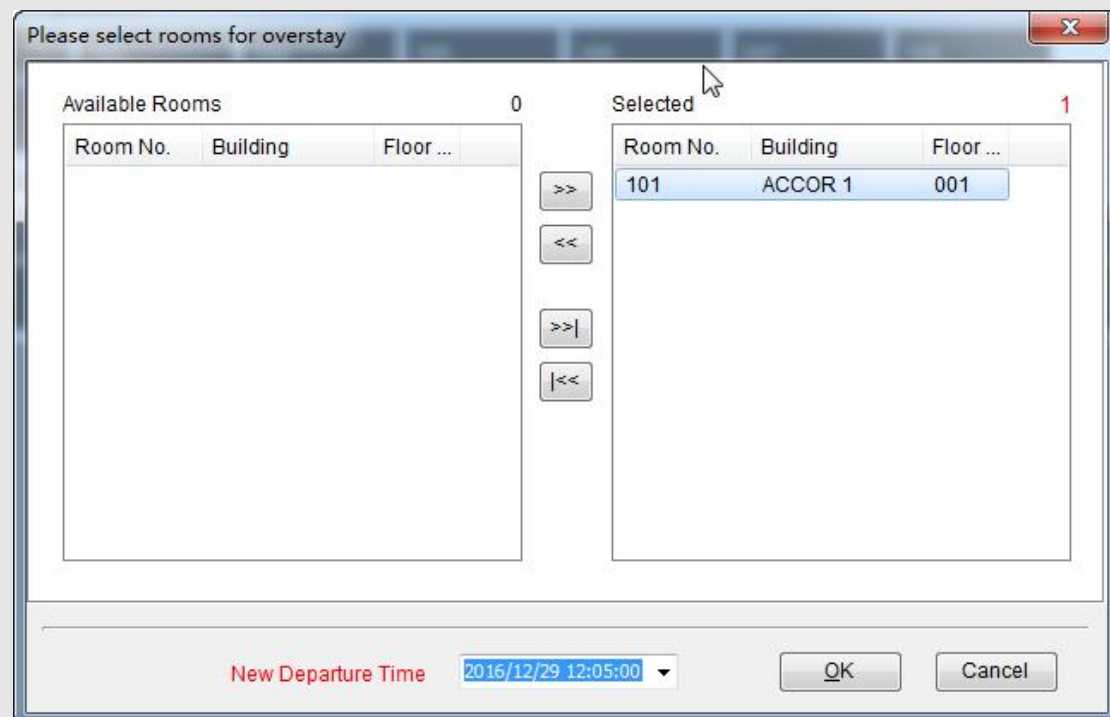
201 Delux Room	202 Delux Room	203 Delux Room	204 Delux Room	205 Delux Room	206 Delux Room	207 Delux Room	208 Delux Room	209 Delux Room
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

### 3.2 Overstay

You can right click the room for the guest, there is Overstay on the window.

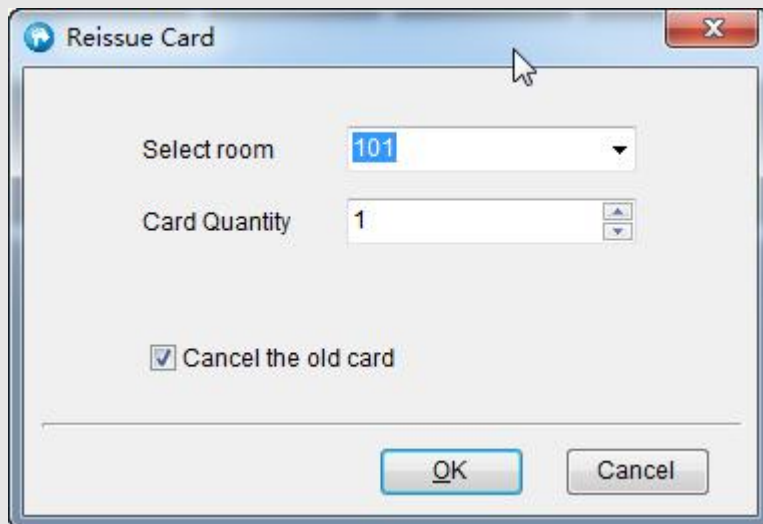


And change the time as the guest requires and click OK to reissue the guest card.



### 3.3 Reissue Card

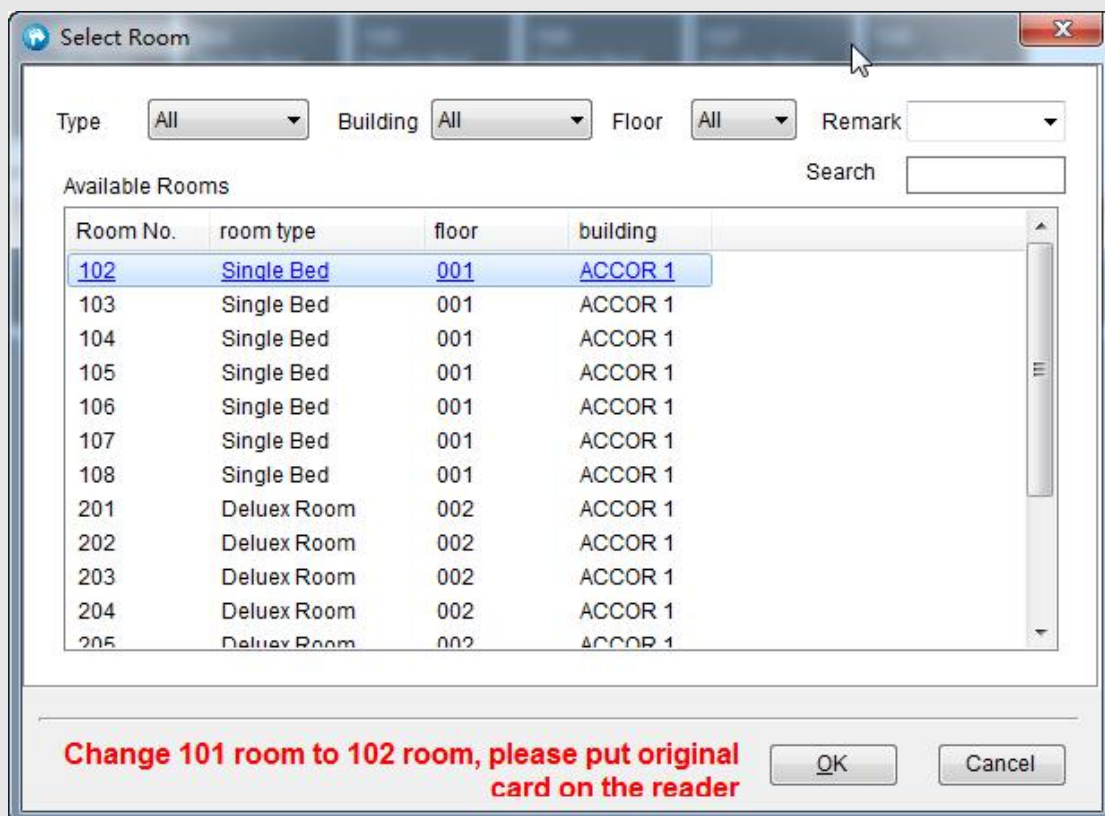
If there is guest who lost the card for their staying room, the front reception can reissue one new guest card for them, right click the room number:



You can tick the function "cancel the old card" and then the lost guest card will not work to open the door any more.

### 3.4 Change Room

You can change the room for some guest with below window:



### 3.5 Checkout

You can right click the room number and choose Checkout, then the card will be recycled and the room will change to green state like below:



### 3.6 Family Room Function

You can issue 4 cards for one guest if they are family check in.

Double click the room number and click the Family room button, you can add 3 more rooms for the guest.

With this function, one card for 103 room can still open 104/105/106 rooms.

The image shows two overlapping windows from a hotel management system. The 'Check in' window is in the background, and the 'Add Family Room' window is in the foreground.

**Check in Window:**

- Bill No.: B16122400002
- Guest Name: Gary
- Voucher Type: ID Card
- Guestroom Information table:

Room No.	Card Quantity	Family Room	Room Type
103	1		Single Bed
- Total Issued: 1

**Add Family Room Window:**

- Type: All, Building: All, Floor: All
- Available Rooms (12 total):

Room No.	Room Type	Floor No.	Building
102	Single Bed	001	ACCOR 1
107	Single Bed	001	ACCOR 1
108	Single Bed	001	ACCOR 1
201	Deluxe Room	002	ACCOR 1
202	Deluxe Room	002	ACCOR 1
203	Deluxe Room	002	ACCOR 1
204	Deluxe Room	002	ACCOR 1
205	Deluxe Room	002	ACCOR 1
206	Deluxe Room	002	ACCOR 1
207	Deluxe Room	002	ACCOR 1
208	Deluxe Room	002	ACCOR 1
209	Deluxe Room	002	ACCOR 1
- Selected Rooms:

Room No.	Room Type
104	Single Bed
105	Single Bed
106	Single Bed

## Phase 4 Special Card

This phase is to introduce the main cards on daily use, operators are suggested testing the functions with these cards in advance.

There are two type cards:

**Unlock Card:** include master card/Building card/Emergency card/Floor Card/Backup Guest card and Multi-door Card.

**Function Card:** include Room Setting Card/Clear Room Setting Card/Data Card/Lost Card/Area Card/Adjust Time Card/Mortise Setting Card/Guest Stop Card/Cancel Lost Card and Cancel Area Card.

Please refer to below window:

Serial No.	Card User	Card No.	Card Type	Building	Floor	Room No.	Issue Time	Refund Time	Lock No.	Area	Lost Card No.	Operator	Replacement No.	Can open door	Pass Mode	Lock Type
------------	-----------	----------	-----------	----------	-------	----------	------------	-------------	----------	------	---------------	----------	-----------------	---------------	-----------	-----------

Room Setting Card	Clear Room Setting Card	Data Card	Lost Card	Area Card
Adjust Time Card	Mortise Setting Card	Guest Stop Card	Cancel Lost Card	Cancel Area Card

### 4.1 Master Card

This card is usually for manager use, it have full right for the management, you can open all the doors with this card even the deadlocking one.

The screenshot shows a software window titled "Issue Special Card" with a sub-header "Master Card". It contains the following fields and options:

- Valid Time:** A dropdown menu showing "2018/12/26".
- Card User:** A dropdown menu showing "0 - Admin".
- Remark:** An empty text input field.
- Options:**
  - ☐ Passage Mode
  - ☒ Can open deadlock
  - ☐ Cancel Old Card
- Remark:** A text label stating "Remark: This card can open all the locks".
- Buttons:** "Issue" and "Exit" buttons at the bottom right.

## 4.2 Building Card

This card is issued to open all the door that belong to one building.  
You can set the valid time or the passage mode

The screenshot shows a software window titled "Issue Special Card" with a sub-header "Building Card". It contains the following fields and options:

- Building (Max: 5):** A list box containing two items: "ACCOR 1" (checked) and "ACCOR 2" (unchecked), each with a building icon.
- Valid Time:** A dropdown menu showing "2017/12/26".
- Card User:** A dropdown menu showing "0 - Admin".
- Remark:** An empty text input field.
- Options:**
  - ☐ Passage Mode
  - ☒ Can open deadlock
  - ☐ Cancel Old Card
- Buttons:** "Issue" and "Exit" buttons at the bottom right.

### 4.3 Multi-Door Card

This card is issued to use under special condition, you can choose more than 250 rooms and 8 areas for this card, and you can also set the valid time or passage mode.

Search  Add Del Clear

Selected(Max: 250) 17

Room No.	Building	Floor
101	ACCOR 1	001
102	ACCOR 1	001
103	ACCOR 1	001
104	ACCOR 1	001
105	ACCOR 1	001
106	ACCOR 1	001
107	ACCOR 1	001
108	ACCOR 1	001
201	ACCOR 1	002
202	ACCOR 1	002
203	ACCOR 1	002
204	ACCOR 1	002
205	ACCOR 1	002
206	ACCOR 1	002
207	ACCOR 1	002
208	ACCOR 1	002

Available Area(Max: 8)

☒ Meeting

☐ Sauna

Time Range 1 00:00 to 04:59

Time Range 2 08:00 to 09:00

Time Range 3 14:00 to 18:00

Valid Time 2016/12/26

Remark

☐ Can open deadlock

☐ Passage Mode

☐ Cancel Old Card

Card User 0 - Admin

Read Issue Exit

### 4.4 Emergency Card

Usually this card is issued for exit door use, when you touch this card to the lock, the lock will be under always open state(press handle to open directly), if you want to cancel the setting, please just touch the emergency card to the lock one more time.

Card User 0 - Admin

Remark

☐ Cancel Old Card

Remark: Without time limit;after you touch the card to the lock, the lock will be under always

Issue Exit



#### 4.5 Floor Card

This card is issued for floor service maid, you can choose maximum 5 floors and set the valid time range for the service maid, default setting is floor card can not open dead locking door.

**Issue Special Card**

**Floor Card**

Building: ACCOR 1

Valid Floor (Max: 5):  
☒ 001  
☒ 002

Valid Time: 2016/12/26

Time Range 1: 00:00 to 23:59

Time Range 2: 00:00 to 00:00

Time Range 3: 00:00 to 00:00

Card User: 0 - Admin

Remark:

☐ Passage Mode  
☐ Can open deadlock  
☐ Cancel Old Card

Issue Exit

#### 4.6 Backup Guest Card

This card is usually issued for some door locks in advance to avoid the power failure or computer crash issue.

**Backup Guest Card**

Type: All Building: All Floor: All Remark: Search:

Available Rooms (16):

Room ...	Room Type	Floor No.	Building
101	Single Bed	001	ACCOR 1
102	Single Bed	001	ACCOR 1
104	Single Bed	001	ACCOR 1
105	Single Bed	001	ACCOR 1
106	Single Bed	001	ACCOR 1
107	Single Bed	001	ACCOR 1
108	Single Bed	001	ACCOR 1
201	Delux Ro...	002	ACCOR 1
202	Delux Ro...	002	ACCOR 1
203	Delux Ro...	002	ACCOR 1
204	Delux Ro...	002	ACCOR 1
205	Delux Ro...	002	ACCOR 1
206	Delux Ro...	002	ACCOR 1
207	Delux Ro...	002	ACCOR 1

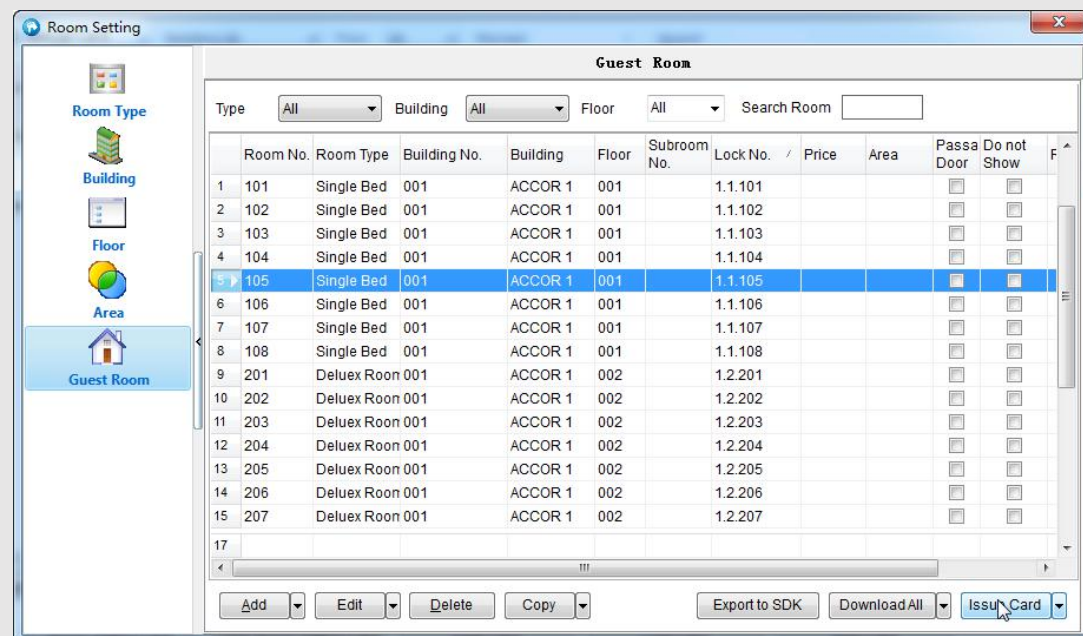
Selected (1):

Room ...	Room Type	Floor No.	Building
103	Single Bed	001	ACCOR 1

OK Cancel

## 4.7 Room Setting Card

This card is for first time use to configure the lock with room number.



The screenshot shows the 'Room Setting' window with a sidebar on the left containing icons for Room Type, Building, Floor, Area, and Guest Room. The 'Guest Room' icon is selected. The main area is titled 'Guest Room' and contains a table with columns: Room No., Room Type, Building No., Building, Floor, Subroom No., Lock No., Price, Area, Passa Door, and Do not Show. The table lists 17 rooms, with room 105 highlighted. Below the table are buttons for Add, Edit, Delete, Copy, Export to SDK, Download All, and Issue Card.

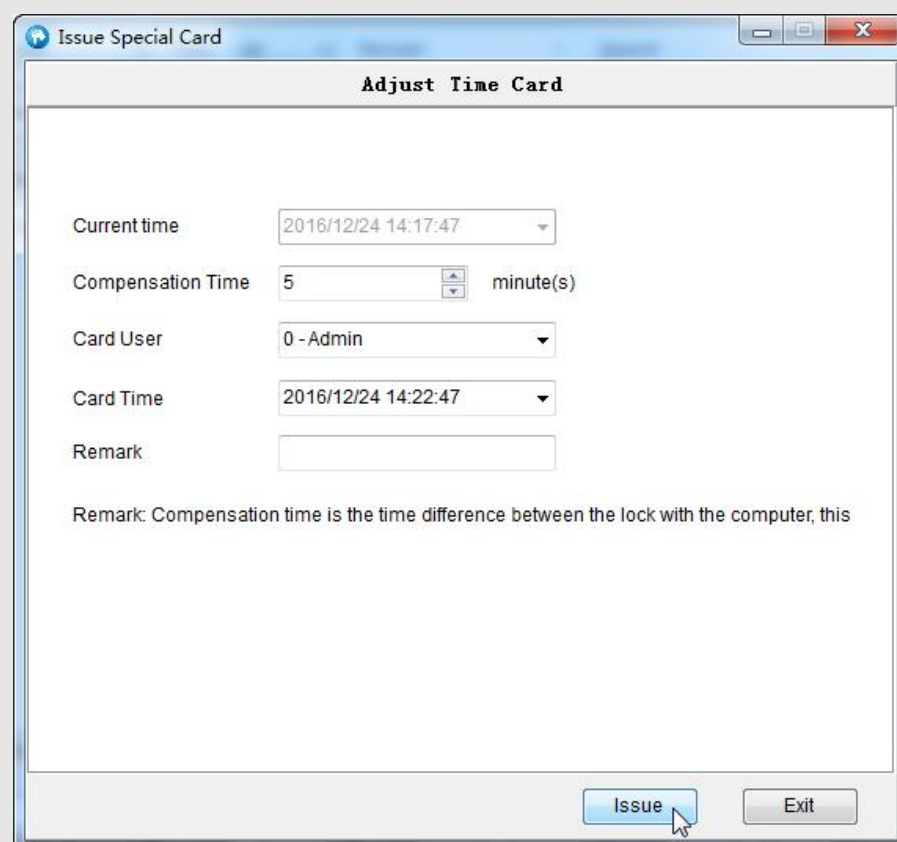
	Room No.	Room Type	Building No.	Building	Floor	Subroom No.	Lock No.	Price	Area	Passa Door	Do not Show
1	101	Single Bed	001	ACCOR 1	001		1.1.101			<input type="checkbox"/>	<input type="checkbox"/>
2	102	Single Bed	001	ACCOR 1	001		1.1.102			<input type="checkbox"/>	<input type="checkbox"/>
3	103	Single Bed	001	ACCOR 1	001		1.1.103			<input type="checkbox"/>	<input type="checkbox"/>
4	104	Single Bed	001	ACCOR 1	001		1.1.104			<input type="checkbox"/>	<input type="checkbox"/>
5	105	Single Bed	001	ACCOR 1	001		1.1.105			<input type="checkbox"/>	<input type="checkbox"/>
6	106	Single Bed	001	ACCOR 1	001		1.1.106			<input type="checkbox"/>	<input type="checkbox"/>
7	107	Single Bed	001	ACCOR 1	001		1.1.107			<input type="checkbox"/>	<input type="checkbox"/>
8	108	Single Bed	001	ACCOR 1	001		1.1.108			<input type="checkbox"/>	<input type="checkbox"/>
9	201	Delux Room	001	ACCOR 1	002		1.2.201			<input type="checkbox"/>	<input type="checkbox"/>
10	202	Delux Room	001	ACCOR 1	002		1.2.202			<input type="checkbox"/>	<input type="checkbox"/>
11	203	Delux Room	001	ACCOR 1	002		1.2.203			<input type="checkbox"/>	<input type="checkbox"/>
12	204	Delux Room	001	ACCOR 1	002		1.2.204			<input type="checkbox"/>	<input type="checkbox"/>
13	205	Delux Room	001	ACCOR 1	002		1.2.205			<input type="checkbox"/>	<input type="checkbox"/>
14	206	Delux Room	001	ACCOR 1	002		1.2.206			<input type="checkbox"/>	<input type="checkbox"/>
15	207	Delux Room	001	ACCOR 1	002		1.2.207			<input type="checkbox"/>	<input type="checkbox"/>
17											

## 4.8 Adjust Time Card

This card is to set the lock time to be same with the computer.

Notice there is time delay during issuing card and take to touch to the lock.

So usually there is compensation time upon the time difference.

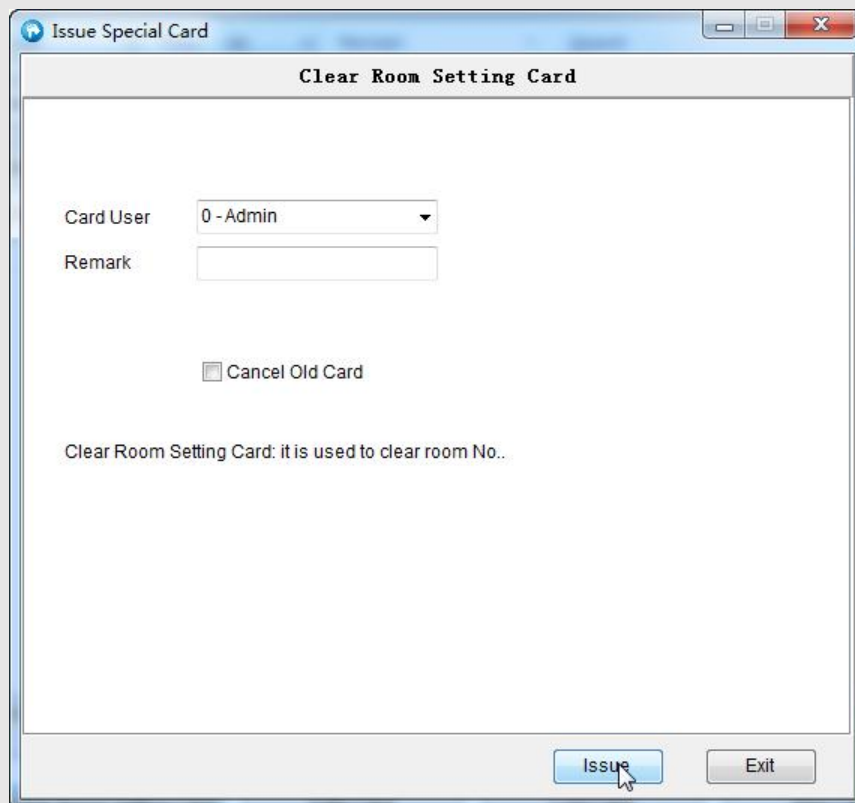


The screenshot shows the 'Issue Special Card' window with a tab titled 'Adjust Time Card'. It contains the following fields: Current time (2016/12/24 14:17:47), Compensation Time (5 minute(s)), Card User (0 - Admin), Card Time (2016/12/24 14:22:47), and Remark (empty). A note at the bottom states: 'Remark: Compensation time is the time difference between the lock with the computer, this'. At the bottom right are 'Issue' and 'Exit' buttons.

Configure the locks with Authorization card, Room Setting Card and Adjust Time Card.

#### 4.9 Clear Room Setting Card

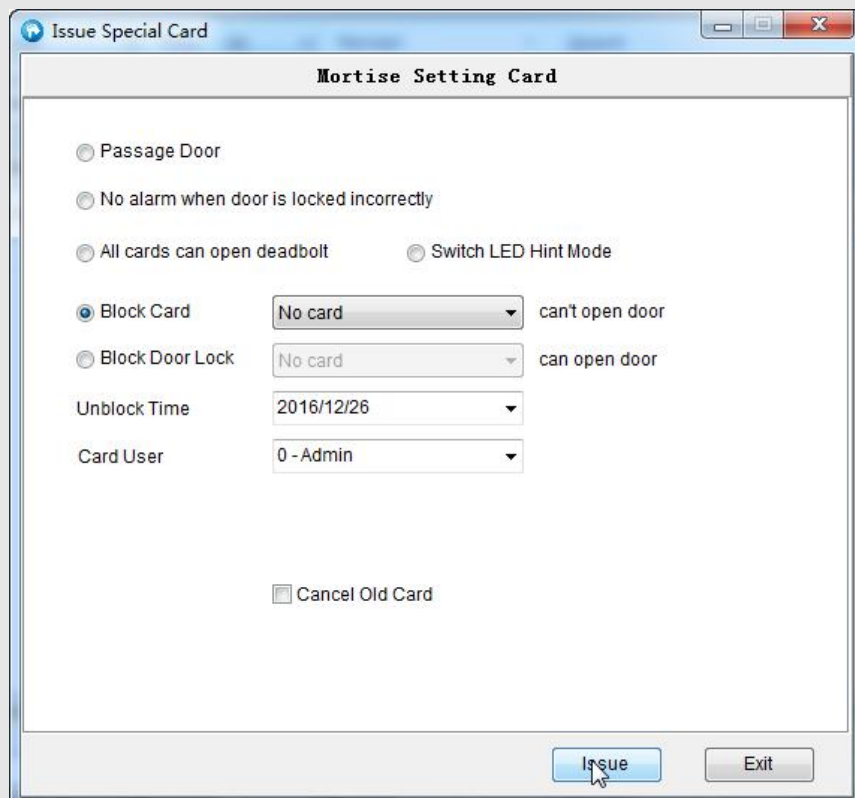
This card is to clear the room number information from the lock, usually it is to clear the room number information in one lock.



The screenshot shows a software window titled "Issue Special Card" with a sub-header "Clear Room Setting Card". Inside the window, there is a "Card User" dropdown menu set to "0 - Admin" and an empty "Remark" text box. Below these is a checkbox labeled "Cancel Old Card". A descriptive text at the bottom reads "Clear Room Setting Card: it is used to clear room No..". At the bottom right, there are two buttons: "Issue" and "Exit". A mouse cursor is pointing at the "Issue" button.

#### 4.10 Mortise Setting Card

This card is issued for special condition for passage door or no alarm setting etc.

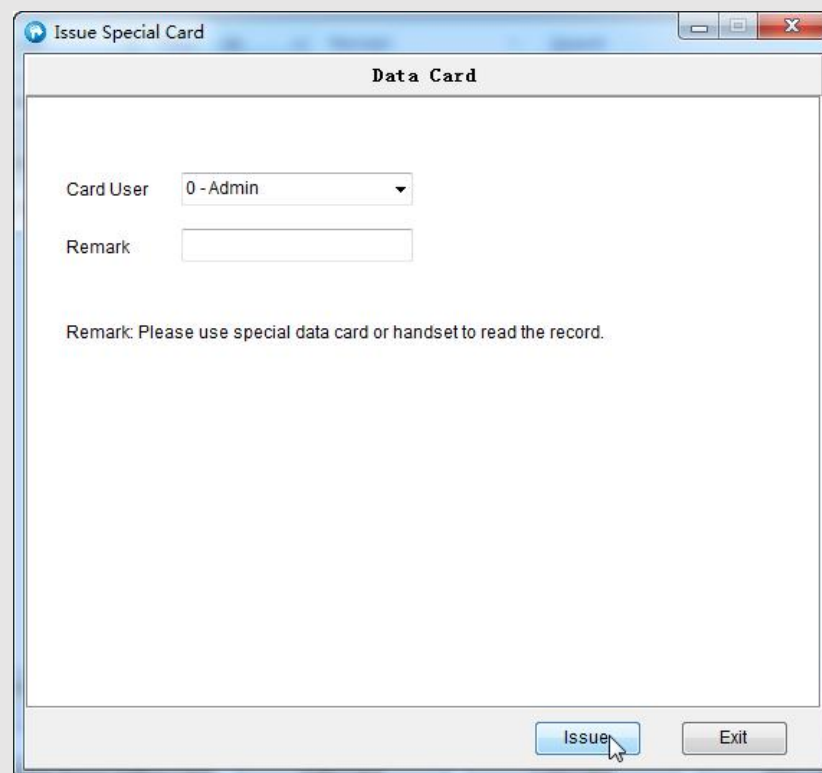


The screenshot shows a software window titled "Issue Special Card" with a sub-header "Mortise Setting Card". It contains several radio button options: "Passage Door", "No alarm when door is locked incorrectly", "All cards can open deadbolt", and "Switch LED Hint Mode". Below these are two more radio buttons: "Block Card" (which is selected) and "Block Door Lock". Each of these has a dropdown menu set to "No card" and a corresponding text label: "can't open door" for "Block Card" and "can open door" for "Block Door Lock". There is also an "Unblock Time" dropdown menu set to "2016/12/26" and a "Card User" dropdown menu set to "0 - Admin". At the bottom is a checkbox labeled "Cancel Old Card". At the bottom right, there are "Issue" and "Exit" buttons, with a mouse cursor pointing at the "Issue" button.

#### 4.11 Data Card

This card is issued to read the opening records which is stored in the lock memory and then you can read the records from the card in the software.

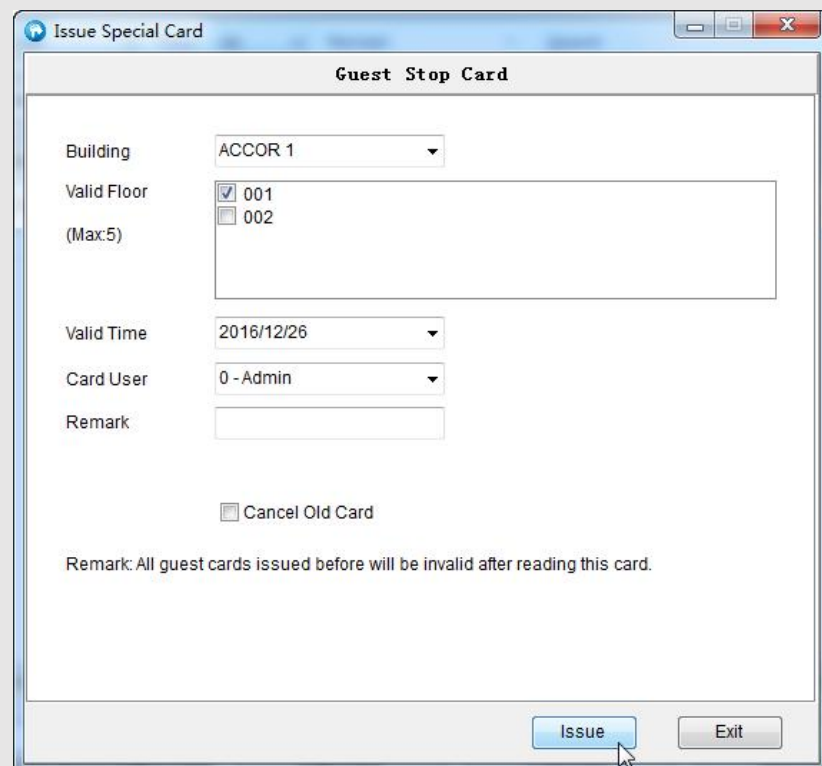
Notice: Card type is 4K memory card only.



The screenshot shows a software window titled "Issue Special Card" with a sub-header "Data Card". Inside the window, there is a "Card User" dropdown menu set to "0 - Admin" and an empty "Remark" text box. Below these, a message reads: "Remark: Please use special data card or handset to read the record." At the bottom right, there are two buttons: "Issue" (highlighted with a mouse cursor) and "Exit".

#### 4.12 Guest Stop Card

This is to stop some lost guest card that issued before the time inside current card.



The screenshot shows a software window titled "Issue Special Card" with a sub-header "Guest Stop Card". The form includes a "Building" dropdown set to "ACCOR 1", a "Valid Floor" section with checkboxes for "001" (checked) and "002", and a "(Max:5)" label. Below this is a "Valid Time" dropdown set to "2016/12/26", a "Card User" dropdown set to "0 - Admin", and an empty "Remark" text box. A checkbox labeled "Cancel Old Card" is present. At the bottom right, there are two buttons: "Issue" (highlighted with a mouse cursor) and "Exit". A message at the bottom reads: "Remark: All guest cards issued before will be invalid after reading this card."

#### 4.13 Lost Card

This card is issued to cancel the lost cards, please find the lost card number in the issuing card records and enter the card No. in the below window, put one empty card on the reader and issue one "Lost Card", touch to the lock, then the lost card with the entered card number can not open the door any more.

Report Loss Operations

Lost Card

Card Type: All

Card No.: AAA90772

Issue Lost Card

Card No.	Card Type	Card User	Building	Floor	Issuing time
----------	-----------	-----------	----------	-------	--------------

#### 4.14 Cancel Lost Card

This card is issued to enable the lost cards which is disabled before, it is same operation like the "Lost Card", after you touch the "Cancel Lost Card" to the lock, the old lost card will open the door again.

Report Loss Operations

Cancel Lost Card

Card Type: All

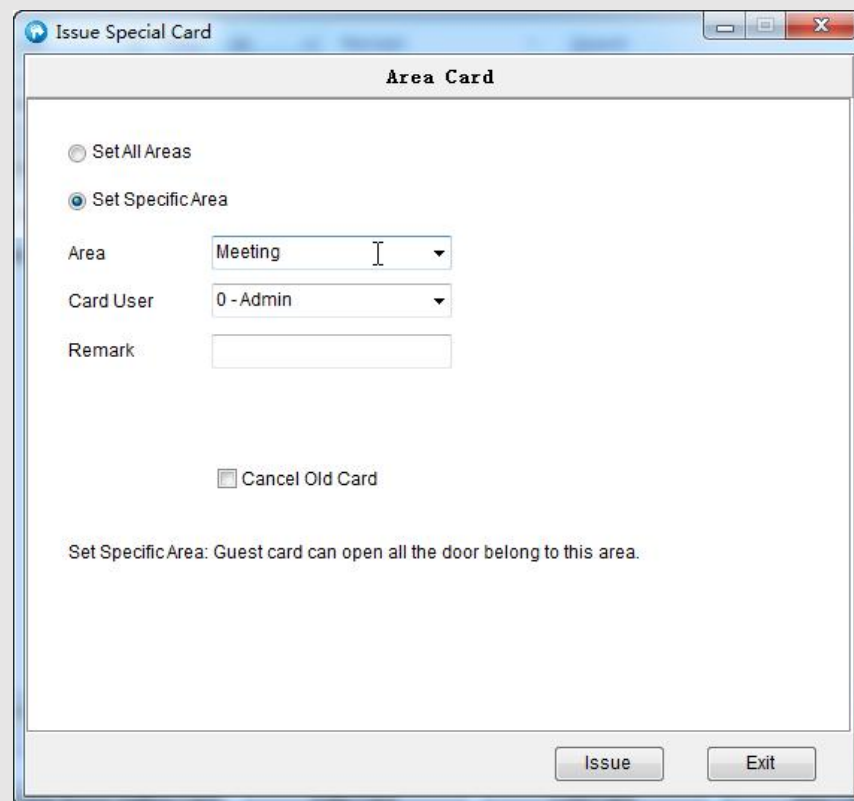
Card No.: AAA90772

Issue Cancel Lost Card

Card No.	Card Type	Card User	Building	Floor	Issuing time
----------	-----------	-----------	----------	-------	--------------

#### 4.15 Area Card

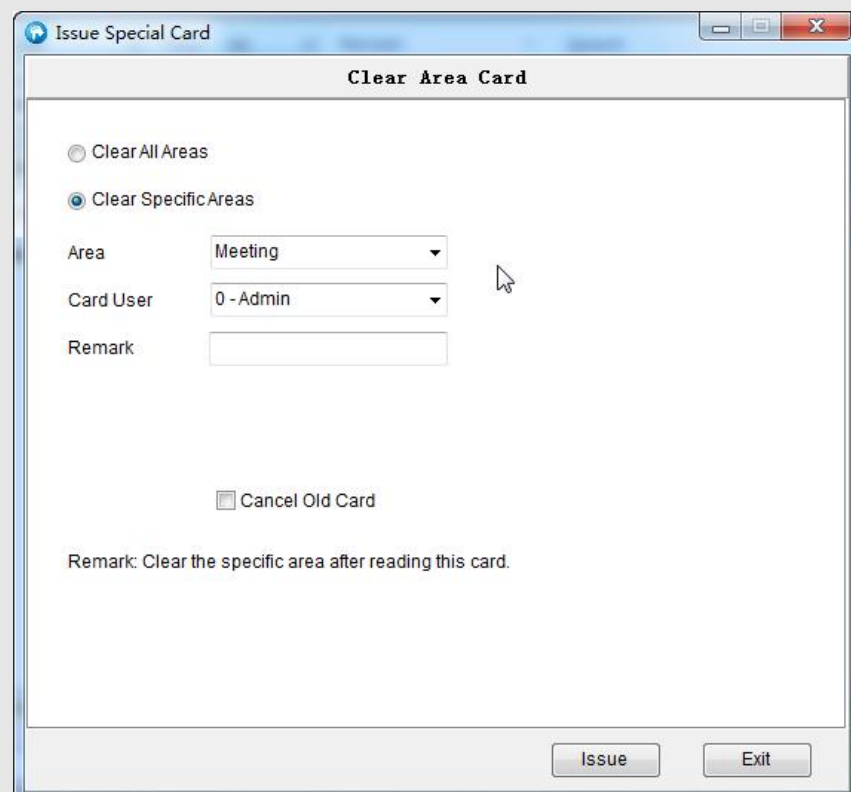
This is to set some locks to be with some area. Then when the front operator choose the area for the guest card, the guest card can open all the door that belong to this area.



The screenshot shows a software window titled "Issue Special Card" with a sub-header "Area Card". It contains two radio buttons: "Set All Areas" and "Set Specific Area", with the latter selected. Below these are three input fields: "Area" (a dropdown menu showing "Meeting"), "Card User" (a dropdown menu showing "0 - Admin"), and "Remark" (an empty text box). A checkbox labeled "Cancel Old Card" is positioned below the "Remark" field. At the bottom of the window, there are two buttons: "Issue" and "Exit". A message at the bottom of the main content area reads: "Set Specific Area: Guest card can open all the door belong to this area."

#### 4.16 Clear Area Card

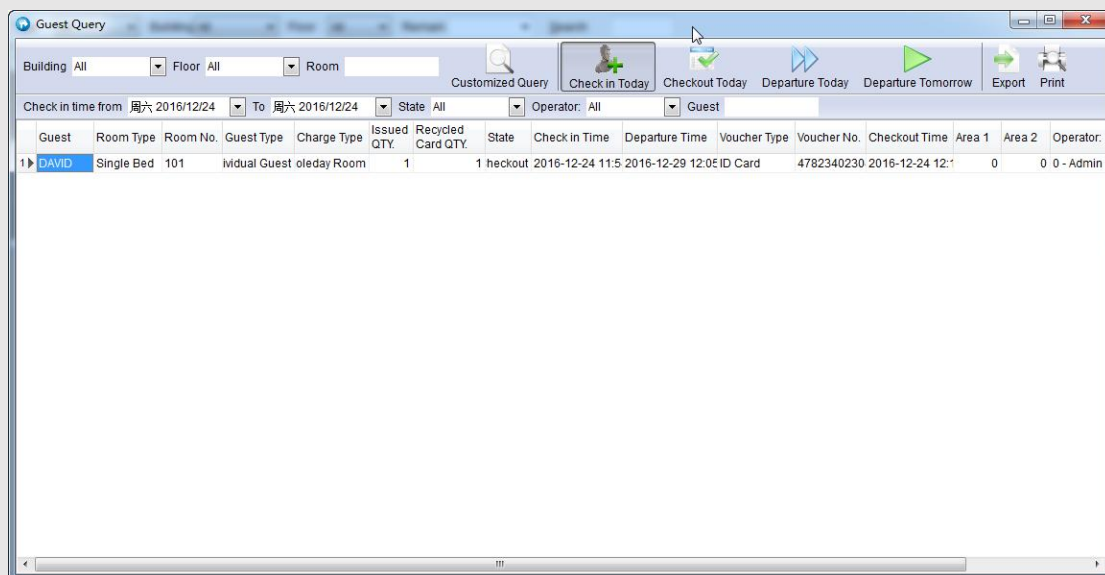
This is to clear the area information in one lock.



The screenshot shows a software window titled "Issue Special Card" with a sub-header "Clear Area Card". It contains two radio buttons: "Clear All Areas" and "Clear Specific Areas", with the latter selected. Below these are three input fields: "Area" (a dropdown menu showing "Meeting"), "Card User" (a dropdown menu showing "0 - Admin"), and "Remark" (an empty text box). A checkbox labeled "Cancel Old Card" is positioned below the "Remark" field. At the bottom of the window, there are two buttons: "Issue" and "Exit". A message at the bottom of the main content area reads: "Remark: Clear the specific area after reading this card."

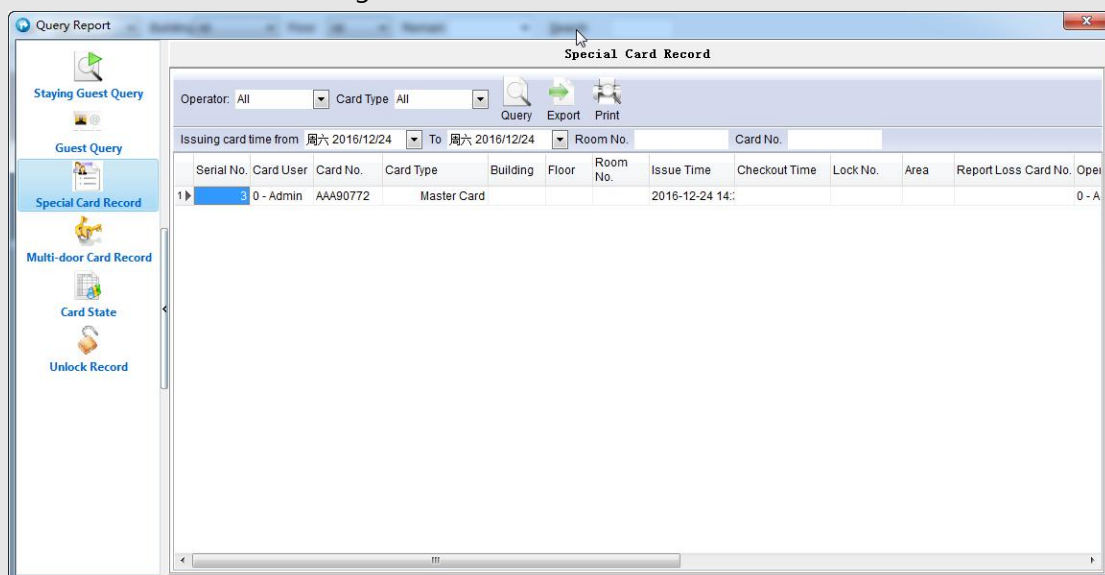
## Phase 5 Card Records & Guest Query

This phase is to check the issuing card records, you can find the guest name/check in time/checkout time etc.



### Guest Query

This window is to check the guest state, card state and the unlock records.






**Important:** Please use the S70 card (Mifare 4K card) to issue as Data Card. Then you can touch this data card to the lock, there is beep with blue light flashes. When there is one long beep, the data card will read the latest 388 records.



You can find the  on the window above.

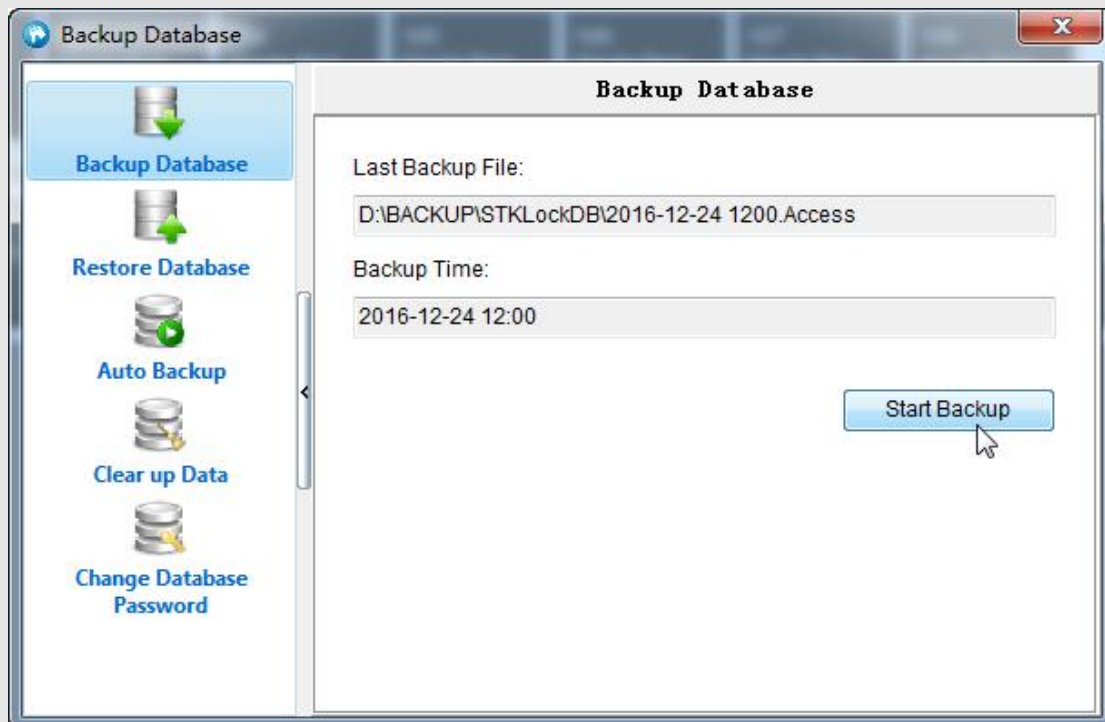
Click “Query “ and there are opening records listed after 3-5 seconds.

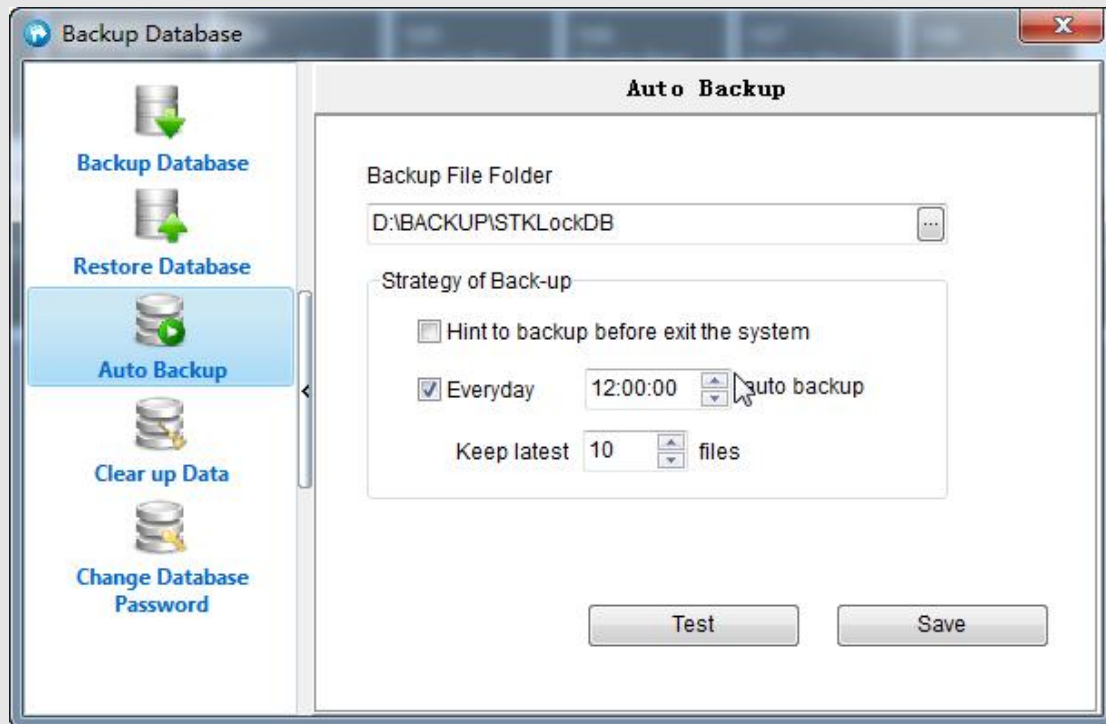


Unlock Record					
 Query  Export  Print					
Room: 8101		Building: 1		Lock No.: 1.1.8101	
Serial No.	Card No.	Unlock Way	Unlock Time	Card User	
1	1	16B903BB	Guest Card	5/10/2013 9:58:00 AM	
2	2	16B903BB	Floor Card	5/10/2013 9:58:00 AM	
3	3	6690FCBA	Emergency Ca	5/10/2013 8:52:00 AM	0 - Admin
4	4	6690FCBA	Master Card	5/10/2013 8:52:00 AM	0 - Admin
5	5	16B903BB	Master Card	5/9/2013 4:55:00 PM	
6	6	16B903BB	Master Card	5/9/2013 4:55:00 PM	
7	7	16B903BB	Master Card	5/9/2013 4:55:00 PM	
8	8	16B903BB	Master Card	5/9/2013 12:11:00 PM	
9	9	16B903BB	Master Card	5/9/2013 12:11:00 PM	
10	10	16B903BB	Master Card	5/9/2013 12:11:00 PM	
11	11	16B903BB	Master Card	5/9/2013 12:10:00 PM	
12	12	16B903BB	Master Card	5/9/2013 12:10:00 PM	

## Phase 6 Database Backup

This part is important to backup the database for future use. We suggest backup the database every day or auto backup directly.





When there is computer crash issue, you can reinstall the lock software and then restore the old database, then you can keep the old settings for the software and solve the worry or reset all locks.

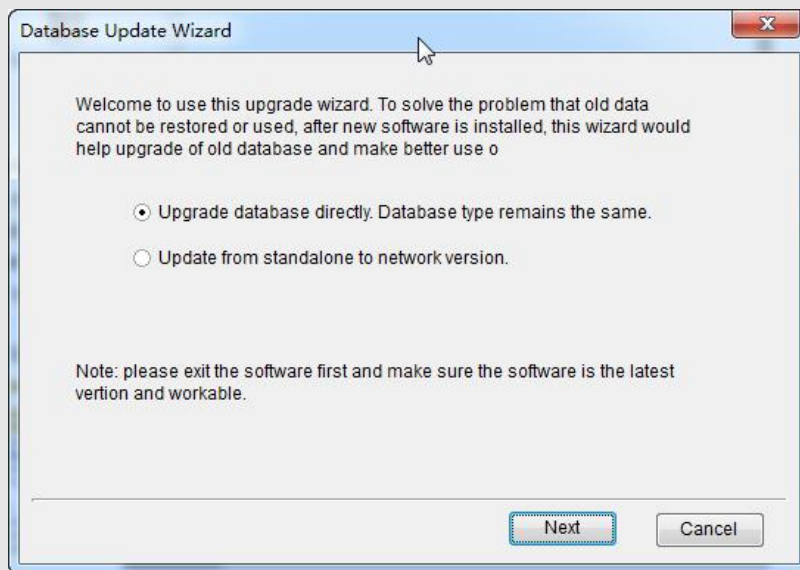
When you reinstall the new version software, please update the old database via below steps:

Click "Update Database" in the "Hotel Locking System"

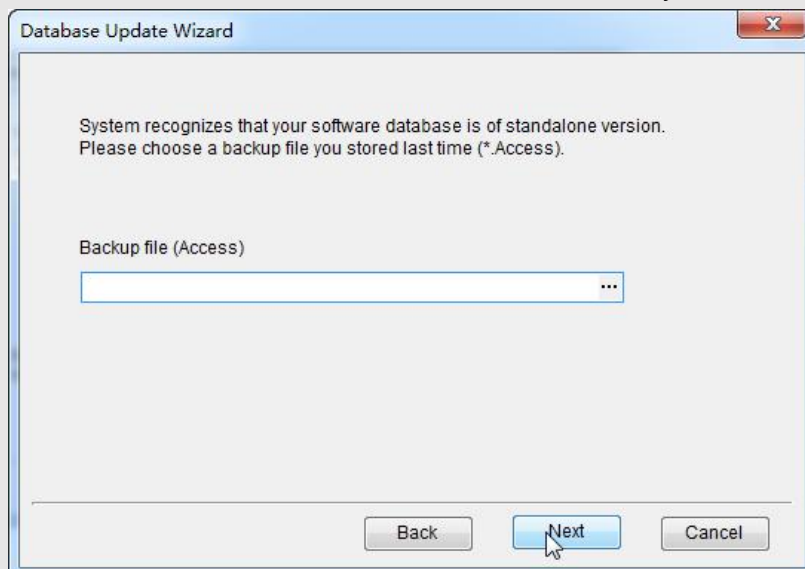


And there is one window as below to guide you to update the old database to the new version software.

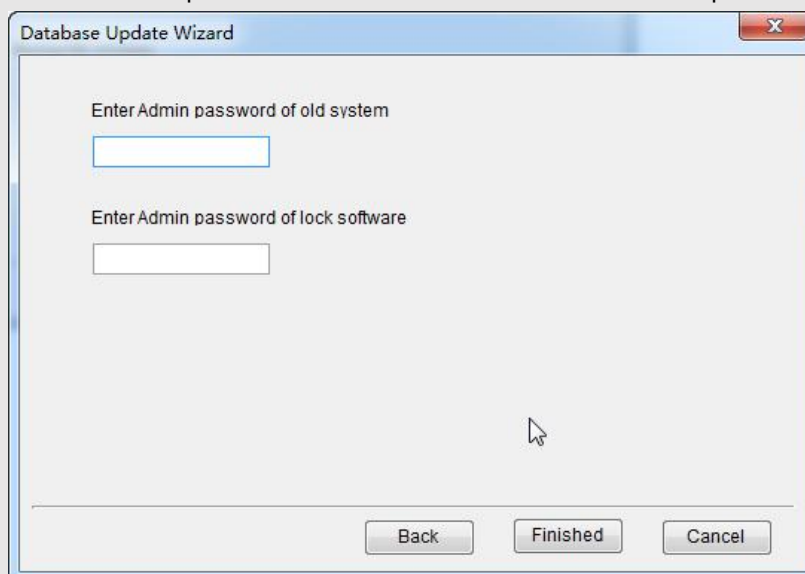
This work will solve the issue of the database difference.



Click Next and choose the old database in the folder you saved.



And enter the password for old lock software and admin password.



## Phase 7. Configure Room Information

1. Issue "Room Setting Card" and touch to the lock (First is to touch the Authorization card and then touch the Room Setting Card).
2. Issue "Adjust Time Card" and touch to the lock.
3. Issue "Guest Card" and touch to the lock for test (when there is one beep and blue light flashes, you can depress the handle to open the door).

Remark: please configure the lock by sequence with "Authorization card" + "Room Setting Card" + "Adjust Time Card", or you can use the portable LCD handset to set the locks quickly.

## Phase 8. Sound Tip for Wrong Operation

There are sounds for tip when in operation, there are for different tip. Please find the following description for sound.

Sound Tip for Wrong Opening	Error Reason
one short beep	Time error
Two short beep	Deadlock inside
Three short beep	Room No./Floor No./Building No. Is not right
Four short beep	Card is reported lost
Five short beep	Card encryption error
Six short beep	Authorization information is not right
Seven short beep	Room was set already
Eight short beep	Card is forbidden by "Mortise Setting Card"
Ten short beep	Card is replaced
One short and one long beep	Operation successful
didi-didi-didi beep	Low power