RF Card Lock System Operation Instruction

1. System Requirement:

A 586 (or above) computer

Operation system: above Win98

A usable USB port.

2. System Installation:

1) Install system:

Insert the disc and operate the file "Setup.exe" and complete the installation according to the instruction.

2) Install Card Encoder:

After you complete the installation for the software, Please connect the input line of the card issuer (encoder) with the USB port to your computer.

3. First Login:

After the software is installed successfully, you can find the file as the installing path and open it. Then enter the interface of "**RF Card Lock management system Login**".(As shown in ONL001)

ONL001

Click the "▼" button on the right of "User" and choose the User "**Admin**" (as shown in ONL001). Press the "**OK**" button so the user can enter the main interface of "**Intelligent lock System(V9.1)—[Guest Room Info.]**" (as shown in ONL002).
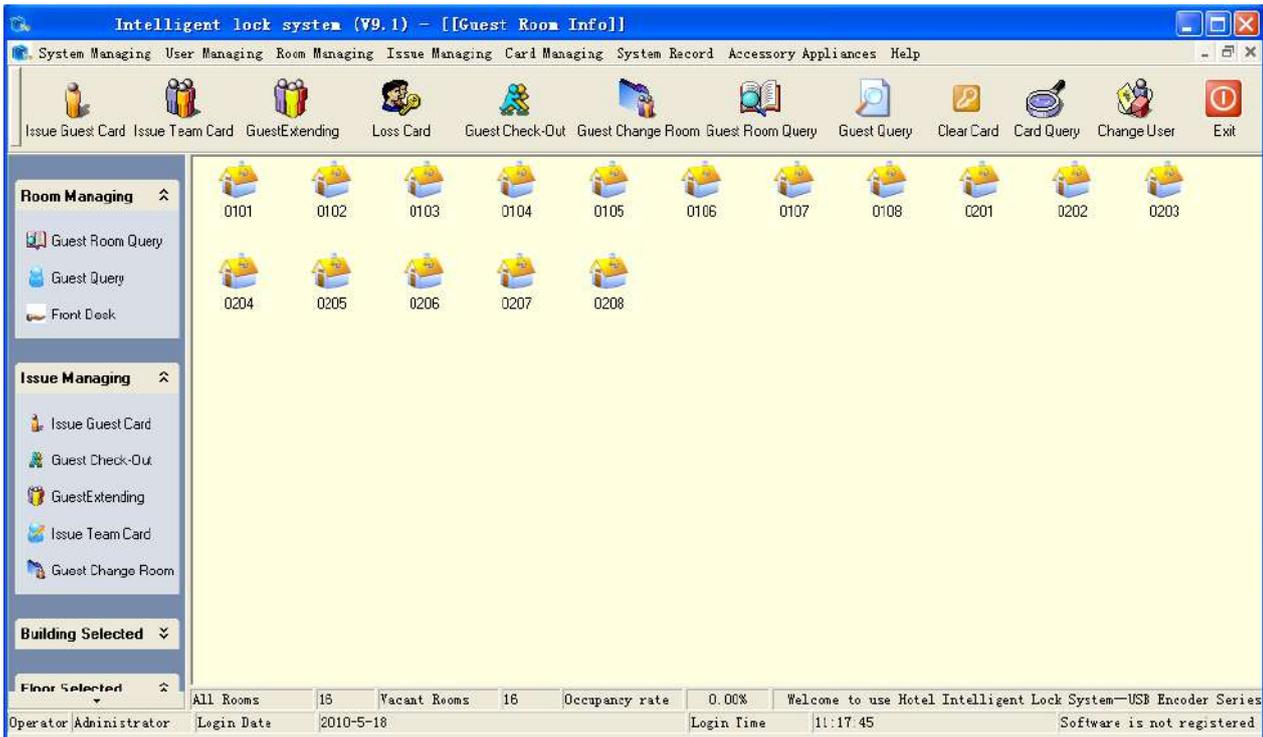
ONL002

4. System Registration and System Setting:

4-1. System Registration

After the "First Login" is completed successfully, please enter the main interface of the system. Then you press the column of "**Help**" and choose the functional module of "**Registry**". Thus, you can enter the interface of "**Registry**".
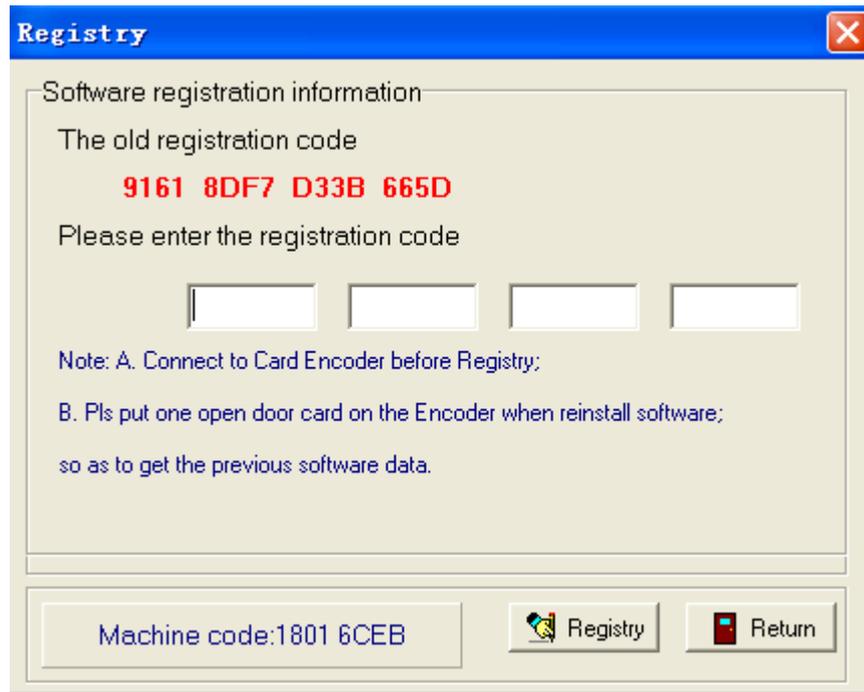
ONL003

Now please contact local dealer so that you can get the "Register code". Please input the "Register code" (as shown in ONL003). Then press the button "Registry" and operator will be informed with "Register Success!" by the system. Press the button "OK" and the system will automatically exit after successful registration.

Note 1: The Register Code is matched with the "Encoder No.", 1:1 matching. Different Encoders have different Register Code. Use the given Encoder with the fixed Registry Code. If you forget the Register Code, pls tell us the "Encoder No." on the back side of the Encoder and we will tell you the correct Register Code.

Note 2: If you change new Encoder, pls put a open door card (such as Master card, Guest card, etc.) on the Encoder and register the software by corresponding

Registry Code again

4-2. **System Setting**

4-2-1. When you enter into the system again(as shown in ONL002) , please press the column of "**System Managing**" and choose the functional module of "**System setting**". Thus, you can enter the interface of "**System setting**" (as showed 4-2-2). Get the necessary change as your demand.

5. Operator Management:

Press the column of "**User Managing**" chooses the functional module of "**User setting**" and presses it to enter the interface of "**Administration Setting**".

ONL004

According to the instruction of the interface, key in the operator's "**User Name**", "**Dept**", "**Real Name**" and "**Password**",. Click the "▼" button of "**Function**" and choose a certain level (Such as "**Front Desk Operator**", "**General Manager**" or "**Super Manager**". as shown in ONL004) according to your requirement of management. Then Click "**Add**" after all these is OK.

Note: "Admin" is the original code of the system. Anyone can enter the

system without password. you can Add the user information(such as name /Tel /Function/password etc) by click the user name column, then press the button "**Add**", and delete the original "admin" user by click button "Delete". In order to ensure security, please set a password after the new "**Super user**" has been added.

   Note: Before the **Front Desk Operator** / **General Manager** is set, the **"Super Manager"** should be set firstly. Meanwhile, please set other operators according to your requirements of management. Different levels of authorization correspond to different operating screens. **"Super Manager"** has the highest authorization.

5-1. User password: All users have their own passwords. Any super user can modify the password of other super user at any time to ensure security. "**Front Desk Operator**" and "**General Manager**" can only modify his password when he enters the system using his own identity.

5-2. Procedures of modifying password:

Click the column "**User Managing**" and choose "**Modify Password**" to see the main interface of "**Change password**", Key in the "Old password", "New password" and "Confirmed" according to the instruction (as shown in ONL005). Press the button "**Save**" and operator will be informed with "Change Password Successful" by the system. Then please press the button "OK"

ONL005-1

ONL005-2

6. Setting Building and Room Number:

After login as **"Super Manager"**, click the column of "**Room Managing**" and choose the function "**Building Managing**". Click it to enter the interface of "**Building Management**". (as shown in ONL006).

ONL006

Setting Building No.:
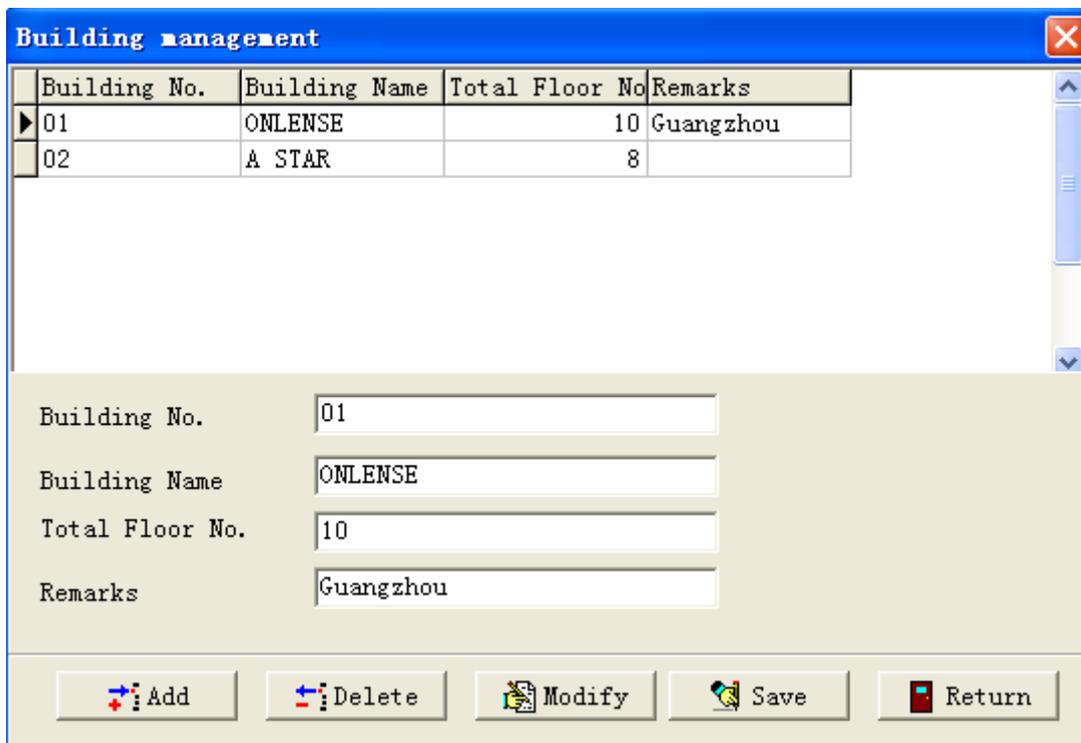
Press the button "Add." Key in "Building No.", "Building Name", "Total Floor No.", "Remarks.". Then Press "**Save**". So system will add Building No. and Name automatically. Also you can modify the building information existing, Please click "Bld. No. or Name" respectively and then press the button "**Modify**." Thus, you can modify "Bld. No. or Name" as per your requirement. Final press "**Save**", you will modify the building info. Successfully.(as shown in ONL006).

6-1.Guestroom Type Management:

After login as the operator **"Super Manager"**, click the column of "**Room Managing** " and choose the function "**Room Type** ". So enter the interface of "**Room Type Managing**". (as shown the below ONL006-1). Key in "type", "price", "Remarks" and press the button "Add", "Modify", "Delete" , "Save" respectively as per your requirement.

ONL006-1

6-2. Setting Room No.

After login as **"Super Manager"**, click the column of "**Room Managing**" and choose the function "**Room Info.**". Click it to enter the interface of "**Room Info. Managing**". Press the button "Delete", "Add Room One by One", "Add Room Automatically" "Return" respectively as per your requirement.(as shown in ONL006-2).
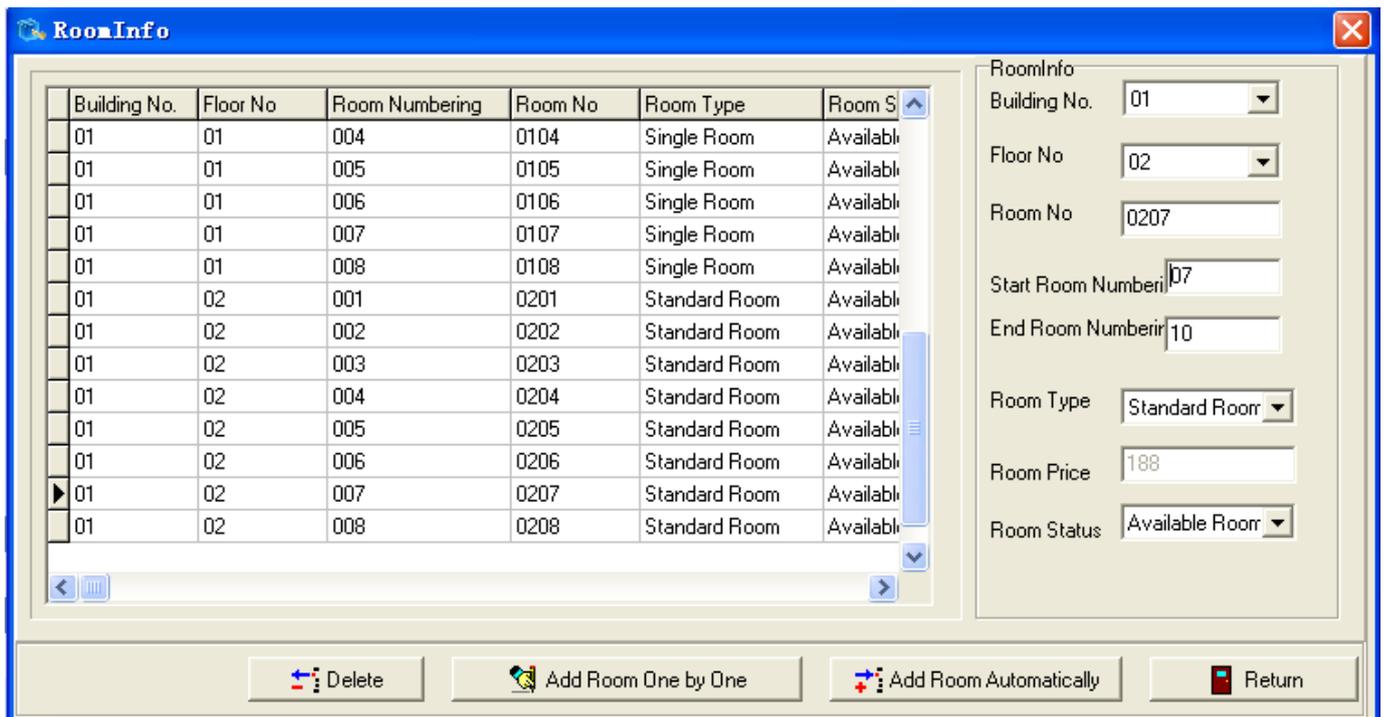
ONL006-2

Note: After all the new building number and room number has been set, user should delete all the original room numbers of the system. For "Add Room Automatically" you can add many rooms at one time, but the Room No. should only be **digit No.** And for "Add Room One by One" the Room No. can be others, such as A0128,K1054,and add the Room one by one.

6-3. Room status Manage

After login as **"Super Manager"**, finished setting the "Building No" and "Room No," you can change the Room Status. Choose the Room on the Front Desk interface; **Right click** the room and press "**detailed"**. Click it to enter the interface of **"Setting Room status"**. (as shown the below). You can set the Room status as "Available Room" "Clearing Room" Scheduled Room" "Repair Room" "Resident

Room". Especially, the different "Room status" match different image.
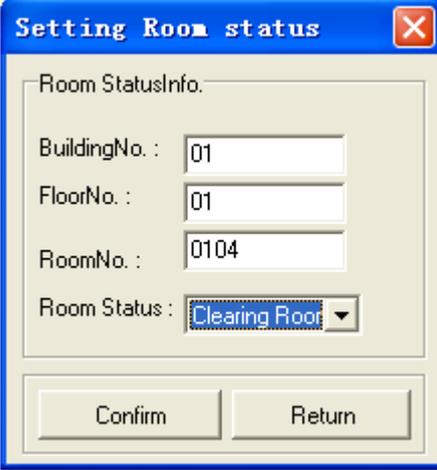
7. **Issue Initialization Cards/Managing Card (All these cards can't open door lock) :**

1) **"Auth. Card "**: (Authorized card)

After login as **"Super Manager"**, Click the column of "**Card Managing**" and choose the function "**Issue the Management Card**". And choose **"Auth. Card"**

Please put a blank card(You can clear any card to be a "blank card" by the function "Clear Card".) on the Card Encoder. Input the Holder Name and Remarks, then press :Make Card" after which you will be informed with "Operate success!", then **you should use this one card induct to all the door locks** in one time and system authorization will be finished.

Attention:

"Installation card" / "Room No. Card"

After login as **"Super Manager"**, Click the column of "**Card Managing**" and

choose the function "**Issue the Management Card**".

Put a blank card on the Card Encoder. Please click the column of "Installation

Card". Showed as: ONL007-2, key in the necessary info. Of the card holder. For the

last choice of "The rooms door as a public room" that means the target room door

will set as the public room after induct this card to the door lock.
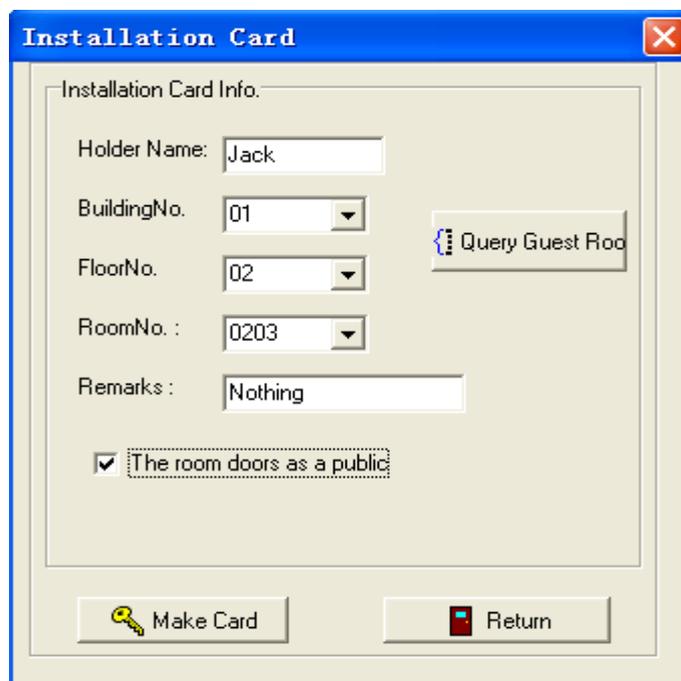
ONL007-2

Also you can choose the rooms in the" Guest Room Query". Click the "Query

Guest Room" Then will enter interface as ONL007-3 , please choose your target

room on left list according to your requirement, then the room information will show

on the right ,please press the button "Confirm" ,then back to "Make Card", after which

user will be informed with "Operate success!", Then you should use "Room No.

Card" induct the target door lock, when the green light is flashing, it means this target lock belongs to this room.

Guest Room Query

Room Numb	BuildingNo.	FloorNo.	RoomNo.	Room Type	Room Status
001	01	01	0101	Single Room	Available Room
002	01	01	0102	Single Room	Available Room
003	01	01	0103	Single Room	Available Room
004	01	01	0104	Single Room	Available Room
005	01	01	0105	Single Room	Scheduled Roc
006	01	01	0106	Single Room	Clearing Room
007	01	01	0107	Single Room	Resident Room
008	01	01	0108	Single Room	Available Room
001	01	02	0201	Standard Room	Available Room
002	01	02	0202	Standard Room	Available Room
003	01	02	0203	Standard Room	Available Room
004	01	02	0204	Standard Room	Available Room
005	01	02	0205	Standard Room	Available Room
006	01	02	0206	Standard Room	Available Room
007	01	02	0207	Standard Room	Available Room
008	01	02	0208	Standard Room	Available Room

Guest RoomInfo
BuildingNo. 01
FloorNo. 01
RoomNo. 0101
Query

Guest Room Query
- All Room
- All vacant room
- All Resident Room
Query
Confirm   Cancel

ONL007-3

Note : Every room should be issued with the only Installation Card, that means every Installation card match the only room, and get induct to the right room locks.

2) Issue **"Clock Card":**

After login as **"Super Manager"**, Click the column of "**Card Managing**" and choose the function "**Issue the Management Card**". Choose "Clock Card" (you can modify the system clock as per your requirements by"▼"), press the button

"Issue Card" (as shown in ONL007-04) key after which user will be informed with "Operate success!". **Then you should use this card induct to all the door locks.**

ONL007-04

3) Issue **"Group Setting Card"**

After login as **"Super Manager"**, Click the column of "**Card Managing"** and choose the function "**Issue the Management Card**". Choose the "Group Setting Card" (showing as below : ONL007-05).　Any Group No. can be issued. Use this Group No. Card induct to the target room locks so as one Group.

ONL007-05

Note: The initialization of "Installation Card" and "Clock Card" can only be completed after the "Auth. Card" is inducted into each lock of each room.

8. Issue **"Open Door Card"**

You must finish the above step of "Initialization card" before you issue the following cards.

1) Issue **"Master Card"** (To open all the room locks, procedures and choose optional function).

Click the column of "**Card Managing"** and choose the function "**Issue the Management Card**", the first one "**Master Card**" click it to enter the interface of "Master Card". Key in the name (of the card holder) (as shown in ONL008-01), and click "Make Card" after which user will be informed with "Issue card

successful!", and then click "OK" key.
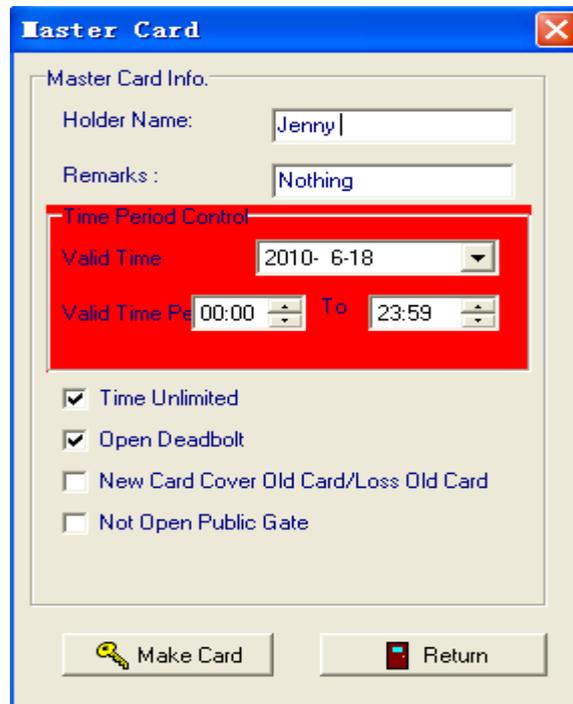
ONL008-01

Note A. You can adjust clock **Start Time** and **End Time**

Note B: .You can choose the optional function of **Time Unlimited /Open Deadbolt/ New Card cover old card /Open public gate** by click the "□" as ONL008-01 shows.

Time Unlimited means do not limit the opening time. The card can open all the lock at any time.

Open Deadbolt means this card can open lock when it is in Deadbolt status.

New Card cover old card means when the old Master Card is missing, issue the new Master Card, and choose New Card Cover Old Card, induct the Auth.Card first, then this new Master Card. So the old Master Card can't work any more.

Open public gate means you open the public gate with this card which as you set when issue the installation card, and making the door as the public door lock.

2) Issue **"Emergent Card"**   (To open all the room locks in emergency situation meanwhile to make alert signal, keep the door opening)

Click the column of "**Card Managing**" and choose the function "**Issue the**

Management Card"，then "Emergent Card" click it to enter the interface of "Emergent Card". Key in the name (of the card holder),remarks, valid time period (as shown in ONL008-02), and click "Make Card" key after which user will be informed with "Operate success!", When you open the lock by "Emergent Card", the lock will be open and keep in opening state.   Induct this card to the lock when pressing on the handle, or use other open door card induct to the lock, it will back to normal form.

ONL008-02

3) Issue **"Build Control Card"** (To open all room locks of the designated building , procedures and choose optional function is the same as issuing **Master Card**).

4) Issue **"Floor Control Card"** (To open all room locks of the designated floor, procedures and choose optional function is the same as issuing **Master Card**).

5) Issue **"Group Control Card"** (To open a designated group rooms which should be used

for meeting or repairing，make the Group No. as you settled before when issue the: **Group Setting Card**" of the Instillation card, Group Card can be held by one or more than one person, procedures and choose optional function is the same as issuing **Master Card**).

6) Issue **"Check-Out Card"** (Once the guest check out but didn't return the card to receipt, but his card is still in valid time, so make this Check-Out Card and induct it to the lock, so the guest card can not open the lock anymore.)

7) Issue "Close Card" (To close the designated room and any card can't open this room).

This is suitable for the rooms which are ready for cleaning, repairing, protecting, or guest has very valuable goods in room and request the room be closed etc.

Note: You can use this Card induct to the target door locks one time. Thus, the target door lock will be closed and can't be opened by any cards. And only use the **Auth. Card** inducts to this target door lock again, the door lock can be open and return to normal status.

8) Issue "Record Card" (To read the open door record, through the Card Recorder connect to the computer, so you can read out whom with which card at what time to open the door)

9. Check In and Issue "Guest Card":

All operators of this system can issue this card. After entry into the system, in the Front Desk Situation. chose Firstly, you should choose your target room and confirm. Key in "Number of Days", "Guest Name" and "ID No." and other necessary information (as shown in ONL009-01), and click "Make Card" key after which user will be informed with "Issue Card successful", and then click "OK".

Also you can make the Hour Room Card, make the card for several hours can

open the door lock, and guest can take short rest.

ONL009-01

ONL009-02

Note: "Check in Time" has the tacit approval as system time. After the "Number of Days" is keyed in, the system will automatically calculate the "Check Out Time". It can be modified under special situation (e.g. If guest checks out at 2:00 in the afternoon, change 12:00PM to 2:00PM). What's more, After the Guest Card is issued; the corresponding room pattern will turn out the human figure inside.

Note: If one New Guest check-in, Pls do choose the function of New card cover old card ☑ New Card Cover Old Card/Loss Old Card .And if there is two guest check-in the same room, and have two cards, cancel the option.

10. Issue Team Card

All operators of this system can issue this card. After entry into the system, in the

Front Desk Situation. chose [Issue Team Card] ,and get into the interface of **ONL010-01**

ONL010-01

Key in the necessary information, and choose the rooms from [Search Guest Room],

You can see the following of **ONL010-02,** press "Ctrl" and choose the target rooms

continuously, then "confirm" .After all finished, press "**Make Card**"
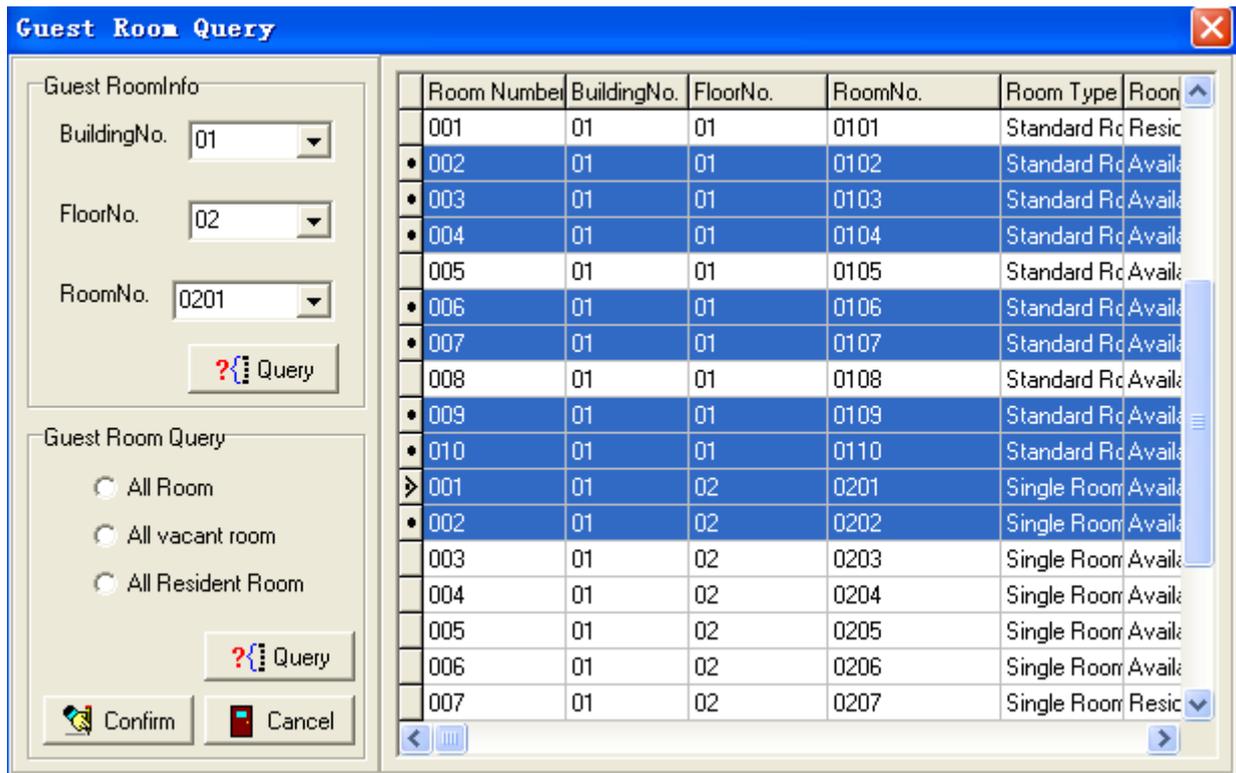
ONL010-02

Note：After make the first card successful, the system will note you that if issue the next room card, press "Yes" or "No" to continue. You can change new blank card to continue for next rooms.

11. Guest Extending

After entry into the system, in the Front Desk Situation. chose ,that the guest wish to live in the same room more days, put his open door card on the Encoder, the Room No. will turn out automatically, make the days change and "Make Card" as the picture of **ONL011**

ONL011

12. Guest Change Room
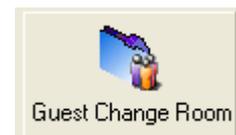
After entry into the system, in the Front Desk Situation. chose All operators of this system can operate it. Put the "Guest Card" on the Encoder, the Room No. will turn out automatically, find the target room to change, confirm, and "Make Card" as the picture of **ONL012**

ONL012

13. Query the Card Information: All operators of this system can operate it. Put the card on the Card Encoder, Under the Manu Bar of "Card Managing" choose the "Card Query" or click the column of in the main interface. Then please choose "**Query**" so the card information will be read out as following
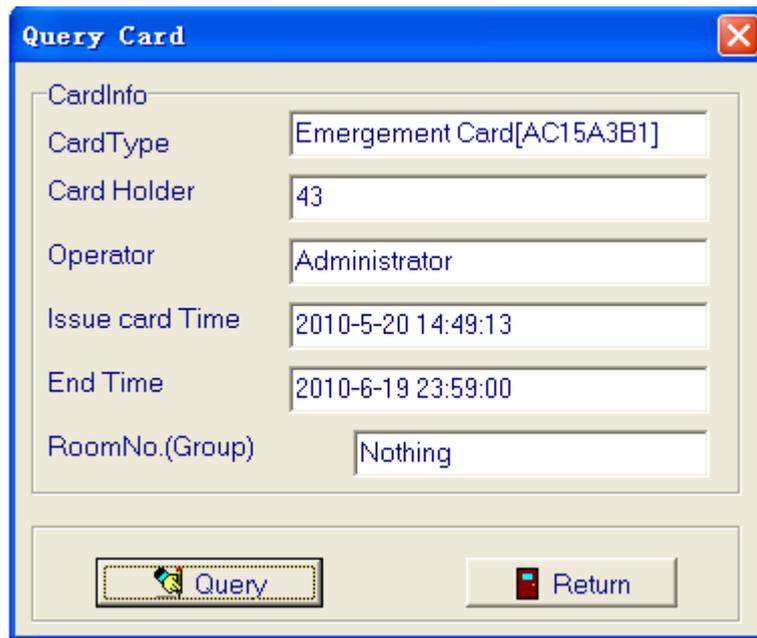
ONL013

14. Clear the Card Information

Put the card on the Card Encoder, Under the Manu Bar of "Card Managing" choose

the "Clear Card" or click the column of in the main interface. Then will

note you "Do you want to clear card?" Press "Yes" .The window of "Successful

cancellation card" appears, Click "OK". So the card information is cleared, as a

blank card, nothing in it.

ONL014-01
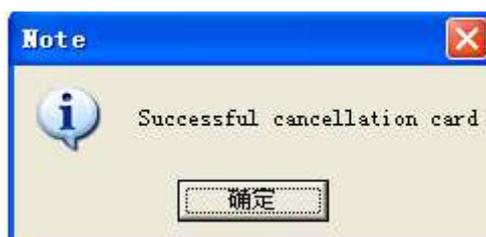
ONL014-02

15. Loss Card

Once the Guest lost his card and he wish to Loss his missing card for others may use his card get into his room. So you need to clear the card information. Under the Manu Bar of "Card Managing" choose "Loss Card" or click the column of
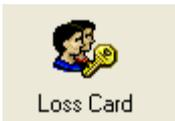
 in the main interface, input the Missing Card No. and click "Make Card" after successful operate, get this loss card induct to the guest room lock, so the missing card can't open the door any more.

ONL015-01

Or if you didn't remember the Card No. You can click "Card No. Search" as the following (**ONL015-02), find** the card information from all the condition, choose it then "Confirm" Click "Make Card".

ONL015-02

16. System Record Report

16-1. Issue Cards Record:

Please choose "Issue Card Record" in the column "**System Record**" in the main

interface and you can search all the cards' record. This function of enquiry only be

used by the General Manager. As showing of ONL016-**01**

ONL016-01

16-2. Guest Record

Please choose "Guest Record" in the column "**System Record**" in the main

interface and you can search the entire Guests' record. This function of enquiry

only be used by the General Manager.

ONL016-02

16-3. "Login Record"

Please choose "**Login Record**" in the column "**System Record**" in the main interface and you can know the detailed information (Such as When did Someone enter the system ?and who?).

ONL016-03

16-4. Open Door Record ---- you can know the open door detailed information (Such as When did someone open the lock? and who? Card No.?)

RF card Recorder

16-4-1. Firstly you should turn on the switch of Card Recorder and check whether it

has enough power. If it flashes red light, you should open the Recorder and change

a new battery. If it flashes green light, it is work well.

16-4-2. Please issue one Record Card, choose "**Issue the management card**" in

the column "**Card Managing**" in the main interface Card Managing and issue a "**Record**
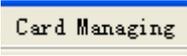
Card". Then you can use this "**Record Card**" approach to the lock. When the lock

flashes blue light one time, you should use the Recorder approach to the inductive

zoo of lock after 3 seconds and keep the Recorder no rocking. At this time the lock

and the Recorder will flash Blue light and Red light continually together for about 15

seconds until the lock sounds "di--di" and light stop flashing. Thus, it shows the

Recorder finished the collection for open door data of the target lock. Please turn off

the Recorder and connect it to the computer by USB port.

Then Please choose "**Open Door Record**" under the column of "**System Record**"

in the main interface and you can enter window(As shown in **ONL016-04**).Don't

open the battery power, that you must turn off the Recorder. Then click Search

so you can know the detailed information. (Such as when did someone open the

lock? And who? at what time? Card No.?)

Open Door Record

Guest Room[12BuildingNo.7FloorNo.8RoomNo.]
RoomNo 1

ID		CardNo.	Card Type	Card Holder	pen Door Tin
▶	1	09153BEC	Auth Card		2010-5-6 18:
	2	09153BEC	Auth Card		2010-5-6 18:
	3	09153BEC	Auth Card		2010-5-6 18:
	4	09153BEC	Auth Card		2010-5-6 18:
	5	0C153BF4	Auth Card		2010-5-6 18:
	6	B71483CE	Master Card		2010-5-6 18:
	7	0C153BF4	Auth Card		2010-5-6 18:
	8	3E153BFB	Clock Card		2010-5-7 15:
	9	2F153C00	Installation Card		2010-5-7 16:
	10	60153C01	Guest Card		2010-5-7 16:
	11	60153C01	Guest Card		2010-5-7 16:
	12	60153C01	Guest Card		2010-5-7 16:
	13	60153C01	Guest Card		2010-5-7 16:
	14	60153C01	Guest Card		2010-5-7 16:
	15	60153C01	Guest Card		2010-5-7 16:
	16	B9147253	Master Card		2010-4-9 16:
	17	B9147253	Master Card		2010-4-9 16:
	18	B9147253	Master Card		2010-4-9 19:
	19	33147C21	Clock Card		2010-4-15 16
	20	33147C21	Clock Card		2010-4-15 16

○ Display according to Op
○ Display according to Ca   🖨 Print   🔍 Search   ■ Return

ONL016-04

Trouble Shooting

Phenomenon Description	Usual cause	How to solve
1.The lock has not any indications and can not be opened after inducting a valid opening card in it.	1. The voltage of batteries in the lock is not enough. 2. There are some malfunctions in the main board of the lock.	1. Open the lock with machine key and change new batteries. 2. Change new main board.
2. The lock has indications, but it can not be opened after inducting a valid opening card in it.	1. The parameters have been set in the lock are not right. 2. The green light is bright, but user can not hear the on-off voice of motor in the lock. It indicates the Key hold Part has already shed or the voltage of batteries is not enough.	1. Reset the parameters for the lock . 2. Open the lock with machine key to connect the Key hold Part again, or change new batteries.
3. The lock can be opened without inducting a valid opening card.	**1. The lock hasn't been initialized..** 2. The voltage of batteries in the lock is not enough. 3. There are some malfunctions in the main board of the lock. 4. There are some malfunctions in the Key hold Part of the lock.	**1. The lock should be initialized..** 2. Change new batteries for the lock. 3. Change a new main board. 4.Change a new Key hold Part.
4.The lock can not be set the system password with Authorization Card	**1. The Authorization Card is invalid.** 2. The old system password in the lock has not been cleaned. 3. There are some malfunctions in the main board of the lock.	**1. Issue a new Authorization Card.** 2. Clear the old system password with an Authorization Card with the same password, or clear it with machine key. 3. Change a new main board.
5. The lock can not be set the parameters.	1. The Initialization Card is invalid. 2. The lock has not been set the system password. 3. The lock has not been set the clock.	1. Issue a new Initialization Card. 2. Set the system password for the lock. 3. Set the clock for the lock.
6. The number of Guestroom can not be set into the lock.	1. The Guest Card is invalid. 2. The lock has not been set the system password. 3. The parameters as the number of building and the number of floor are not right. 4. The parameters of the management	1. Issue a new Guest Card. 2. Set the system password for the lock. 3. Reset the number of building and the number of floor for the lock. 4. Reset the clock of the lock

	system are wrong	
7.The lock can not be opened with the cards as Building card, Floor Card, Guest Card, Cleaning Card, Maintenance Card except Master Card.	1. The cards are invalid. 2. The lock is anti-lock. 3. The parameters of the lock are wrong. 4. The Clock of the lock is wrong.	**1. Issue new cards.** 2. Check if the anti-lock knob was broken. 3. Reset the parameters of the lock. 4. Reset the clock of the lock.
8.The lock can not be opened with machine key.	1. The machine key is wrong. 2. The Key hold Part turns together with the machine key that indicate the screw has shed.	1. Check if the machine key is right. 2. Fix the Key hold Part by hand to open the lock, then fix the screw of the Key hold Part again.

Note for Door Lock Sound instructions (Failed to open the door)

Sound times	Presentation
3	The Door is Dead-bolt.
6	Room No. Wrong/Group No. Wrong
7	The Card be Expired.
8	The card be Covered by new card, be lossed, or not in the correct time period

9	Blacklist (Single card be lossed)
10	The Auth. Card invalid or can't be identified, pls re-issue one Auth. Card, after success open the lock by the mechanical key, induct the Auth. Card again.
11	Wrong Building Control Card No./Floor Control Card No.
15	No Hotel Card