Handheld User Manual

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1. handheld Unit

1.1. Handheld Unit profile

1.1.1. Function

handheld unit is used for setting lock, and audit trail the information, it will make you more convenient to setup the lock

1.1.2. Before Using

First, before using handheld, make sure SID card, all the rooms and members have been setup.

Second, our handheld is available for Win XP/VISTA/7/8/10

1.1.3. How to open and shut down

Turn on： Press "*" about 3 seconds. After one "beep", the LCD shows entry window meaning that handheld is on.

Turn off：Press "*" about 3 seconds. After one "beep", the handheld is off.

1.1.4. Manus of the handheld

When open the handheld, there is a Welcome logo, Press "OK" key in entry window, and then follow the indication to enter the correct password and press "OK" key for logging in, you will see 8 options:

If it is USB version

- **Set Handheld**
- **Communicate with PC**
- **Setup SID**
- **Setup lock's information (setup lock's info)**
- **Check lock's time (check lock's time)**
- **Adjust lock's time (adjust lock's time)**
- **Check lock's battery (check lock's battery)**
- **Download lock's info(download lock's information**

If it is RFID version

- **Set Handheld**
- **Communicate with PC**
- **Set lock**

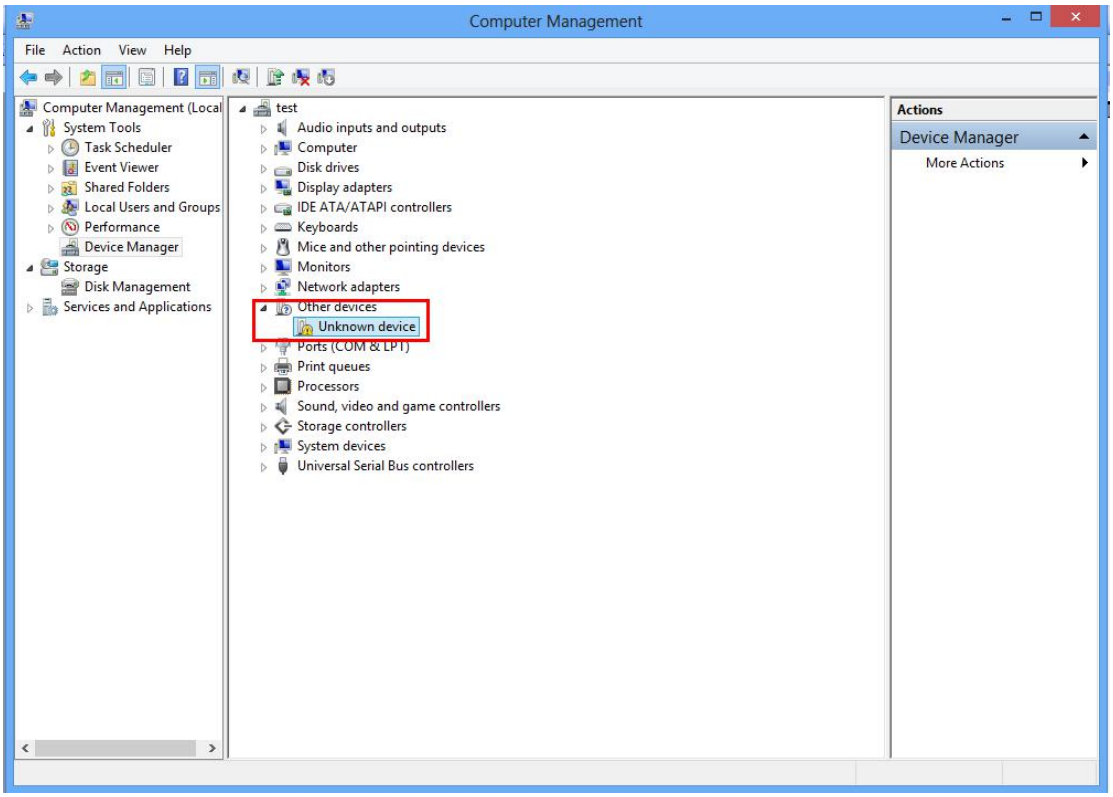
1.1.5. handheld operating steps for programming door lock

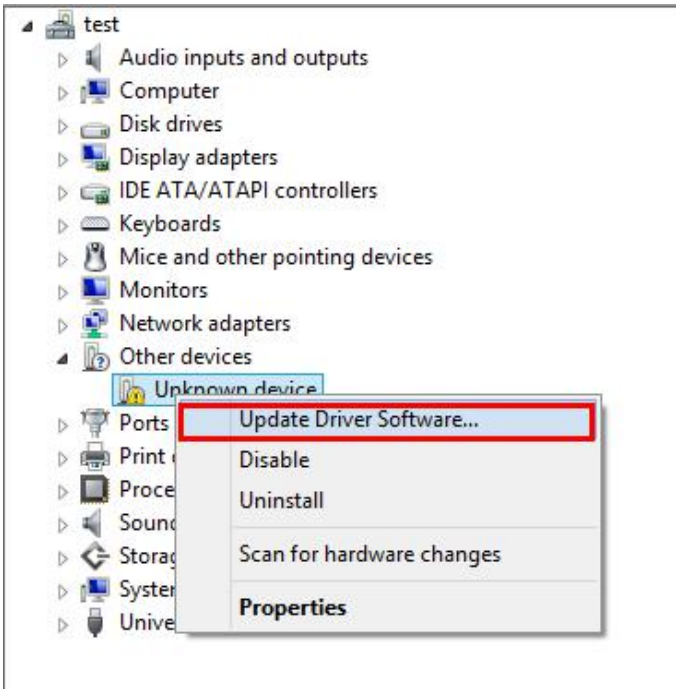
Driver installation---handheld settings---Setting information

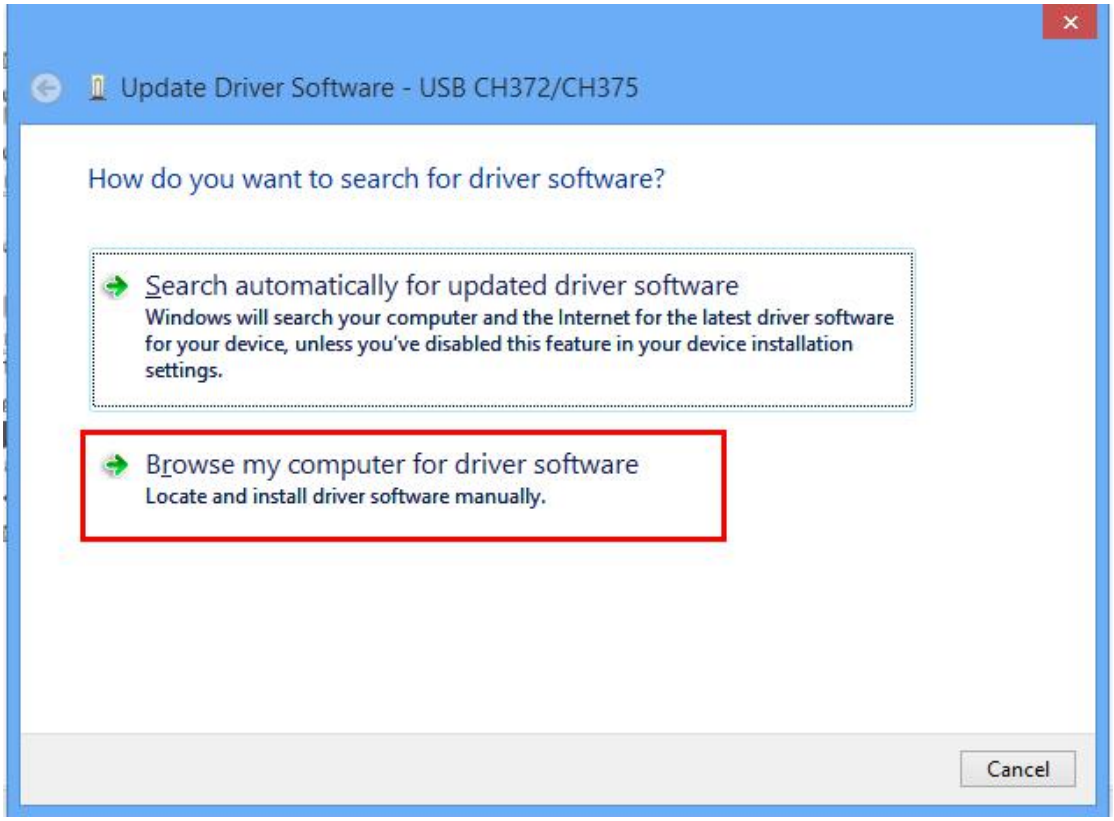
Please follow the detailed instructions to make all of the steps down as below.

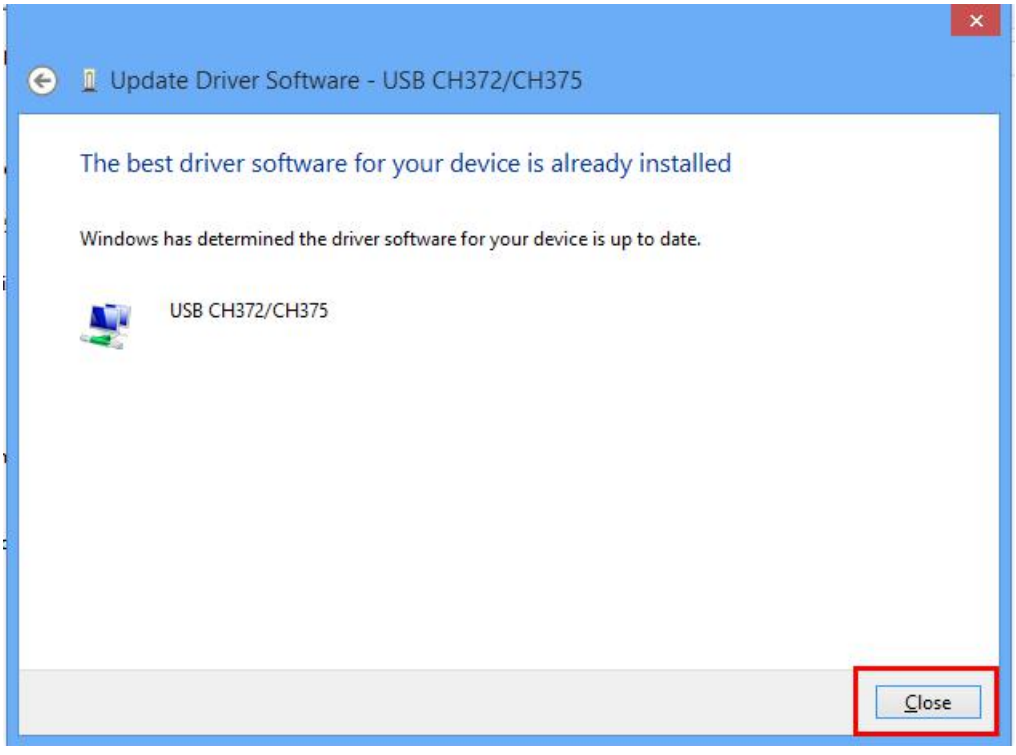
1.2. Driver installation

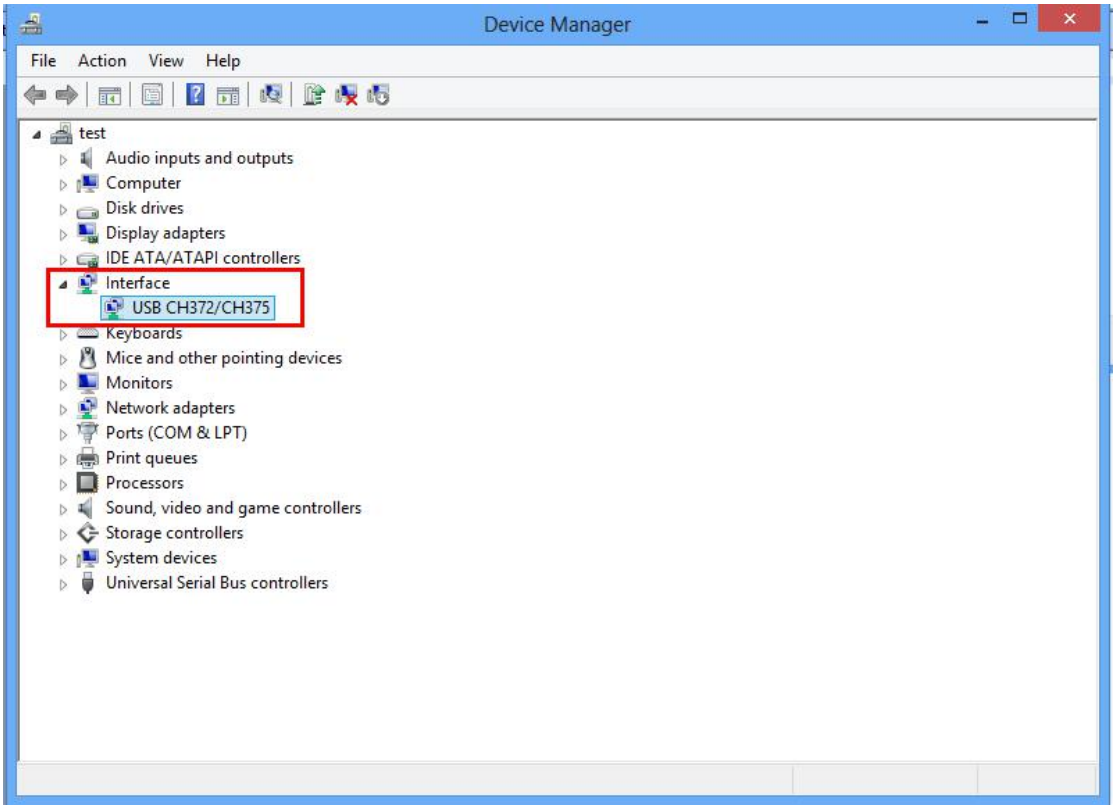
Connect the handheld to the computer, and find out the “communicate with PC, there will be a screen pops up.






Update Driver Software - USB CH372/CH375
How do you want to search for driver software?
Search automatically for updated driver software
Windows will search your computer and the Internet for the latest driver software for your device, unless you've disabled this feature in your device installation settings.
Browse my computer for driver software
Locate and install driver software manually.
Cancel


Update Driver Software - USB CH372/CH375
The best driver software for your device is already installed
Windows has determined the driver software for your device is up to date.
USB CH372/CH375
Close



1.3. Options operation

1.3.1. Change password of handheld (change pw of handheld)

Function: The default password of handheld is blank. After changing password of handheld, users must access to handheld with the correct password next time.

Operation: choose this option, press "OK", enter a new password, press "OK", confirm the new password, press "OK", done.

1.3.2. Communicate with PC (communicate with PC)

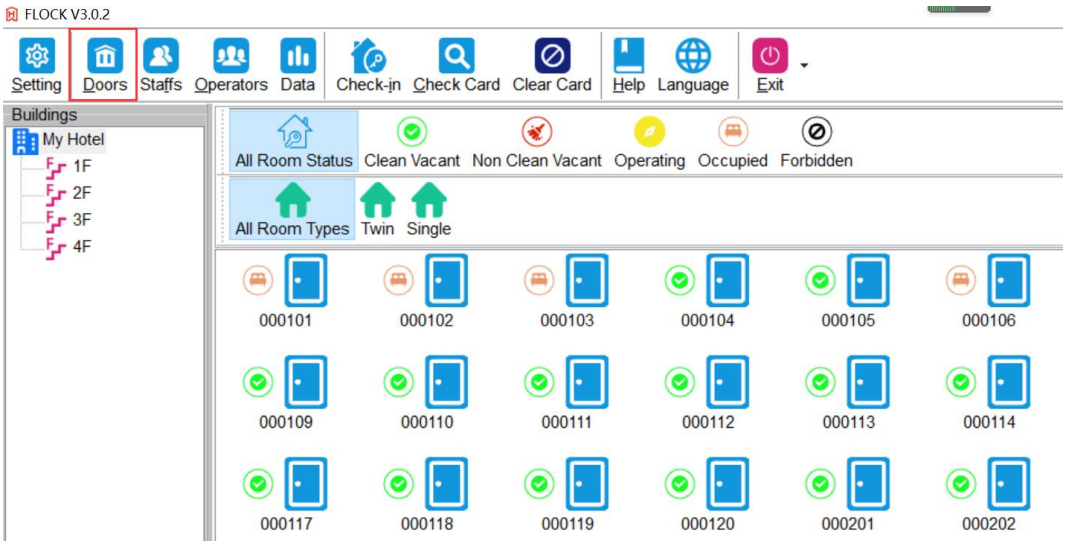
Function: setup the handheld on PC such as setting time, querying information, deleting date and so on.

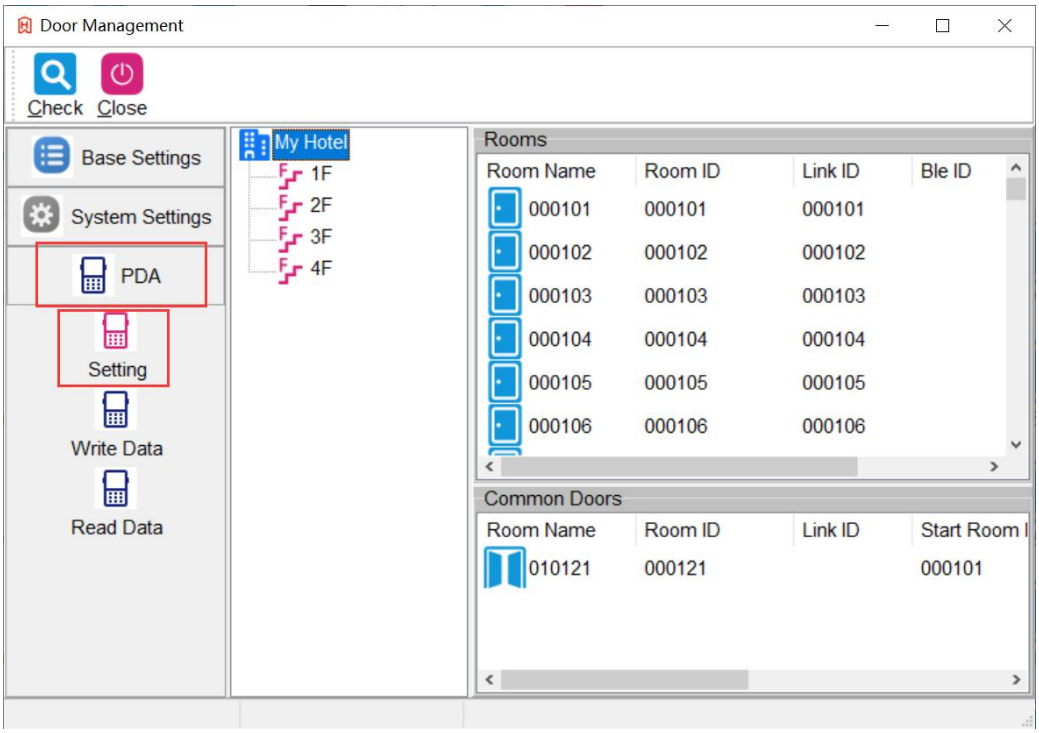
Operation: connect with pc with appropriative line, and then choose this option, press "OK", done.

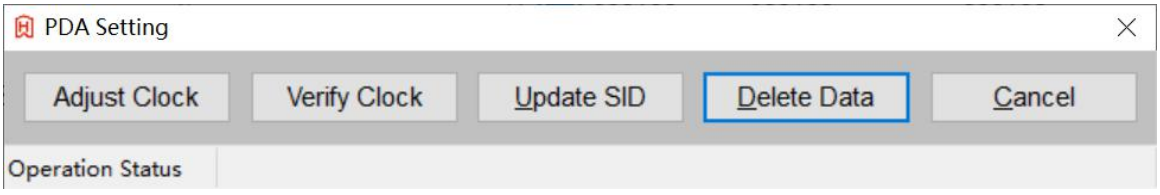
And the LED will show “Waiting for communication……”, if connection is faulty, it will show “connection failure”

1.4. handheld setting

Make sure handheld is communicating with PC and under “Waiting for communication……”Then go back to the software, find out the handheld, select “handheld setting”


FLOCK V3.0.2
Setting
Doors
Staffs
Operators
Data
Check-in
Check Card
Clear Card
Help
Language
Exit
Buildings
My Hotel
1F
2F
3F
4F
All Room Status
Clean Vacant
Non Clean Vacant
Operating
Occupied
Forbidden
All Room Types
Twin
Single
000101
000102
000103
000104
000105
000106
000109
000110
000111
000112
000113
000114
000117
000118
000119
000120
000201
000202


Door Management
Check
Close
Base Settings
System Settings
PDA
Setting
Write Data
Read Data
My Hotel
1F
2F
3F
4F
Rooms
Room Name
Room ID
Link ID
Ble ID
000101
000102
000103
000104
000105
000106
Common Doors
Room Name
Room ID
Link ID
Start Room I
010121
000121
000101


PDA Setting
Adjust Clock
Verify Clock
Update SID
Delete Data
Cancel
Operation Status

1.4.1. Adjust clock

Set up handheld's clock

1.4.2. Verify lock

Check handheld's clock

1.4.3. Update SID

Update handheld's SID as software SID, it means that the handheld must have the same SID with software, if their SID is different, the key cards issued for encoder could not open the door.

1.4.4. Delete data

Delete the old data of the handheld, it will take about couples minutes.

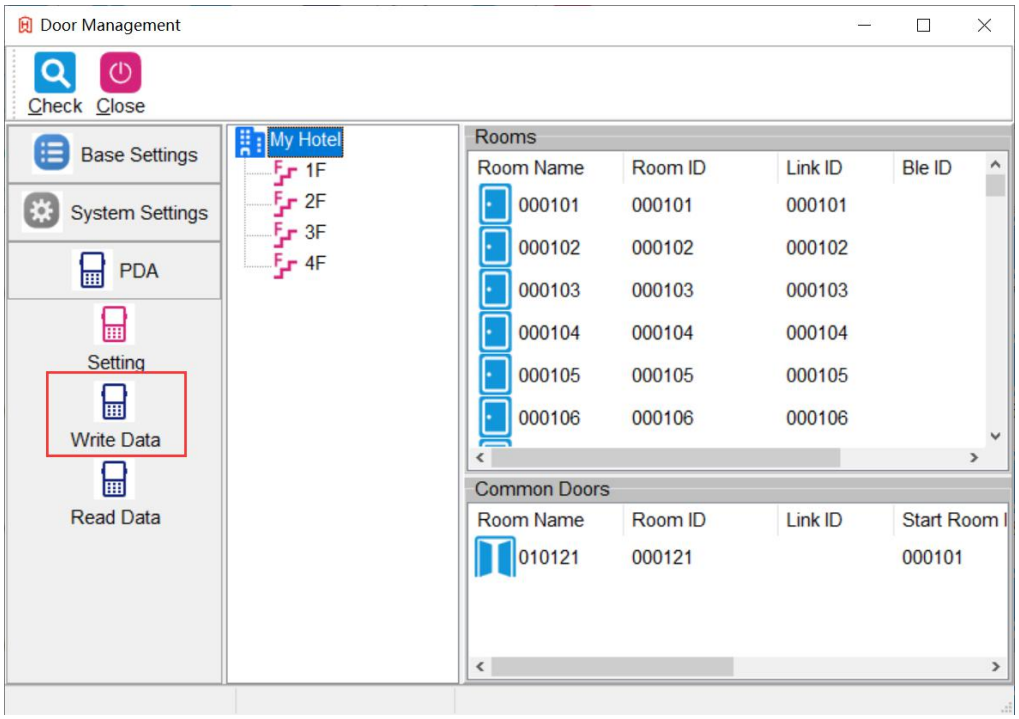
1.5. Setting information

Make sure handheld is communicating with PC and under "Waiting for communication……"

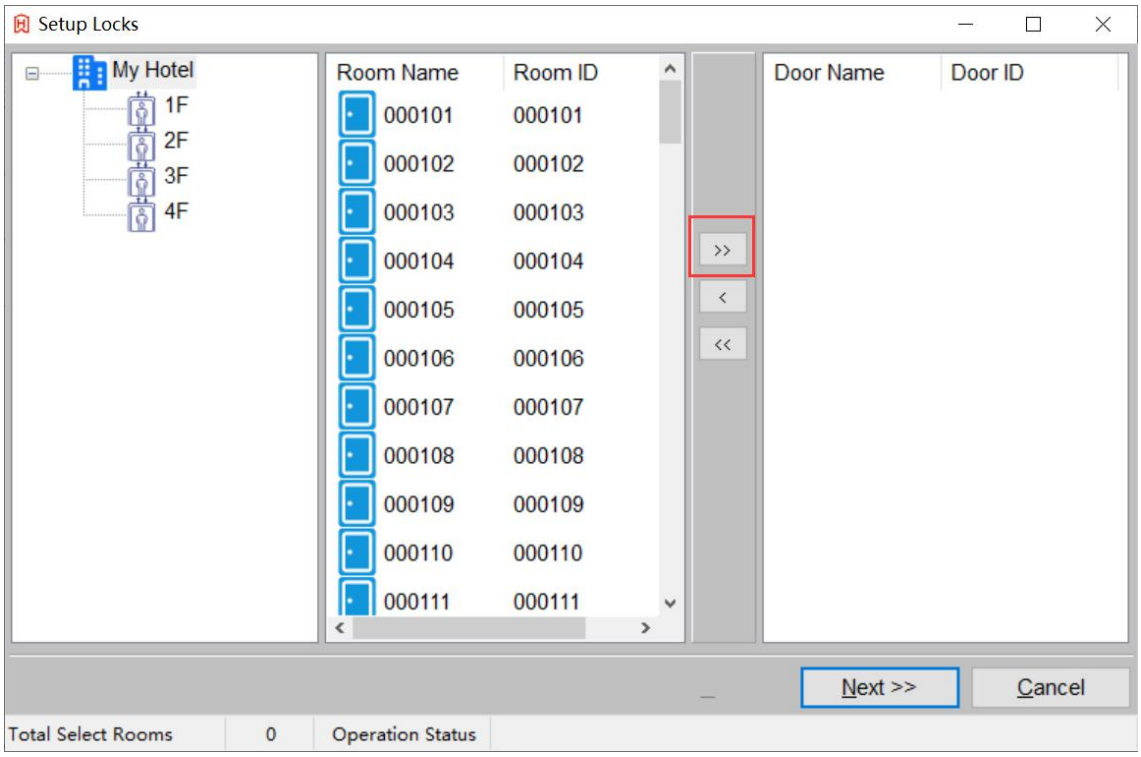
It is used for writing information from the software to handheld. Before write handheld, make sure all of the rooms information is done.

1.5.1. Write handheld

Then you can set information to handheld.



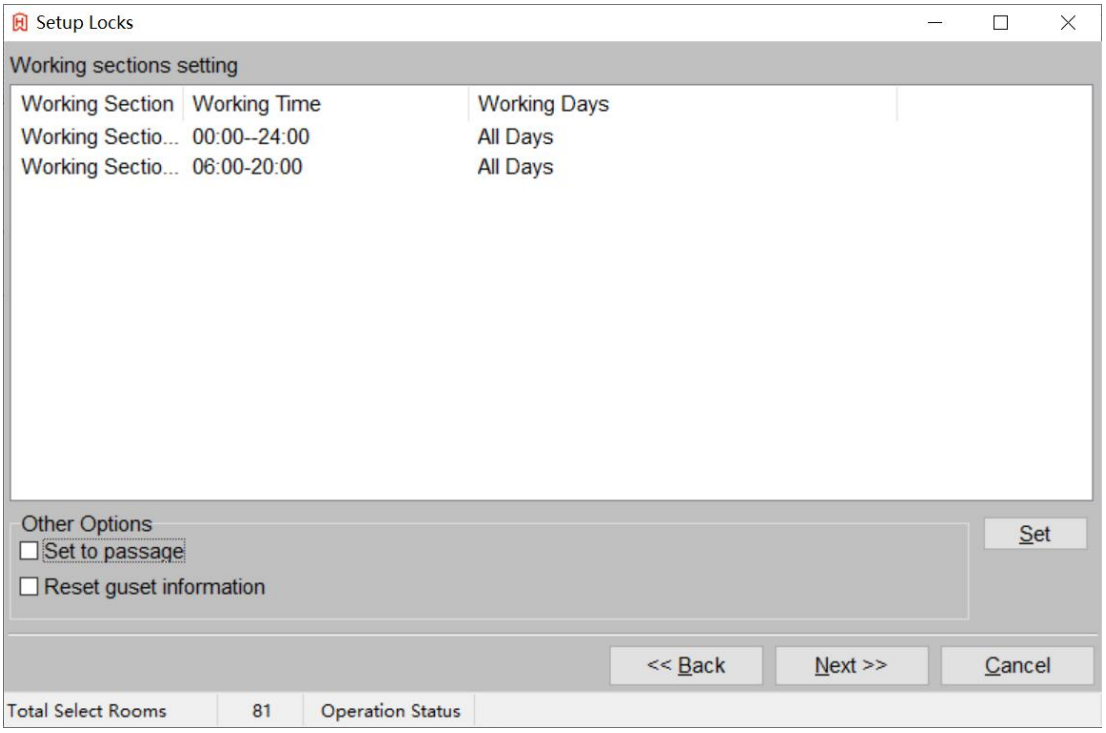
When you press “OK”, you will see all rooms on the left, basically, we choose all room and move them to right, so you press “ ”



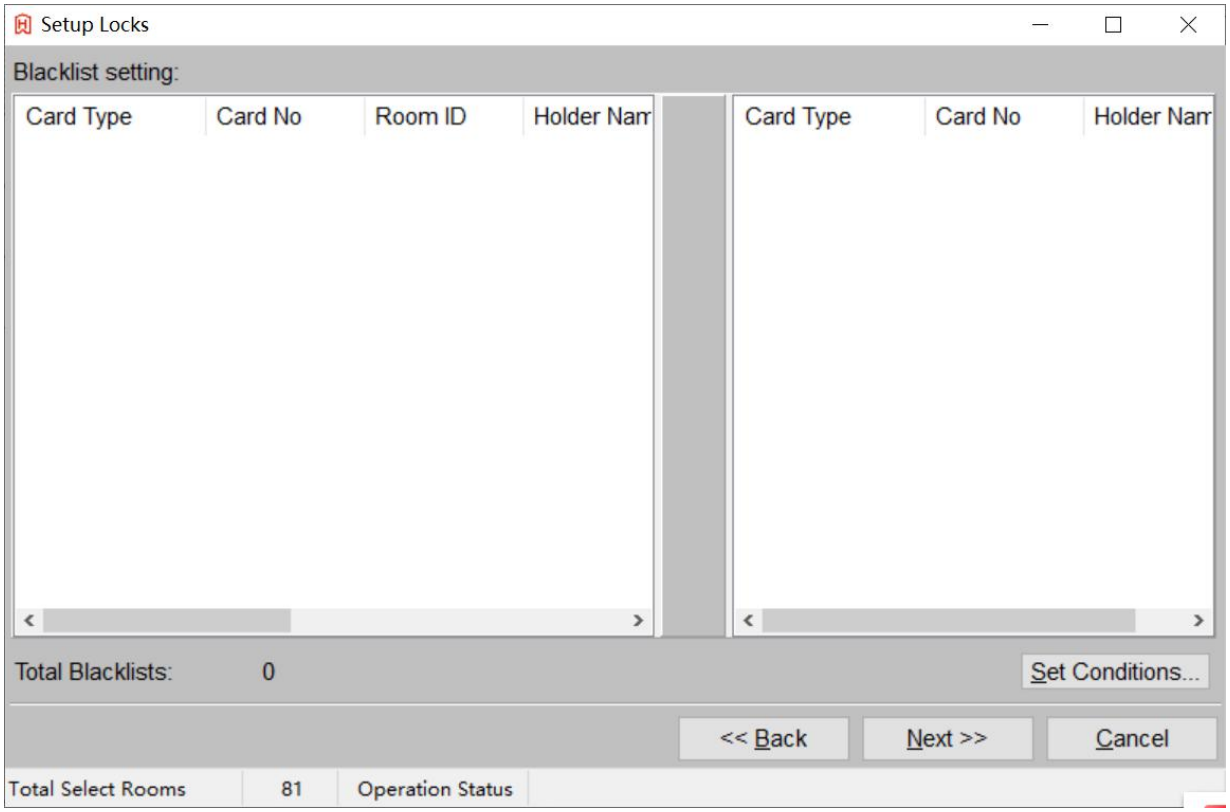
Press “next”

1.5.1.1. Time sections setting

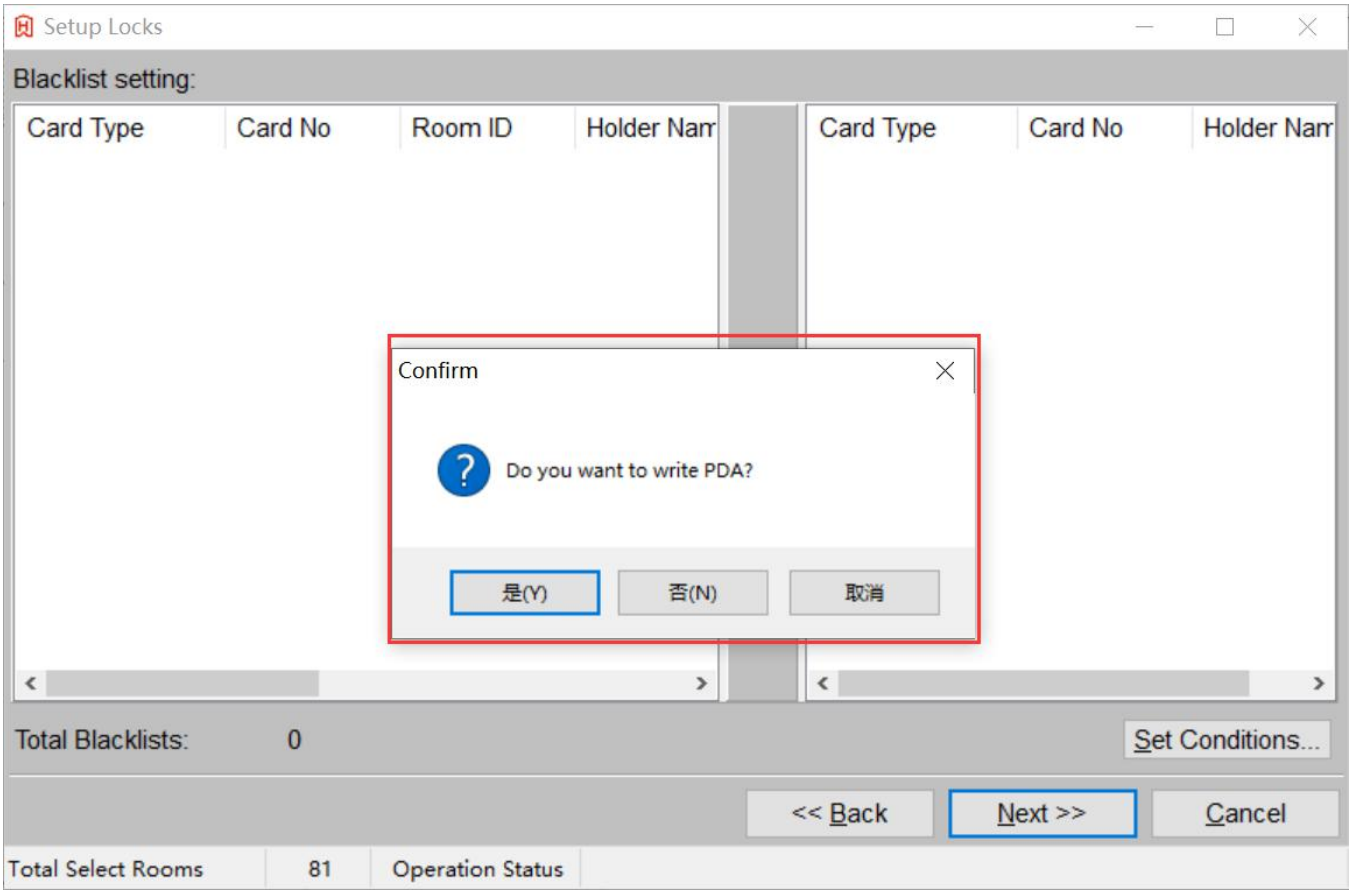
Press “set”, you will many time sections you can set, it is like the “time card”, choose “Reset guest information” if locks are newly installed. And other two options depend on requirement.

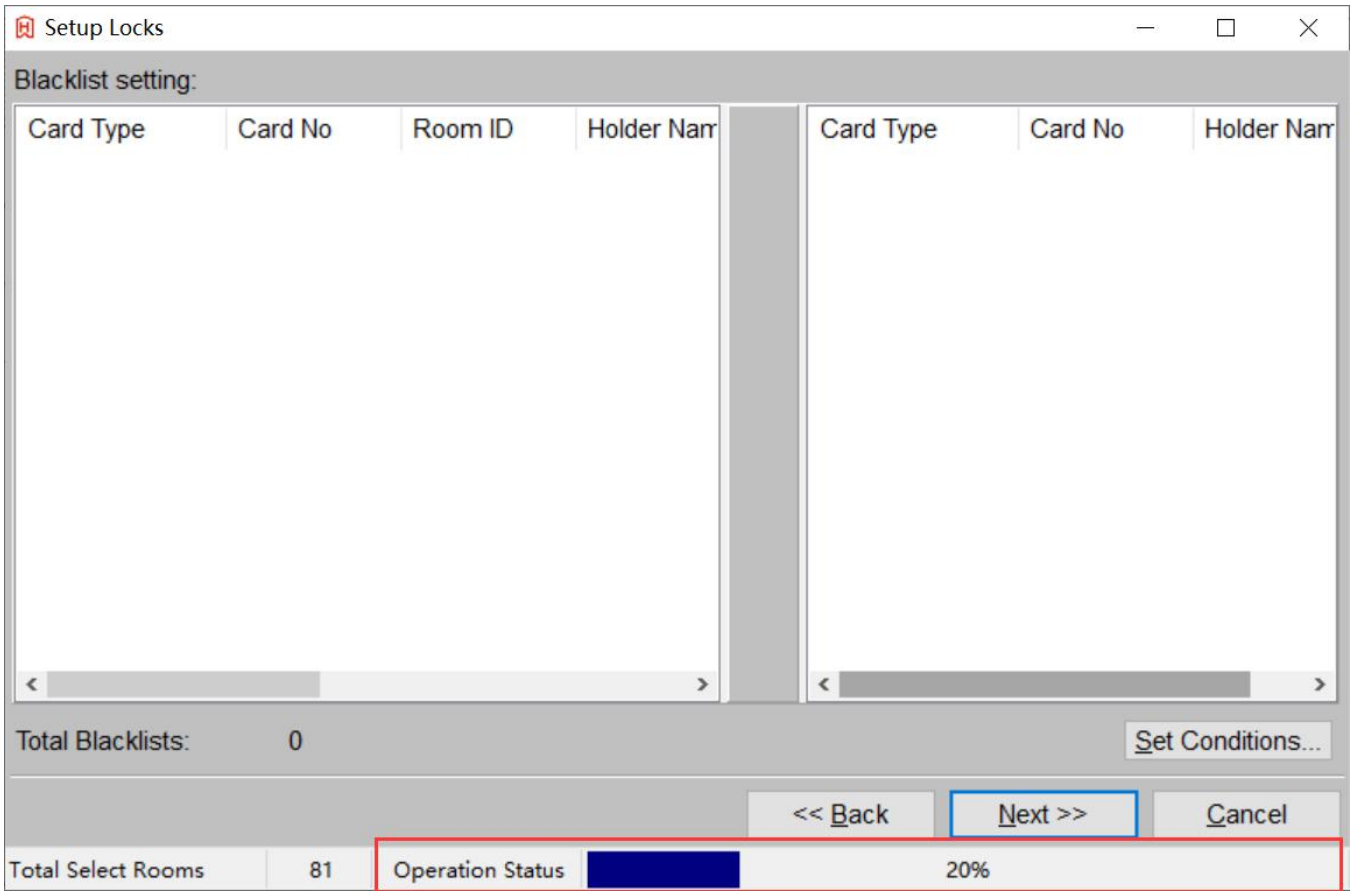


Press “Next”

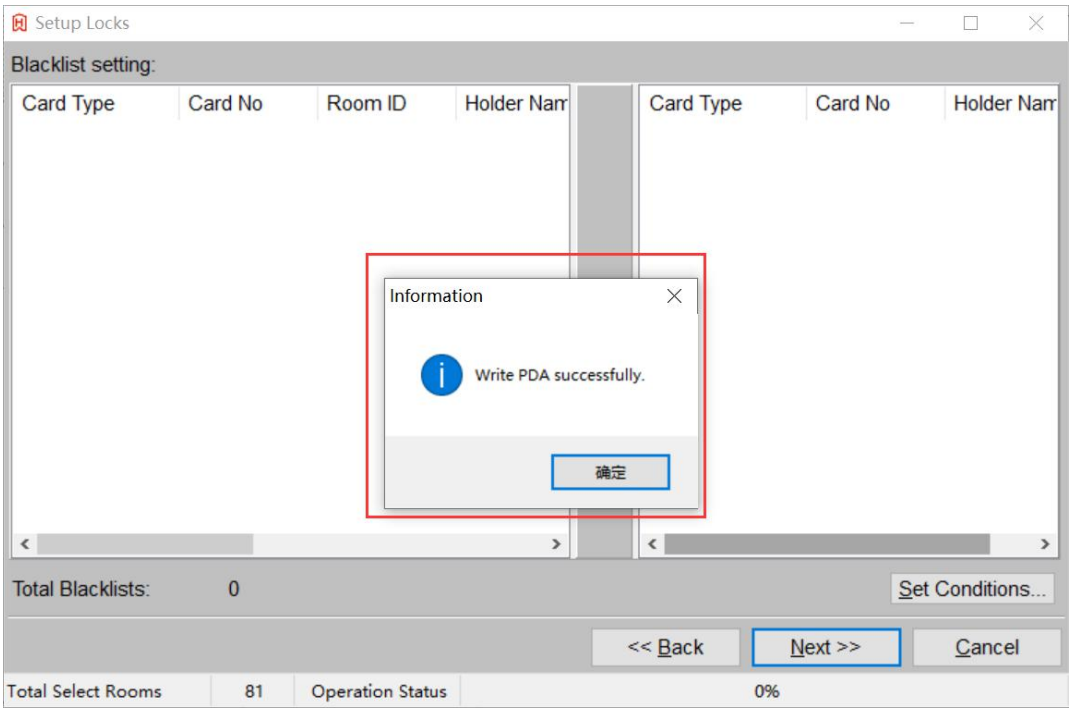


Press “Yes”





When you see “write handheld successfully”, all the information of the hotel has been transmitted in the handheld. The next step is going to set up the locks.



1.6. Program the lock

Operation:

1. Choose **“Set Lock”**, press “OK”, you will see enter lock’s No., select the locks’ No., and press “OK”.

2. put the **“Configuration card”** under the handheld monitor, select **“Configuration card”** and press “OK”,

3. after write down the information to the card, you will see **“Done”**, take the “Card” to the lock, after 1 beep and blue light, the room information is set,

4. then you can issue the guest card to unlock the lock.