Locstar Hotel Software Manual for

LS-MF-ALL-ALL Ver3.5.1

SHENZHEN LOCSTAR

Locstar Technology Co., Ltd.

1. Read the manual carefully prior to software installation
2. Keep the manual well for future inspection
3. Connect the encoder prior to open the software
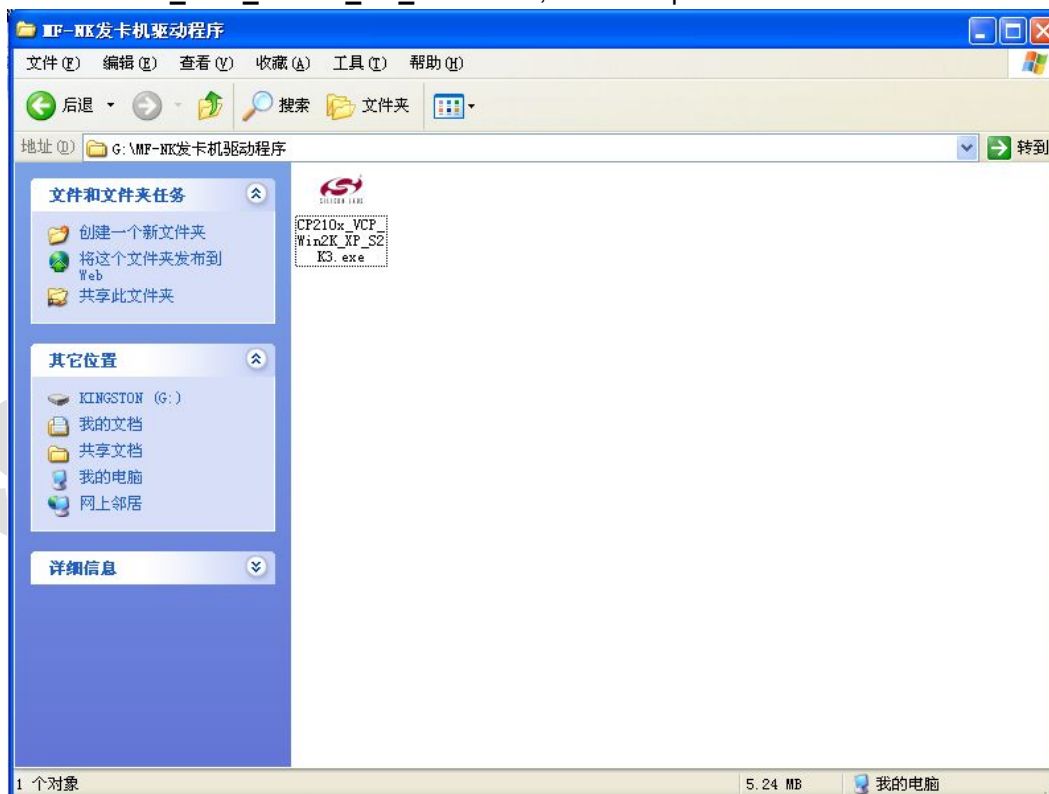
2014-09

Part One: Summary

1. System configuration

Pentium series processor (CPU)

128M RAM

Win2000/XP operating system

At least one idle serial

2. System installation

1) Connect the encoder with computer.

2). Install USB driver as below instruction.
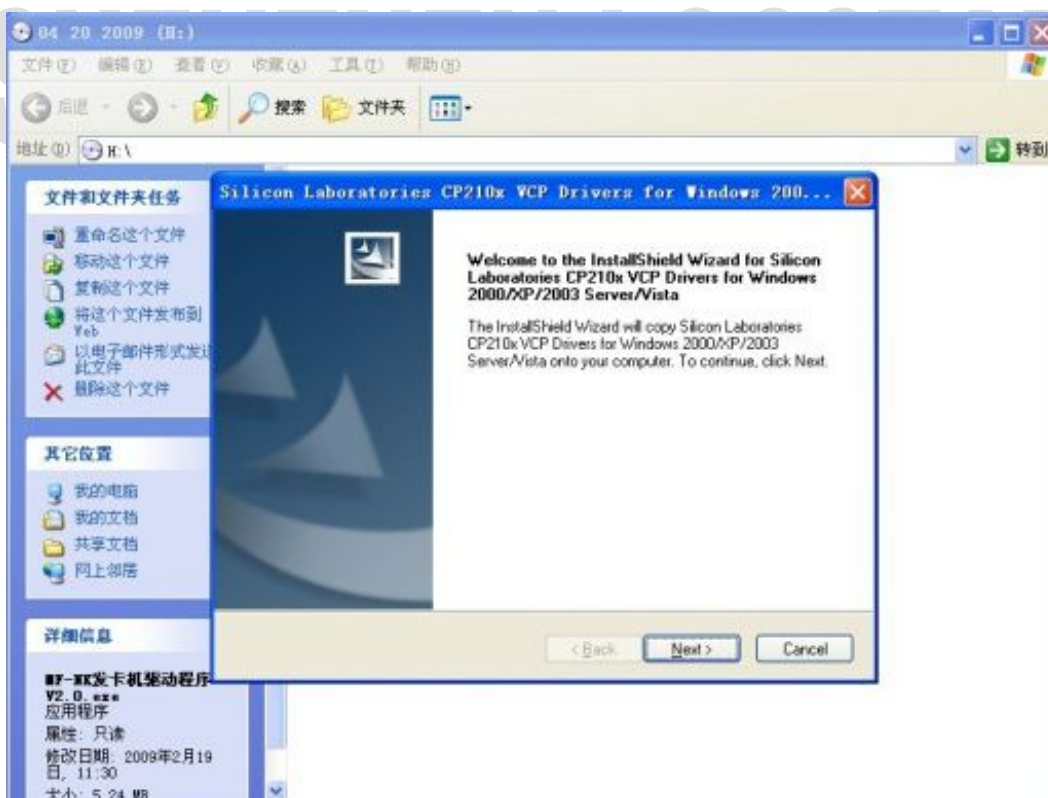
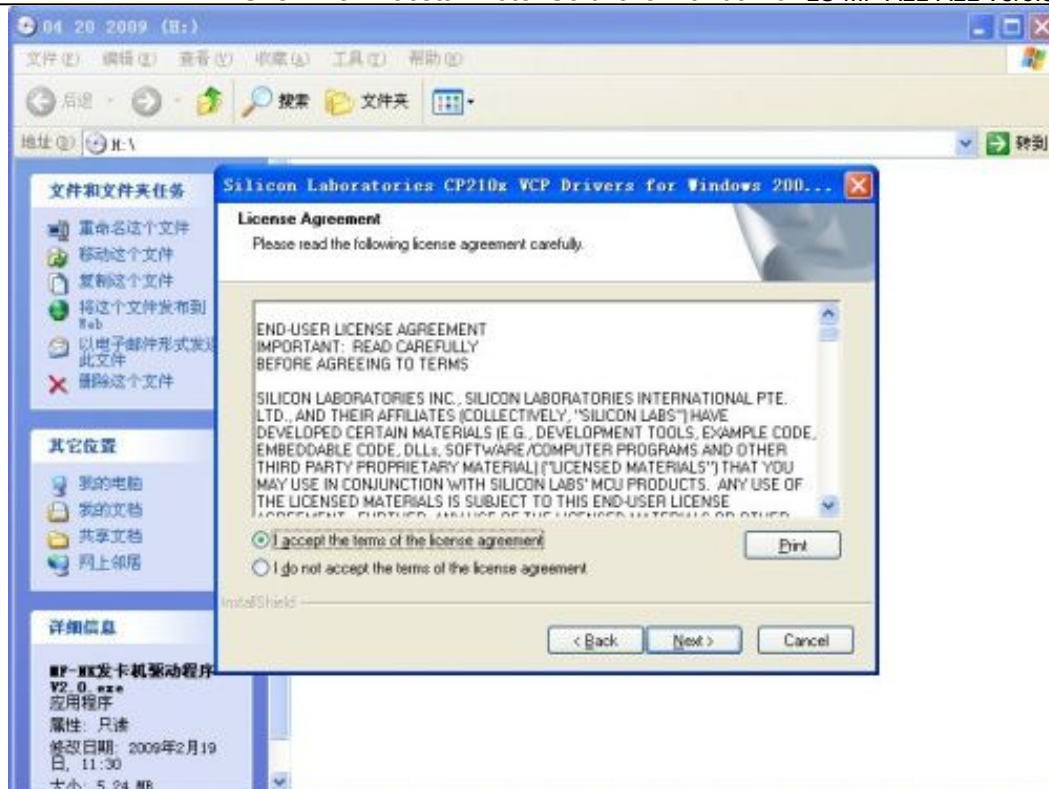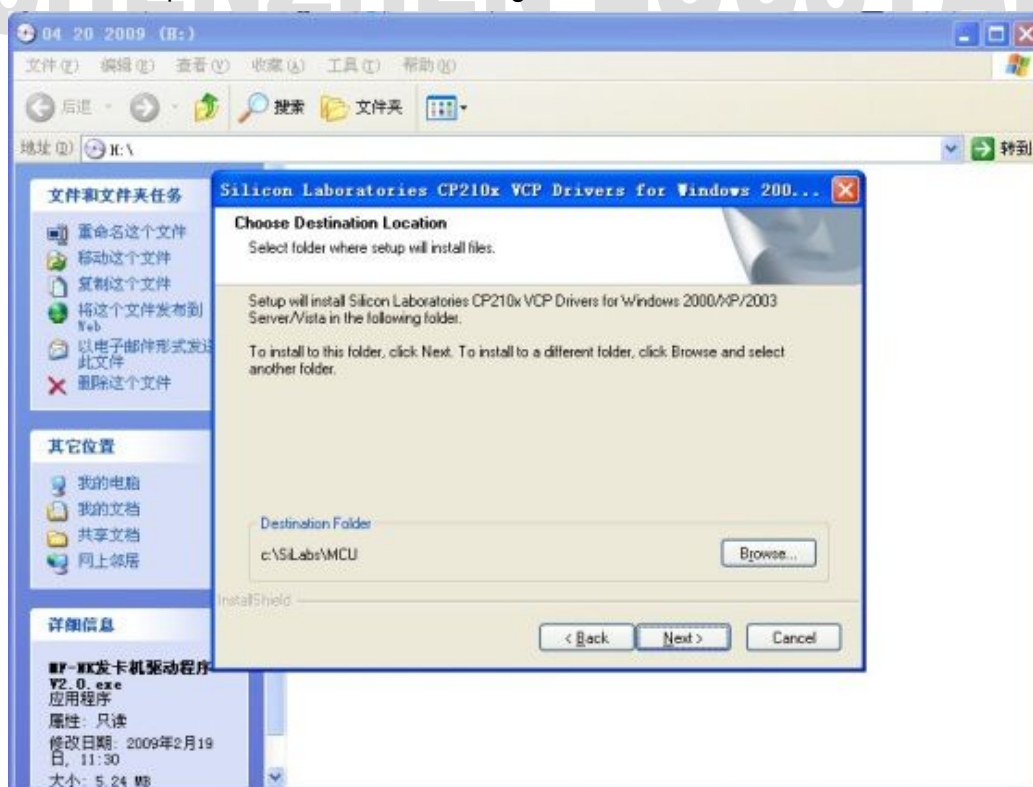Run **CP210x_VCP_Win2K_XP_S2K3.exe**, install as per Picture 1.2.3

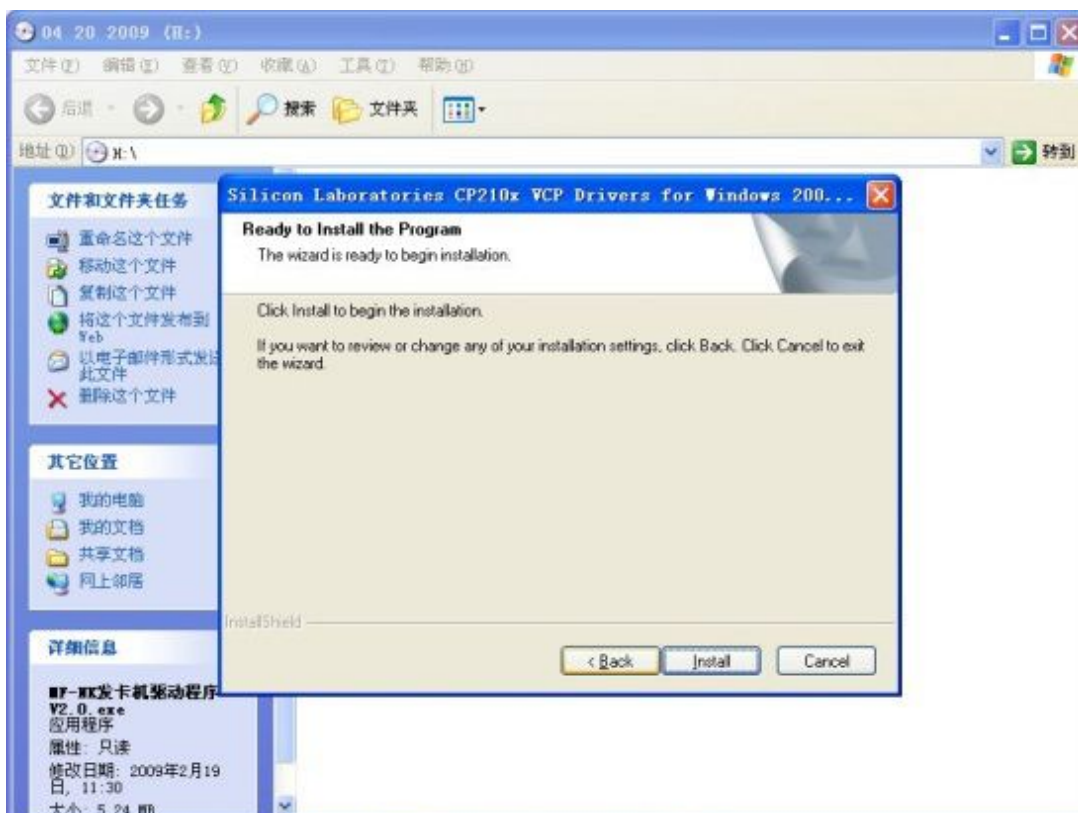Picture1

Picture 2

Picture 3

Click Next，see Pic 4.

Picture 4

Choose I accept the terms of the license agreement, and click Next, see Pic 5
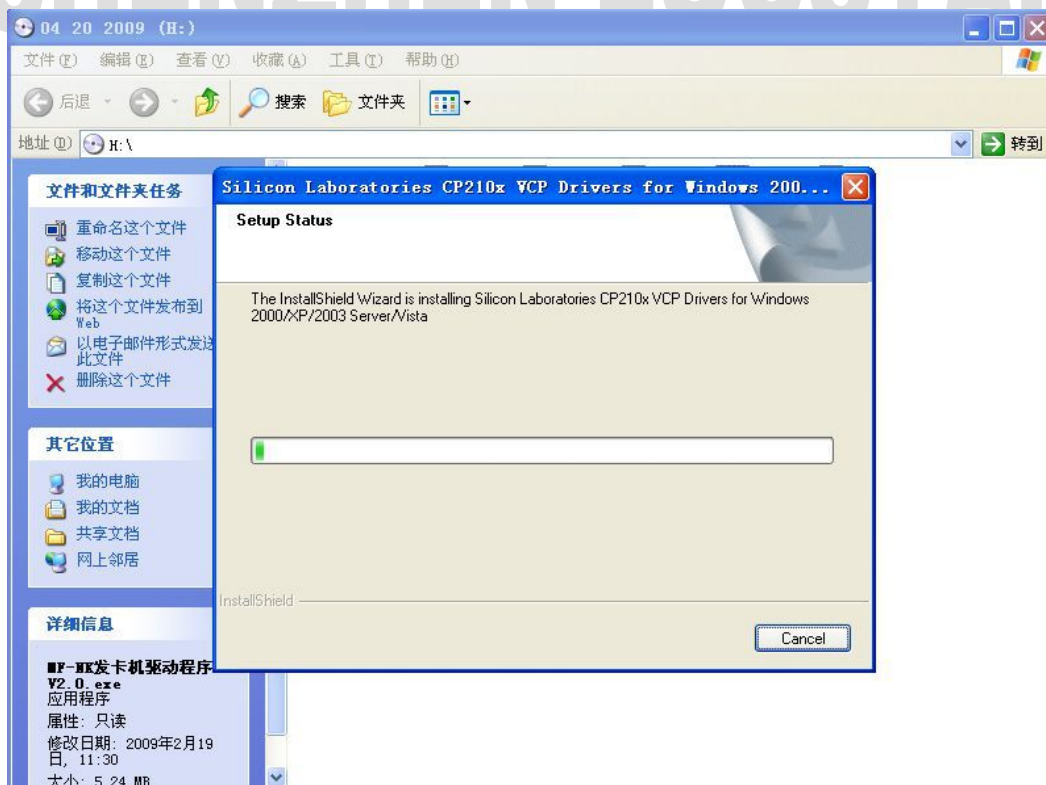

Picture 5

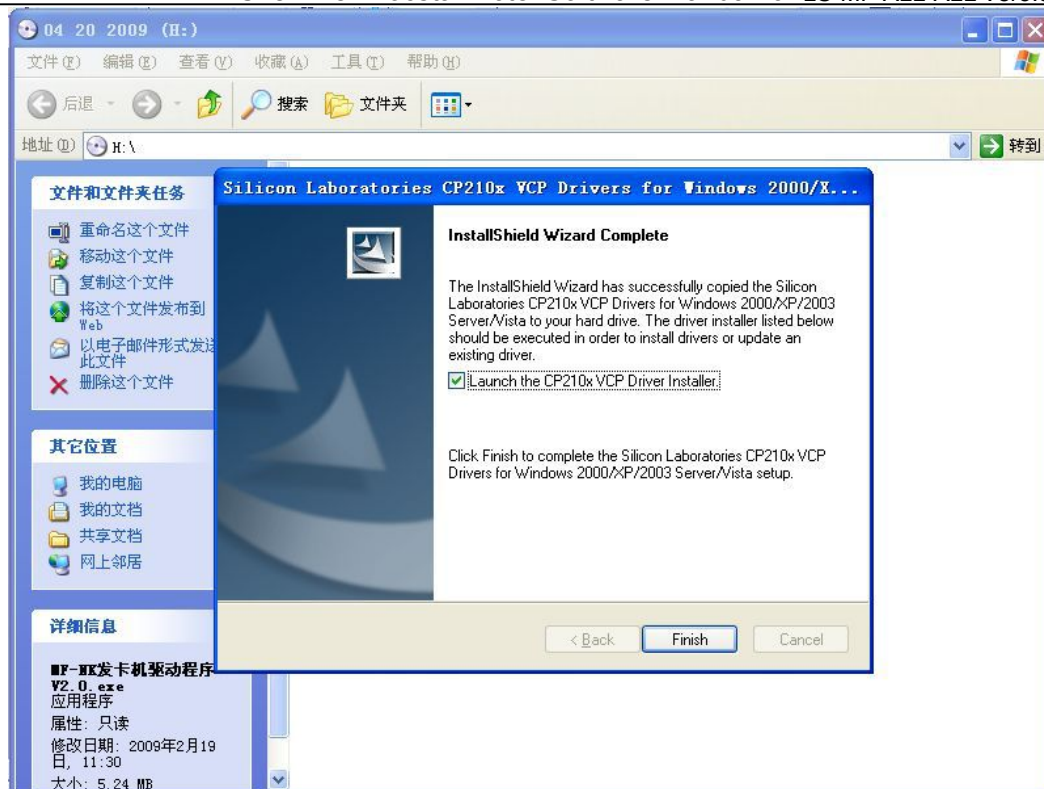Click Browse and choose Install Path. Click Picture 6.

Picture 6

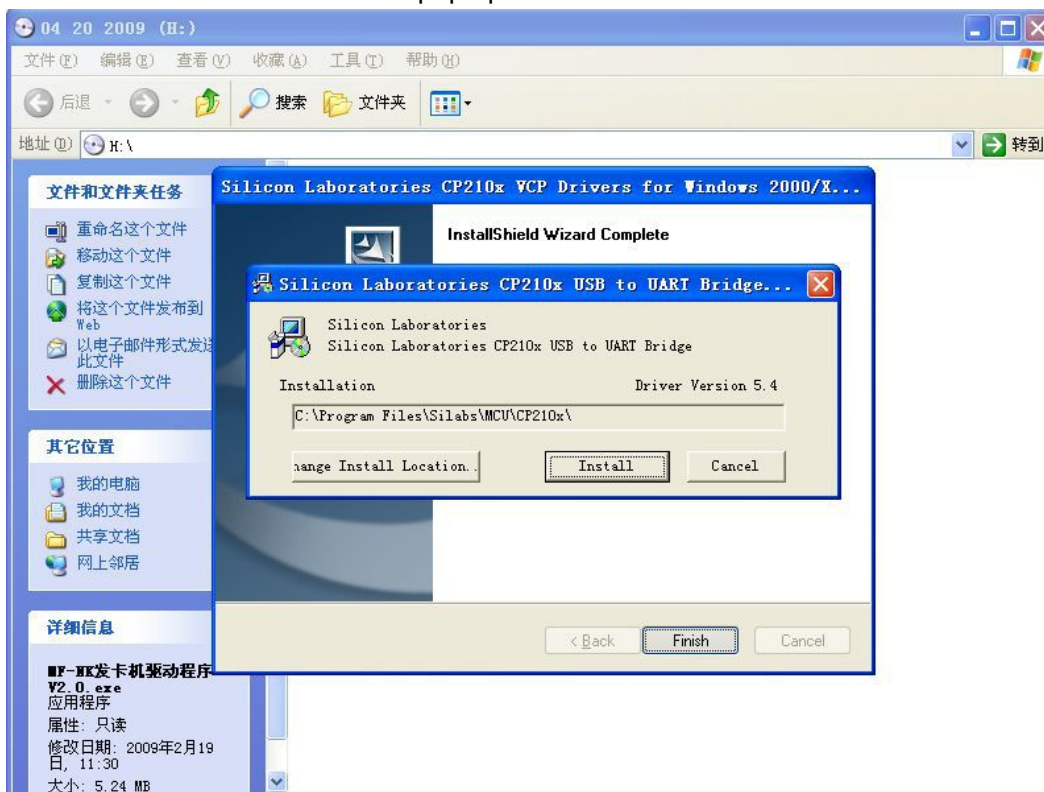Click Install in Picture 6, and install as per Picture 7.8
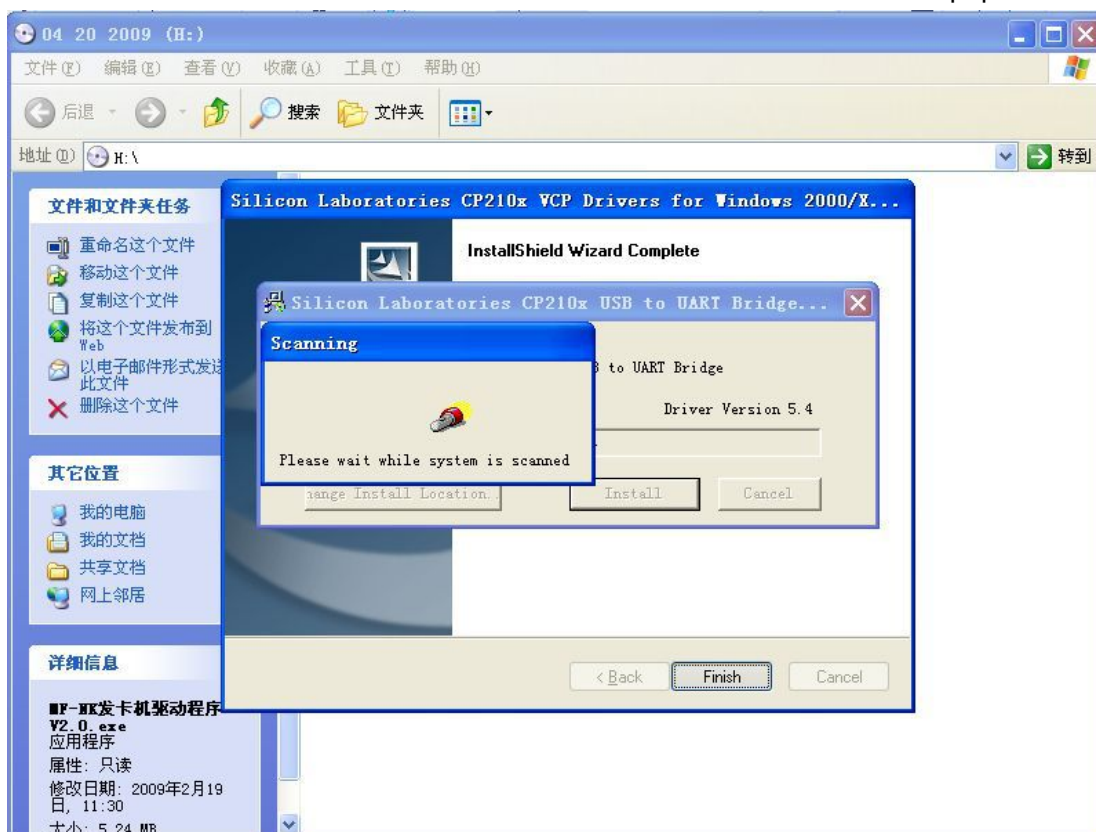

Picture 7

Picture 8

Click Finish in Picture 8. Picture 9 pop up

Picture 9

Click Install in Picture 9. The installation is finished when Picture 10 and 11 pop out.
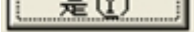
Picture 10
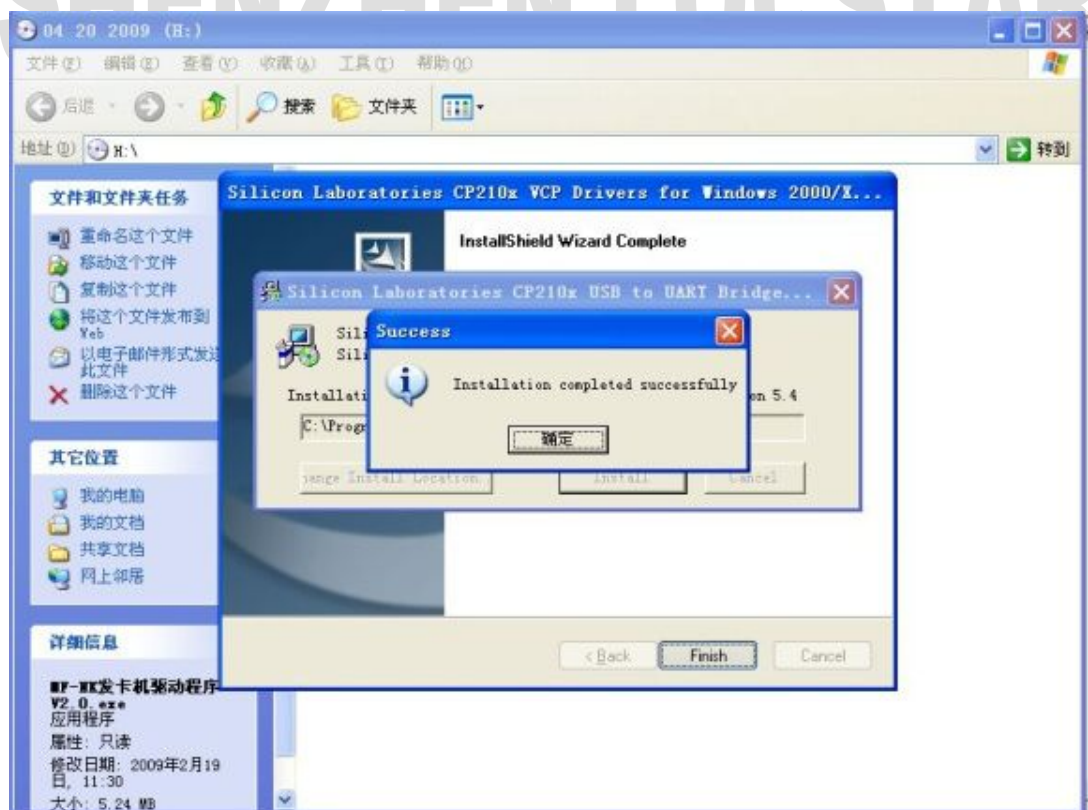
Picture 11

3)、Install hotel door lock software: insert disk, run setup.exe, complete installation as per the prompt.

4)、System initialization: after first operating system and enter the user log in interface, the default user name is: SUPER; password: 0; indicating the super administrative authority. (** for the sake of safety, add new Administration Manager immediately and cancel the default super user **). After log in, directly access the software. If any Encoder is detected, it will enter the door lock management system. if not,

press the [　是(Y)　] , you also can enter the door lock management system.

Erroe

Unable to detect the encoder, Continue?

[　是(Y)　]　　[　否(N)　]
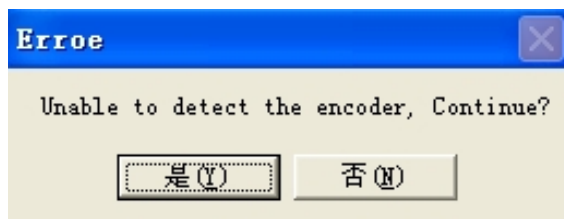
Part Two : Operation

Our lock management software system contains seven function menu ,they are
Check-in, Tools, Card management, Record check, System setup, Administration
Manager, Help. Please operate software by below steps.

1 「 System setup 」

This is the first step to perform software. Set hotel' s information according to the actual
condition of hotel. After system data setting, hotel's room information will be shown on
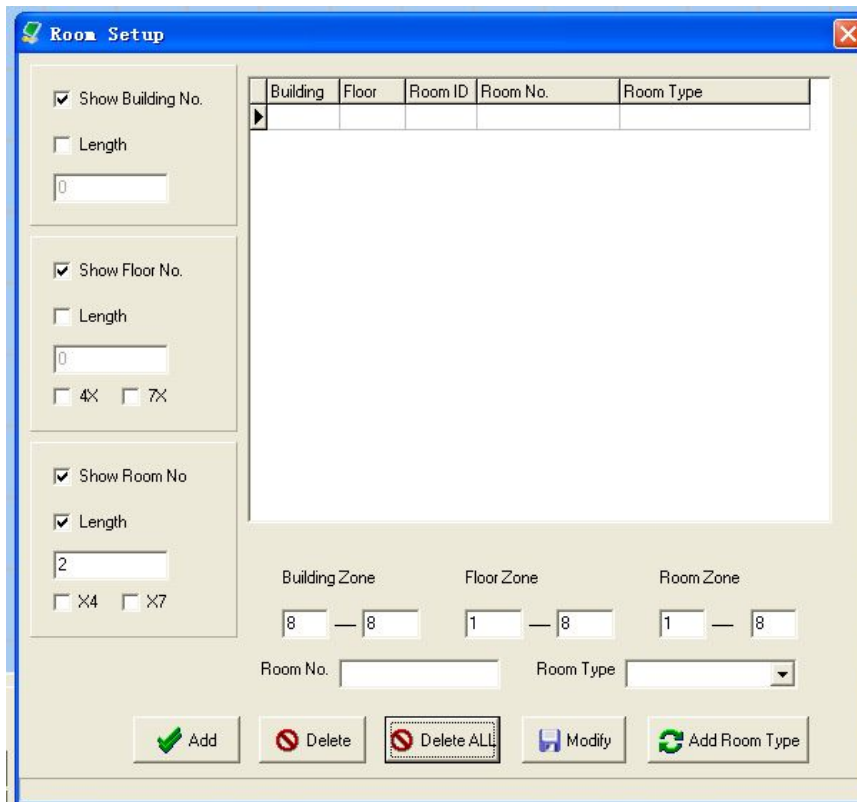computer. Based on this, we can issue corresponding cards by encoder and to set locks
which have been installed on door very well. System Data setting includes Guest Room
Setup, Maid Zone Setup, System Parameter and Backup database.

※ Guest room setting

1. Function :set hotel room's information

2. Operating instruction

Click "**Guest room setup**" in pull-down menu "**System Setup**" and enter the following
screen:

  Generally , guest room number is consisted by building NO, floor NO and floor room NO.
When you use the lift control with this system, the building number can not exceed 15,
floor number can not beyond 31, room number can not be more then 127. If without the lift
control, the building number can not beyond 15, floor number can not be more then 63,
and room number can not exceed 63

Add room:

For example: One hotel has 1 building, 9 floors, and 20 rooms in each floor. the room setting is like below.

a, Choose show building No. and fix length. input number 1 in blank pane. choose show floor No. and fix length, input number 1 in blank pane. Then choose show room No. and fix length and input number 2 in the blank pane.(because the room number is 20, exceed 10 and less than 100, have two digits).

b, Input 1-1 in the building bound, input 1-9 in the floor bound, it means there are 9 floors, from 1 to 9. input 01-20 in room bound, it means there are 20 rooms in each floor, from 01 to 20.

c. the default room type is standard room, if hotel need to add other type rooms , click **Add Room Type** and input the new room type

d. Click **ADD** and close screen, the rooms information will be shown on software. the room's number is from 1101 to 1920.
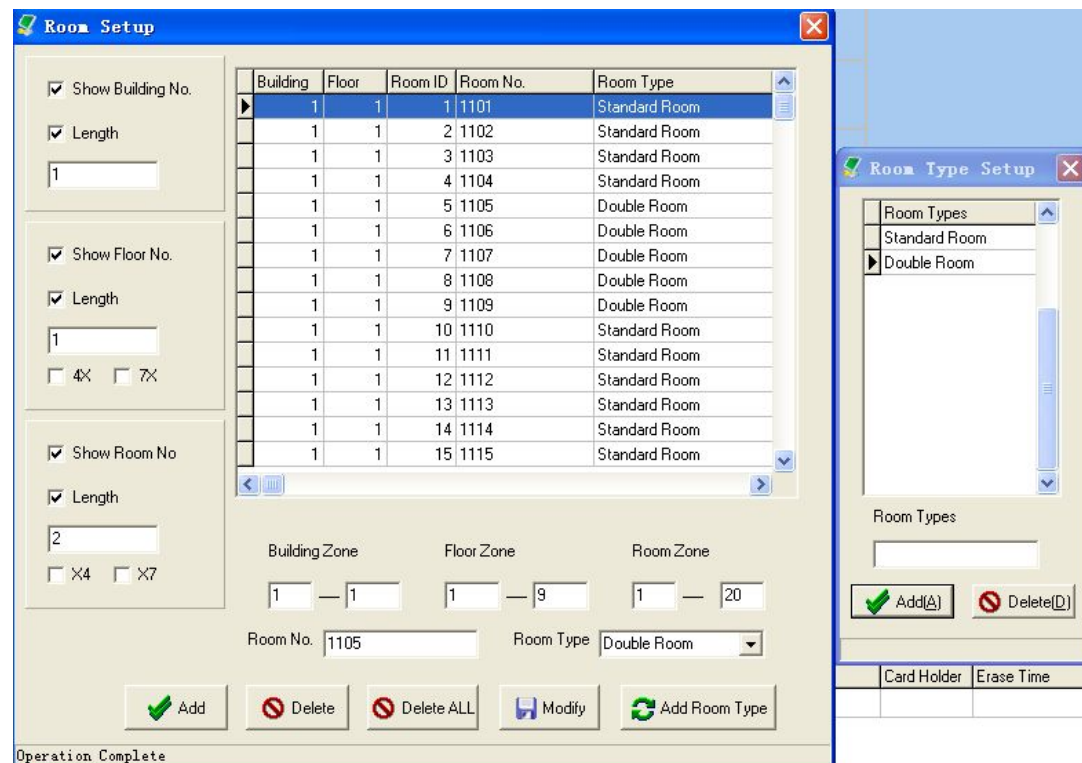
If hotel would not like show the building number on the interface , cancel the choice
of show building No. the room number will show on computer from 101-920 .
if hotel would not like rooms number contain numbers like 04,14,07,17 .Tick " √ " in
the front of X4, X7.
if hotel would not like rooms number contain numbers like 4,40,7,70 .Tick " √ " in
the front of 4X, 7X.
e. Delete: select room number in the list box above, and click " **Delete**" tab. If you want to delete all, just click Delete All, then it will delete all room information.
f. Modify:select room number in the list box above, modify the room type.
3). Notes: For the first operation, it is necessary set the guest room for the system, or otherwise it would be failed to modify room type and issue guest card.

※ Maid Zone Setup

The clean staff need to clean rooms every morning ,so hotel need to set some Maid Zone. Hotel clean staff hold clean card so that they can get into the corresponding doors in the Maid Zone.

1.) Function

Set Clean rooms according to the requirement of hotel .The doors in the Maid Zone can be opened by house keeping cards.

2). Operating instruction

Click "**Maid Zone Setup**" in the pull-down menu "**System Setup**", add maid zone number and bound of zone number, then click **Add**.

For example, if building rooms is from 1101-1920.Hotel want to set 4 Maid Zones.

1.Input 1 in the Maid Zone pane .if the bound of NO 1 Maid Zone is from 1101 to 1220 ,input 1101-1220 in bound pane.Then click Add with mouse input 2 in the Maid Zone Pane, the bound of No 2 Maid Zone is from room 1301-1420 ,input 1301-1420 in the bound pane.

Analogy like this, the number 3 Maid Zone is from 1501-1620.the number 04 Maid Zone is 1701-1920.

3).Delete Maid Zone: choose Maid Zone in the list box above, then click on " **delete"** tab.
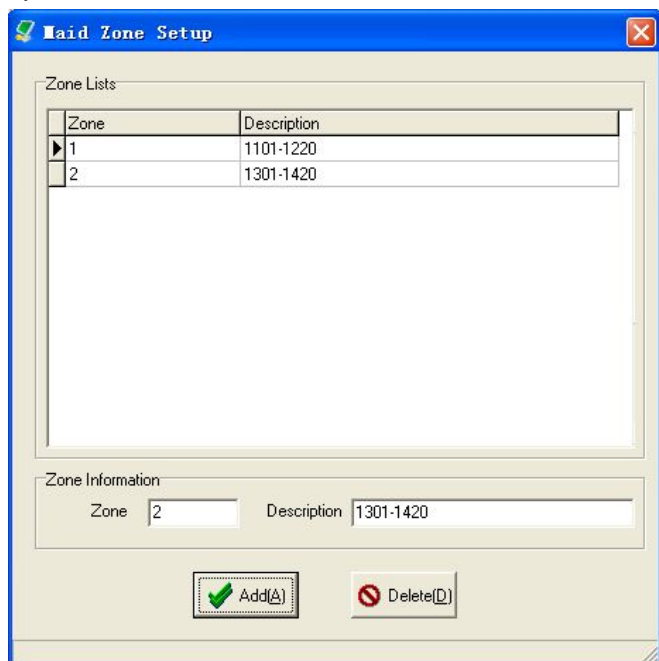
※ System parameter setting

1)System data contains check -out time, Max cards for one room and total room of each row.

Check out time here means if the customer want to check out ,they have to check-out before this time of a day.

Max cards for one room means the quantity of guest card that can be issued for one room.

Total rooms of each row means the quantity of rooms that can be shown on each row .

2)Operation rules

With mouse click the sub-menu "system parameter" in"system setup"menu to enter into the following screen;

It can amend the amount of the issued card, guest card, and the time of guest checking-out .
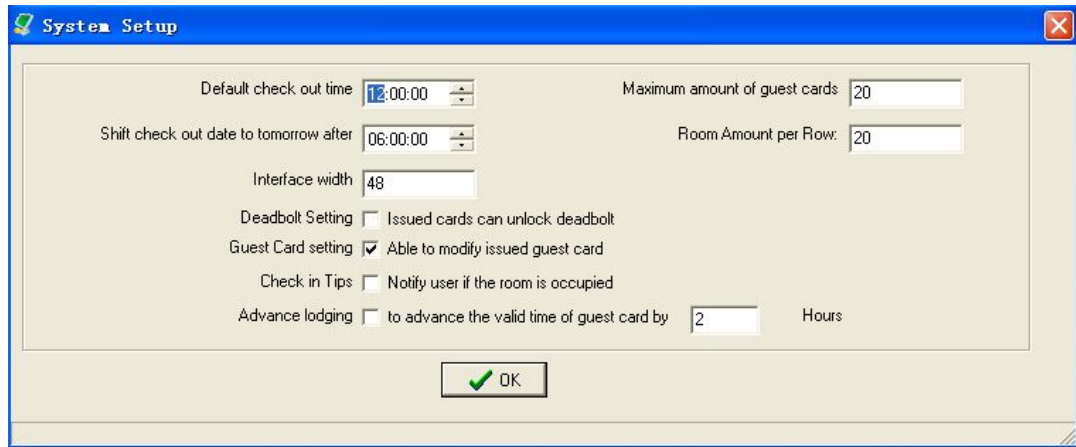
※ **Backup/restore database**

1) Function

In order to prevent system data loss, hotel should backup system data every day.If the data lost, the hotel can use the backup data and authorization card recover former system data.

2) Operating instruction：

Click "**Backup Data**" from "**Tool**" menu to enter the following interface:
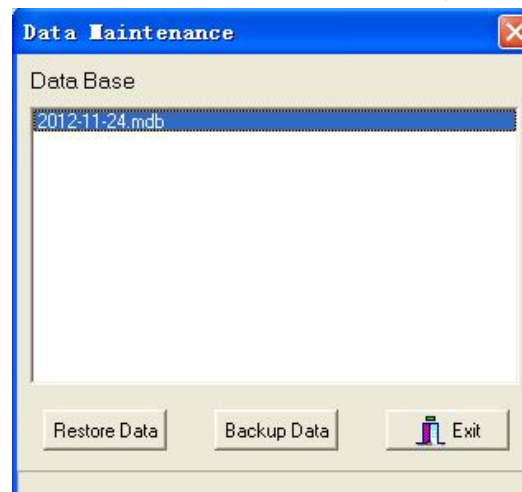
2.「 Administration Manager 」

※ **Operator management**

1) Function：Add, cancel and inquire the operation authorization limit. For security ,the hotel had better add new super manager and delete the default super manager.

2) Operating instruction

When the first time to operate the system, input the default user user **Super** and default password **0**, click **OK** to log in the system. Select "**Operator manager**" in the pull-down menu "**Administration Manager**".

Add an operator: Input user name, password, select operator and click "**Add**" button.
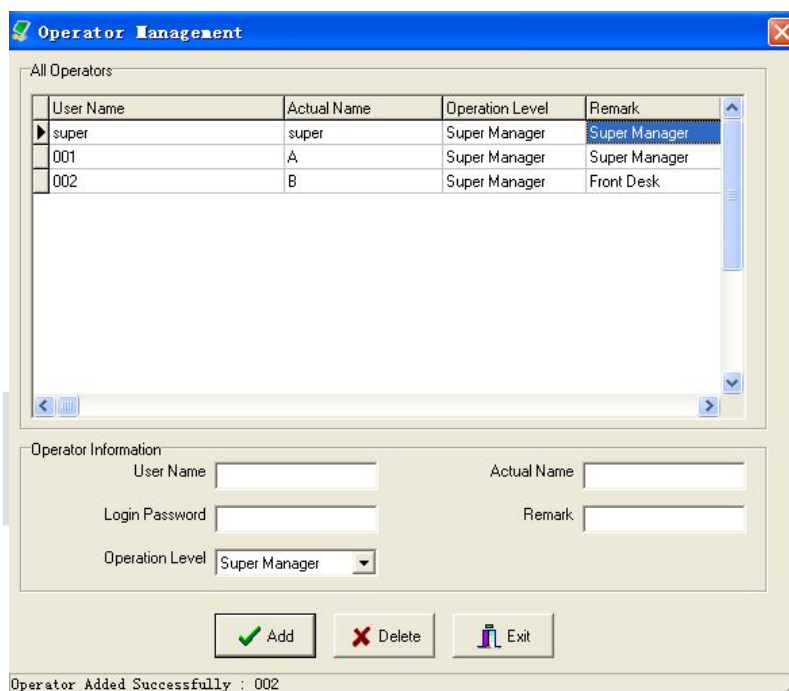**Delete an operator:** Select the user name in the list box and click Delete.
Three grade operator limit: super manager .manager and front desk.*
a.Super-manager: Can operate all operational functions of system;
b.Manager: Can issue various cards (except for the authorization card and master card), check unlocking records .
c.Front desk: It is limited to only issue guest card, check work records, change password.

3) Notes：The operator user name must not repeat and it is necessary to set only one Super Manager.

The user name and password should be input when adding one operator.

Only one authorization limit can be selected, each corresponds to different operating screen. The authority level is ranked from high to low: Super Manager, Manager, front desk.

※ **Restore authorization information**

1). Function：It can be used to change the current authorization information.

2). Operating instruction

Install new software .

Click function module "**Re-authorization**" in the menu "**Administration Manager**",Put the authorization card in encoder then click OK, the former database will be recovered.

3). Notes：Use this function with caution.
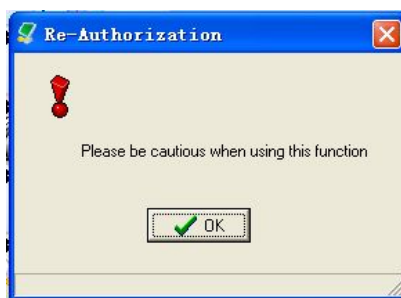
3,『Read unlocking record』

1) Function：Read the door lock unlocking record (by MifareS70)

2) Operating instruction

Put the Mifare S70 card on encoder, click **Record Check**, select "**S70 Data Card Record**", then click **OK** , and read out the unlocking record in the data card.

4，〖Card Management〗

1) Card instruction

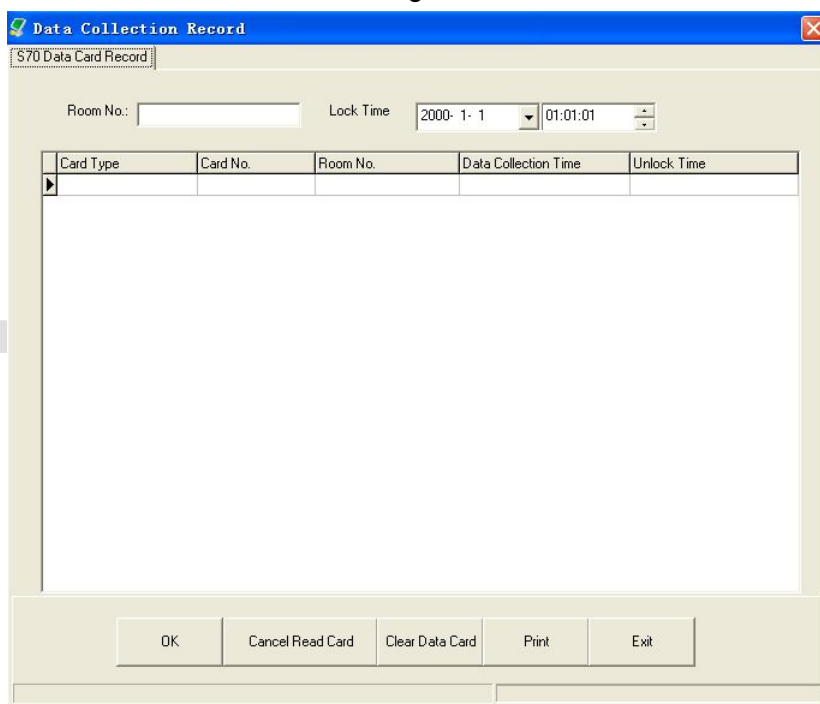There are two types cards: setting cards and function cards. All cards issued by encoder. If cards issued successfully, there will have a long buzz from encoder.

Setting cards: set different function in the lock.

Function cards: unlock lock.

2) Setting cards：

※ Authorization card:

Function: Input system information in lock;

　　　　　Store the system data;

　　　　　Recover system authorization if system data lost

　　　　　It is necessary to keep at least 3pcs authorization cards in one system.

※Clock card:

Function: set and revise lock time.

※Setting card:

Function: input building number information, floor number information, guest room number information or cleaning area number information in lock.

For example: one lock is installed on the 1101 guest room, the hotel should issue a room setting card 1101 and put this card on the lock, the information of 1101 room number will be inputted in lock. Then, the door of 1101 room can be opened by 1101 guest card.

Attention: guest room card is different to room setting card. Guest card is used to open the door. Room setting card is used to write room number in lock.

★★★**Note:** Authorization card, clock card, room setting card are basic setting cards, all new locks in hotel must be set by these three cards firstly.

※ Lock out card:

Lock out card cannot be used for unlocking, but for stop the guest card. It is generally held by the floor attendant. In case guest card remains valid when guest is in arrearage, stop the valid guest card by touching lock out card; in case guest wants to extend the length of stay, after payment at the reception desk, the attendant at the floor can touch the lock out card again with a long buzzing, the original guest card held by the guest will be able to unlock. The card can only stop the guest card but not other cards.

※ Terminate card:

The card is used to close/dismantle the door lock. Once using this card, only the emergency card can unlock.

※ Checkout card：

The card cannot be used to unlock but to stop the valid of guest card when guest check out ahead of schedule. After using the card, the new guest card should be marked" loss".

※Passage card:

Touch the passage card, lock will "beep" and flash green light, then touch a valid unlocking card, the passage mode has been successfully set; when need to cancel the passage mode, touch the passage card once again to successfully cancel the passage mode with a long buzzing.

※ Alarm card: Touch the alarm card to set the alarm function, if the door is not closed well, it will alarm. When need to cancel the alarm function, touch the alarm card again.

※ No disturb card: Set don't disturb function in the condition of deadbolt.

3) Function cards

※ Master card: Master card can open all door locks, even the door lock is deadbolt, free of time restriction. Generally, it is held by hotel general manager, manager of housekeeping department, etc. The master card can be marked "lost" in software. If lost, card can be reissued by the software and open all locks with the new one to make the lost one invalid.

※Emergency card: emergency card can be used to open all locks, even the door lock is deadbolt, and keeps them under opening status. It is free of the time restriction, held by hotel general manager and the manager of security department in response to the emergency circumstances like the fire. This card can be marked "lost" in software. If lost, cards can be reissued and open all locks with the new one to make the lost one invalid. Once approach the emergency card, lock will sound "beep" continuously. Approach the card again, lock will stop sound and locked automatically.

※Building Card

Can open all door locks in a certain building, limited by deadbolt and time. It is generally held by the managers of housekeeper. This card can be marked "lost" in software. If lost, card can be reissued by the software and open all locks with the new one to make the lost one invalid.

※ Floor card

Floor card can open all door locks in a certain floor, limited by deadbolt and time. It is generally held by the managers of floor attendant. This card can be marked "lost" in software. If lost, cards can be reissued and open all locks with the new one to make the lost one invalid.

※ Clean card

Clean card can open all door locks in a certain clean-rooms area, limited by deadbolt. It is generally held by the housekeeper. This card can be marked "lost" in software. If lost, cards can be reissued and open all locks with the new one to make the lost one invalid.

※ Guest card

Guest card can open the certain guest room, limited by deadbolt and time. It is generally held by the cleaner. This card can be marked "lost" in software. If lost, cards can be reissued and open all locks with the new one to make the lost one invalid.

※ Foreman card

Foreman card can open the locks in certain building and floor, limited by deadbolt and time. It is generally held by the foreman. This card can be marked "lost" in software. If lost, cards can be reissued and open all locks with the new one to make the lost one invalid.

5,〖Issue card〗

※ Display room status

1). Function:

It displays the room status of seven types of rooms like Clean Room, Occupied Room, Reserved Room, Private Room, Repairing Room, Forbidden Room, Non-Cleaned Room.

2). Operating instruction

●After a mouse click on a certain room, right click to pop out room status menu, and choose the room status.

● The status of rented room and available room can be automatically modified after card is issued.

● The bottom of software interface will respectively displays the number of occupied room, total room number, issued card number, current operator and card type.
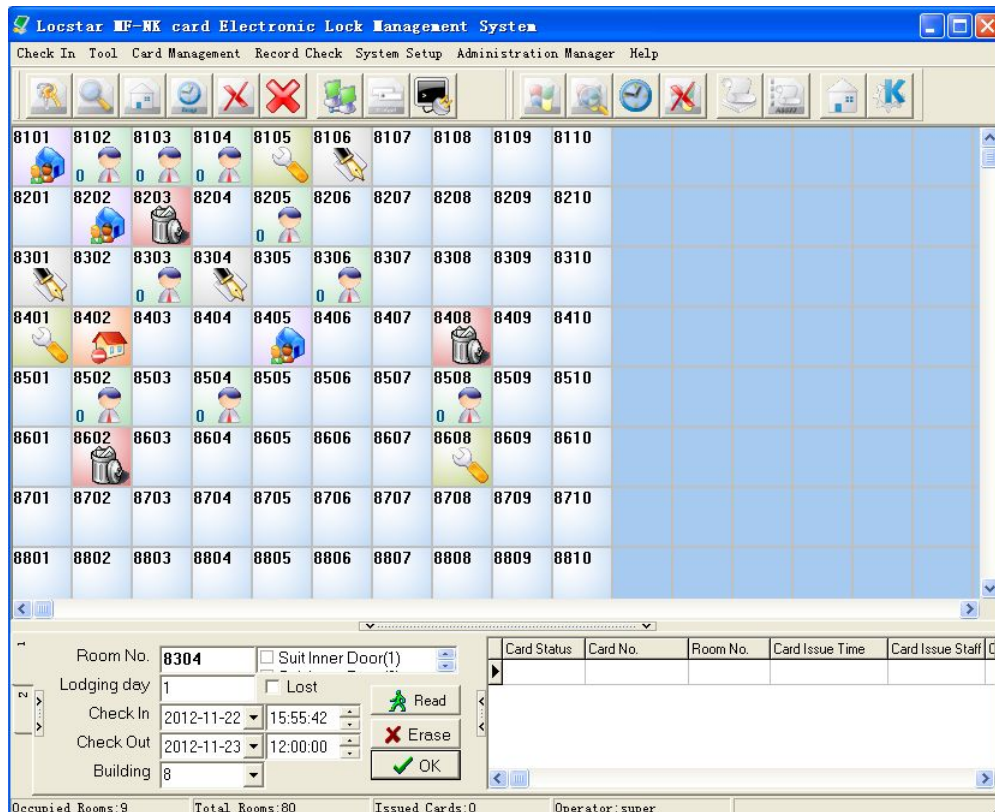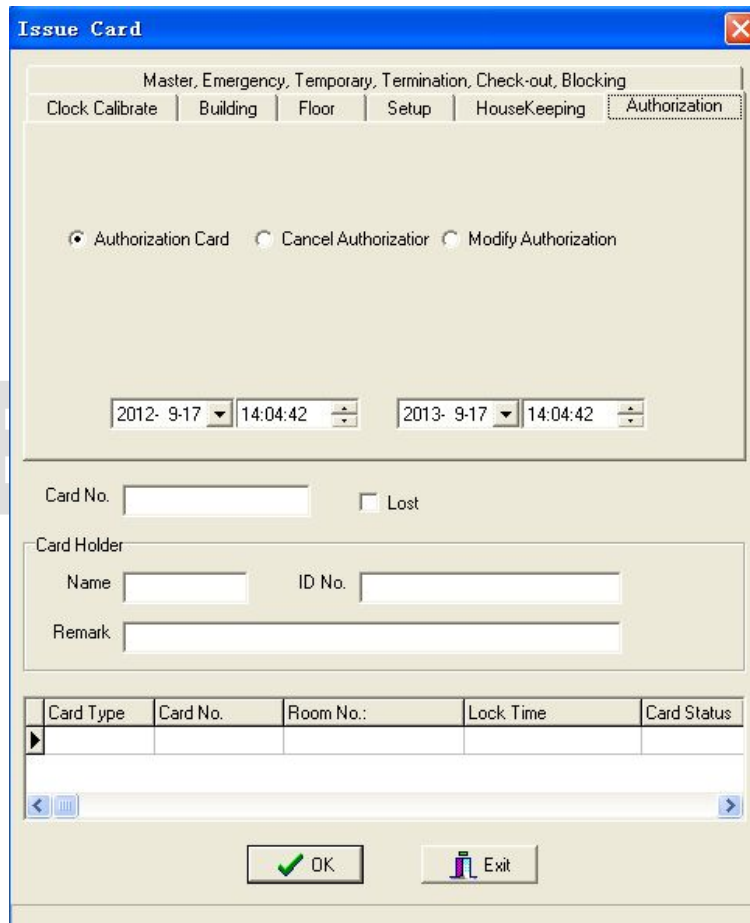
※**Authorization card**

1). Function: Store the critical system information in case of information loss. Clients can recover the system information through the card function "**Re-Authorization**" in the "**Administration Manager**".

2). Operating instruction

a. Issue card: click the "**Issue card**" function in the pull-down menu "**Card Management**", select **Authorization Card**. Input the name of card holder, ID number and remark, and click **OK** to start issuing card. A beep will be heard once issue successfully.

b. Use: After installing door lock, approaching Authorization card, buzzer will make a short sound, indicating successful authorization; approach the Cancel Authorization card, buzzer will make two sounds, indicating the authorization is cleared.

3). Notes:

a. 3pcs Authorization Cards. After the first system operation, Administration Manager should issue at least 3pcs authorization cards.

b. How to clean the old authorization information in used locks.

If the old authorization information in the circuit board has not been cleared or when you want to update the door lock system authorization. 1) Take off the cylinder cover; 2) Insert mechanical key, turn the key clockwise and keep the lock in unlocking status. 3) Touch the new authorization card, the old authorization information will be cleaned.
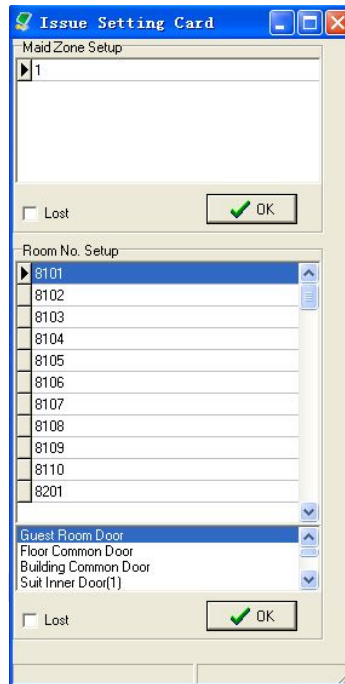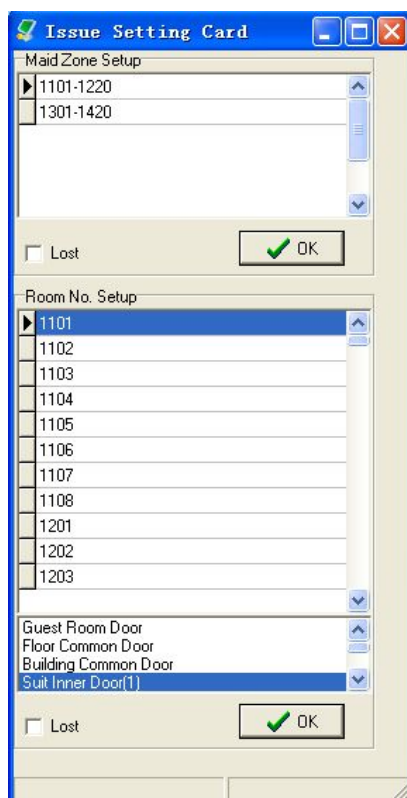
※**Guest Room Setting card**

1). Function: Set information for room number, floor and building number.

2). Operating instruction:

a. Issue card: click the "**Issue card**" function from menu "**Card Management**", then click **Setting Card**. Select the guest room number, and click **OK** to start issuing card. When need to set clean zones, after selecting the room number, select the maid zone, click **OK** to issue card. You can set all information(maid zone and room number) for the **Setting Card** once.

b. Use: after authorization, approach guest room setting card to set the room number.

※ **Suit Inner door setting card**

1). Function: Set the information for inner door, room number, floor and building number.

2). Operating instruction:

a. Issue card: click the "**Issue card**" function in the pull-down menu "**Card Management**", click **Setting Card**. Select the guest room number of suit inner door, and click **OK**.

b. Use: after authorization, approach the guest room setting card to set the inner door.
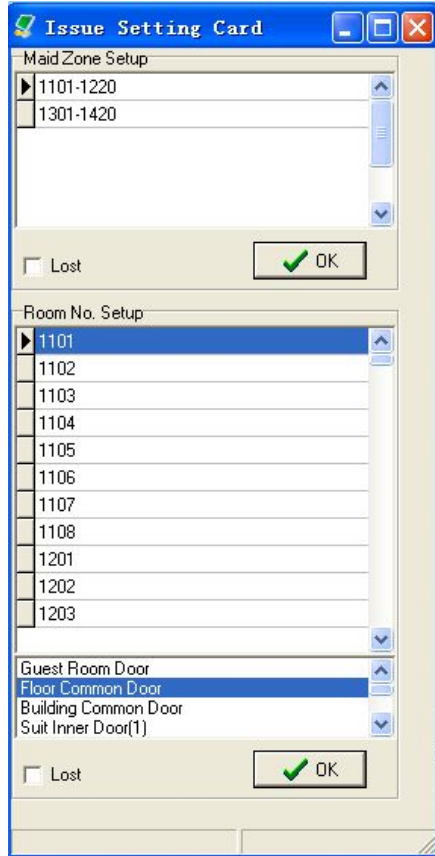
※ **Floor common door setting card:**

1). Function: Set the information of floor and building number to the lock.

2). Operating instruction

a. Issue card: click the "**Issue card**" function in the pull-down menu "**Card Management**", Click **Setting Card**. Select any room in the floor that requires access card, and click **OK**.

b. Use: after authorization, approach the access door setting card to set the access door in the floor.

If hotel have no floor common door or don't want to set floor common door, it is no need to issue this card.

※ **Building common door setting card:**

1). Function: Set the information of building to the door lock.

2). Operating instruction:

a. Issue card: click the "**Issue card**" function in the pull-down menu "**Card Management**", click **Setting Card**. Select any room in the building that requires access card, click **OK**.

b. Use: after authorization, approach the building common door setting card to set the access door in the building.

If hotel have no building common door or don't want to set building common door, It is no need to issue this card.
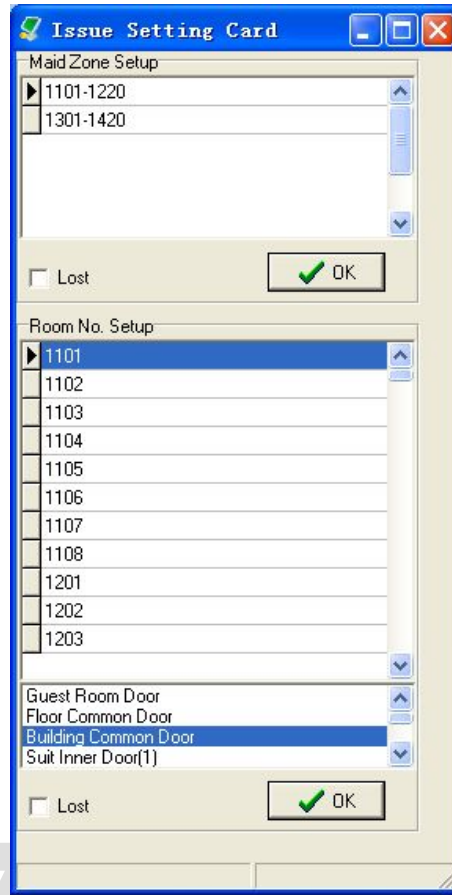
※**Clock card**

1). Function：It is used to correct and set the internal clock for each guest room door lock.

2). Operating instruction

a. Issue card: Click "**Issue card**" function in the pull-down menu "**Card Management**", select Clock card. Input the setup time(the setup time is about 15-30minutes after current time) in the time setting box according to the displayed current time, click on **OK** to issue card.
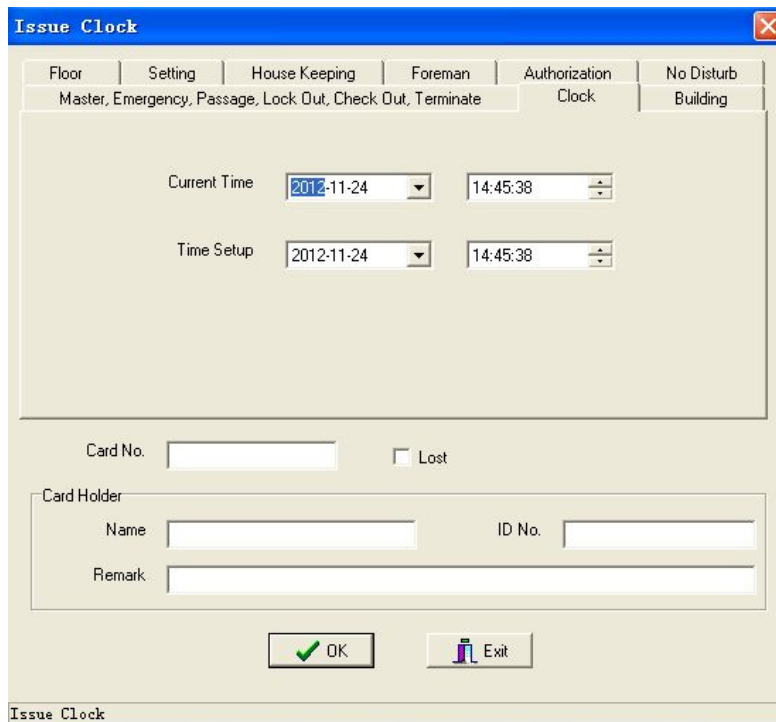
b. Use: After door lock authorization, approach the clock card.

3). Notes：Input the time in the following format:

(Current time: 09:19:20, January 20, 2005)

(Setup time: 09:24:20, January 20, 2005)

The interval between the current and set time should depend on the time between issuing clock card and setting door lock clock.(generally ,the time setting the lock is 15-30 minutes later than current time)

※**Master card**

1). Function: Master card can open all locks authorized by the authorization card, not being limited by deadbolt and time.

2). Operating instruction: Issue card: click **"Issue card"** function in the pull-down menu "**Card Management**", select Master card. Input the name of card holder, ID number and remark information as required, click on OK to issue card.
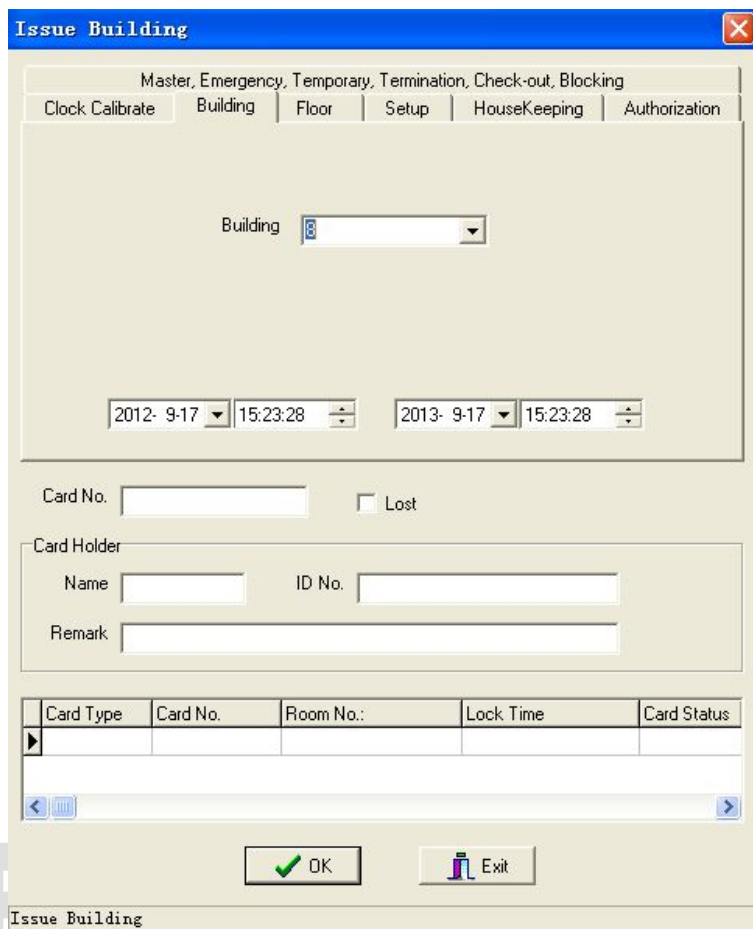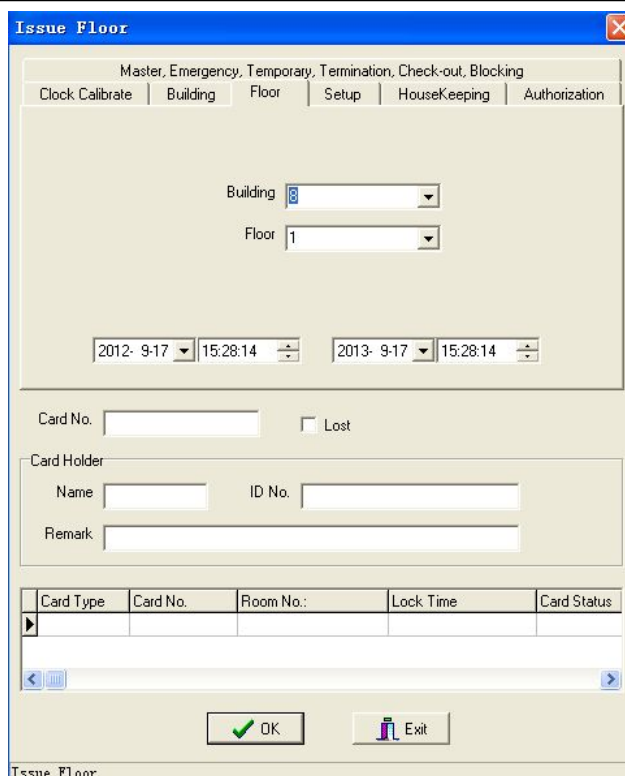
※**Building card**

1). Function: It can be used to open all locks in a certain building, limited by deadbolt.

2). Operating instruction:

Issue card: click "**Issue card**" function in the pull-down menu "**Card Management**", select **Building card**. Input the name of card holder, ID number and remark information as required, click **OK** to issue card.

※Floor card

1). Function: It can be used to open all locks in certain floor, not limited by deadbolt.

2). Operating instruction:

Click "**Issue card**" function in the pull-down menu "**Card Management**", click **Floor card** . Input the floor that requires floor card, and as required, input the name of card holder, ID number and remark information, click on **OK** to issue card.
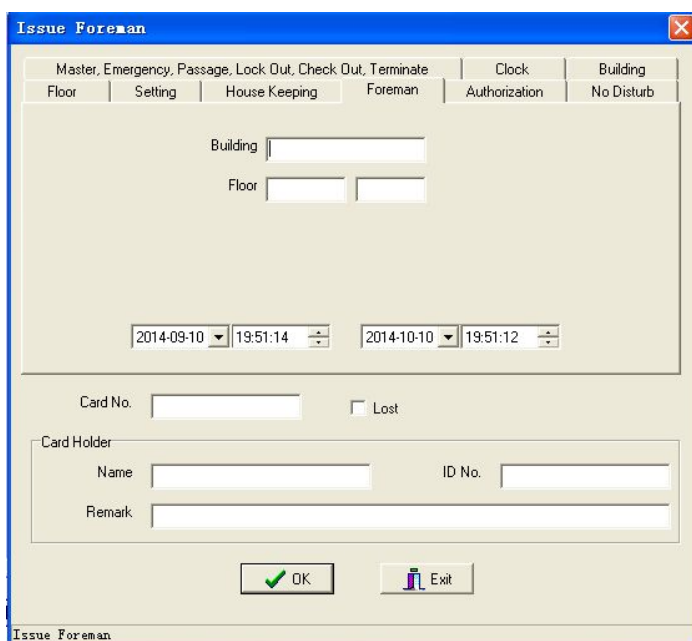
※ **Foreman card**

1). Function: It is used to open all locks in certain floors, limited by deadbolt and time.

2). Operating instruction :

Issue card: click "**Issue card**" function in the pull-down menu "**Card Management**", click **Floor card**. Input the building number and floor range , as required, input the name of card holder, ID number and remark information, click **OK** to issue card.
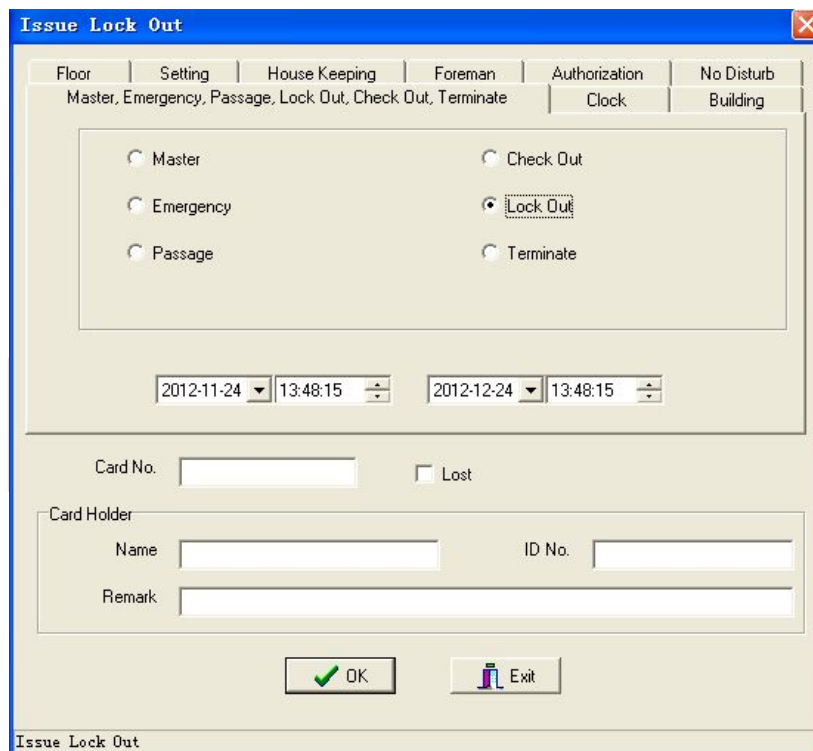
※Lock out card

1). Function: It is used to stop the guest card;

2). Operating instruction:

a. Issue card: Click "**Issue card**" function in the pull-down menu "**Card Management**", select **Lock out card**. Input the name of card holder, ID number and remark information as required, click on **OK** to issue card.

b. Use: put lock out card first time, the beeper will sound a short beep, at that time, all the valid guest card of this lock issued before can't open the door. Put the lock out card again, a long buzzer, cancel lock out card function, all the valid the card can unlock the lock. please attention input the valid time of the lock out card.
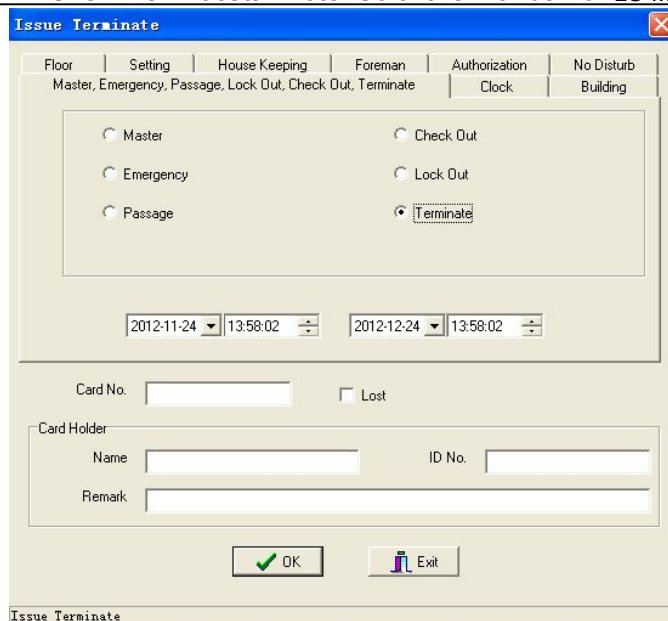

※Termination card

1). Function: close/dismantle the door lock.

2) Operating instruction

a. Issue card: Click "**Issue card**" function in the pull-down menu "**Card Management**", select Termination card. Input the name of card holder, ID number and remark information as required, click **OK** to issue card.

b. Use: put the Termination card first time, the beeper will sound a short beep, at that condition, all cards can't open the door except emergency card. Put the termination card again, cancel the termination condition with a long buzzer.
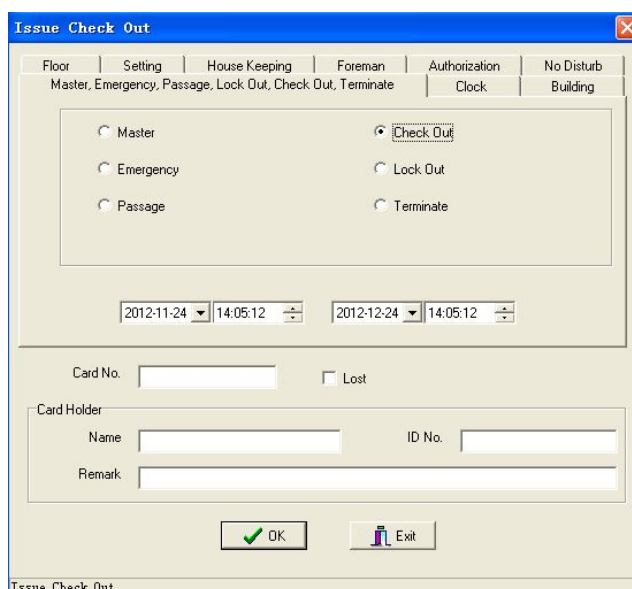
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※**Check-out card**

1). Function: Stop the valid of guest card when guest check out ahead of schedule.

2). Operating instruction

a. Issue card: Click "**Issue card**" function in the pull-down menu "**Card Management**", select **Check out card**. Input the name of card holder, ID number and remark information as required, click **OK** to issue card.

b. Use: buzzer will make one short sound when approaching the check-out card first, then the previously issued guest card won't be able to open door. It is necessary to issue new guest card to unlock the door.
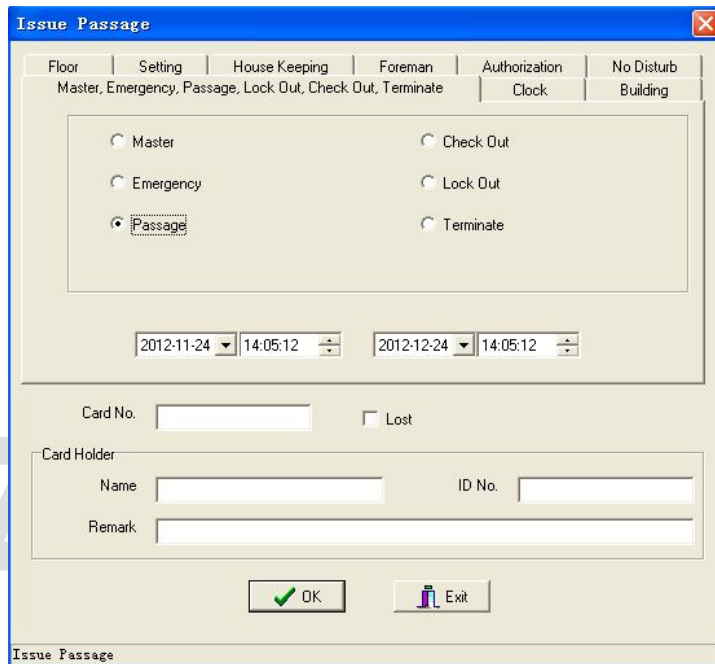
※Passage Card

1). Function：Set the passage mode to the lock.

2). Operating instruction

a. Issue card: Click "**Issue card**" function in the pull-down menu "**Card Management**", select **Passage Card**. Input the name of card holder, ID number and remark information as required, click **OK** to issue card.

b. Use: After approaching the Passage Card, approaching any valid unlocking card, then the door lock will be under long-unlocking status; approaching any valid unlocking card again, door lock recover to the locking status. Touch the Passage Card again to cancel passage mode.
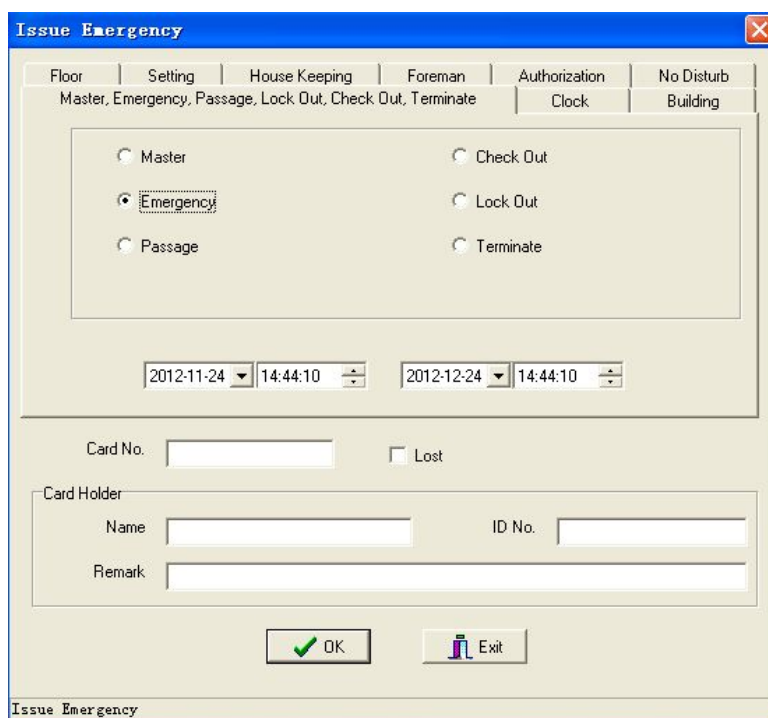

※ Emergency card

1). Function：   In emergency condition, door lock is in long-unlocking status.

2). Operating instruction

a. Issue card: Click "**Issue card**" function module in the pull-down menu "**Card Management**", select **Emergency card**. Input the name of card holder, ID number and remark information as required, click **OK** to issue card.

b. Use: after unlock with emergency card, there will be alarm with continuous short buzzer, and lock keep on long-locking status. The lock can be recovered to former status after touching Emergency card again
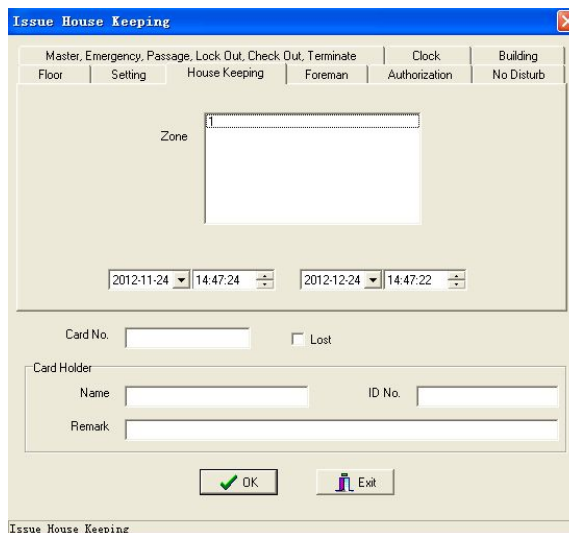
※House keeping card

1). Function : Open locks in certain clean zone.

2). Operating instruction

Issue card: Click "**Issue card**" function module in the pull-down menu "**Card Management**", select **House Keeping,** choose maid zone, input the name of card holder, ID number and remark information as required, click **OK** to issue card. Confirm the issuing status based on the status bar at the bottom of screen.
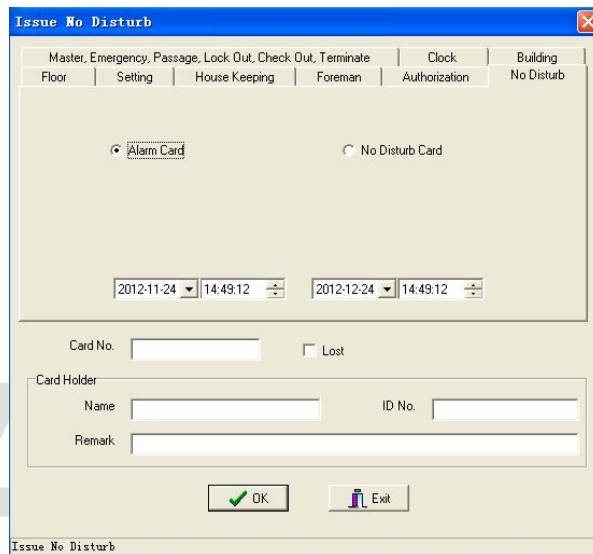
※Alarm card

1). Function: Set alarm function when lock in the condition of false locking or uncompleted locking.

2). Operating instruction

a. Issue card: Click on the "**Issue card**" function in the pull-down menu "**Card Management**", select **No Disturb** and click **Alarm Card**. Input the name of card holder, ID number and remark information as required, click **OK** to issue card. Confirm the issuing status based on the status bar at the bottom of screen.

b. Use: The beeper will sound a short beep when the first time put alarm card. The alarm would stop until latch in the position of restoration. Put alarm card again cancel the alarm function with a long buzz
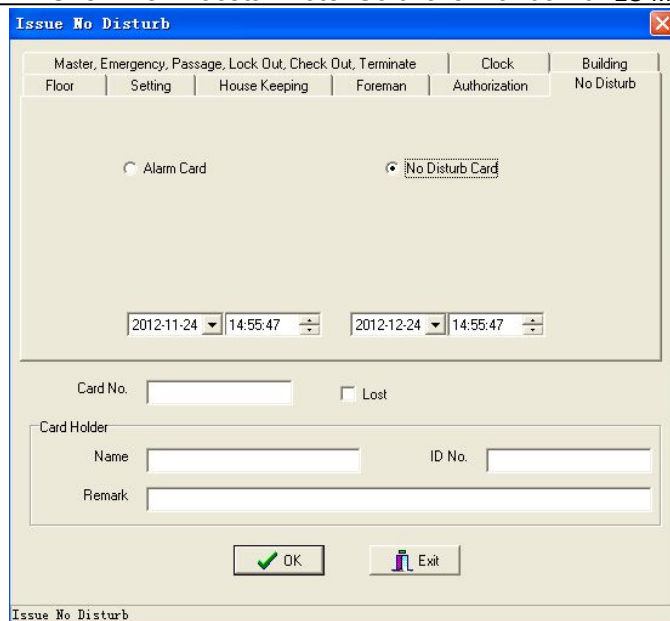

※No Disturb card

1. Function：Set don' t disturb function at the condition of deadbolt.

2. Operating instruction

a. Issue card: Click on the "**Issue card**" function in the pull-down menu "**Card Management**", select **No Disturb**, click **No Disturb Card**. Input the name of card holder, ID number and remark information as required, click **OK** to issue card.

b. Use: buzzer will make one short sound when approaching the closing card first, when the door is double locked, the light will flash every three seconds to prompt that the room is not vacant. After approaching No Disturb card again, buzzer makes a long sound and the don't disturb function setting is canceled.
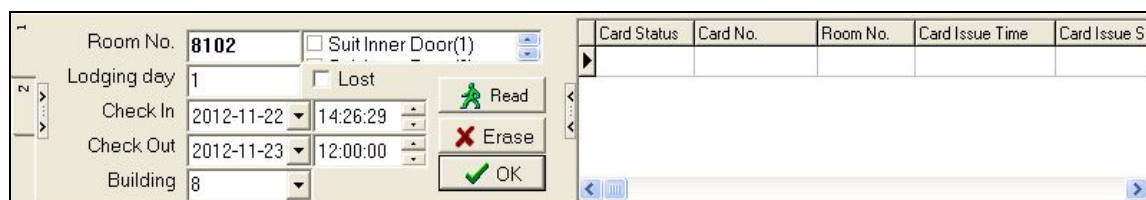
6,『Check In』

※ Issue guest card

1). Function:

Issue a guest card when guest check in, the corresponding guest room lock can be opened in the valid period.

2). Operating instruction

Select a room in the room status table with a click on the left mouse button, as shown in the following figure. After modifying check-in time, click **OK** key to issue guest card.

Select "**Issue Guest Card**" in the Check In column, as the picture shown in below: input room number. After modifying check-in time, click **OK** or Enter key to issue guest card (shortcut F2 can also get to below interface).

3). Cautions

Room number must be input. If card lost, tick the Lost in above picture to re-issue a new guest card. It is necessary to report loss first in the software to prevent anyone to use the loss card to open the door. After unlocking by the re-issued new card, the lost guest card will be unable to unlock the guest room.

※ **Group check-in**

1). Function：

Issue a guest card to the check-in guest, the corresponding guest room lock can be opened in the valid period.

2). Operating instruction:

Press CTRL, select the room number on the main interface with mouse, (room number will be added in the bottom left list box. It is able to issue more than 2 cards by a repeated selection of room number, and the room number can be canceled by double click on the corresponding number in the list box) after changing check-in time, click OK to issue group cards. Take away the card and put on another new card when the encoder makes a sound, repeat till all the cards finished.
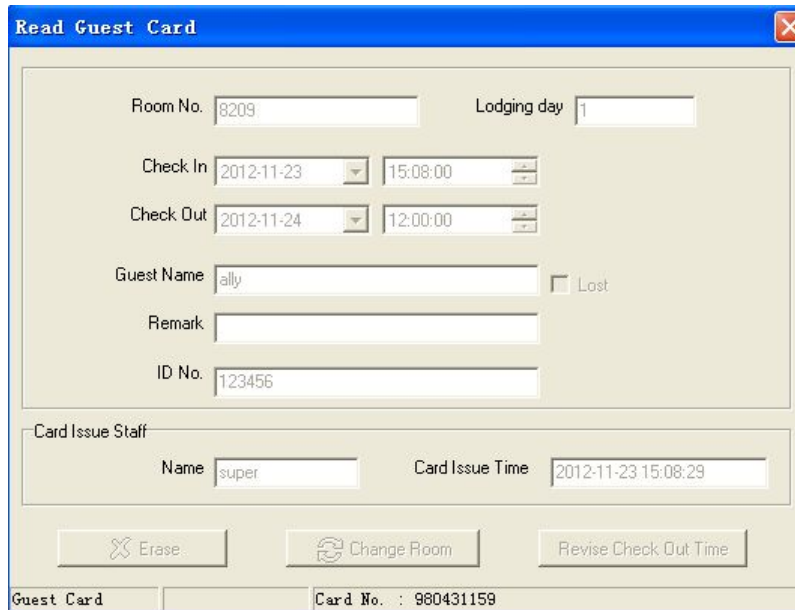

※ **Read guest card**

1). Function

Read the check-in information in the guest card, including the check-in time, room number, guest name, preset check-out time, card issuer and card issuing time, etc.

2). Operating instruction

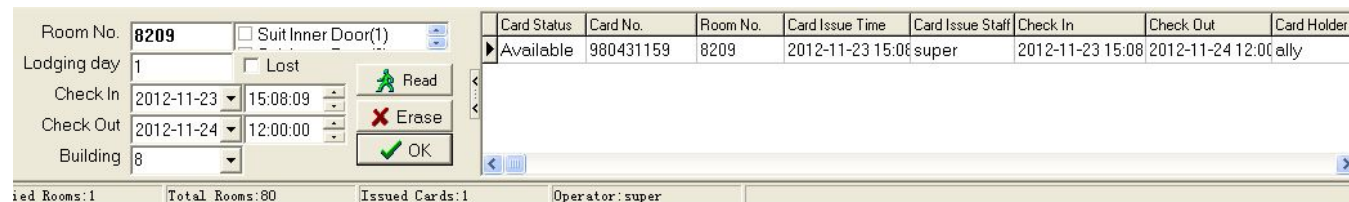a. With the mouse click **Read Guest Card** from the **Check In** menu. Put a card on the encoder.

3). Notes: It can only be used for reading Guest Card.

※ **Cancel Guest Card**

1). Function: After check-out, cancel the guest card.

2). Click the room number, see the picture below, put a card on, press Erase to cancel the card.

※ **Modify the check-out time of guest card**

1). Function: With the change of check out time of the card, the hotel can prolong or shorten the lodging date.

2). Operating instruction

Click   "**Revise Check Out time**" function module in the pull-down menu "**Check In**", put a card on encoder. Change the check-out time, click on "Modify check-out time".

※ **Change room**

1). Function: Chang the current guest room number

2). Operating instruction:

Click on the "**Change Room**" function module in the pull-down menu "**Check In**", Put a card on encoder. After inputting the room number, click on "Change room".

3). Notes: The function can only be used in the guest card.
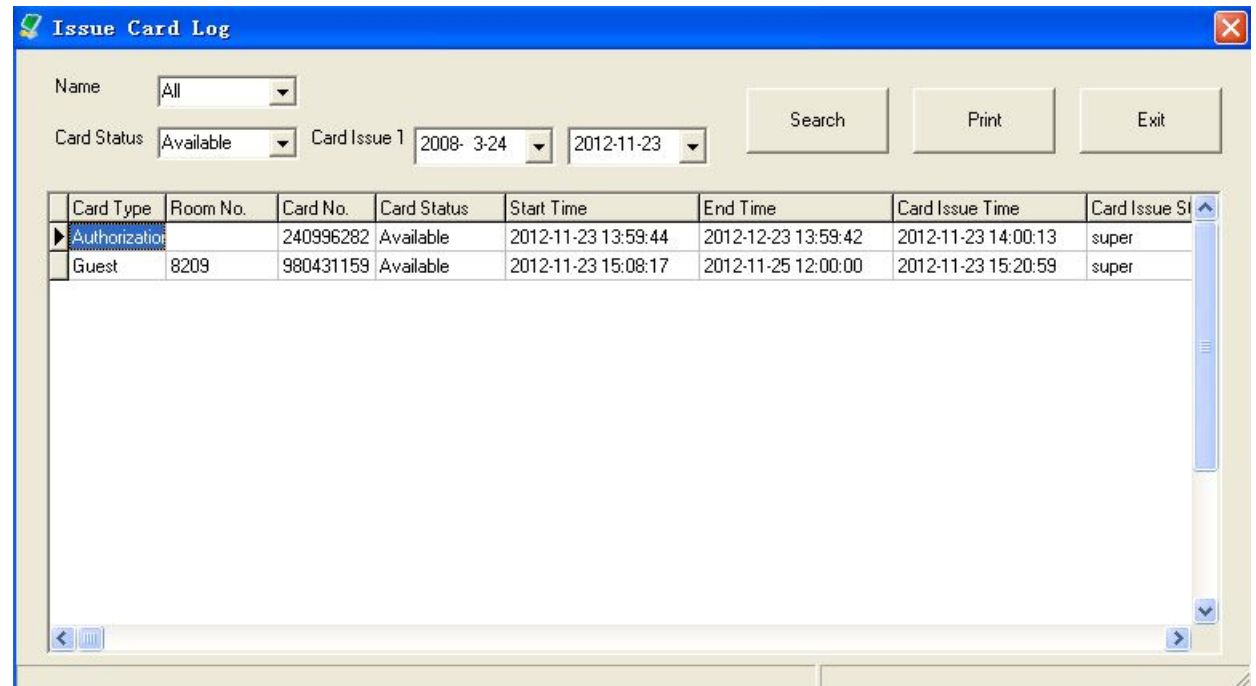
7.「Tool」
※ Inquiry working record
1). Function:

Inquiry the working record of on-duty serviceman, the guest card issued records and canceled data during the working period.

2). Operating instruction

Click "**Card Issue Record**" function in the "**Record Check**" menu. Detailed data will be provided and displayed in the data grid about the issuing and cancellation of guest card.

3). Notes: It displays only the record of on-duty working staff.

※ Operator shift
1). Function: shift duties.
2). Operating instruction :

Click on the "**Operator shift**" function module in the "**Tool**" menu, input the user name and password of operator, click **OK**.

※ Sleep state
1). Function: Password protection
2). Operating instruction

Click "**Screen Lock**" function module in the pull-down menu "**Tool**". System will be locked for re-open the software, if the on-duty operator password is not input.

※ Modify password

1). Function: Modify the log in password and screen protection password.

2). Operating instruction: Select the "**Change Password**" in the "**Too**l" menu , then input old password and input new password twice.
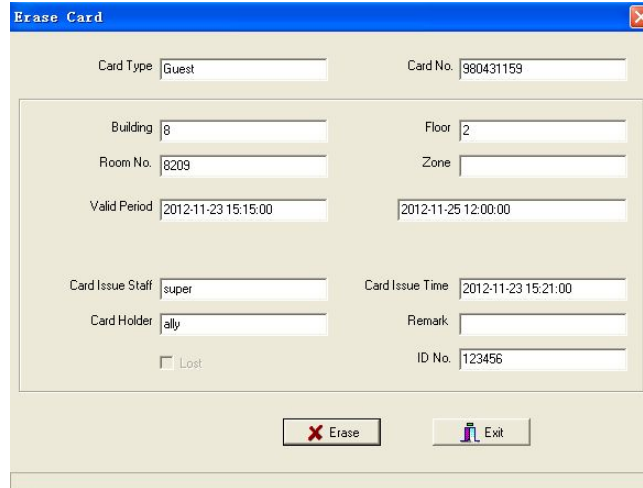

※Erase cards

1). Function： All cards issued by the system can be canceled through the below interface.

2). Operating instruction

Click "**Erase Card**" function in the pull-down menu "**Card Management**". After enter the operating interface, put the card on Encoder and system will display the card information. After confirming the card information, click "**Erase**" to complete operation.
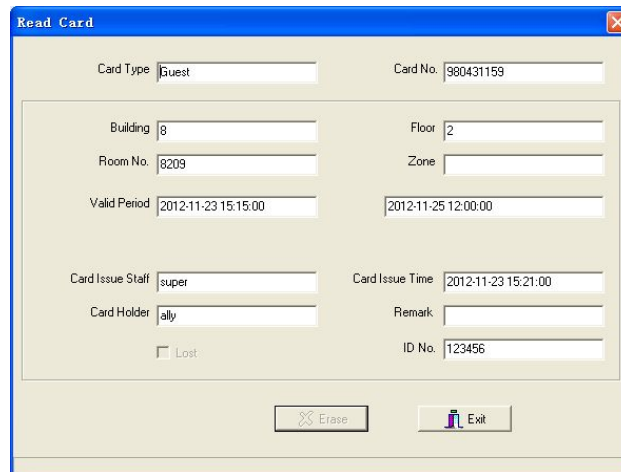
3). Notes：

When the card is Guest Card, the screen will not display any guest card information but mandatory cancellation; the room status in the software interface will remain unchanged after canceling guest card.

※Read cards

1). Function： It is used for reading information about all function cards issued by the system.

2). Operating instruction

Click on the "**Read cards**" function module in the pull-down menu "**Card Management**". After entered the operating interface, put the card above the induction zone of Encoder and system will display the card information.
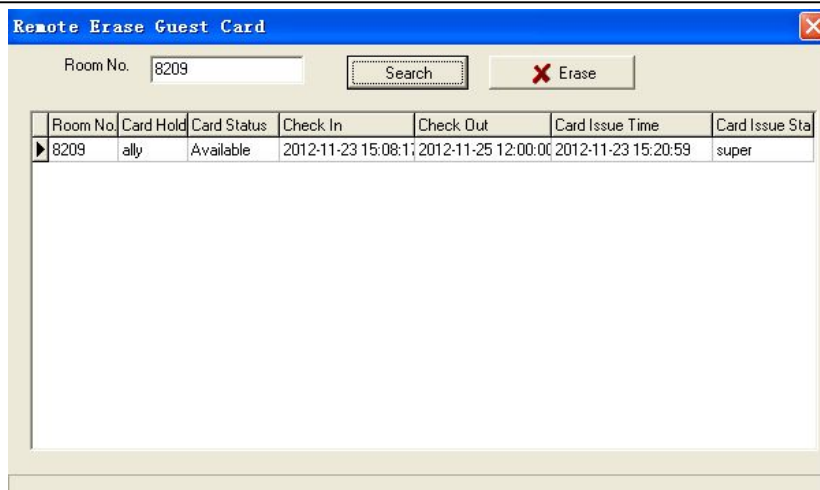

※Remote Erase Guest Card：

1). Function: In case of any discrepancy in number between the actually issued card and effective card number in software system, regulate the quantity of cards.

2). Operating instruction

Click with left mouse button on the specific room number in the room status, select Remote Erase Guest Card function module in the "**Check In**". Input the **room number** and click **Search** to show this card information. Erase it with "**Erase**" button.
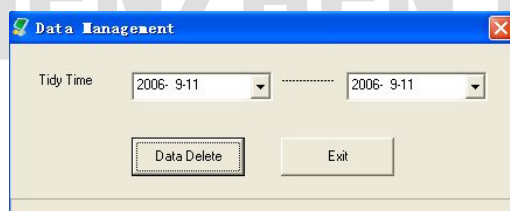
3). Notes

Prior to Remote Erase, confirm the quantity of effective card, or quantity discrepancy will exist between the effective card and issuing card number.

※Data compilation

1). Function: Compile the card issuing record.

2).Operating instruction Input the date period, click **Data Management** from the **Card Management** to clean the log-out but in-service records, and click on **Data Delete** to clear the log-out record in the period.


8. 「 Information inquiry 」

※ Check System log

1). Function：Inquire the operating record of system operation.

2). Operating instruction

Display all work logs by clicking on the "**Check System log**" in the "**Record Check**" menu. By selecting operation type, you can inquire such work logs in some working period as issuing guest card, modifying guest card, canceling guest card, work shift, function card setting, operator setting and System Set Up.
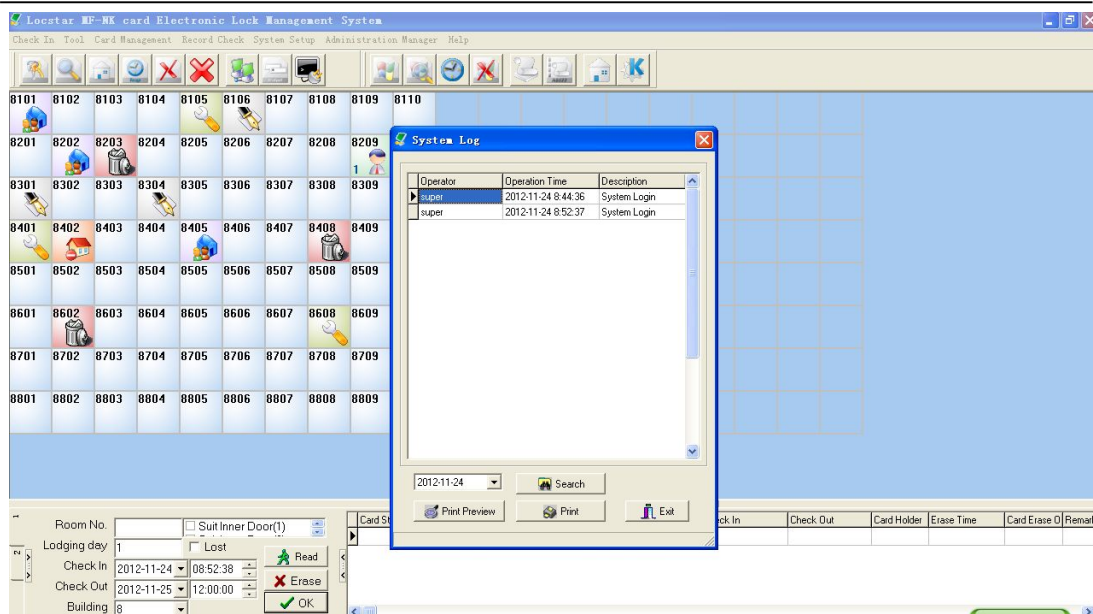
※ Card issuing record

1). Function ：Inquire the card issuing record during system operation.

2). Operating instruction

Display all card issuing record by clicking "**Card issue record**" in the "**Record Check**" menu. It is allowed to set time and inquire the work log in the prescribed time.

Input a certain guest room number to check one room record. If no room number inputted, the records are for all guest room.
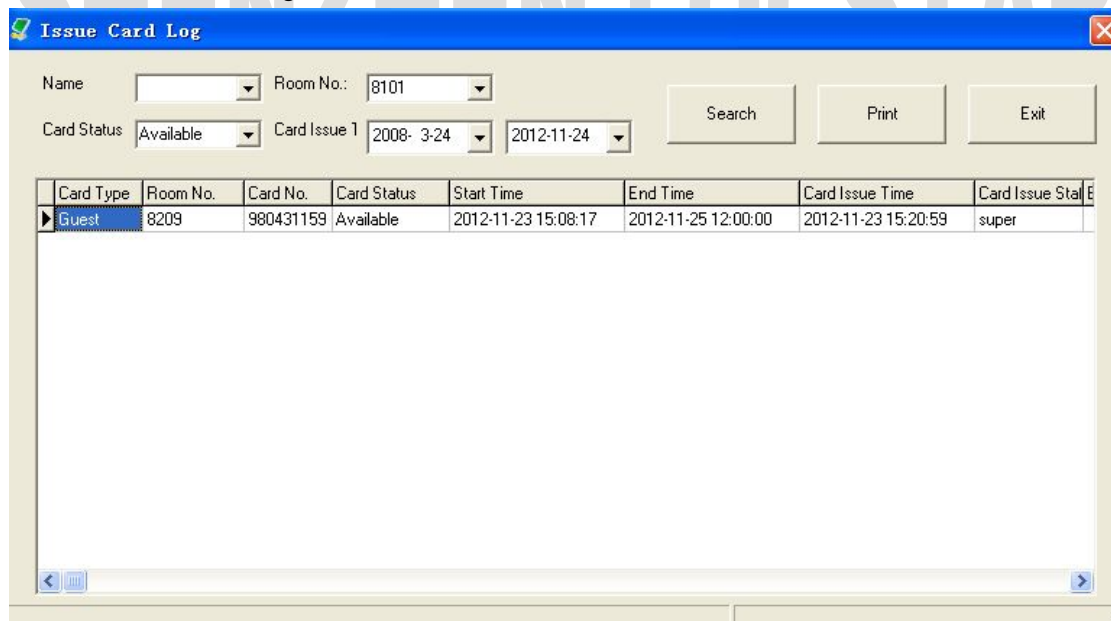
3). Notes : Input time period in the required format.

9. 『procedure to set lock』

Set lock by setting cards firstly, then unlock locks by function cards.

For example: one lock installed on the room 1101.

1) Issue three basic setting card: **Authorization card, Clock card and Room setting card**. Attention the time in clock card is better 15-30 minutes after current time.

The room number of room setting card is 1101.

2, Touch lock with these three cards. first, touch authorization card, then clock card, then room setting card. There will be a short buzzer from the lock if the operation successful)

2, Issue guest room card 1101. Then the room 1101 can be opened by guest room card 1101. This is basic process of using lock in hotel rooms.

This room also can be opened by master card, emergency card, floor card, building card.

 If the hotel set clean-rooms, the room also can be opened by clean card.

If the hotel want to set more function in lock, use the corresponding setting card to set.

10. 『Cautions』

1). In case the effective card is lost during the operation of door lock, it is necessary to report loss and issue the card of same type, open the door locks with the newly issued card to complete loss reporting the lost one.

2). Keep backup data regularly during operation for data restoration in case of damaged database.

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