

Hotel Door Lock Management Systems

User Manual

(BIS Hotel)

1. Installation

1.1. Structure and Requirement

Configuration Hardware	Minimum requirements	Suggested configuration
CUP	Intel Pentium 1GHz	Intel 1.7GHz 以上
EMS Memory	128M	512M 以上
Hard disk	10G /1G	40G /2G
Display card	256 colors	True color 32bits
Ports	1serial port, 1 USB	1serial port, 1 USB
OS	Windows98	Windows2000/XP

1.2. Preparation before installation

1.2.1. Card issuing mode

- If the hotel owns more than 200 guest rooms, we recommend the building to use the Multi-point card issuing, it can increase the service of efficiency, and it matches along with more than two computers and SQL Server.
- If the hotel just own less than 200 guest rooms, we recommend the building to use the Single computer card issuing, it really save the costs of the system, and it matches along with one computer and Access 2003.

1.2.2. Program

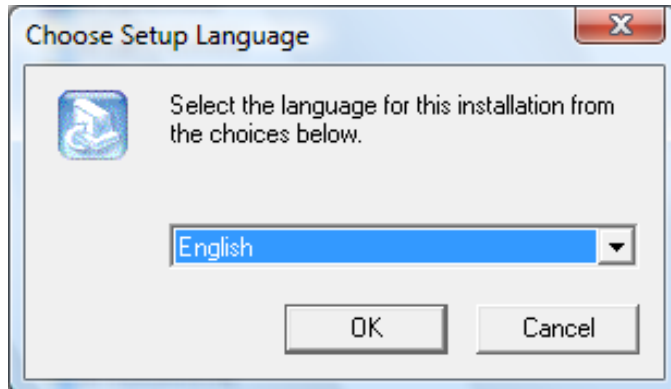
The building program requires a perfect plan before install the software, such as the numbers of the floors, the rooms, types of the position, office departments, level of the right and divided the time section.

1.2.3. Equipments

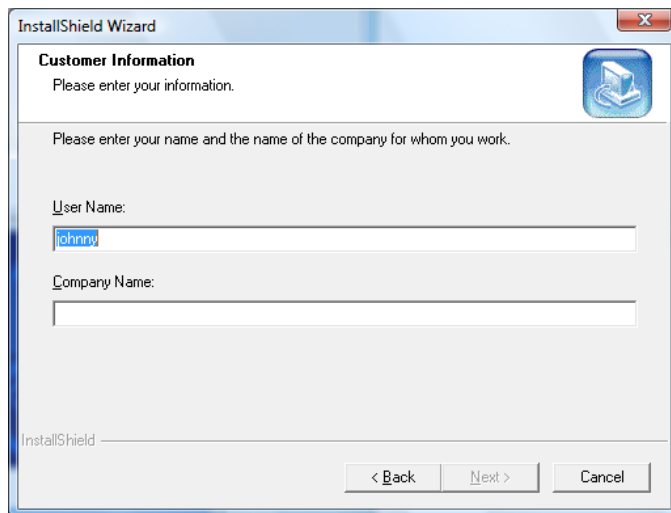
The Mifare system needs 2 MUR-100 readers, 600 pieces of Mifare 1 S50 cards, 10 Mifare 1 S70 cards, and two computers.

1.3. System installation

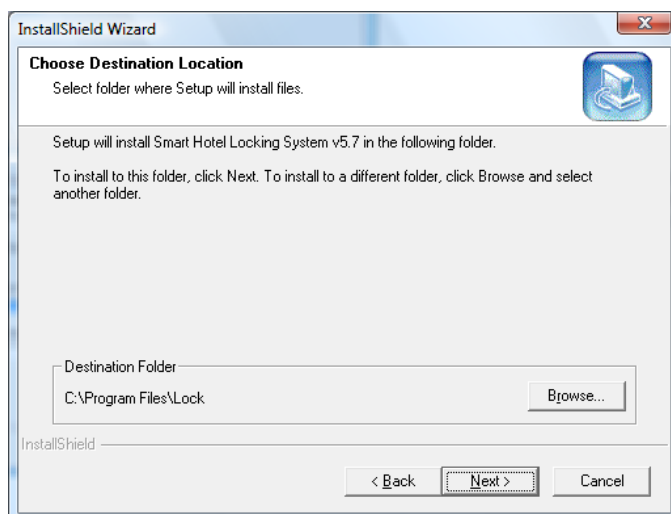
1.3.1. Software installation



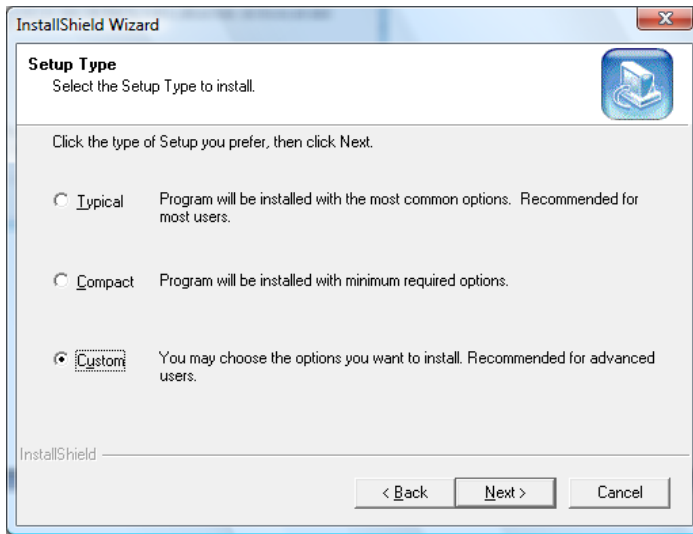
Double click the software named BT lock 5.7.30, a window will ask you to select the display language at first, there are two languages to select, one is the simple Chinese, the other one is the English.



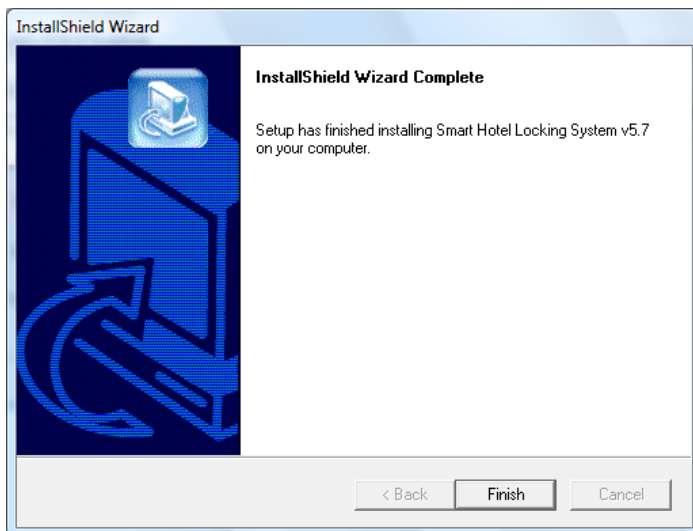
This window asks you to enter your information, when filled in your name and your company name, press the **Next** button to the next step.



This window asks you select a folder where the software will install in. The default path is C:\Program Files\Lock.



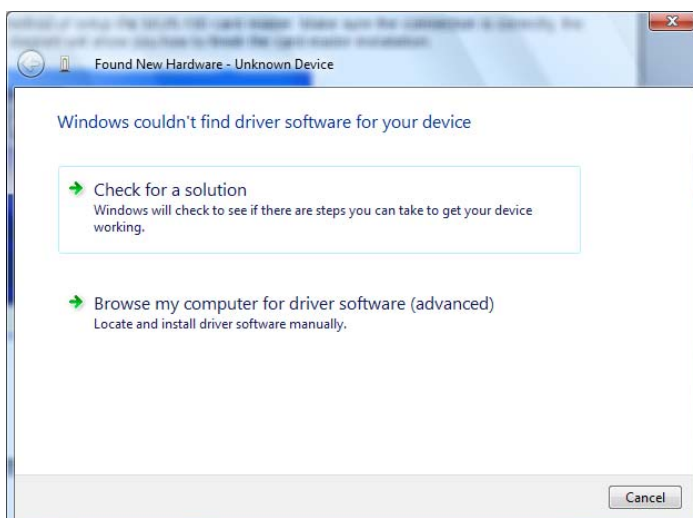
There are three setup types to select, click the type of setup you prefer and then click the **Next** button. Follow the indication to finish the installation.



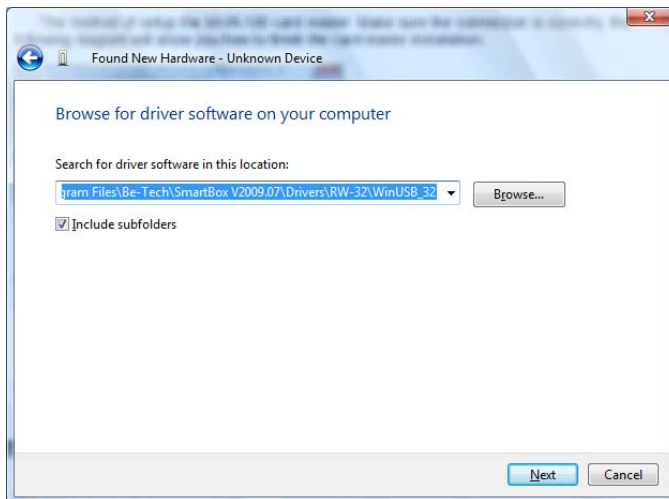
When this window turns up, the system software has been installed in the computer.

1.3.2. Card reader installation

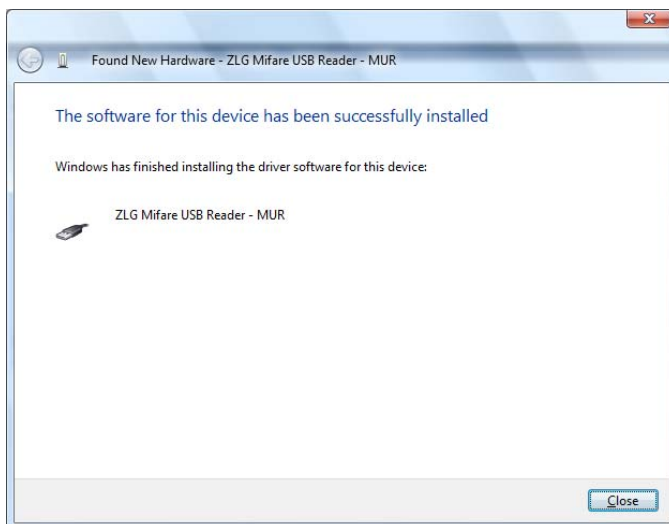
The method of setup the MUR-100 card reader: Make sure the connection is right; the following procedures will show you how to finish the card reader installation.



Connect the card reader to the computer and then a window will pop up, choose the **Browse my computer for driver software** item to go to the next step.



This window asks you to search for the driver software, press the **Browse** button to select the path. The software is installed in the C:\Program Files\Lock\ BTLock5.7\Drivers\RW-33 in default



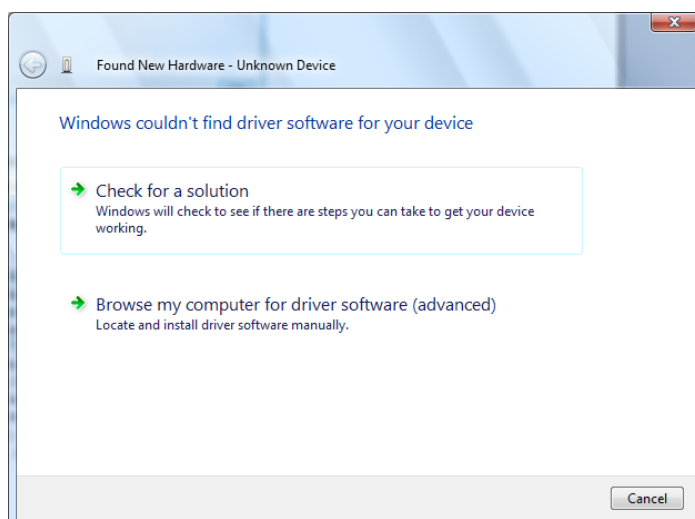
Now the card reader driver has been installed in the computer, press the **Close** button to close the setup window.

Notice

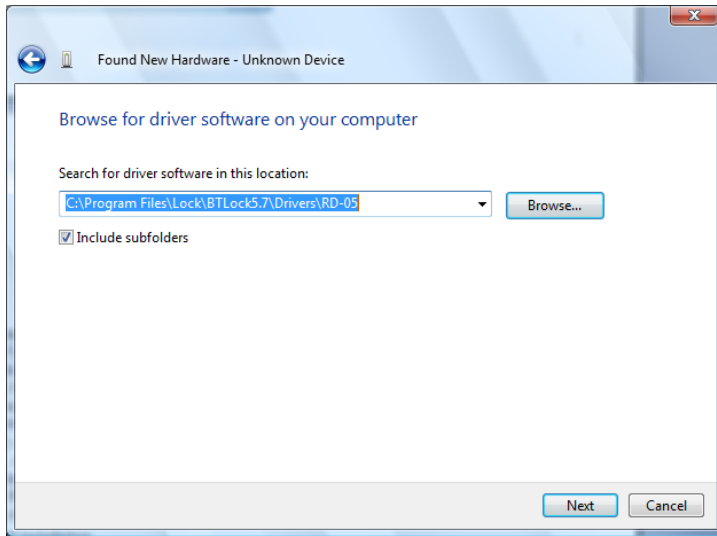
There are two kinds of driver for the card reader, one is for the Windows98, and the other one is for the Windows2000/XP. Please make sure your selection is right.

1.3.3. Handset installation

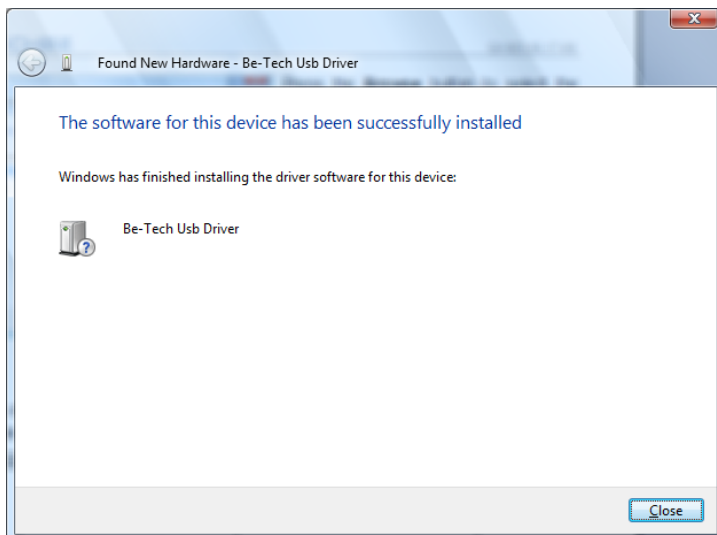
First, connect the handset with the PC, press * key to turn on the handset, press **OK** key and input the logon password, the default logon password is "123456", then press **OK** key again, select **Communicate with PC** from the function menu, and start to install the handset driver.



While the Waiting for communication... signal is displayed on the handset, a window pops up on the PC screen, select the **Browse my computer for driver software** item to enter the next step.



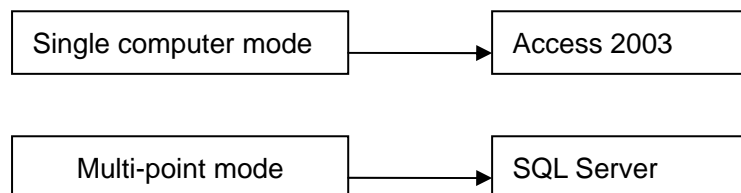
Press the **Browse** button to select the path, the driver of the handset is in the RD-05 folder and then clicks the **Next** button to process the installation.



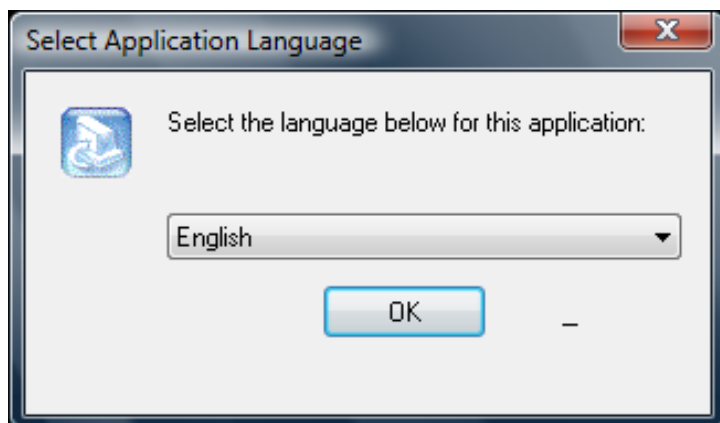
Now the handset driver has been installed in the computer. Press the **Close** button to exit the installation.

1.3.4. SQL2000 installation

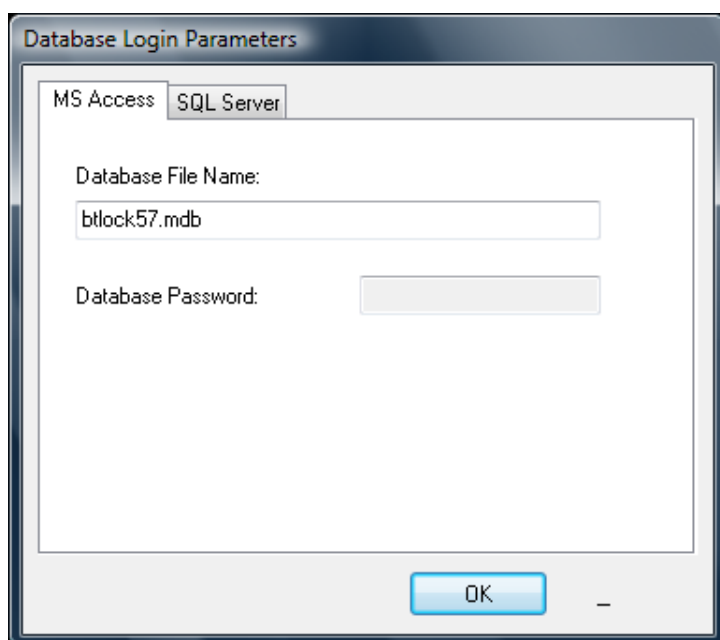
This system supplies two card issuing modes to the operator. One is the single computer issuing mode, and the other is the multi-point card issuing mode. The multi-point card issuing mode can issue two or three cards at the same time, it can improve the efficiency of card issuing, but it needs two or more computers. The single computer issuing mode is used for the small hotel, it just need one computer to issue opening card,



1.3.5. Run and test



Double click the Smart Hotel 5.7 icon on the desk, if this is the first time you run the system, it requires you to select the display language, in this system, there are two languages to select, one is Simple Chinese, and the other one is English.

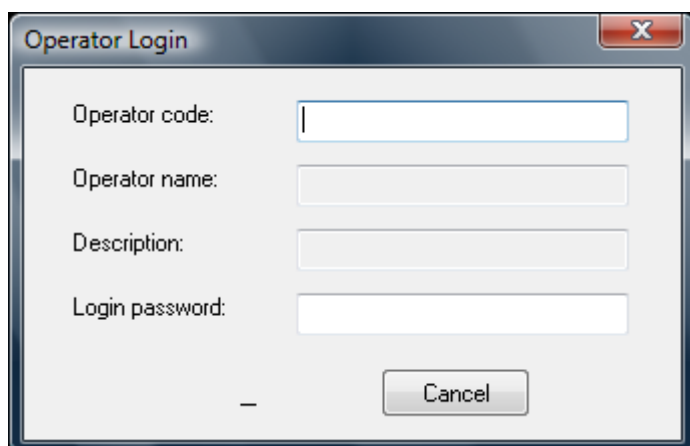


MS Access is for single computer card issuing mode. SQL Server is for multi-point card issuing mode. Select the one you prefer and then press **OK** button to go to the next step.

2. System management

When the system finished, you must setup the system at first, the following contents will tell you how to manage the MF5.7 system.

2.1. Login page



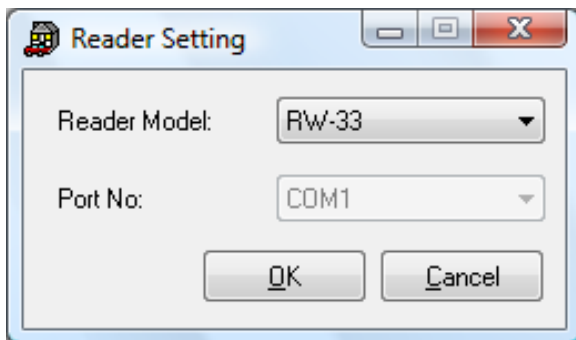
You must fill in the operator code and the password to log in the software. If this is the first time that you run the system, the operator code and the login password are blank in default, and the operator owns all the operation rights to the software system.

2.2. System setting

2.2.1. Basic setting

It required setting the reader and the options when you log in the system.

● Reader setting:



Click the "Setting" item, select the "reader setting", the MUR-100 card reader matches along with the model "RW-33".

● Option setting:

The purpose of setting this item is to ensure normal operation of the card reader (It only needs to set once).

Definitions:

● Day start time

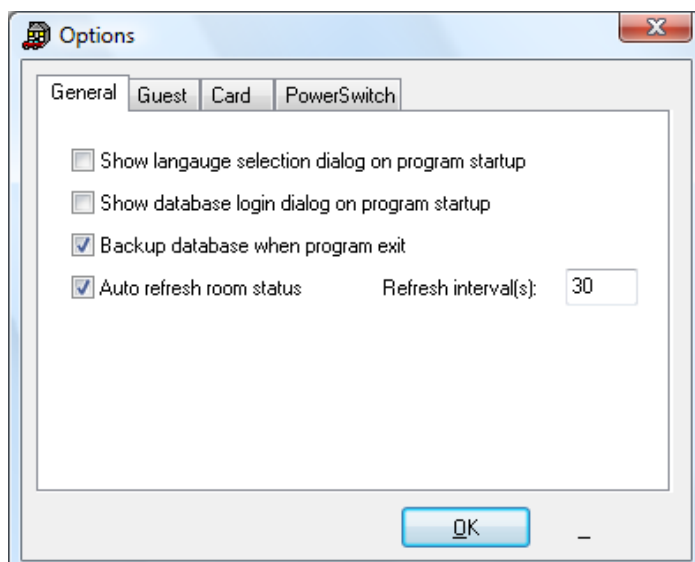
For guests who check in after four o'clock in the morning, their stay time will be not be counted as one whole day if they leave the hotel on the same day, but their stay time will not be counted as one whole day if their stay lasts to the twelve o'clock of the next day. Four o'clock is the day start time

● Check out time

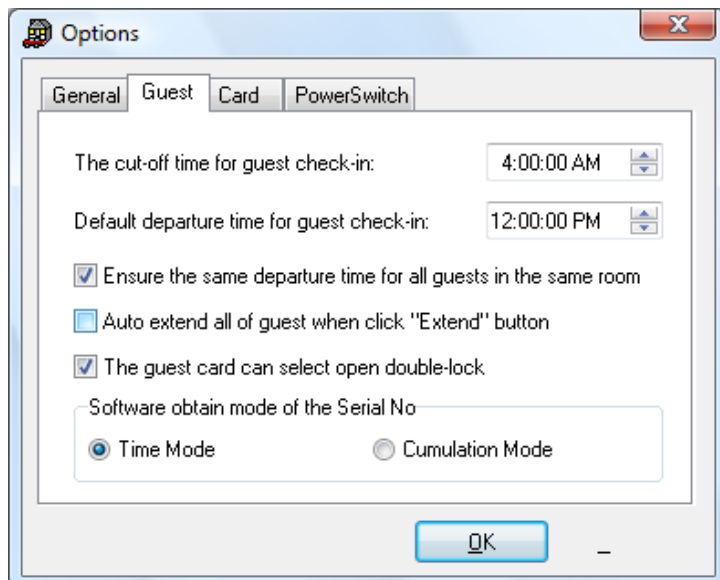
The default value is twelve o'clock, guests should renew their check-in procedures before twelve o'clock; otherwise, their overdue guest cards will be unable to open the doors.

● Serial number

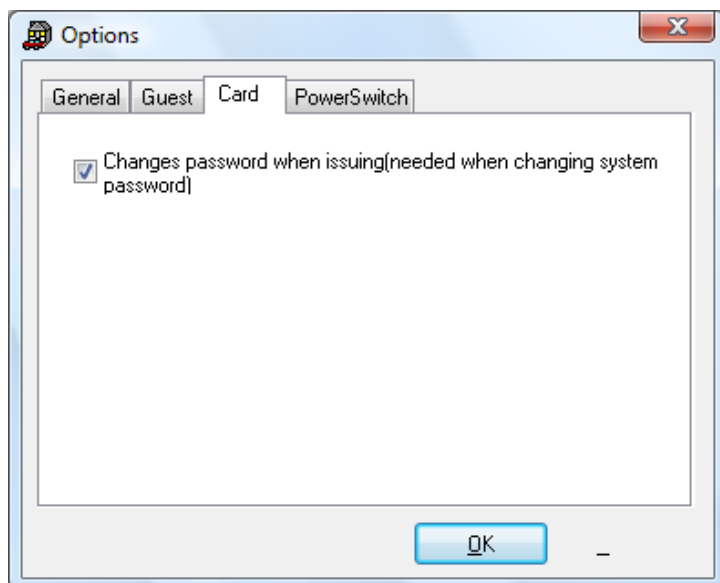
Each guest card has a serial number, the serial number of each guest card must be larger than that of the any previously issued ones, and an old guest card would refuse to open the lock if its serial number is smaller than that of a new guest card.



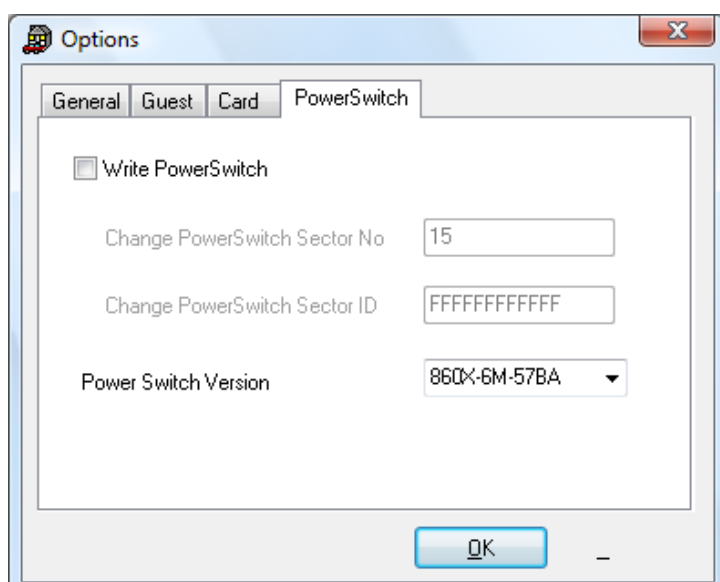
In the general item, if the system base on the Multi-computer card issuing mode, the auto refresh room status should be selected as 30s.



In the guest item, if a guest checks in after 4:00 in the morning and leaves on the same day, his stay in the hotel is not counted as a whole day; the check out time is 12:00 at noon to provide more time for guests to tidy up their luggage.



When the system password has been changed, this item must be selected. Otherwise, the issued card will be unavailable



The power switch version is 860X-6M-578A in default, in general it is not necessary to change this item.

2.2.2. Establish room information

We can establish the room information by an elaborate plan; we can establish the information about the floors, the room numbers, the guest rooms and the common doors etc.

● Floor classification:

The first floor: Lobby

The second floor: Restaurant

The third floor: Night club.

The fourth floor: Gym room 401 Ball room 402.

The fifth floor: Office

Maintenance Department501, Sales Department502, Administration Department503, Guest Room Department504, ITDepartment505, Front Desk Department506, Security Department507, General Manager Department508

The sixth floor to twentieth floor: Guest rooms

The twentieth-one to twentieth-two floor: Suite rooms

● Room classification

Common doors for guests: gym room 401, ball room 402

Common doors for staffs: office rooms from 501 to 508.

300 guest rooms: 601---- 2020

5 suit rooms (larger rooms containing smaller rooms) each has 14 door locks:

2101---2101A、2101B、2101C

2102---2102A、2102B、2102C

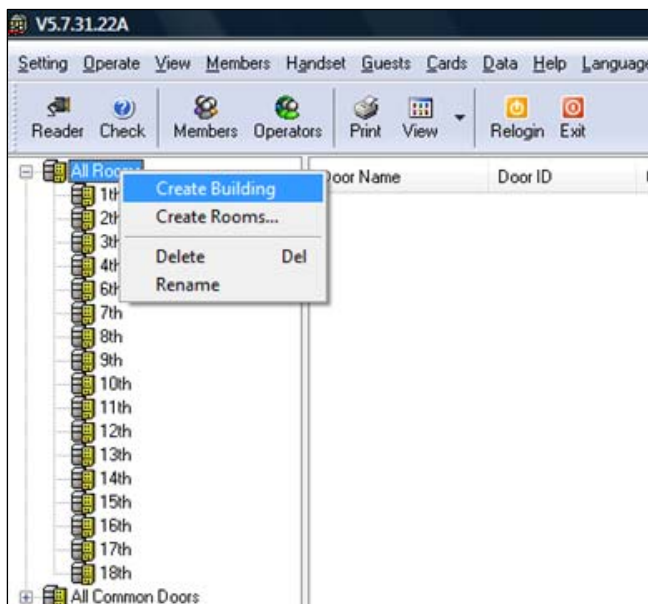
2103---2103A、2103B

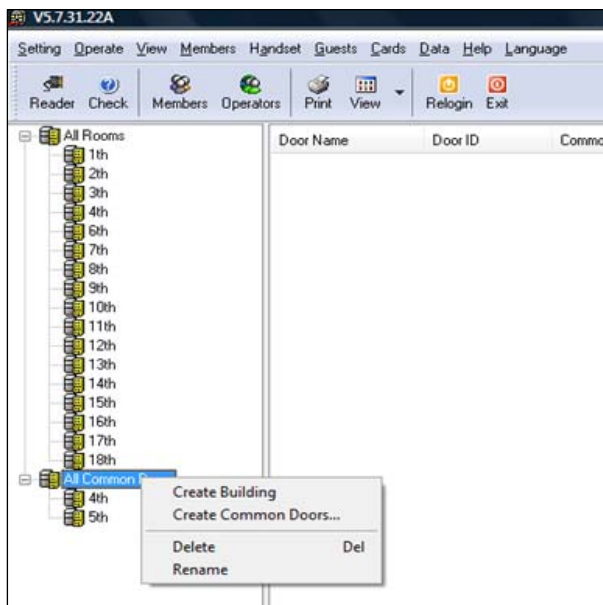
2201---2201A、2201B、2201C

2202---2202A、2202B、2202C

● Create buildings

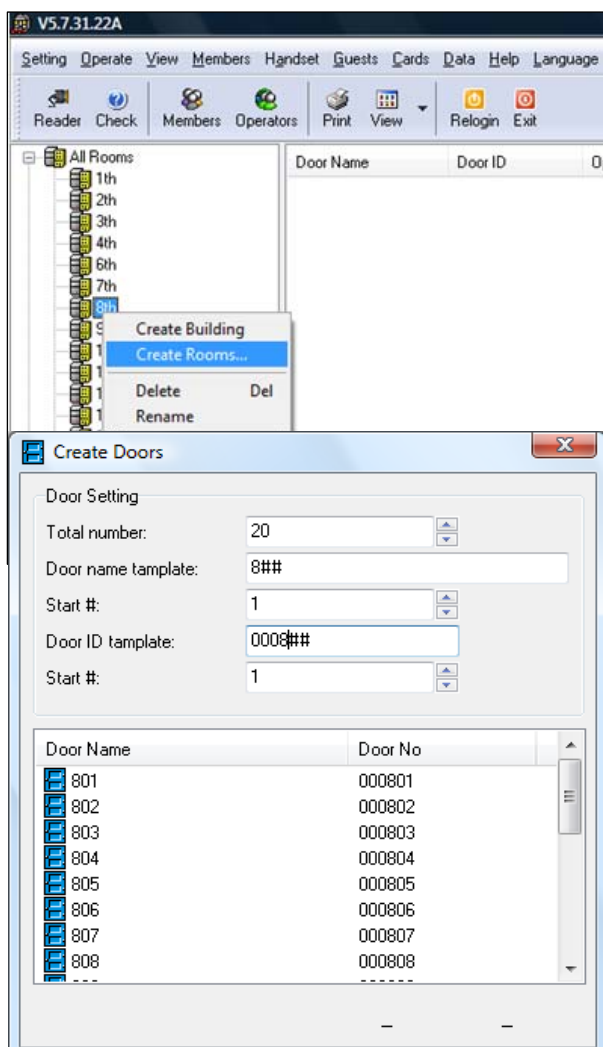
Right click the **All Rooms** item in the tree list box at the left side of the window and then add the floor1 to floor3, the floor 6 to floor22 into this item.





Right click the **All Common doors** item in the tree list box at the left side of the window and add the floor4, the floor 5 into this item.

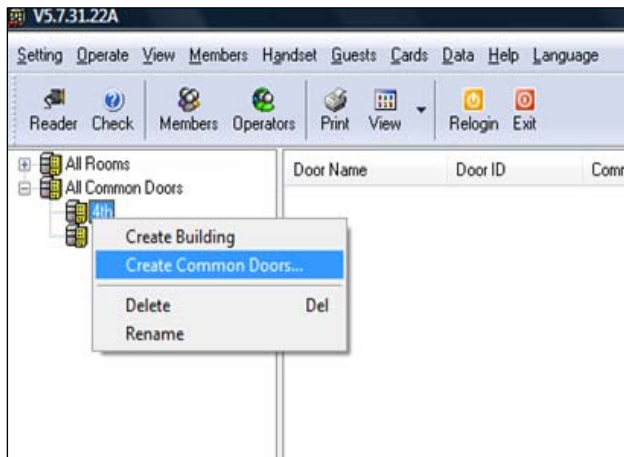
● Create rooms



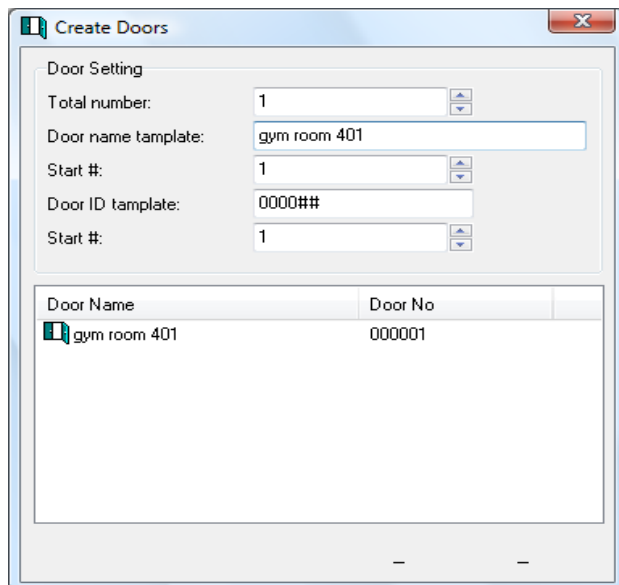
Now create the rooms of the 8th floor as a simple: Right click the 8th floor and then choose the **Create Rooms** item.

Due to every floor own 20 rooms that we should set the total number to 20. The door name set to "8##", the door ID set to "0008##", both of their start number is "1". Click the **Apply** button to finish the operation. Follow the above steps to add all the rooms of each floor.

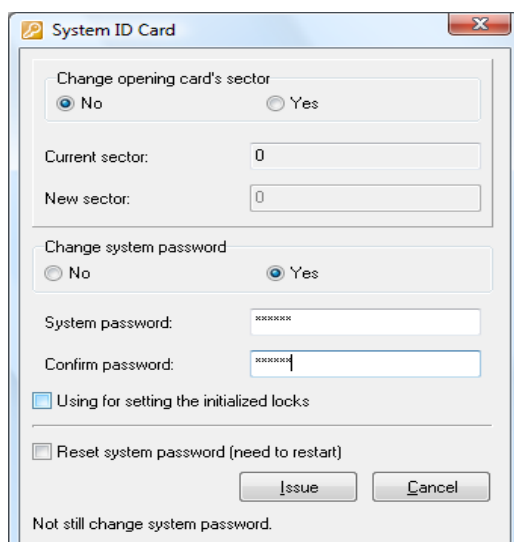
● Create common doors



The common doors is use to setup a passage mode. It is often used for the public place like the restaurant or the ballroom etc. Click the **All Common doors** item, right click the 4th floor, choose the **Create Common doors** item.



The total number write 1, the door name write gym room 401, start # write 1, the door ID write 0004##, the start # write 1, then press the **Apply** button to finish the operation. Follow the above procedures to create the ball room 402 into the 4th floor.



2.2.3. Establish system password

The system password is use to distinguish the different MF system. The users can change the system password according to his owned requirement.

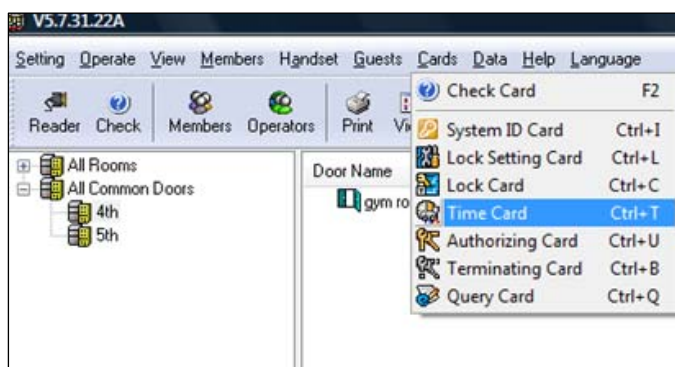
Connected the card reader with the PC, put a MF 1S50 card on the card reader, then select the **Cards** item on the main menu, then select the **System ID card** item. The **Change opening card's sector** is use to change the sectors of the

1MF cards for the Smart All-in-one Card service. It is not necessary to change in common. We just need to change the password and press the **Issue** button.

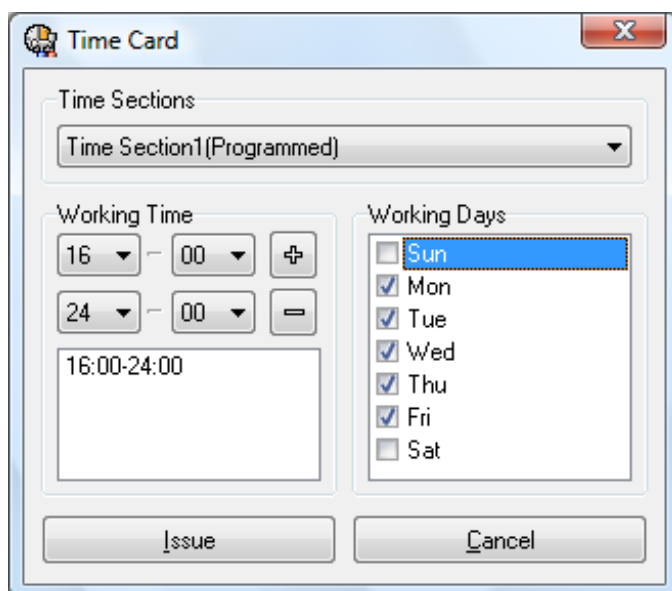
2.2.4. Establish time section

Time section is use to analyze the work time. Only the corresponding work time could be accept to open the door. At this case, we divide the Sunshine hotel work time into six sections like this:

Morning shift	Middle shift	Night shift	Morning shift	Middle shift	Night shift
8:00-16:00	16:00-00:00	00:00-8:00	8:00-16:00	16:00-00:00	00:00-8:00
Monday to Friday	Monday to Friday	Monday to Friday	Sat Sun	Sat Sun	Sat Sun



Connected with the PC, put a MF 1S70 card on the card reader, click the **Cards** item on the main menu and then select the **Time Card** item.



After the menu pop up, select Time Section1, the time writes 16:00-24:00, the day select the Monday to Friday, then press the **Issue** button to make a time card, make all the left time sections like the above procedures.

2.2.5. Establish operator information

The **Operators** module is use to achieve the function of system operator management. The main function in this module is divided the operating rights. Here, we can divide the operators into 3 categories:

● Global Right

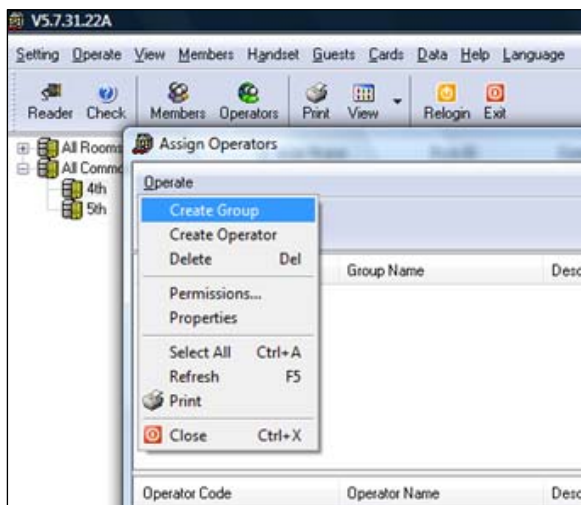
Owns the highest rights to operate the system, the members are the general manager and the hall manager.

● Local Right

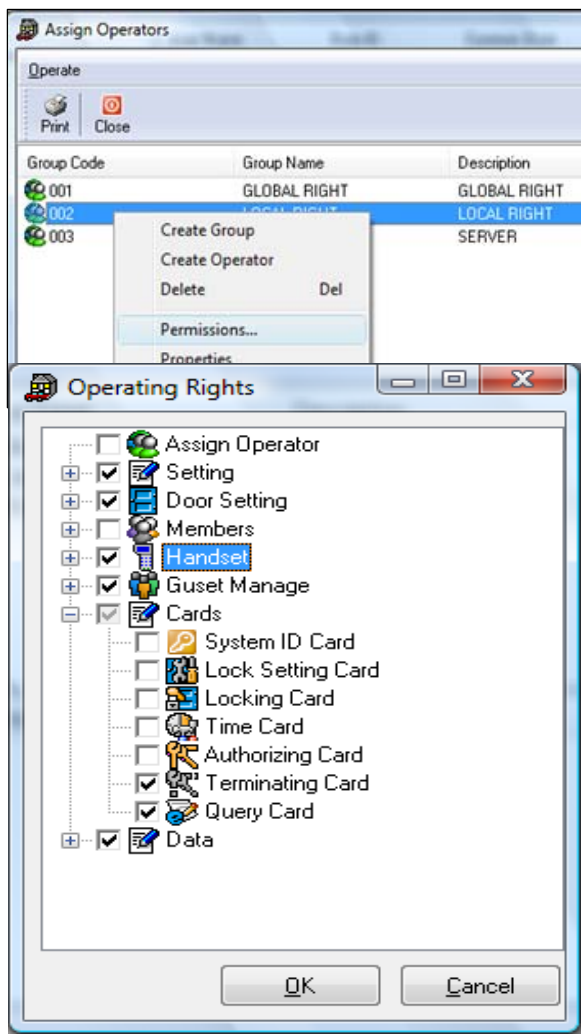
This group owns lots of rights except for the assign operator right and the issue card right. The members are the department managers usually.

● Service

This group owns the lowest rights in the system, that is the guest manages right only, authorized to issue guest cards. The members are the front desk servers.

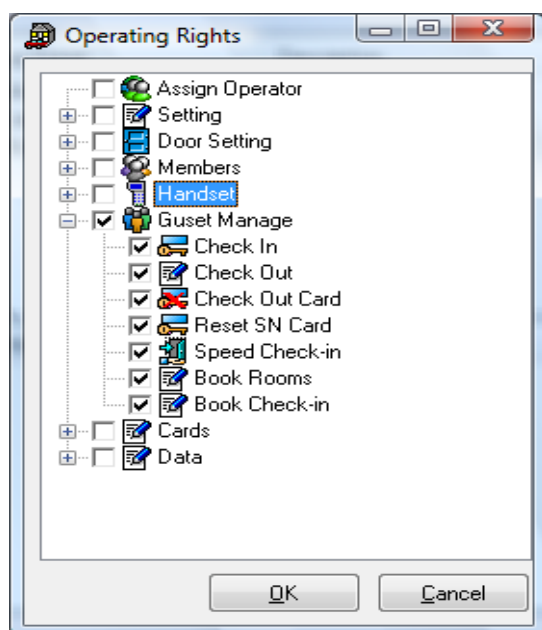


Click the **Create Operators** item on the main menu. Create three groups, and rename the groups as Global right, Local Right, Service.

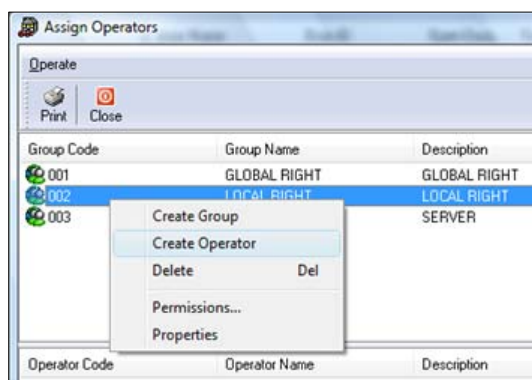


The 001 group owns the highest rights in default. So we just need to authorize the authorities for the 002 group and the 003 group. Right click the 002 group and then choose the **Permissions** item in order to go to the next step.

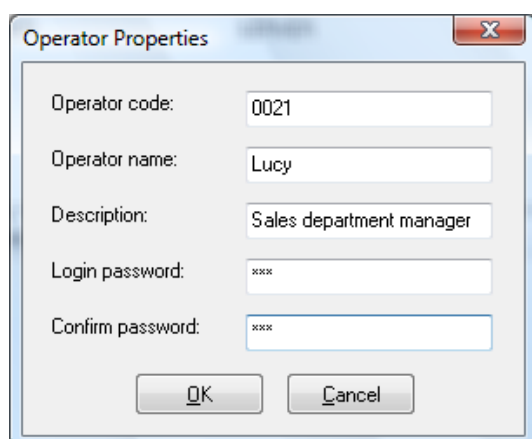
Due to the operators in the 002 group are the department managers generally, we can authorize the rights of the 002 group as the left diagram.



The 003 group are the services generally, they just need to manage the guest information. Authorize the rights of the 003 group as the left diagram.



Create staffs for each authorized group. Modify the password. Right click the 002 group and then choose the **Create Operator** item to go to the next step.

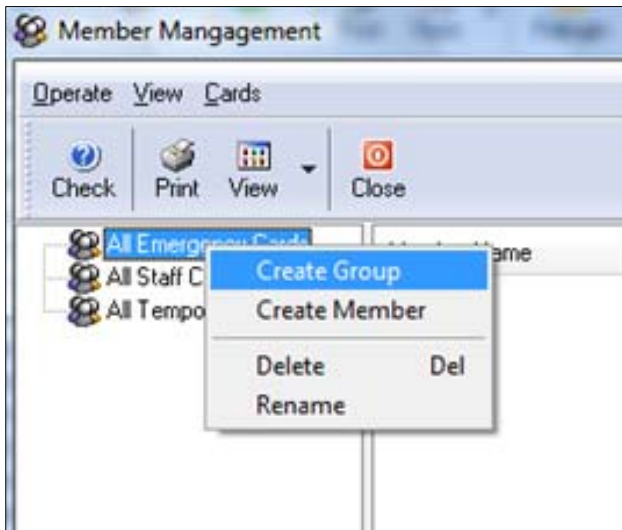


After operators are added, to enter the software, the operator code and password must be entered. Press the **OK** button to return to the **Operators** interface. Press the **Close** button to return to the system interface.

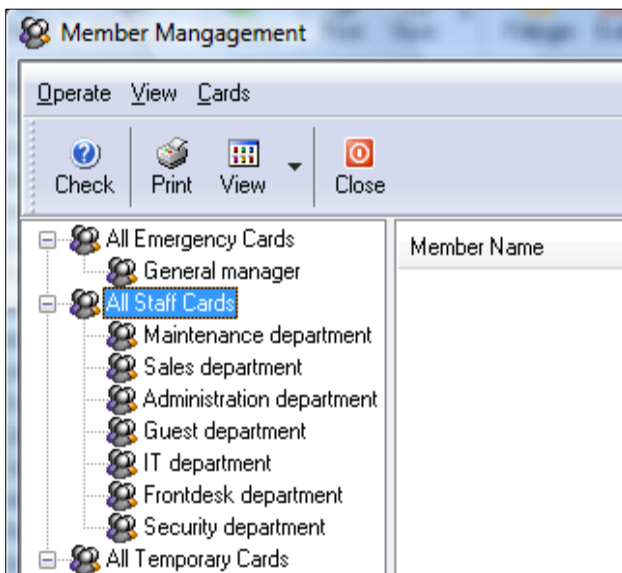
2.2.6. Establish member information

The **Members** module is use to achieve the function of system members management. The main function in this module is divided the position and issue the emergency card, the staff card, and the temporary card.

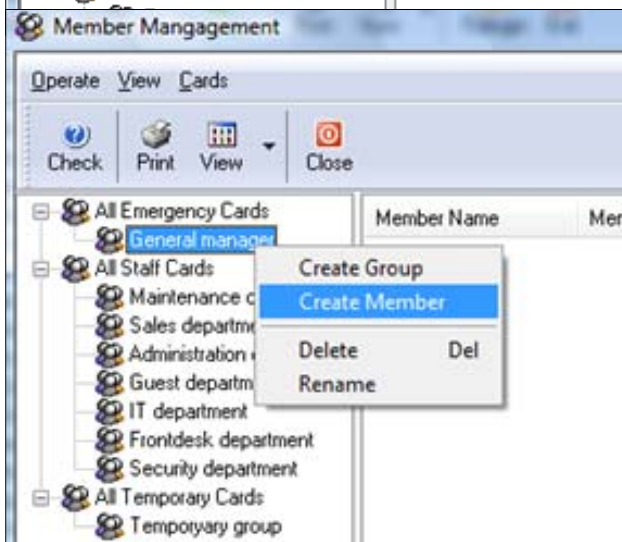
● Create the groups and the members



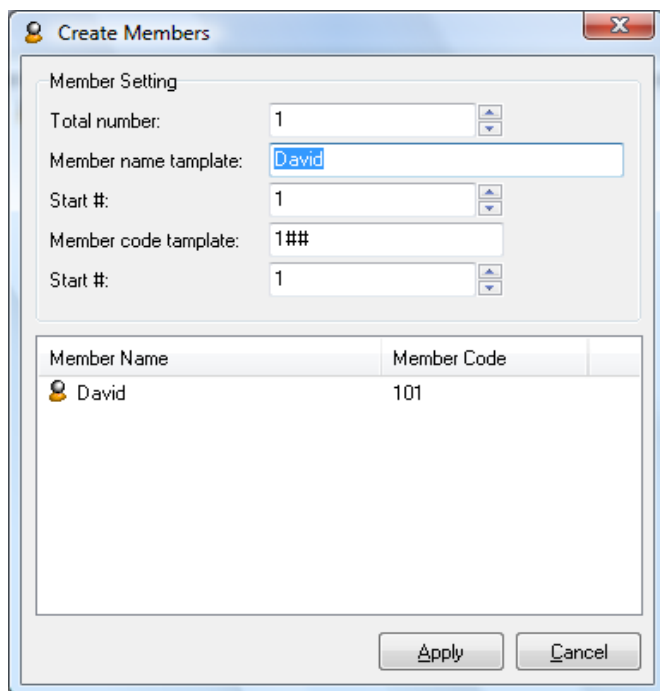
Select the **Members** item on the main menu, right click the **All Emergency Cards** item, choose the **Create Group**, and rename the new groups as the General Manager.



Follow the above steps to add all the groups into the system, such as the left diagram.



After all the groups have been created, we should create the members now. Right click the **General Manager** and then choose the **Create Member** item.

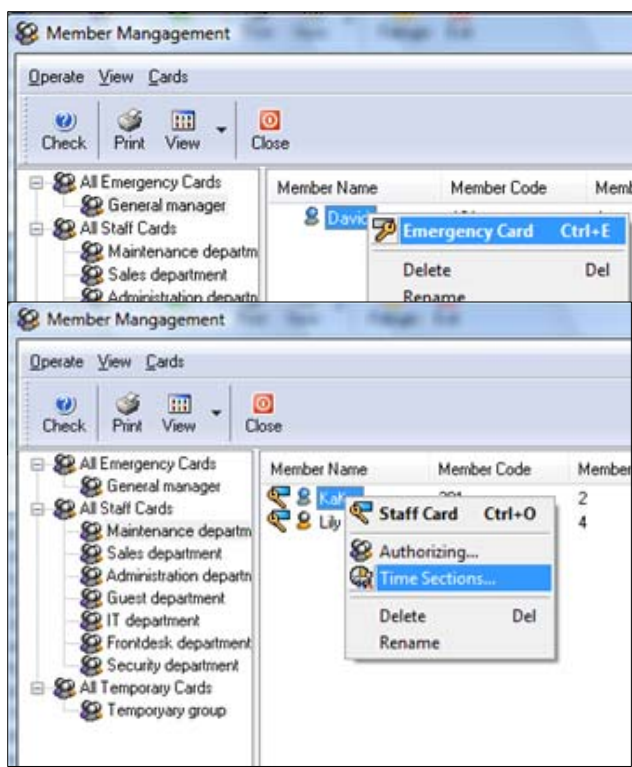


A window will turn up, now the window requires you to fill in the member information. After all the information has been registered, click the **Apply** button to finish the procedure and click the **Cancel** button to return to the system. Follow the above steps to add all the members into the system.

Notice

Every Member code template is the unique and it is a sign of member. So before the adding, please assign the code template to every member by a plan.

● Issue member cards

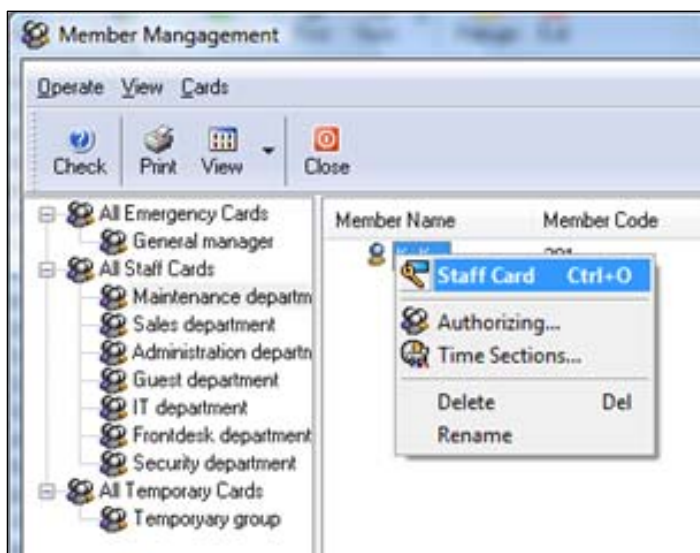


All emergency cards: In this group, the members are the general managers, who own the highest right in this hotel, and he can hold a emergency card, that own the highest right for opening.

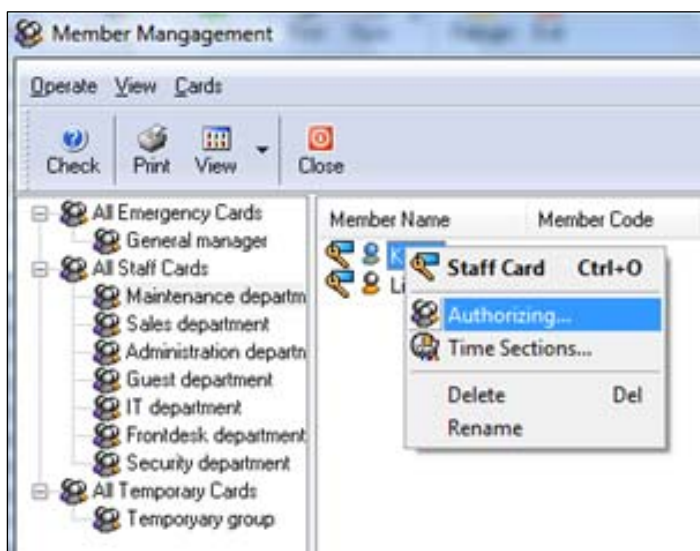
Put a Mifare 1S50 card on the card reader and then right click one of members in the General Manager group, choose the **Emergency Card** item to issue an emergency card.

All staff cards: In this group, we divide the positions into 6 kinds as show as the left diagram. Before you issue a staff card, you must set the **Time section** for

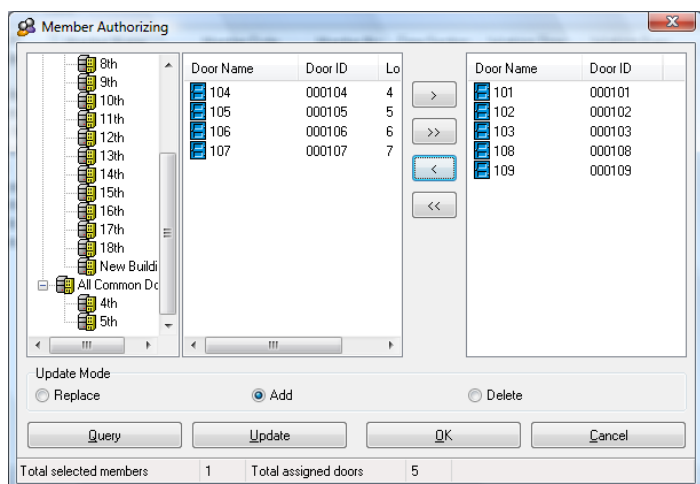
the staff. Here we assign the time section 1 for Kaka and then press **OK** button to save the time section setting.



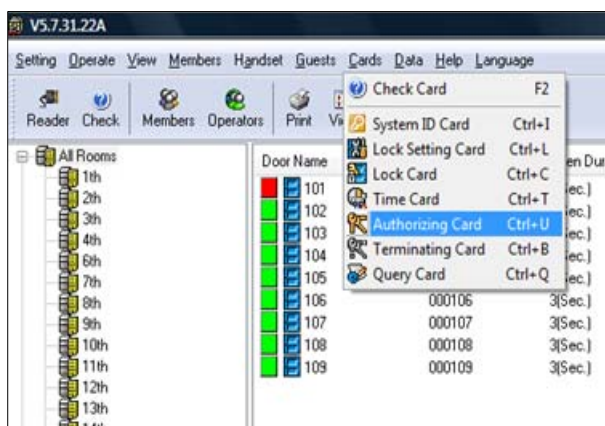
After that, we can put a Mifare 1S50 card on the card reader, then right click one of members and choose the **Staff Card** item, after one beep a staff card will be issued successful and now this staff card holder is KaKa only.



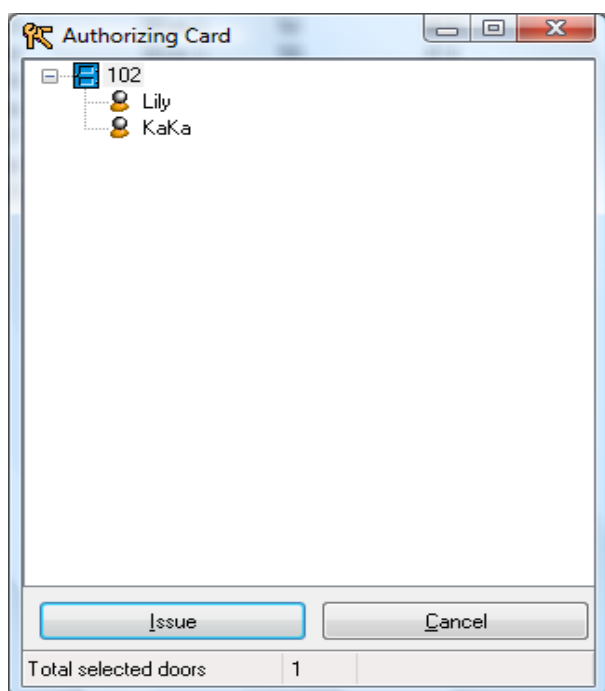
After a staff card has been issued, you can authorize the staff which room he can open. Select a staff named KaKa, right click the staff name, and choose the **Authorizing** item.



A window will turn up for authorizing. You can select rooms on the left square frame and press the > button or press the >> button to add rooms to the left square frame. After adding rooms, press the **OK** button to save the setting. On the left diagram we will see the No.101, No.102, No.103, No.108, No.109 room were authorized for KaKa to open.



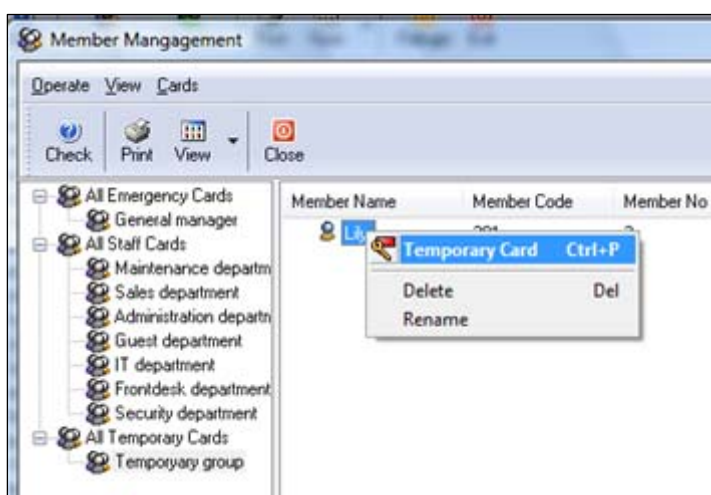
After all the staffs have been authorized, you should return the system interface. Select one room and choose the **Authorizing Card** item (as show as the left diagram) in order to make an authorizing card.



This window asks you to insure the members who were authorized to open No.102 door. Now we will see the No.102 room was authorized for Lily and KaKa to open. Put a MF 1S70 card on the card reader, and then press the **Issue** button, an authorizing card will be made for the No.102 room.

Take this card to contact the lock and the authorized member information will be set into the lock after one beep.

Notice



Before the authorizing operation, the time section must have been set and the staff card must have been issued. Otherwise, the staff card may be unavailable.

All temporary cards: In this group, the members are the guest room manager in common. They can own a temporary card.

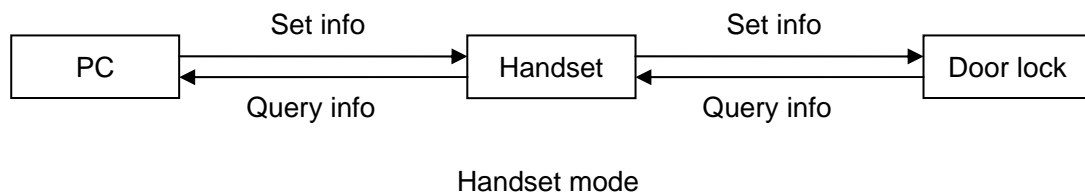
This card is usually used to open lock when the main card was lost or in an emergency.

Notice

Only the staff card selected the leading mode, the temporary card can be available.

2.3. Handset

The handset is use to set door lock information, to query door lock information, compare with the card setting mode, the handset setting mode is operated more easily, more conveniently and more quickly.



2.3.1. Set lock information

Before we record the lock information from the PC, we must make sure that the hotel system password, the authorized information, and the time section have been setup already. The hotel system password is made by the system ID card, the time section is made by the time card, and the authorized information is made by the members authorize management function.

2.3.2. Connect with computer

- Connect the handset with the PC,
- Press * key with more than 3s to start the handset, then fill in the handset password to run the handset, the default password is 123456, press OK key to log in the handset, then select Communicate with the PC in the menu of the handset, an indication message Waiting for communication is displayed on the handset screen.;
- Return to the management, software and choose the Handset item on the top main menu, selected the Handset setting function. Press the Set time button in order to set the PC time into the handset. The Get time function is used to display the handset time. Press the Update SP button in order to record the new password from the system;
- Then select the Write handset function. In this page, firstly select the rooms to be set from the floor tree at the left side of the window, then press >or >> to add rooms;
- After step C is completed, click Next button to set the information to be written into the handset including door lock setting information, work time section, and blacklist.
- After the information is set in the blacklist, click "Next" to write the selected room information into the handset;
- After the room information is written into the handset, disconnect the handset from the PC.

Notice

The door lock setting information is only for unallocated rooms to be written into the handset, except Other Items which include all the selected rooms to be written into the handset.

Notice

If the number of the authorized staffs exceeds the rated value, a window will pop up for users to delete the surplus authorized staffs, the system will refuse to write the authorization information of the room into the handset if the number of the authorized staffs still exceeds the rated value.

2.3.3. Connect with locks

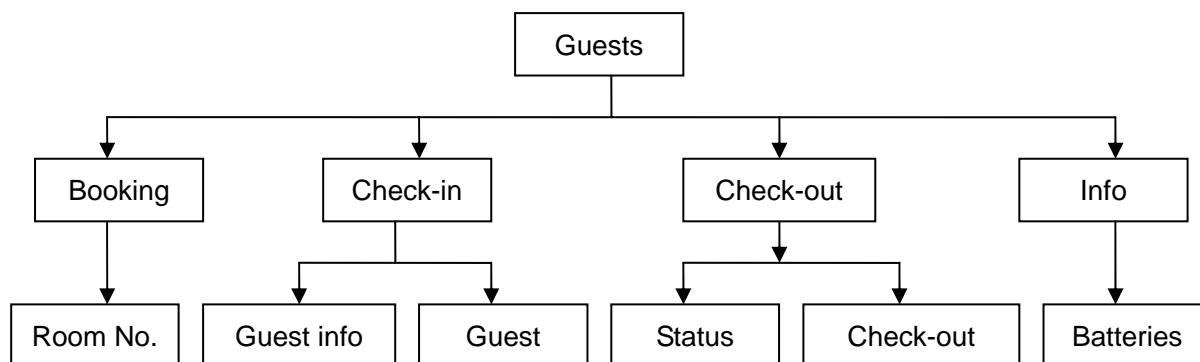
- Connect the handset with the door lock;
- Select the Setup sys pw ,in order to setup the system password into the door;
- Select the Adjust lock's time ,in order to setup the lock time;
- Select the setup lock's info, then choose the room code which is matched along with the room number, in order to setup the lock's information;
- When setup successful is displayed on the handset that means this lock is already set lock information in. When connecting failure display on the handset, you must check the connection;
- Disconnect with the lock. Repeat the above steps until all of the hotel door locks are set completely.

2.3.4. Query lock information

- Connect the handset with the door lock;
- Press * key to start the handset;
- Connect the handset with the door lock;
- Select Download lock's info in the menu of the handset, press OK key to summarize door lock information;
- After summary is completed, connect the handset with the computer;
- Select Communicate with the PC in the menu of the handset, press OK key, an indication message waiting for communications displayed on the handset screen;
- Click Read data button, after displaying the suitable room list in the handset, select the rooms to be summarized, and then save the door lock information and unlocking records in the handset into the database of the software; the Read data button is mainly used to save the door lock information in the handset into the database of the software, analyze the queried door lock information through the data Query button, and display the analyzed information in each window;
- Right click the room item in the tree list box at the left side of the window, then click Query, the analyzed information in the database corresponding to the rooms to be queried will be displayed in 6 summary information fields, including basic lock information, time sections, blacklist records, temporary card information, staff card information, and access records.

2.4. Guest room management

The guest room management is divided into 4 parts: the booking management, the check-in management, the check-out management and the lock information management. In this module, we can issue the guest card, the check-out card, the reset SN card. The process of this module is show as the flow chart:

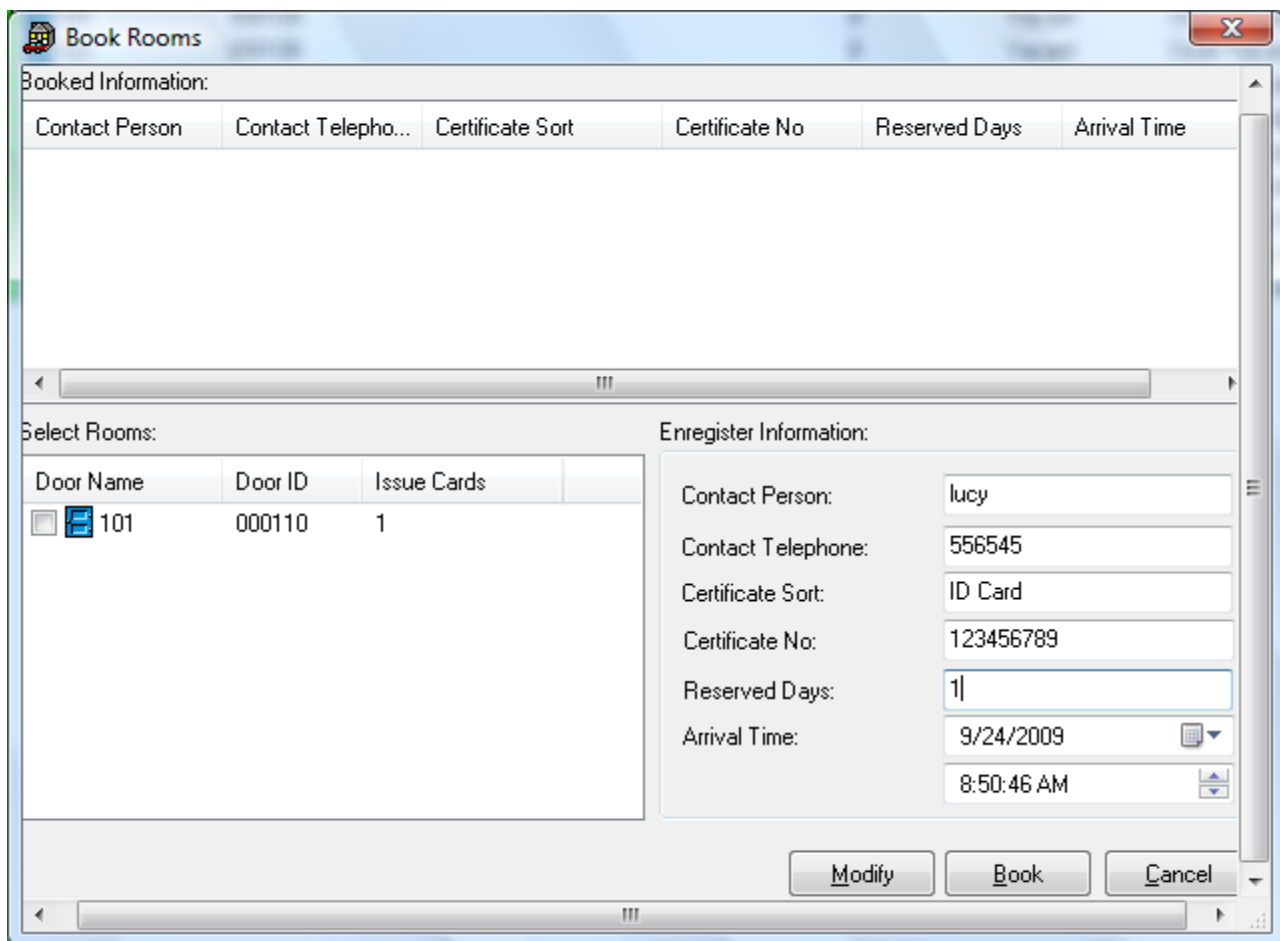


2.4.1. Booking room

This module is use to achieve the booking room function. Note: This operation is only available for the clean and vacant room, or the non clean and vacant room.

● Book room

Before booking a room, we must select the room No. and register the guest's information, including the guest name, the telephone number, the ID card, etc. The **Modify** button is use to change the number of card. Click the **Book** button to finish the operation. After a room is booked, the room status will be changed into booked.



Book Rooms

Booked Information:

Contact Person	Contact Telepho...	Certificate Sort	Certificate No	Reserved Days	Arrival Time

Select Rooms:

Door Name	Door ID	Issue Cards
<input type="checkbox"/> 101	000110	1

Enregister Information:

Contact Person: lucy

Contact Telephone: 556545

Certificate Sort: ID Card

Certificate No: 123456789

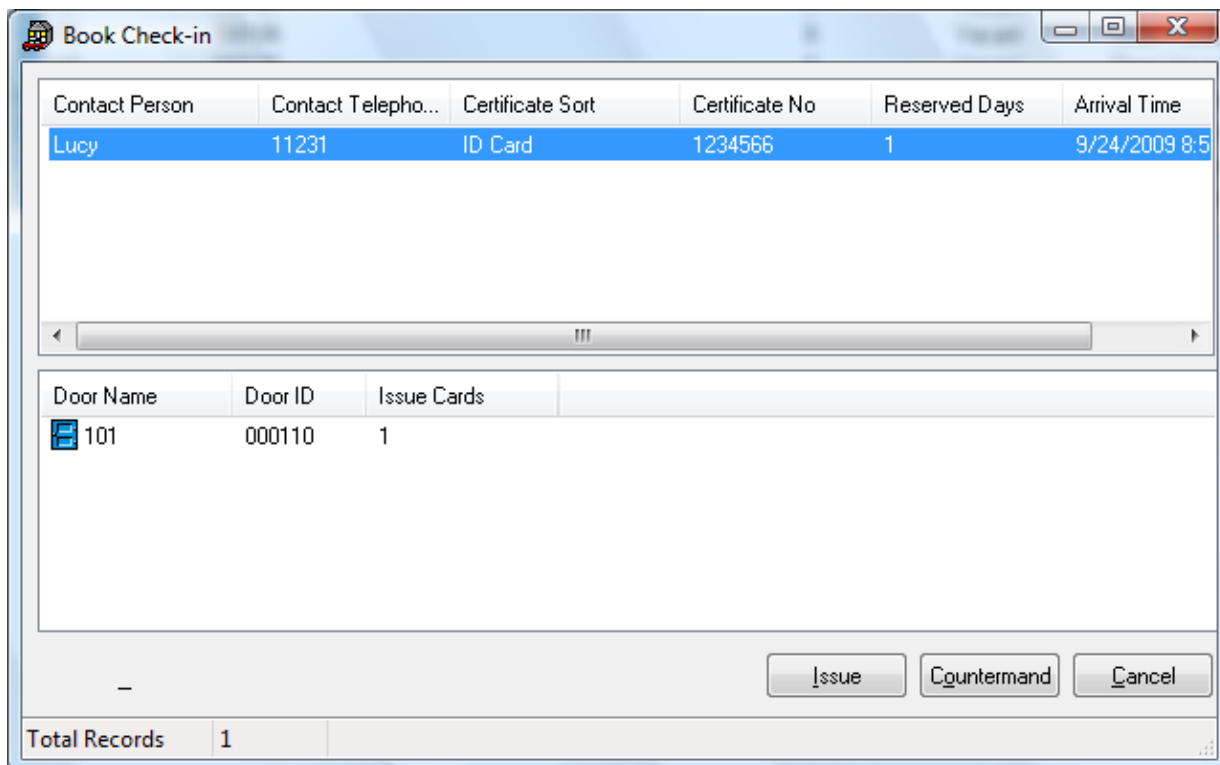
Reserved Days: 1

Arrival Time: 9/24/2009 8:50:46 AM

Modify Book Cancel

● Book check-in

We can also issue a guest card for a booked room. Click the booked room once and select the **Guests** item on the main menu, then choose the **Book Check-in** function. Select the contact person, then press the **Issue** button, after that, a guest card for a booked room will be issued. The **Countermand** button is use to cancel the reservation.



The 'Book Check-in' window displays a table with the following data:

Contact Person	Contact Telepho...	Certificate Sort	Certificate No	Reserved Days	Arrival Time
Lucy	11231	ID Card	1234566	1	9/24/2009 8:5

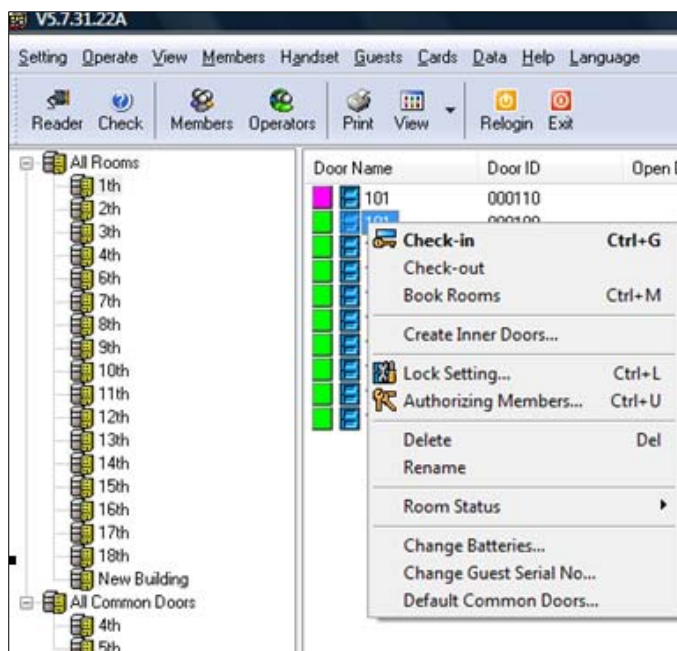
Below the table is a horizontal scrollbar. At the bottom of the window, there are three buttons: 'Issue', 'Countermand', and 'Cancel'. A status bar at the very bottom shows 'Total Records 1'.

Notice

The system will book all the suite of the room in default.

2.4.2. Check-in management

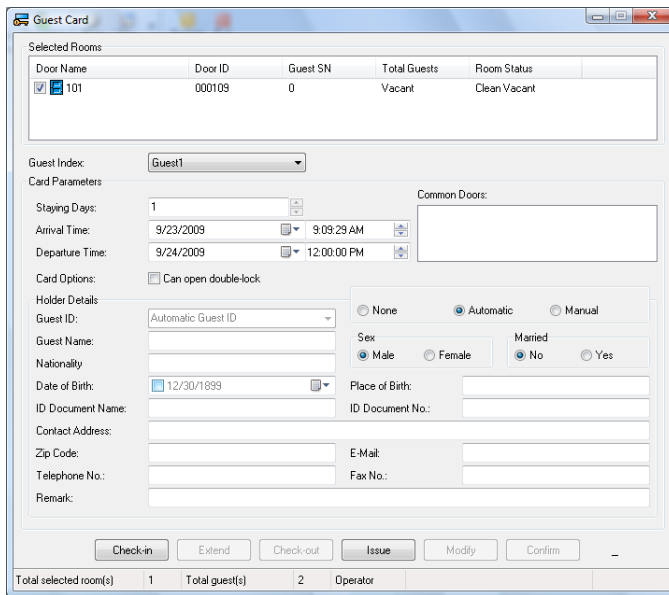
This module is use to manage the process of check-in management. It divides into 4 functions: Guest information registered, check-out time confirmation, issue guest card, and the speed check-in.



Register information: Right click the room No, then choose the **Check-in** item, when a menu pop up, we can register the guest information. Click the **check-in** button at the left corner.

Notice

This operation is only available for the clean and vacant room, the non clean and vacant room, and the occupied room.



The **Guest Card** window displays a table of selected rooms and a form for guest information.

Door Name	Door ID	Guest SN	Total Guests	Room Status
101	000109	0	Vacant	Clean/Vacant

Card Parameters:

Guest Index: **Guest1**

Staying Days: **1**

Arrival Time: **9/23/2009 9:09:29 AM**

Departure Time: **9/24/2009 12:00:00 PM**

Card Options: ☐ Can open double-lock

Holder Details:

Guest ID: **Automatic Guest ID**

Guest Name: **None** (Selected)

Sex: ☒ Male ☐ Female

Married: ☒ No ☐ Yes

Date of Birth: **12/30/1899**

Place of Birth: **None**

ID Document No.: **None**

Contact Address: **None**

Zip Code: **None**

Telephone No.: **None**

E-Mail: **None**

Fax No.: **None**

Remark: **None**

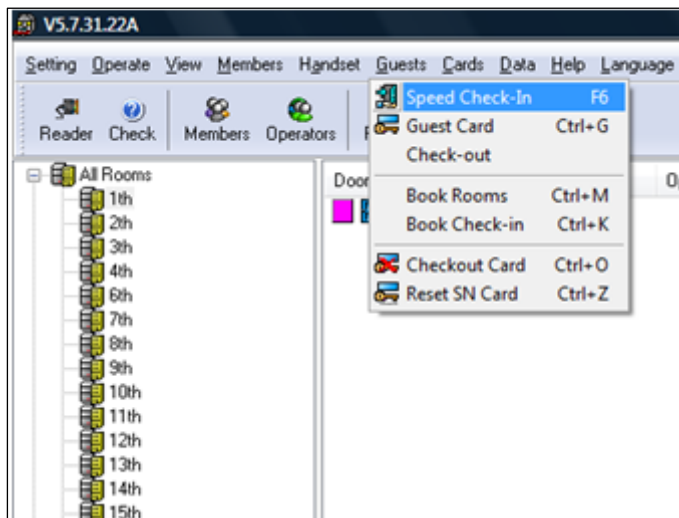
Buttons: **Check-in** **Extend** **Check-out** **Issue** **Modify** **Confirm**

Total selected room(s): **1** Total guest(s): **2** Operator: **Operator**

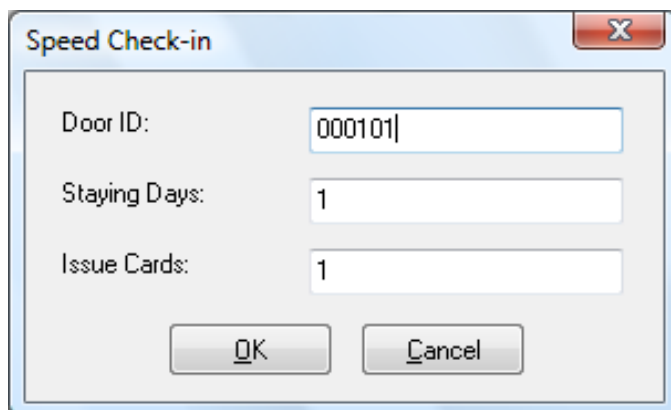
Issue guest card: When the information are registered, you should put a MF 1S50 card on the card reader, then click the **Issue** button to make a new guest card for the guest. The check-out time is at 12:00 next day in default.

Notice

There are three managerial mode about the information of the card holder, they are the None, the Automatic, the Manual .The None mode means the guest is not necessary to register his information; The Automatic mode means it is necessary to register the information, but the guest ID is managed by the system. In the Manual mode, the guest ID can be managed by the operator.



The MF system supply a particular service named **Speed check-in** for the special guests, like the hotel members, VIP guests etc.



The **Speed Check-in** window requires the following information:

Door ID: **000101**

Staying Days: **1**

Issue Cards: **1**

Buttons: **OK** **Cancel**

This window requires you to write down the door ID, the staying days, and the issue card numbers. Put a MF 1S50 card on the card reader and press the **OK** button. Then a guest card will be made.

2.4.3. Check-out management

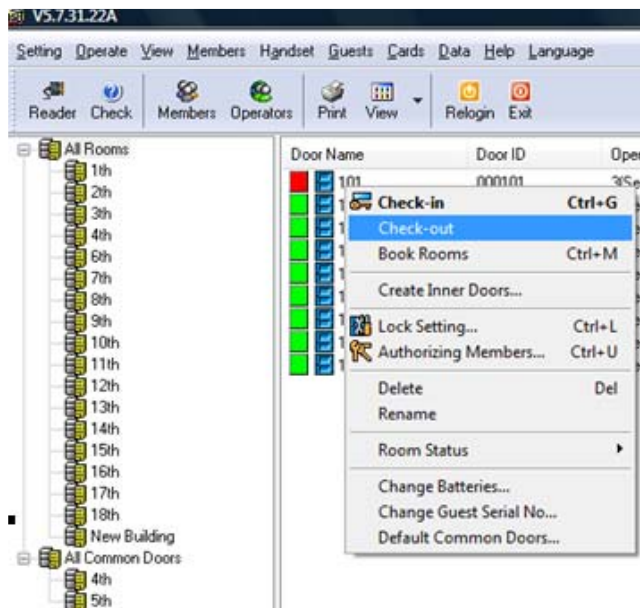
There are two methods for check-out: the Automatic method, the manual method.

● Automatic method

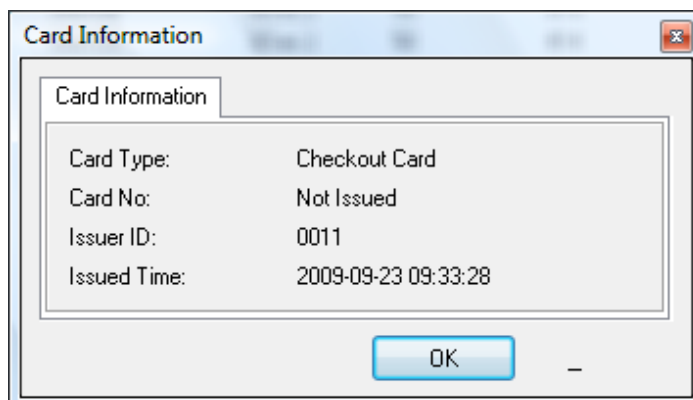
When the check-out time was passed, the guest card would be unavailable, and the status of the room would be changed into none clean and vacant.

● Manual method

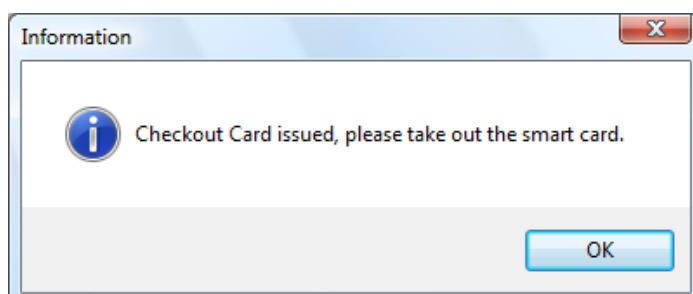
For an example, the check-out time is 12:00, but a guest wants to check-out the 301 room at 9:30, what should we do?



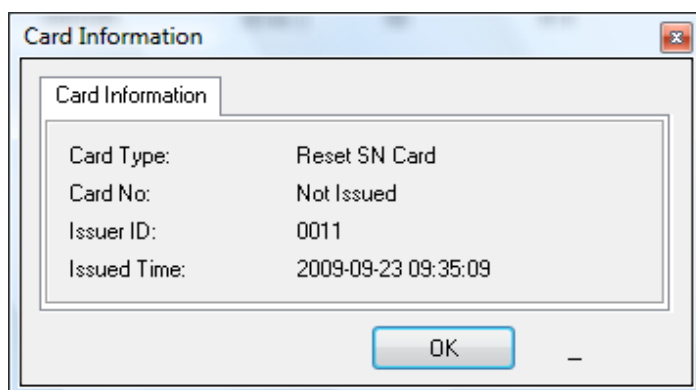
First, the front desk server should take back the guest card, and then check-out the 301 room in the system: right click the 301 room, choose the **Check-out** item. Then a check-out card is needed. Select the **Guests** item on the main menu and then choose the **Check-out card** item.



Put on a MF 1S50 card on the card reader, then press the **Issue** button, a check-out card will be issued. Put this card at the front of the 301 door clock, if the door lock beeps once, and the yellow lamp flashes, that means the check-out operation was finished.



When this window turns up, it means that a checkout card has been issued successful.



Reset SN card

The reset SN card is used to reset the guest SN.

2.4.4. Lock information management

This module is used to manage the lock's information, like what time we shall change the batteries, manage the guest SN, and setup the common door in default.

Door Name	Door ID	Open Dura...	Total Cards	Total
101	000101	3(Sec.)	50	414
102	000102	3(Sec.)	50	414
103	000103	3(Sec.)	50	414
104	000104	3(Sec.)	50	414
105	000105	3(Sec.)	50	414
106	000106	3(Sec.)	50	414
107		3(Sec.)	50	414
108		3(Sec.)	50	414
109		3(Sec.)	50	414
110		3(Sec.)	50	414

Change the batteries

The batteries should be changed after 10 months.

Guest SN

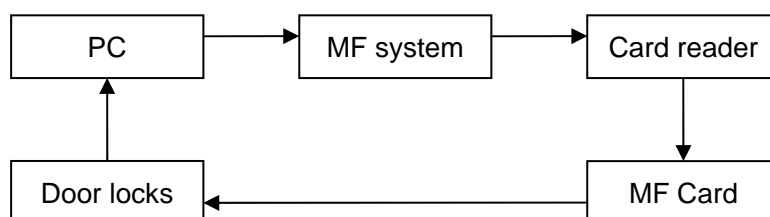
The guest SN is used to ensure every guest card owns its exclusive SN. Select the time mode as the software obtain mode of the Serial No, that will be ensure every guest card owns its exclusive SN.

Common doors

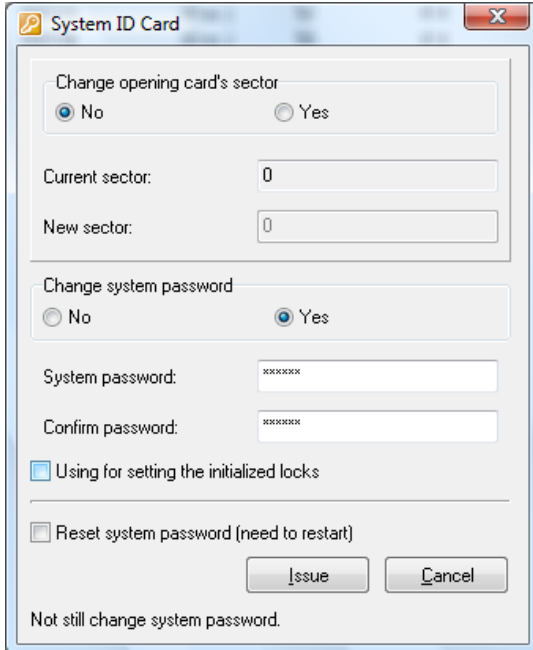
We can select the 401 room and the 402 room as the common doors.

2.5. Introduction of each card

We can also set the door lock information by the Mifare 1S50 and the Mifare 1S70 cards. The system ID card, the setting card, and the lock card are made by the Mifare 1S50 card. The time card, authorizing card, the terminating card and the query card are made by the Mifare 1S70 card. Compare to the handset setting mode, the costs of the card setting mode is inexpensive, but it is not suitable for mass production. The flow of the card setting mode is show like this:



2.5.1. System ID card



System ID Card

Change opening card's sector:
☒ No ☐ Yes

Current sector: 0
 New sector: 0

Change system password:
☐ No ☒ Yes

System password: xxxxxxxx
 Confirm password: xxxxxxxx

☐ Using for setting the initialized locks

☐ Reset system password (need to restart)

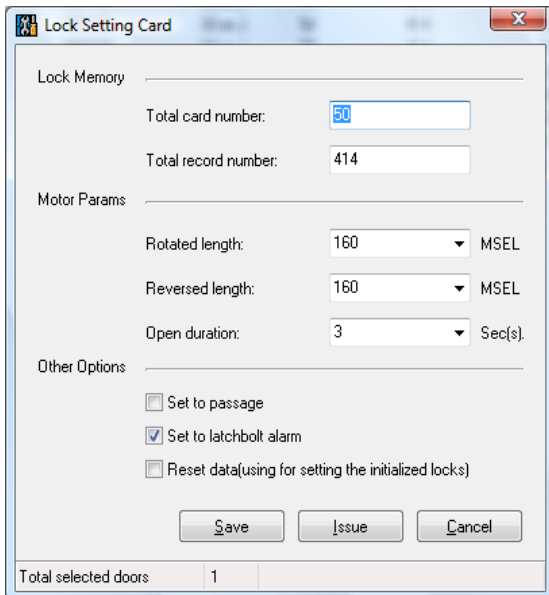
Not still change system password.

The original password is set by the Philips. Every Mifare card owns its exclusive SN. Before we supply the Mifare cards for the customers, the password will be changed by the Be-tech company, the Be-tech lock only distinguish the Be-tech's password. After the hotel's password was written into the Mifare card, the Be-tech's smart lock would distinguish the Be-tech's password at first, the Mifare card will write the password into the smart lock.

Notice

The system ID card is made of MF S50 card.

2.5.2. Setting card



Lock Setting Card

Lock Memory

Total card number: 50
 Total record number: 414

Motor Params

Rotated length: 160 MSEL
 Reversed length: 160 MSEL
 Open duration: 3 Sec(s)

Other Options

☐ Set to passage
☒ Set to latchbolt alarm
☐ Reset data(using for setting the initialized locks)

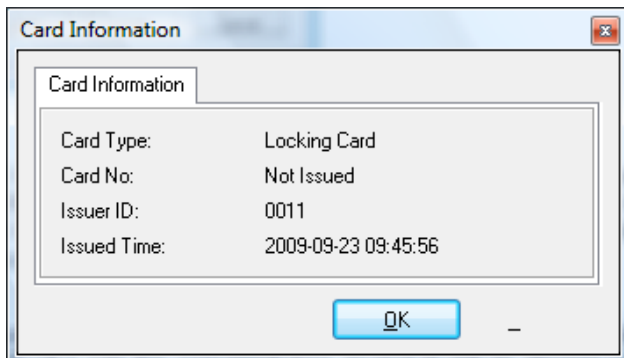
Total selected doors: 1

Setting card is used to set the total staff numbers and query the opening records. If the records are full of the EMS memory, the latest record will be saved, and the earliest record will be deleted.

Notice

The setting card is made of MF S50 card.

2.5.3. Lock card

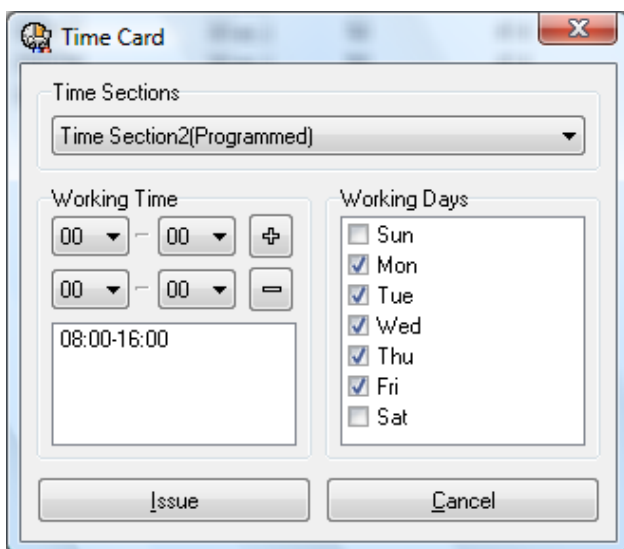


The local card is used to lock a door temporarily. For an example, if a guest wants to go out for some days, at the same time a lock card is needed. When the lock card contact to the door, the green lamp flashed and the lock beeps once, it means the lock was locked. When then red lamp flashed and the lock beeps twice, it means the lock was unlock.

Notice

The lock card is made of MF S50 card.

2.5.4. Time card

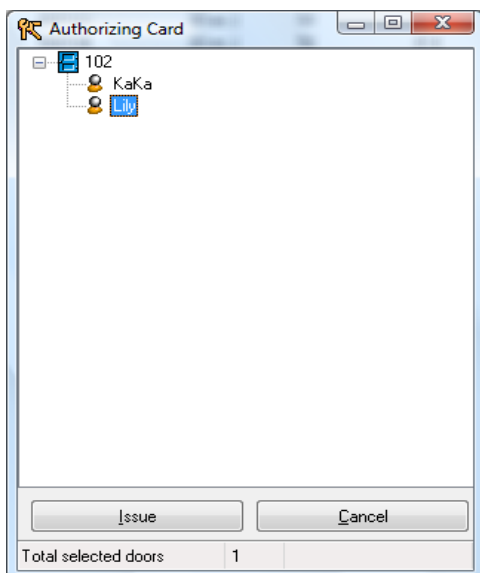


Time card is used to setup the work time section, and the time section will be saved in the door locks. For example, a staff card was assigned the Time Section 2 as his work time, the time section is Monday to Friday, so he just can open the appointed lock on Monday to Friday.

Notice

The time card is made of MF S70 card.

2.5.5. Authorizing card



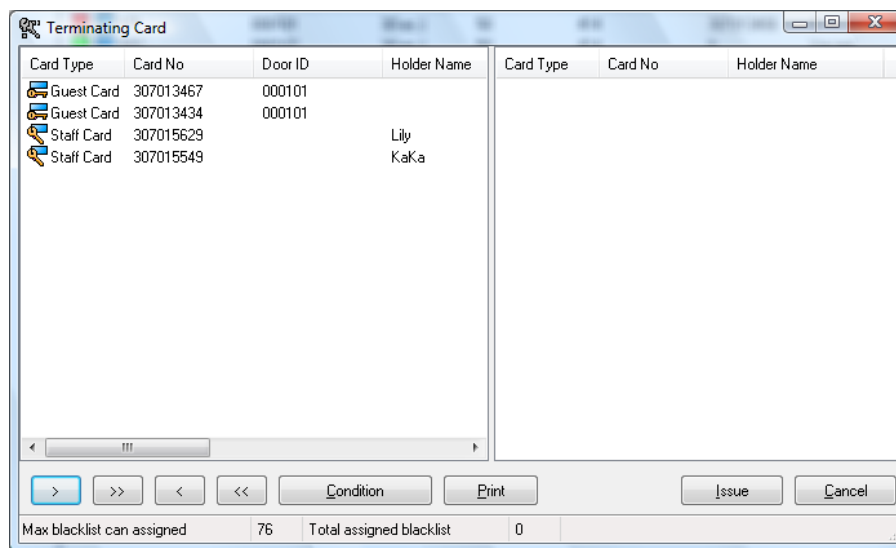
Before the authorizing operation, the time section must have been set and the staff card must have been issued. Otherwise, the staff card will be unavailable.

Notice

The time card is made of MF S70 card.

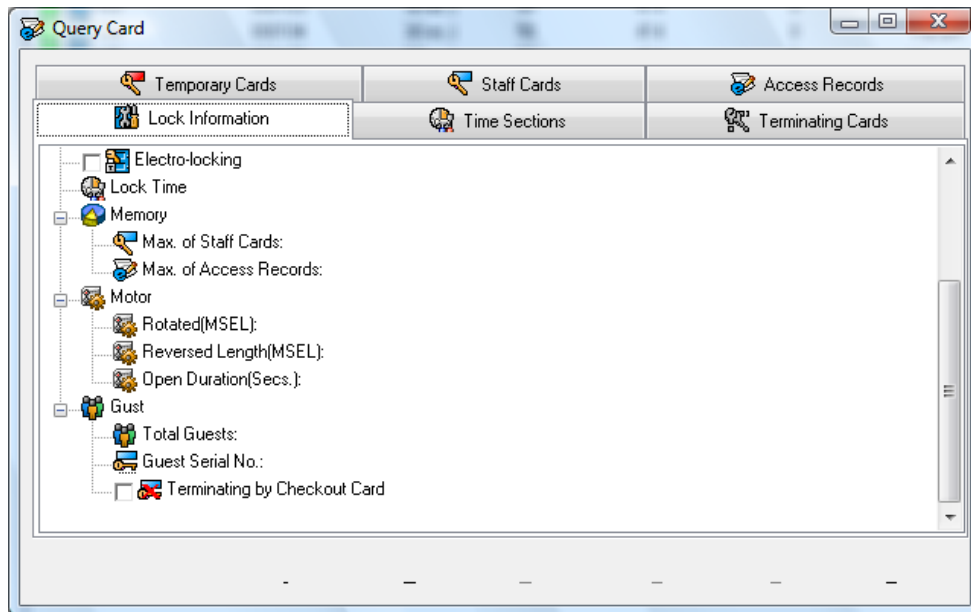
2.5.6. Terminating card

The terminating card is used to affect the lost card out of action. Selected this function, when a window pop up, we will see all the issued records on the left block diagram, select the card which was lost (We can also select the lost card by the inquiry conditions), then click the > button to add the lost card into the right block diagram. At last, we just need to press the **Issue** button to make a terminating card. Scan the terminating card, it beeps once and the green lamp flashed, that means the operation was successful.



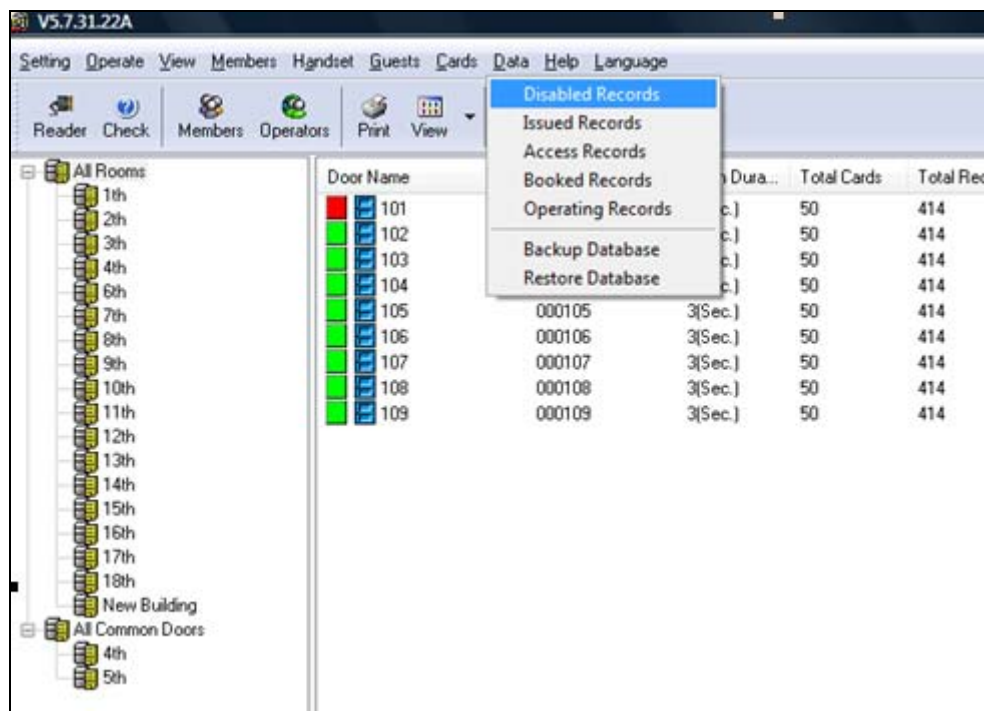
2.5.7. Query Card

There three summary cards, class A summary card, class B summary card and class C summary card. Scan them one by one, the green lamp glows, wait for several seconds (the default value is 5 seconds) until it beeps once, summary is completed. After all the three summary cards are summarized, all lock information is summarized. The put the three cards on the MF card reader one by one, click the **Query lock information** button, followed the directions to finish this operation.



2.6. Database Management

Background from the main database management system support, including the completion of various forms of data maintenance, database backup and restoration work.



2.6.1. Record inquiry

The records are including the disabled records, the issued records, the access records, the booked records, and the operating records. We read all the records by the condition inquiry every time.

2.6.2. Database backup

We can backup the system setting as mdb type.

2.6.3. Database Restore

If the system setting information were lost by accident, you can restore the info by the *.mdb file.