System Introduction

- Thanks for using our lock management system.
- Please read this manual carefully before use.
- please keep well this manaul for future reference.
- Install the door locks and software under the guidance of technician.
- System requirement: Win98/Winxp/Vista/ win7.
- Our lock system include: Lock, software, card reader, RFID card(13.56MHZ), portable programmer etc as below:


Characteristics:
1. Mifare Card technology(Microwave induction), 13.56MHZ frequency.
2. Low consumption power,more than one year with 4pcs AA batteries.
3. Alarm function: if the door is not closed well, there is alarm and the light will flash too.
4. Passage function(Alway open) to use in the meeting room or the passage door.
5. Wide application: Widely used on the 35-60mm the wood or metal door.
6. ANSI mortise with high security for use.
7. Portable programmer support configuring rooms, adjust time, make check in and checkout etc.
8. Convenient to install the locks and sofware, easy maintenance.

INSTALLATION

1.Drill the Hole

We suggest you making the hole under the guide with manufacturer and the door factory, to avoid the mistake or damage to the doors.

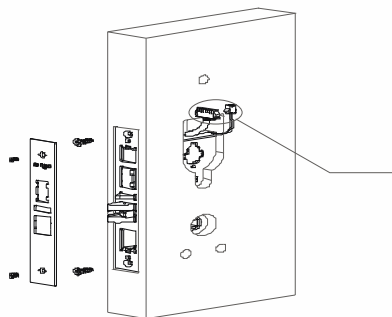There is drilling diagram for each model with different hole size and position.
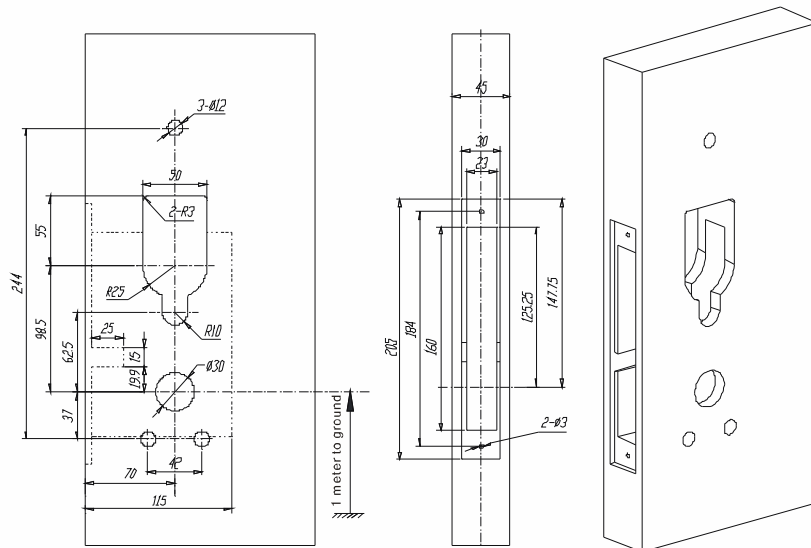
Find the below picture, please first draw one horizontal base line in the position of 1 meter to the ground, align the base line in the drill drawing with the drawn line and make the hole as the picture shows:
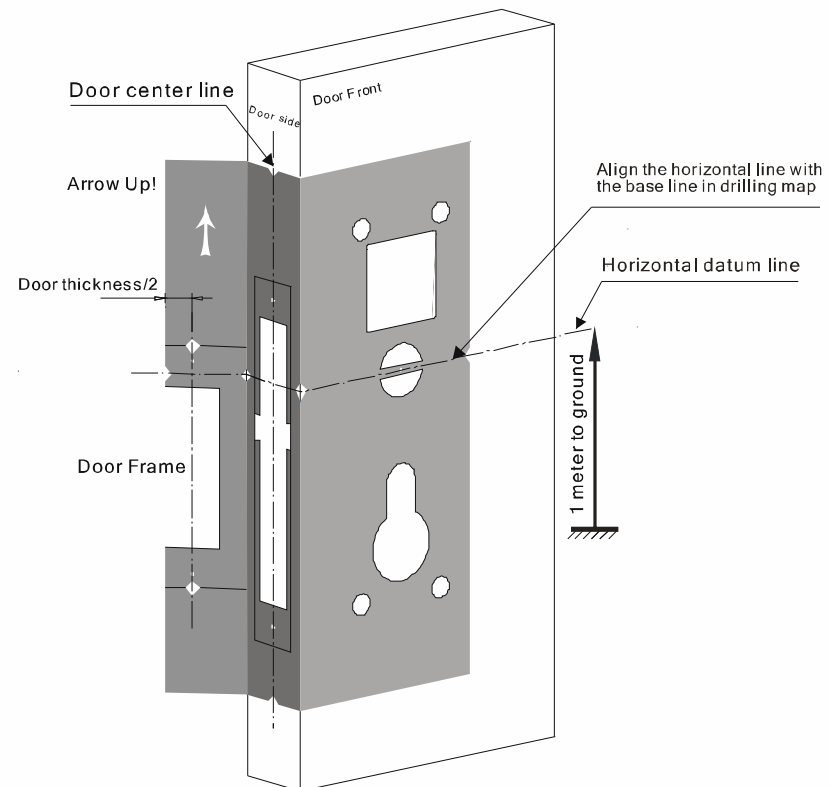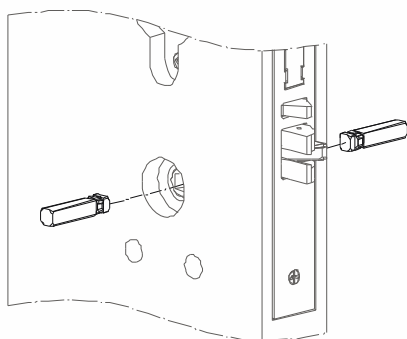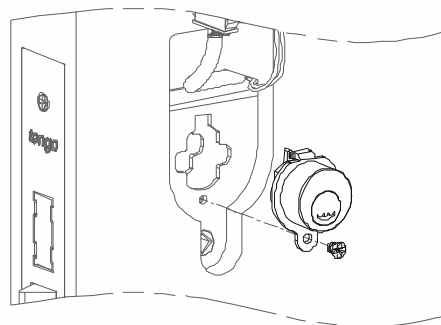
2. Fix the Mortise
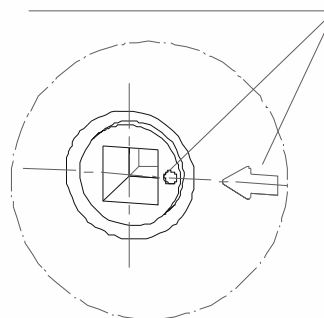
2.1 Draw out the connector from the hole

2.2 Fix the cylinder as the picture and fix the screws.

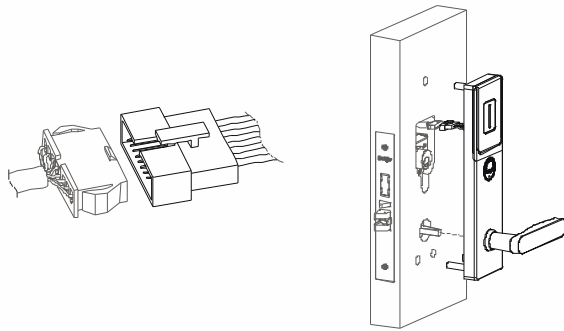### 2.3 Fix the cylinder and latches

Remark: dot in the spindle shall align with the arrow in the mortise.
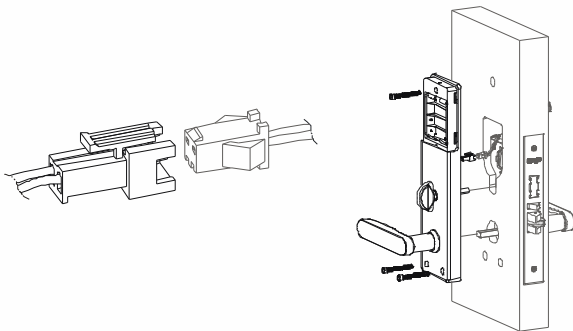Find below picture.

3. Fix Front Panel

Connect the 8p connector as the picture, align the square latch and the handle hole, then fix the front panel on the door.
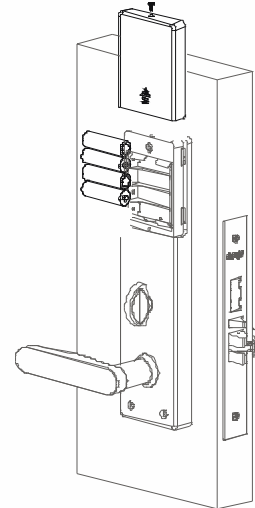
4. Fix Back Panel

Connect the 2p connector as the picture, align the latch and handle, fix the panel and the screws.

5. Fix Battery Box

Fix the battery box as below picture:
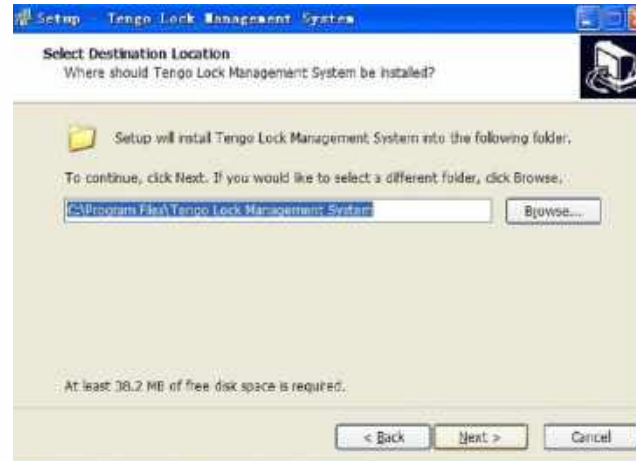Notice the anode and cathode of battery, or it will cause damage to the PCB and battery box.

When the battery power is lower than 4.8v, there is beep sound for tip when you touch the card to open the door. you can still use around 100 times before the battery run out, so please change the battery in time!

Software Installation

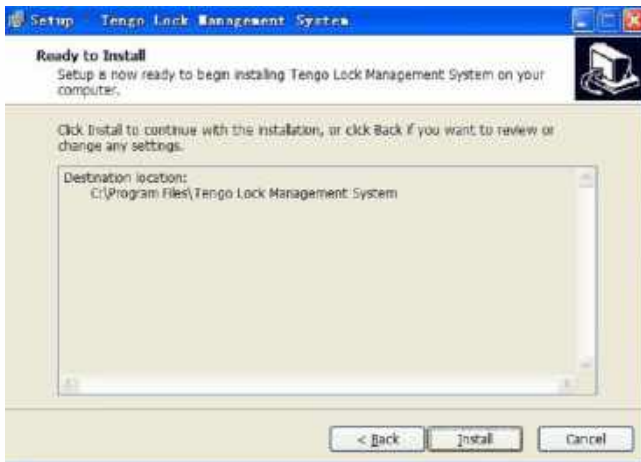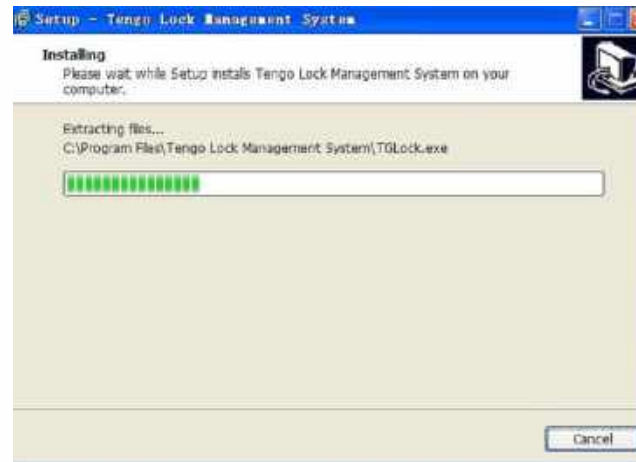**1.Run the software, click "Next"**

2.Click "Next"

3.Click "Install"

4.Finishing...

Software Registration

1.Run the software, click "OK" Default Password is empty.

2.Three is tip to put Authorization card, please put the Authorization card on reader and register the sofware.
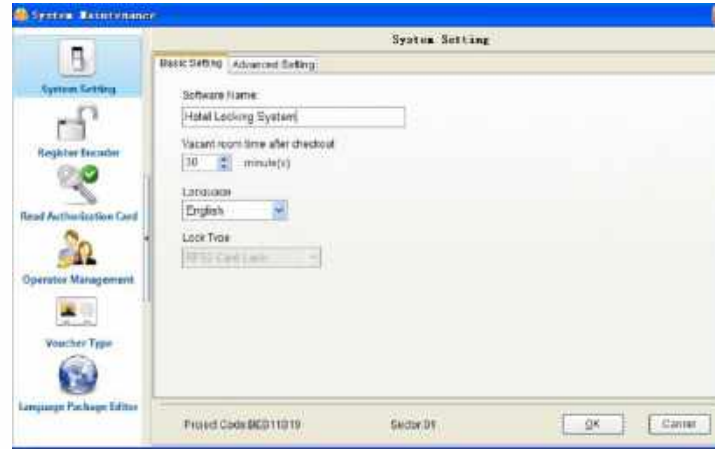

3.Click "Read"

4.Succeed to read the Authorization code into computer!

Software Setting

After you install the software, you shall first make the setting for the basic datas, such as hotel name, floor, room number, area information etc.

Login interface

Click "System Setting"

Make the setting for checkout time etc.

Remark:
Please set the items according to the condition from the hotel side.
usually we suggest choosing more function for backup use.
such as:
"Unlock the deadlock" , "Enable Area Function", "Check in without card Available", "Enable Multi-door Card" etc.
As these functions are specially used for some special condition.

Software Setting

Click "Basic Data" to make the settings

Room Type	Price	Remark
Singe Bed		
Double Bed		
▶ Deluex		

Enter Room Type as you need, refer above.

	Building Name	Building No.	Remark
*	Crystal Diamond	001	

Enter Building Name.

Floor No.	Remark
1	
2	
3	
4	
5	
6	

Enter Floor Nos.

Remark:
This is to set the basic information for the hotel buidling information floor information, room type, area information etc. These information shall be finished before you add the guest rooms for the software. if not, you can not add the room information later.thanks

Software Setting

Add the guest room (1st Floor)

Add the guest room (2st Floor)

Remark:
You can make room state settings as you like. For example: you can choose the Display Type: Grouping by Building, then all the rooms will be listed in the interface by building but not by floor.
You can also change the font type and font size etc.

Configure Software

Room Locks

Authorization Card

Card Reader

RFID Card

Computer

Initialize door locks:

Authorization Card

Room Setting Card

Adjust Time Card

1.After you install the door locks, you shall first configure the door locks.
2. First is to touch the Authorization card on the lock to write the authorization information into the lock, this is to ensure the lock will not be opened by other keycard from other hotel system.
3. Second is Room Setting Card, please issue card in the "Special card" under the software. This card is to write the room information into the card and make sure the real room number is same with the room in the software.
4. The third card is Adjust Time Card, this card is to adjust the clock inside the lock and ensure the time inside is exactly same with the computer time. Then there is no time difference with the computer.

CONFIGURE ROOM LOCKS

Step1: Issue Room setting Card

Special Card>>Room Setting Card R

Put one empty card on the reader, choose one room such as 8101 and issue the card as "Room Setting Card".

Step2: Issue Adjust Time Card

Special Card>>Adjust Time Card T
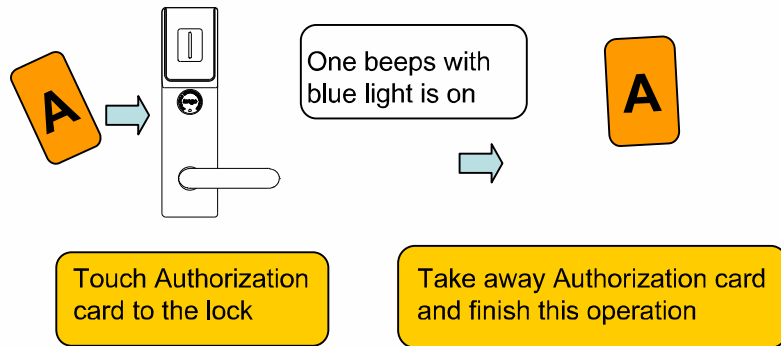
Put one empty card on the reader, click "Issue" to set the card as "Adjust Time Card".

Remark:
To issue the Room Setting Card to set the room information into the lock. you shall set each room with different room number. you can reuse the same card to write different room information and then set into the locks.
Or you can use our portable handset to set the rooms easily.

Step3: Touch Authorization Card

A → [lock] One beeps with blue light is on → **A**

Touch Authorization card to the lock
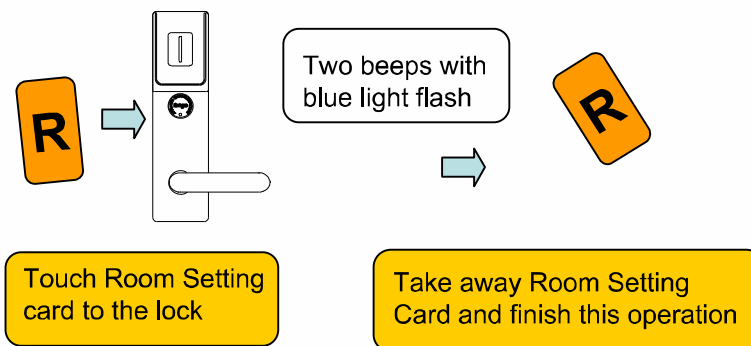
Take away Authorization card and finish this operation

Remark:
You shall first touch Authorization card to the lock and write the Authorization information into the lock, then you can touch Room Setting Card and Adjust Time Card to finish the configuration of door locks.
But in daily use, it is no need to touch these 3 function cards, it is only to use on the first time after install the door locks.!!

Step4: Touch Room Setting Card

R → [lock] Two beeps with blue light flash → **R**

Touch Room Setting card to the lock
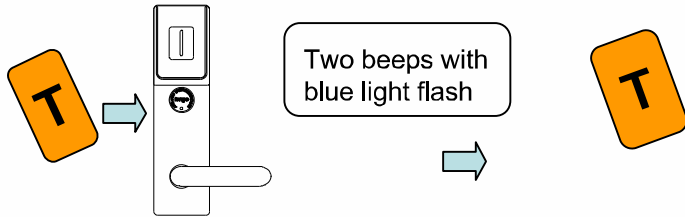
Take away Room Setting Card and finish this operation

Remark:
Please issue Room Setting Card for each room and then touch to the lock one by one.

or please use our portable handset to set the rooms quickly!

Step5: Touch Adjust Time Card

T → [lock] Two beeps with blue light flash → **T**

Touch Adjust Time Card to the lock

Take away Adjust Time Card and finish this operation

Remark:
Please issue one Adjust Time Card and then touch to the lock one by one.

To avoid the time difference with the computer time, please write compenstation time 3-5 minutes according to the room quantities. as there is no clock chip inside the Room Setting Card.

Remark:
After you touch the Authorization card, Room Setting Card and Adjust Time Card to the lock and finish the configuration, then the room locks are sychronized with the rooms listed in the software interface.
When there is guest come to check in, you can issue one guest card with valid staying days, the guest can take the card and then open the door correctly!

Special Condition

If the lock was configured already by Authorization card, when you touch new Authorization card on second time, there is beep-beep sound with red light flash, then you can not write Authorization information into the locks, but you can rewrite the information as below step:

A → [lock] One beeps with red light flash →
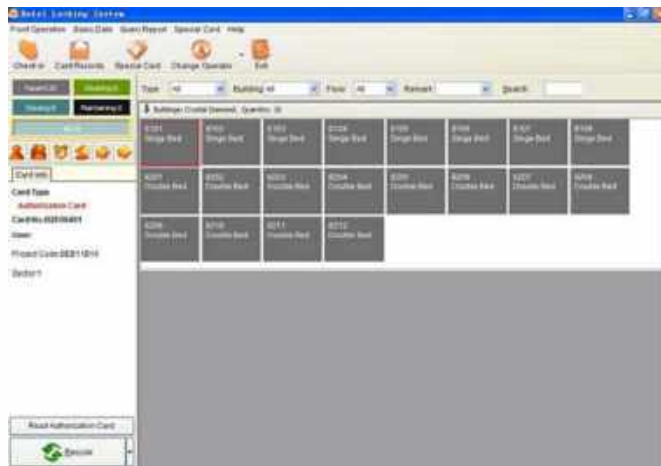
Two beeps with blue light flash
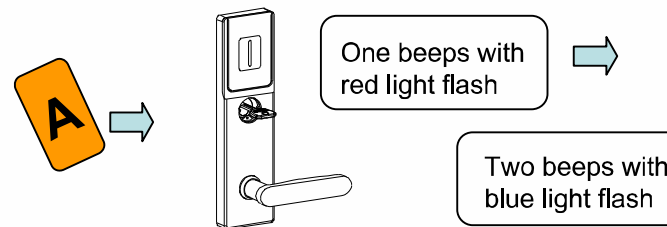
Turn the key to unlock the door. One beep with Red light flashes.
Touch Authorization Card to the lock, 2 beeps with blue light turns on. (Successful)

Make Check In

After you configure the rooms etc, then you can make check in for the guest.

1.Double click one Room No.

2.Enter guest name,staying time, put empty card and issue card

Family Room Function, 1 card can open 4 rooms

Remark:
You can choose Family Room function according to the requirement.
For example, you can choose 3 more rooms to issue one card, then the keycard can open total 4 rooms.
This function is specially used for group or family guest, the parent can open the rooms of their kids to avoid the worry.

Please find more functions on the Special cards.