

# RFID Hotel lock User manual

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## Free software forever

### Software download link

<https://drive.google.com/open?id=0B1rtv-TxMZced2NSakdLNm5fNFk>

### Software SDK:

<https://drive.google.com/open?id=0B1rtv-TxMZceaXFNNEItbHISZIU>

### Youtube video installation & using guide

Lock installation video guide (scan QR code to watch) :

<https://www.youtube.com/watch?v=Ba0Imvu-88w&list=PLHIY9TZLRm9u0gKko4zGQaEpMGuWmBx-G>



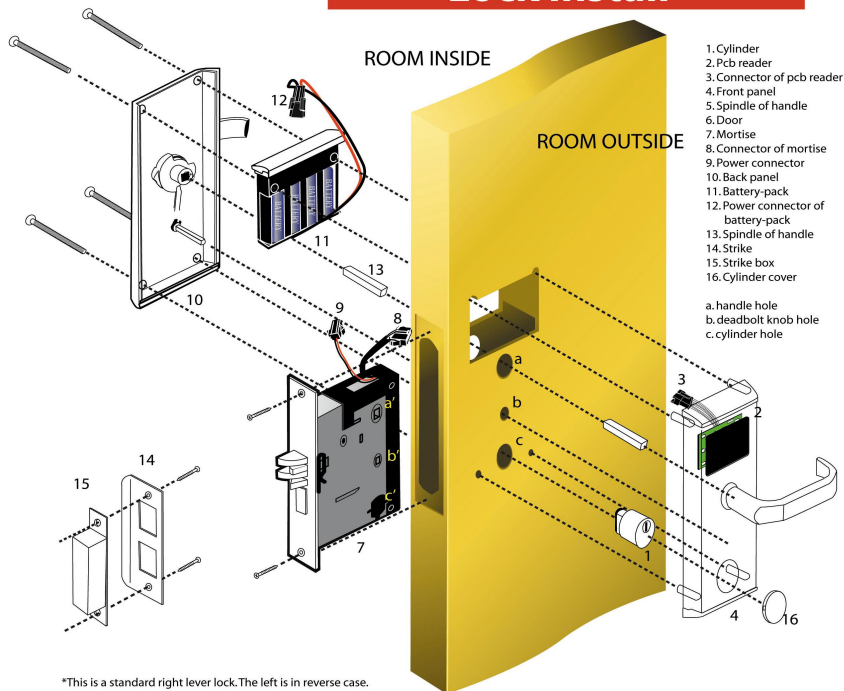
How to pair hotel lock and software (scan QR code to watch) :

<https://www.youtube.com/watch?v=ozN-jx8H5xE>

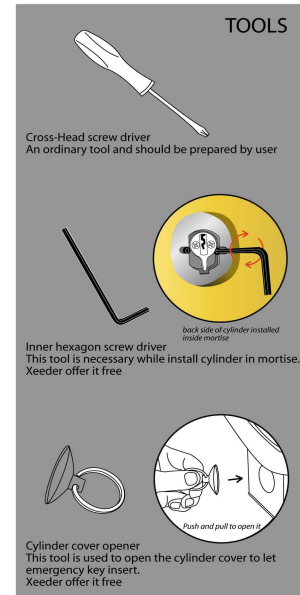


# 1.Installation attention

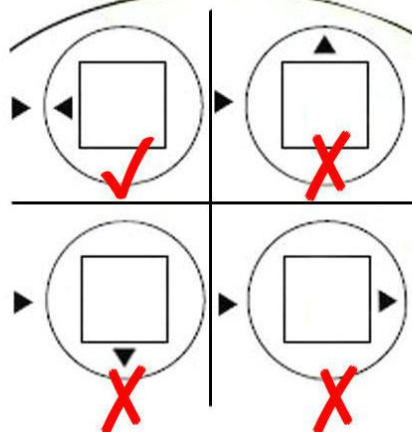
## Lock Install



\*This is a standard right lever lock. The left is in reverse case.  
\*Model K25 mortise requires door thickness at least 40.0mm.  
\*For other thickness door please contact with us seeking other mortise solution  
\*Right for the hardware configuration changes without notice is reserved.



During installation, the 2 arrows should be always toward each other



This should be always inside



This should be always outside

## 2. Software Installation

### 2.1. Preparation:

PC installed Windows Operational System (XP, VISTA, WIN7, WIN8, WIN10) alone with at least one USB Port, which Solution is at least 1024 x 768.

### 2.2. Card Reader Installation:

Connect the *Card Reader* wire with computer's USB port, when Green LED lights after two beeps, installation succeed.



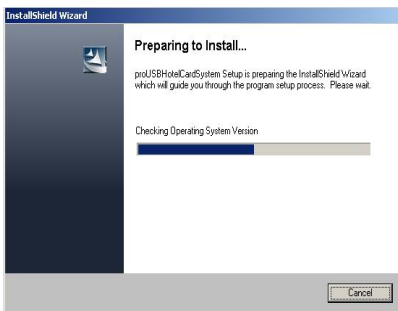
Card Reader



Lock

### 2.3. Door Lock Software Installation:

The Door Lock Software is "Setup.exe", Double click this software to installation. As normal, installation can be finished following the indication "Next" showing as below.



When this icon appears on desktop, Congratulations, software installs correctly.

### 2.4. Door Lock Software application



Double click to startup the software. Then, choose defaulted operator “Admin” and enter without password in the Logon Interface.



The main window will appear as follows:



There are six functional parts of this system. Information included Edition Details, Account User, and Name of Hotel shows simultaneously.

### 3. System maintenance (System Setup)



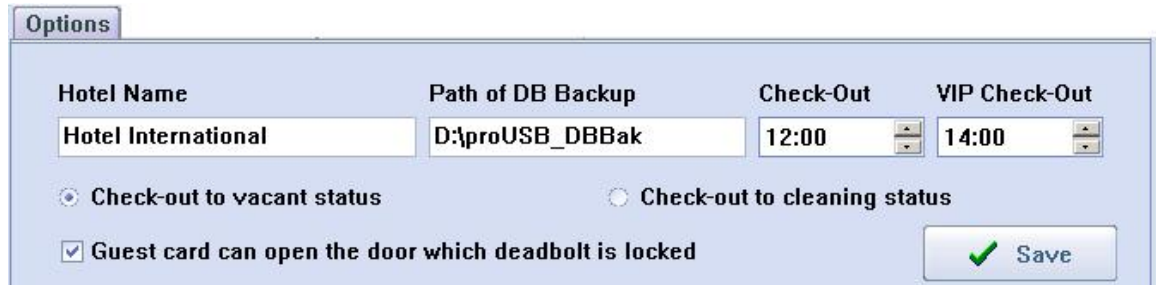
Click in the main window to gain access into System

Maintenance Interface which has three options



#### 3.1. System general option:

Hotel Name, Default Check-out Time, Room Status After Check-out can be input and the function that Guest Card which can open the Inside Locks can be controlled in this interface. Click Button Save after operation

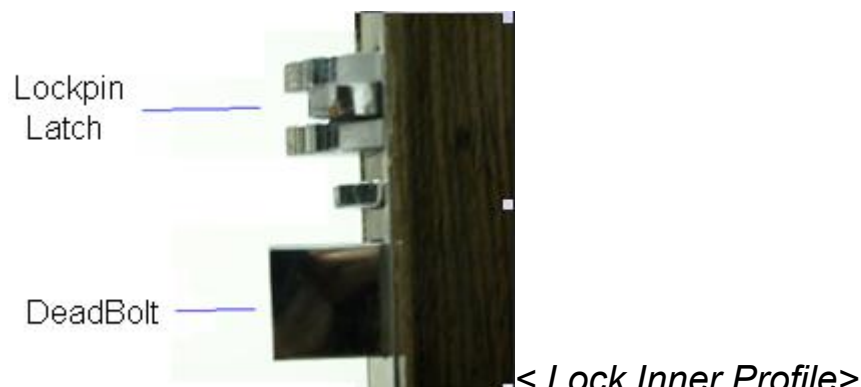


### System Extending Option:

Select the System Option and then press F5, select the functions based on user's requirement. Then save and issue one System Card to swipe over the Lock Conductive area to set up this option into door lock.



**Note:** Three lock pins should be known in advance: Slope Lock pin, Thieving-prevented Lock pin, and Deadbolt.



### Alarm Option:

For Lockpin Latch are maliciously operated or the door is not properly closed: Normally, the Lockpin Latch should enter into the key hole after door closed. If Lockpin Latch is blocked after door closes, Door Lock would alarm.

### Prompt For Closing Door Option:

Within 6 seconds after opening the door by Guest Card, the door still open, Door Lock will sound three beeps for reminding Guest of closing door. Only have Guest Card had such function.

### Inside Lock and No Disturbing Option:

The indicated light will dimly flash every 3 seconds to indicate NO BOTHER when Deadbolt is locked.

### Release Handle Option:

After swiping card, Mini Motor will turn clockwise, press down the handle right now to open the door. When releasing the handle, Mini Motor will turn counter-clockwise.

If omit this option, the Mini Motor will turn counter-clockwise at once and the door can't be opened again when press down the handle.

### Music Indication Option:

After swiping card, there is one sound of music to indicate user to open the door. If omit this option, the sound will be "Beep" only.

### Cover Function Option:

The function of this Option is that the information of all cards, except Guest Cards, are allowed covering the one of previous cards according to the type of card which means that only the same type card can do this operation.

If select this option, the Cover Function is unavailable; if don't, when issuing new Staff Card, user can consider whether select ☐ **Overwrite all the previous Master Cards** to decide whether revoke the information of the previous card after opening door.

## 3.2. System Registration

Selecting "system Registration" Option under the System Maintenance Interface, there will be a menu as below:

System Registe

Steps Of Registe

Step 1: Get the Device No. and tell it to the vender

01FF ED0B

Step 2: Input the Serial No. and Click Registe

🔑

Registe

☐ For Door Lock Installation Only

Note

Put a master card which can open door on the Reader when you Reinstall the Lock Management System and Registe it

**Note:**



- 1). Machine Code: Unique Serial Number of Card Reader.
- 2). It should be registered over again by using the new Machine Code when changing Card Reader.
- 3). If the system is registered initially, please place a valid card (Master Card or System Card) on the Card Reader and then register.
- 4). If Project Contractor installs this Software for lock testing, please choose this

item ☒ **For Door Lock Installation Only**

### 3.3. Operator Administration

Selecting “Operator Management” Option under the System Maintenance Interface, there will be a menu as follows:



The screenshot shows the 'Operator Management' window. At the top is a tab labeled 'Operator Management'. Below it is a section titled 'List Of Operators' containing a table with three columns: 'Code', 'Name', and 'Memo'. The table has two rows: 'Admin' with 'Administrator' and 'Default', and 'Super' with 'SuperAdministrator' and 'Auto'. Below the table, there is a 'Type of Operator' section with four radio buttons: 'Super Administrator', 'Administrator' (which is selected), 'Manager', and 'General Operator'. To the right of these radio buttons are three buttons: 'Add a New Operator', 'Remove a Operator', and 'Modify Operator Information'.

Code	Name	Memo
Admin	Administrator	Default
Super	SuperAdministrator	Auto


Type of Operator

☐ Super Administrator  
☒ Administrator  
☐ Manager  
☐ General Operator


Add a New Operator  
 Remove a Operator  
 Modify Operator Information

#### Note:

- 1). “Super” refers to Super Administrator, even though it is cancelled, it will be automatically added after logging on system afresh.
- 2). Difference between “Super” and “Admin”: “Super” can modify the Popedom List of all operator.
- 3). Account for Operator can’t be same.
- 4). New added operator is defaulted without password. Operator can modify password by

clicking  at the right side in this interface after logging on and selecting his account.

## 4. Rooms Definition (Room Number Editing)

Gain access into Room Definition Interface by clicking  under the Main Window.

Click the “Order Button” at the upper-left of this interface to easily operate to define room following



the indication according to the hotel practical situation.

No.	Name
1	Holiday Inn

Floor No.	Room No.	Type	Day Price	Hour Rate Start-up	Hour Rate Price	Status	Ca
1	101	Standard	123	30	20	Vacant	10

## The function of Adding Room in Batch Bulk:

Step1. Click Insert Room(s)

Step2. Input Floor Number range separated by “-” according to practical situation. For instance, if 1 to 5 floor, input 1-5.

Step3. To signify that there are 18 rooms in each floor, just input the first room number in first floor and the last room number in last floor, separate them by “-”, for instance 101-518.


If some rooms don't exist, add them together with exist ones firstly and then cancel.

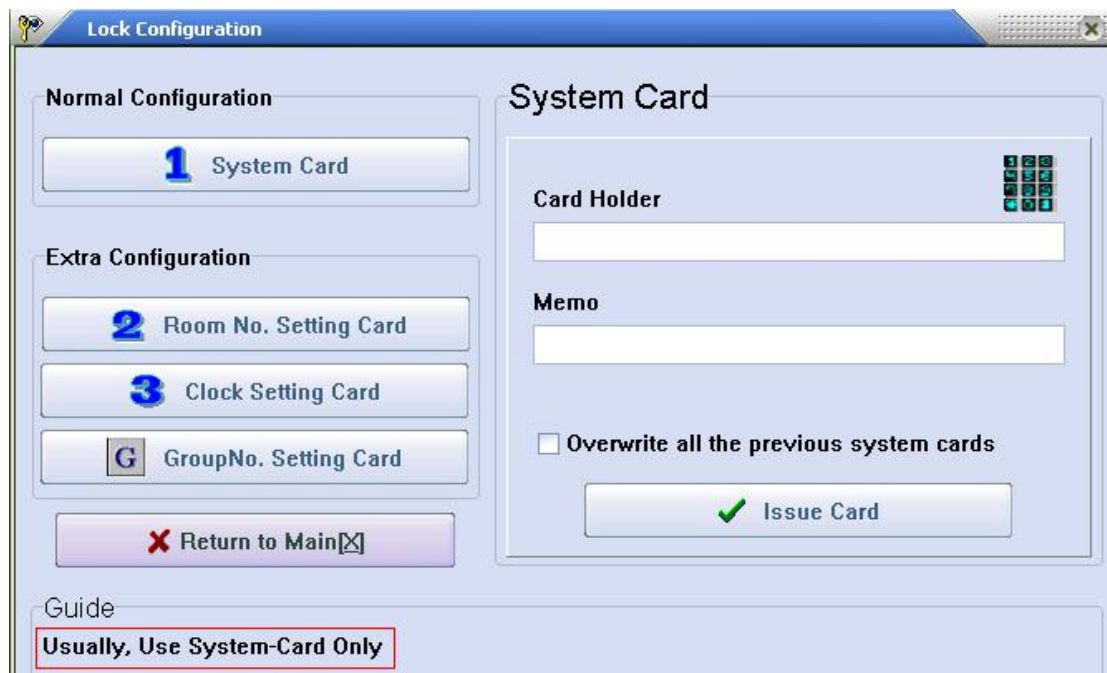
Step4. Input Room Type, Room Price, and Card Quantity etc. in turn following the indication to finish adding room number in batch bulk.

**Special Note:** For the practical situation, there may be not some rooms or some rooms' details are not in accordant to each other, in this case, add them firstly in batch bulk when operating Definition and then cancel or modify.

## 5. Door Lock Setup

### 5.1. Authorization for Door Lock:

Click  in the Main Interface to gain access into Door Lock Setup Interface. There are operational indications at the down-end of this interface. One Authorizing Card for one hotel.



The 'Lock Configuration' window is divided into two main sections: 'Normal Configuration' and 'System Card'.

**Normal Configuration:**

- 1 System Card:** A button to select the system card.
- Extra Configuration:**
  - 2 Room No. Setting Card:** A button to set the room number.
  - 3 Clock Setting Card:** A button to set the clock.
  - G GroupNo. Setting Card:** A button to set the group number.
  - X Return to Main[X]:** A button to return to the main interface.
- Guide:** A section with the text 'Usually, Use System-Card Only' highlighted in a red box.

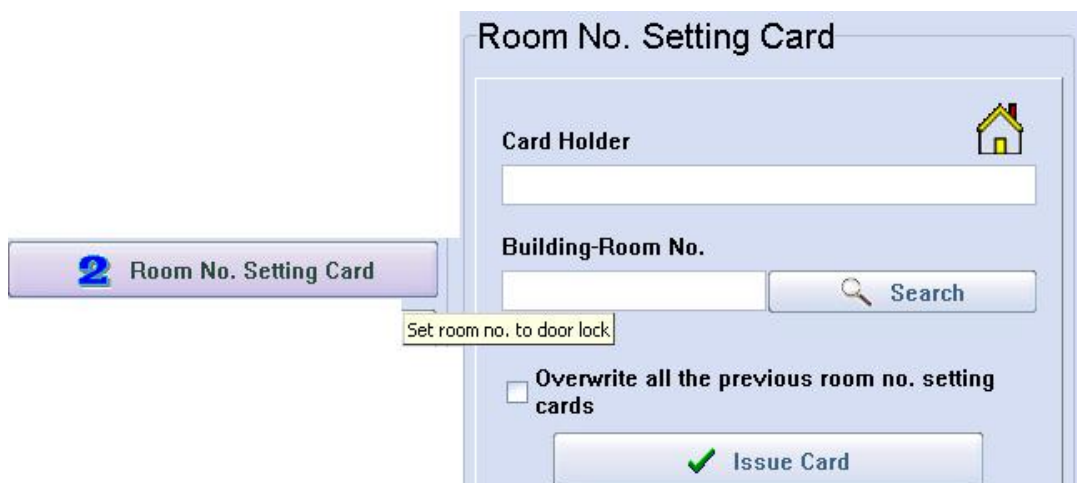
**System Card:**

- Card Holder:** A text input field.
- Memo:** A text input field.
- ☐ **Overwrite all the previous system cards**
- Issue Card:** A button with a green checkmark to issue the card.

### 5.2. Room Number Setup:

Input the designated Room Number to the corresponding Door Lock (This function is to take good care of our old clients' using habit).

As usual, use an Authorizing Card to swipe over the Lock Sensor for three times and then open the door directly by Guest Card of this room, the room number will have been setup into Door Lock.



The 'Room No. Setting Card' window is used to set the room number for a door lock.

**Room No. Setting Card:**

- Card Holder:** A text input field with a house icon.
- Building-Room No.:** A text input field with a search icon and a 'Search' button.
- ☐ **Overwrite all the previous room no. setting cards**
- Issue Card:** A button with a green checkmark to issue the card.

A tooltip 'Set room no. to door lock' is shown near the 'Building-Room No.' field.

### 5.3. Door Lock Clock Setup:

Set up the appointed time into the corresponding Door Lock (This function is to take good care of our old clients' using habit.).

Generally, use an Authorizing Card to swipe over the Lock Sensor for three times and then open the door directly by Guest Card of this room, the Card-issuing Time for this Guest Card will have been setup into Door Lock.

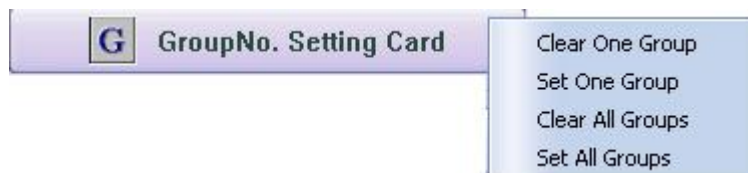



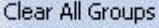
## 5.4. Group Number Setup: To group the Door Lock.

Please apply this function when you are in below conditions:


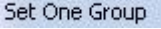
- 1). One card for many floors but not the whole floors of building (for this purpose, Building Card can be use).
- 2). One card for some rooms of half floor or one floor.
- 3). One card for opening any room controlled under this System.

Group Number Setup Option:



**Step1.** For initializing Grouping Setup of Door Locks, please click  in the Door Lock Setup Interface, select  for issuing a card named "Delete All Group Number" (DAGN Card), use this DAGN Card to delete group number by swiping it over these Lock Sensors. After hearing two beeps, deletion finishes.

**Step2.** For grouping the number(0-255) to these Door Lock, please

click  in Door Lock Setup Interface and then select , input the needed group number, click "Issue" to make one card named "One Group Number Setup"(OGNS Card). Use this OGNS Card to set up group number for these Door Locks by swiping it over these Lock Sensors. After hearing two beeps, setup finishes.

### *Note for Group Number:*



- 1). There is 256 groups for one lock which means one lock can simultaneously set up several Group Numbers.

2).To canceling one certain Group Number of lock, firstly issue a card named “Delete One Group Number” (DOGN Card), use DOGN Card to swipe over these Lock Sensors. After hearing two beeps, deletion finishes.

3). To have one certain lock been subject to all Group Numbers, firstly issue one card named “Setup All Group Numbers” (SAGN Cards), use it to swipe over these Lock Sensors. After hearing two beeps, Setup finishes.

**Step3.** After finishing Group Number Setup, issue one “Group Controlling Card” for opening all locks of this group.

How to issue:

Click  Card Key for Staffs in the Main Window and then click  Group Card, input information about User Name, Date of Validity, Period of Time, Group Number and the like, and click “Issue” for finishing.

For instance: Inputting Group Number “5” stands for that this card can open all the locks which are subject to Group Number 5.



## 6. Card for hotel staff

Click  
below:



in the Main Window, there will be an interface as

A screenshot of a software interface titled "Card key for staff". The interface is divided into two main sections. The left section contains two groups of buttons: "Keys For Open Door" with buttons for "Floor Card", "Building Card", "Master Card", "Emergency Card", and "Group Card"; and "Functional Cards" with buttons for "Record Card", "Lost Card", and "Terminate Card". At the bottom of the left section is a button labeled "Return to Main" with a red 'X' icon. The right section is titled "Floor Card" and contains a "Holder" text field, "Building Name" and "Floor No." dropdown menus, "Date of Expiry" and "Time" dropdown menus (showing "2010- 2-24" and "00:00" to "23:59" respectively), a "Memo" text area, three checkboxes for "Overwrite all the previous Floor Cards", "Unlock Public Door", and "Unlock Deadbolt Locked", and an "Issue Card" button with a green checkmark icon.

Clicking the buttons at the left side in this interface, the corresponding items will appear at the right side of this interface. The information can input into the blanks of these items according to the practical situation and then click "Issue" to issue a Staff Card.

### The use of Staff Card:

- 1). Floor Card: Use for opening all locks in a certain floor in a certain building.
- 2). Building Card: Use for opening all locks in a certain building.
- 3). Master Card: Use for opening all locks of Lock System.
- 4). Emergency Card: Use for opening all locks of Lock System and all the locks will remain unlock state.

To disable the opening state, here are two solutions:

- A). Press down the handle and swipe the Emergency Card immediately;
- B). Use ordinary Cards (Master Card or Floor Card etc.) to open the door one time, the lock will be free from opening state.
- 5). Group Card: Use for opening the group locks. For details, please refer to "Group Number Setup" in "Door Lock Setup".
- 6). Record Card: For MIFARE 1 Lock, its Record Card is S70 Card using for picking up the door-opening record; For TEMIC Lock, its Record Card is T5557 or T5567 Card using as Directing Card which swipe over the Lock Sensor before using Collector to pick up the door-opening record.
- 7). Loss-Report Card: If the card lose, please input or select Card Number of the lost card to issue the Loss-Report Card. Use it to swipe the Door Lock that the lost card can open.
- 8). Check-out Card: For server.


Normally, there are two cards taken by servers. One is Floor Card using for opening door. Another is Check-out Card, which is used to disable the unlock function of the previous Guest Card without affecting the one of new Guest Card.

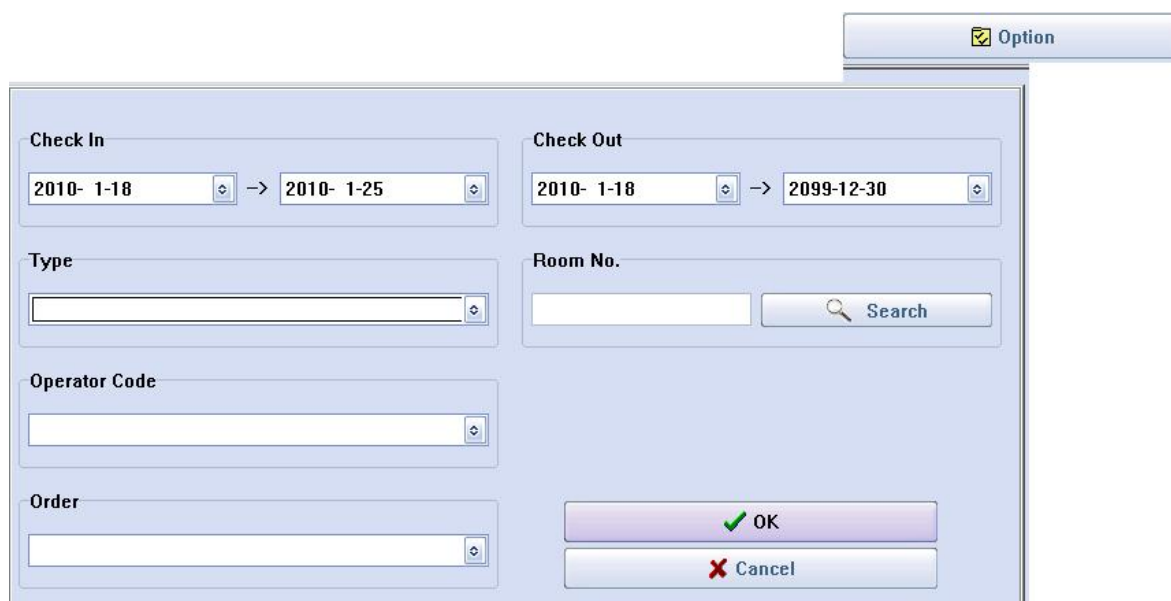
## 7. Reports

### 7.1. Check a variety of records:

Click  **Report** on the Main Window, there will be showed as follows:





Choose Want-to-be-checked Record by clicking the upper-middle sheet which includes Card Record, Client Record, and Door-opening Record. Select  **Option** for Record Scope at the upper-right side.

The screenshot shows a form for generating reports. At the top right is a button labeled 'Option' with a checked checkbox icon. The form is divided into several sections: 'Check In' with date pickers for '2010- 1-18' and '2010- 1-25'; 'Check Out' with date pickers for '2010- 1-18' and '2099-12-30'; 'Type' with a dropdown menu; 'Room No.' with a text input and a 'Search' button; 'Operator Code' with a dropdown menu; and 'Order' with a dropdown menu. At the bottom right are two buttons: 'OK' with a green checkmark and 'Cancel' with a red X.

#### **Note:**

- (1). All records can be exported as Excel File. The file can be typed or saved or printed and the like.
- (2). Under the condition of default, only had the Cancelled Card and Expired Card and Checked-out Card deleted when clicking on the button "Cancel". Supposed other cards want to be deleted, except the above mentioned ones, please move the mouse to the appointed record and press the






button “Del” on keyboard. The icon  will be appeared at the left side of the record, and then click  to delete.

(3). It is the system data for factory engineer’s reference when troubleshooting that shows in the last 32 lines in the Door-opening Record.

(4). The Last-uploaded Door-opening Record will be saved in the Database. It is also the Last-uploaded Door-opening Record that be showed when clicking “Door-opening Record”. If wondering the new one, please operate as the following steps.

## 7.2. Steps for Door-opening Record Checking

### Step1. Card issuing:

Click  in the main interface→Click →Put the Record Card (TEMIC LOCK is any kinds of TEMIC Card and Mifarel LOCK is S70 Card) on the Card Reader induction zone→Click .

### Step2. Record downloading:

Download the Door-opening Record into Record Card (Mifarel LOCK) or Collection Device/Encoder/Collector (TEMIC LOCK).

If Mifarel LOCK, the card should be put over Door Lock’s Induction Zone 1cm and then the indicator LED will flash, still where it is for 20 seconds. When hearing one “beep”, the download procedure finishes successfully.

If TEMIC LOCK, Collector with four 7# batteries must have been prepared. Turn on Collector which green light will light on after two beeps. Swipe the Record Card over the Lock Sensor and put away, and pull the Collector near to Lock Sensor (as following picture) within 3 cm, then the red LED of Collector will glitter regularly which stands for that the Collector is in the process of download that need about 30 Seconds. Turn off the Collector immediately after finishing collection.







## 7.3. Record uploading:

If Mifare LOCK, put the Record Card on the induction zone of Card Reader directly.

If RFID LOCK, install 4 pcs AAA batteries, turn on the power → turn on power of data collector → two “didi” sound → red light on → brush record card → in the next 3 seconds, put the data collector to lock sensor window → red light flashes 30 seconds → turn off the power of data collector → connect the Collector to computer after finishing collection → turning power off → Follow the below steps to fetch the records:

Click  → Select” Report of Open Door” →  
Click  → Operate as the indication showed.

## 8. Reception

Click  on the Main Window, there will be Reception Menu:



### 8.1. Single Client Reception.

Directly click the “Designated Room” or input the “Room Number” or look for “Room Search” for room selection. Please note that the system will default current building for not input the building Number.

[F3]Room No. Walk In

1-1215 Search

Standard

Vacant

☒ New Check-In & Cover Cards Before

☐ Hour-rate Room

Days

1 Detail >>

Expiry

2010- 1-26 12:00 ☐ VIP

Cards Count: 0

[F5] Issue Card

Check-Out without Card

Close

## 8.2. Group Reception.

Rooms Allocation

All Valid Rooms

- 1-1001
- 1-1002
- 1-1003
- 1-1004
- 1-1008
- 1-1010
- 1-1012
- 1-1016
- 1-1111
- 1-1112
- 1-1113
- 1-1114
- 1-1115

Rooms Selected

- 1-1006
- 1-1015
- 1-1009
- 1-1013

[F3]Room No. Group Check-In

1-1006 Search

Standard

Vacant

☒ New Check-In & Cover Cards Before

☐ Hour-rate Room

Days

1 Detail >>

Expiry

2010- 1-26 14:00 ☒ VIP

Cards Count: 0

[F5] Issue Card

Close

Team Leader

Name

Jordan

Sex

Male

Credential Type

Phone No.

Credential No.

00112345678

Price

123

Deposit

300

Memo

Check-In

Check-Out

Step1: Input information of Tour Guide (the Name and IC Number at less).

Step2: Input Estimated Check-in Date or Estimated Check-out Time.

Step3: Appoint room.

Step4: Release card for each room.

Group Check-out: Click "Group Reception" → Group Browse → Choose Tour Guide Name,

Then Click

## 8.3. Reservation:

Step1: Input Information of Group Leader (the Name and IC Number at less).

Step2: Input Estimated Check-in Time, Estimated Check-in Date or Estimated Check-out Time.

Step3: Click “Room Search” to show all the available rooms in this period.

Step4: Appoint room

Step5: Click “New Reservation”. After the Reservation Setting success, Room Status will show



as

Reservation Cancellation:

Click “Reservation” → New Reservation → Select Name of Group



Leader → clicks to cancel the rooms in the Sheet of Appointed Rooms. It also can be done if client just want to cancel some parts of rooms. Its operation as follows: Remove do-not-want-to-canceled rooms from the sheet of “Designated Rooms” by double-clicking them. The rest of rooms in this sheet will be canceled.

Accommodation Cancellation:

Click “Reservation” → Reserve Accommodation → Select the Name of Group Leader → Issue Card for each room.

## 8.4. Modify Room Status.

There are Room Status Setup steps at the end of the interface.

Room Status Setting

	Floor No.	Room No.	Type	Status	Lock No.
	10	1001	Standard	Vacant	01100199
	10	1002	Standard	Vacant	01100299
	10	1003	Standard	Vacant	01100399
	10	1004	Standard	Vacant	01100499
	10	1005	Standard	Hour Used	01100599
	10	1006	Standard	Vacant	01100699
?	10	1007	Standard	Cleaning Room	01100799
	10	1008	Standard	Vacant	01100899
	10	1009	Standard	Vacant	01100999
	10	1010	Standard	Vacant	01101099
	10	1011	Standard	Maintenance	01101199
	10	1012	Standard	Vacant	01101299
	10	1013	Standard	Vacant	01101399
	10	1014	Standard	Guest	01101499
	10	1015	Standard	Vacant	01101599
	10	1016	Standard	Vacant	01101699

Vacant [A]

Hour Used [B]

Rented Remind [C]

Cleaning Room [D]

Maintenance [E]

Guest [F]

Guest Group [G]

Close

**Guide**

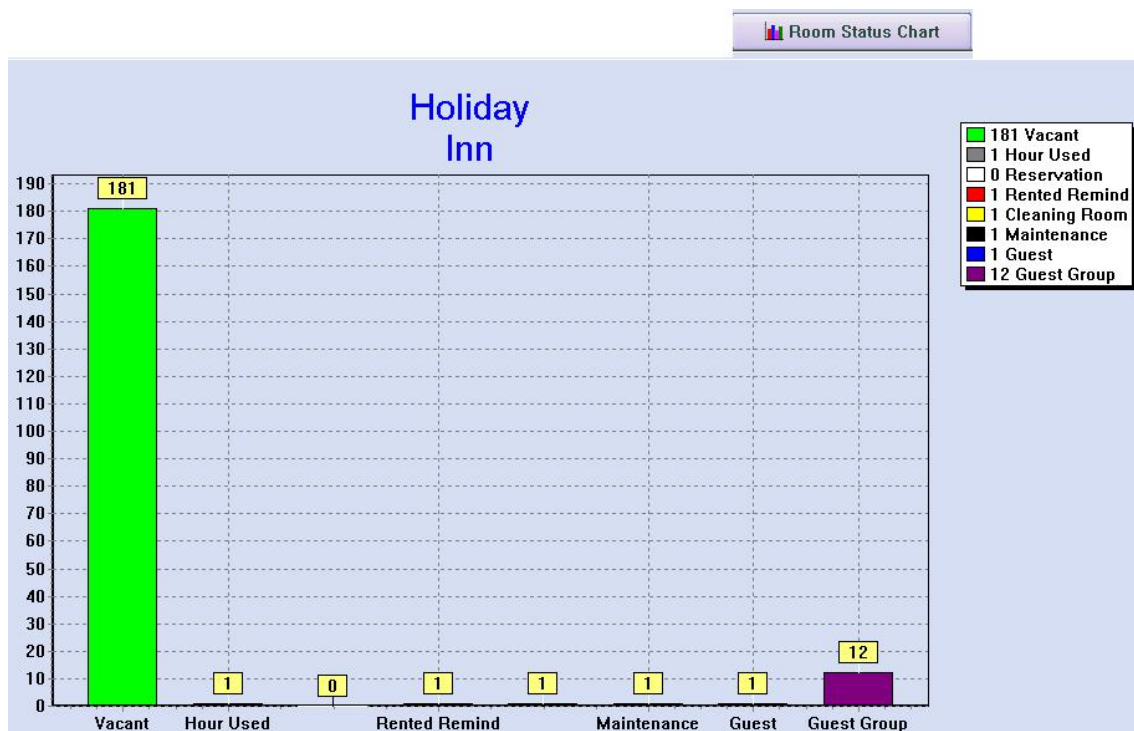
Step 1: Select the guestroom that you want to set the status.  
 Do the one of the following method 1.Double click the guestroom 2.Use the Up/Down button to the guestroom, and then Enter 3.Press Shift + Up/Down button  
 "?" means the selected guestrooms.

Step 2: Choose the room status at the right-hand side, -> means Successful

**Note:** If, one room, for example, Check-out Time exceeds the computer's current time, "Ask for

Rent" Icon will automatically display when refreshing Room Status.

## 8.5. Room Status Diagram Checking:



## 8.6. Card Information Inquiry



## 8.7 Room Changing, Postpone, and Check-out With Card.

Put the Guest Card on Card Reader induction zone and click the relevant button and operate as the indication.



## 8.8. Card Erase



Put the card on the Card Reader induction zone and click **Card Erase** to revoke the card information.

# 9.Sounds and meaning

2 sounds	correct prompt, means it's setting card
3 sounds	The door is locked inside Solution: unlock from inside or use the cards which can unlock deadbolt
6 sounds	Incorrect room number Solution: set up correct room number
7 sounds	Overdue card Solution: set up time of the lock
8 sounds	Guest card is covered by new guest card or terminate card Solution: brush system card or terminate card
9 sounds	The card is reported lost
10 sounds	System card is out of operation Solution: Rotate mechanism keys
11 sounds	Invalid bldg.No. and floor No. For the floor card



	Solution: set up room number
12 sounds	Staff card is covered by new staff card Solution: brush system card
15 sounds	The guest card does not belong to this lock system Solution: issuing new guest

## FAQ

### Question 1

Make the lock returns to normal working state if lock can't work

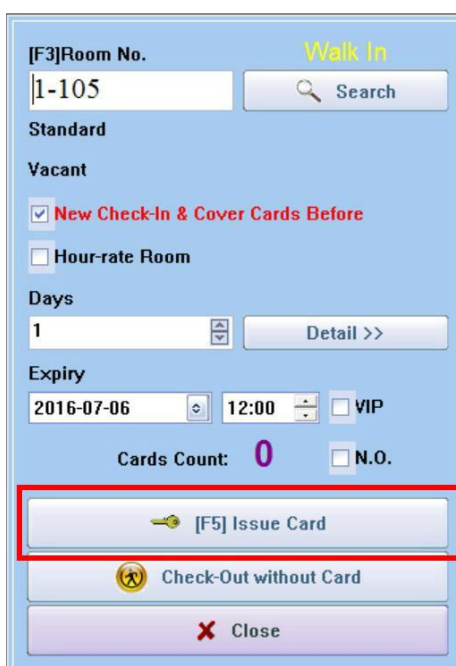
### Answer

#### STEP 1-Issuing a system card



#### STEP 2-Issuing a guest card

For example the room number is 105, you need to issue the guest card of 105



**STEP 3**-Brush the system card 3 times → brush the guest card 1 time → the lock returns to normal working state.

## Question 2

Re-install the computer operating system&replace the new computer&replace new card reader, how to save the existing data

### Answer

1. Re-install the computer or change the computer

Copy all the hotel lock software folders of the original computer to the corresponding folder of the new computer, you can continue to use directly

2. Re-register the software with an old card reader

When the registration code is entered, the original authorization card (or the total card) is placed on the card reader, and the original software information is restored.

3. Install a new card reader in the existing software

When the registration code is entered, the original authorization card (or the total card) is placed on the card reader, and the original software information is restored.