User Guide
for ADEL-737 Series Smart Card Lock
(Lock3200/3200K/4200/5200/7200/9200)

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Preface

This user guide is suitable for ADEL-737 series smart card locks, including IC (Integrated Circuit) card lock, TM (Touch Memory) card lock, magnetic stripe card lock, TM card & magnetic card lock, and RF(Radio Frequency) card lock. The IC card lock is taken as an example in this guide.

The relation between lock and software is as follows:

Lock Type	Software Version
IC Card Lock	LOCK3200/3200K
TM Card Lock	LOCK4200
Magnetic Card Lock	LOCK5200
TM & Magnetic Card Lock	LOCK7200
RF card Lock	LOCK9200

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Software Installation Guide

Hardware Requirements

1） IBM PC 586 or greater (Pentium II or higher is recommended).

2） Two COM ports (The built-in encoder should be installed in the disk drive position).

3） VGA color display

4） Network card

5） 64M RAM or greater

6） 4G or greater hard disk space available

OS Requirements

1） Internet Explorer 5.0 以上。

2） Stand alone computer:

Operation system: Any 32 digital WINDOWS operation systems, such as WINDOWS 98 ,

WINDOWS2000 , WINDOWS NT, WINDOWS XP, WINDOWS ME.

Database: MSDE or SQL SERVER 7.0 Desktop must be installed

3） Local Area Network:

Server: Operation system: WINDOWS NT 4.0 Server or WINDOWS 2000 Server

Database: SQL SERVER 7.0 Standard or SQL SERVER 2000.

User terminal: WINDOWS 98 SE or WINDOWS 2000 Professional

4） The software must be run in the regional setting of American English, otherwise illegal characters

may appear. Following is the setting procedure.

a) Click **Start**/**Setting**/**Control Panel**.

b) Double click **Regional Options** in **Control Panel**, select **English (America)** in the pop-up
menu.

c) Click **OK** button to confirm.

d) Restart the computer.

Designate System Administrator

Before this software is installed, a system administrator must be designated. The default ID for the
system administrator is SYSTEM. The login code is 123. This person has the supreme system
management authority and is responsible for the installation, setting and maintenance of the system,
defining floor number, room number, maid zone, foreman zone and layer zone, defining operators
(IDs, names and authorities), card processing, such as issuing, modifying and erasing.

Install Encoder

Install IC Card Encoder

Two types of IC card encoders are available: ADEL-7SF-1 Encoder and ADEL-7SF-AP automatic Encoder.

1）ADEL-7SF-1 Encoder

  A) Installation

     a) Two data lines (A,B), The long one A links at one end to 9-pin COM port of computer, at the other end forks in two data lines (2,3). The short one B forks in two data lines (5, 6). Open the computer case, fix it into the 3.5 inches disk drive frame.

     b) Connect the line "6" of line "B" with the line "2" of the line "A", connect the line "5" of the line "B" with cable of keyboard, then connect line "4" of line "B" with the connector of keyboard in computer.

     c) Connect the encoder with line "3" of line "A", connect line "1" of line "A" with the 9-pin COM port of the computer. (Refer to Figure 1-1)

     d) Attach the computer case and tighten the screws.

  B) Indication Lights

There are three indicators on the front panel: Red Indicator and Green Indicator and T-shape red indicator.

Green Indicator: It lights when power is on.

Red Indicator: It lights when IC card is read or written. After the operation is completed, it goes out.

T-Shape Red Indicator: It lights to show that there is no card in the encoder. It goes out when a card is inserted.
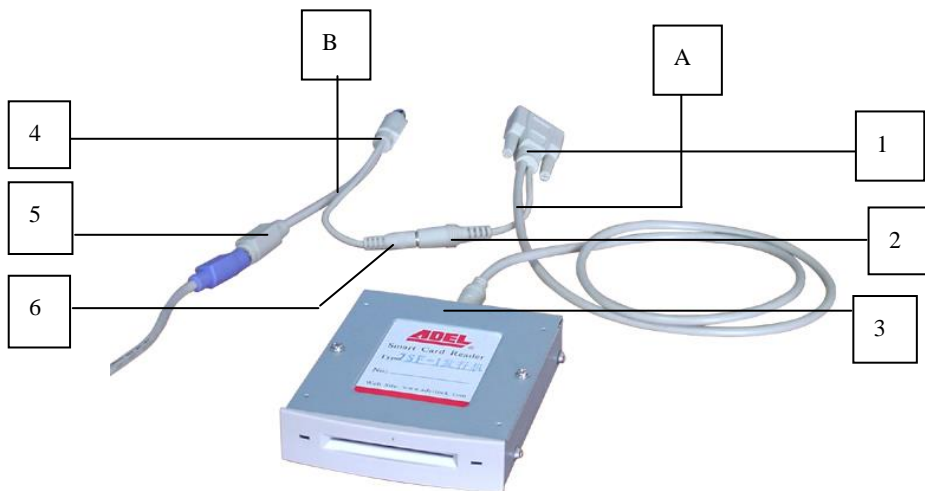
Figure1-1

2）ADEL-7SF-AP Encoder

  A) Installation

    a)   Plug the data cable of the encoder in the 9-pin COM port in the computer. (See Figure 1-2)

    b) Plug on the power supply, AC 220V.
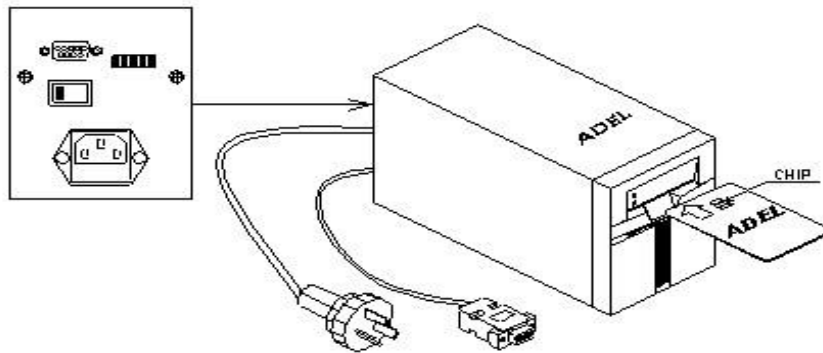
Figure 1-2

  B) Indication Lights

There are three indicators in the front panel: Green indicator, Red indicator and T red indicator.

Green Indicator: It lights when power is on..

Red Indicator: It lights when the Encoder is works.

T-shape red indicator: It lights to show that there is no card in the encoder**.** It goes out when a card is inserted.

◆ **Install TM card Encoder**

TM card Encoder should be linked to the 9-PIN COM port of the computer. External power supply is not needed. There are two encoding sockets (green). Touch the encoding socket with a TM card (iButton) to perform reading and writing operation.(Refer to Figure 1-3)
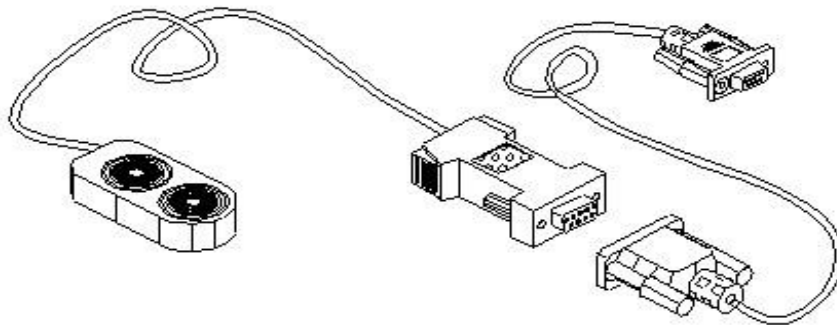
Figure1-3

◆ Install Magnetic Card Encoder

Two types of magnetic card encoder are available: ADEL-6MF-2 manual encoder and ADEL-6MF-AP automatic encoder.

1）ADEL-6MF-HP Encoder (refer to Figure 1-4)

A) Installation

a）Connect Encoder with 9-PIN COM port of the computer.

b）Plug on the power supply. (DC adapter)
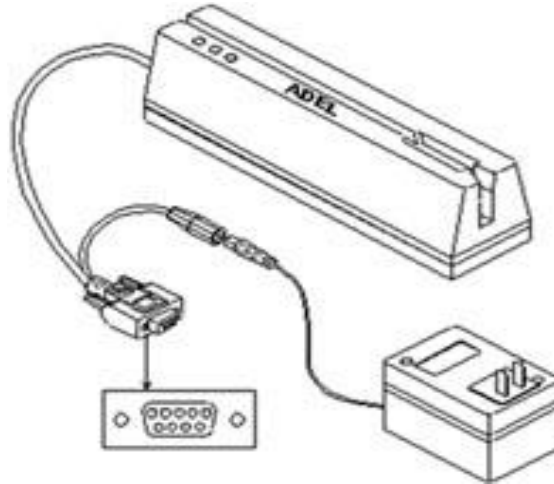
Figure1-4

Note 1: When reading or encoding a card, you must insert the card with the magnetic strip side facing the indicator and move the card along the slot following the direction sign on the encoder.

B) Indication Lights and Alarm

Green indicator: It lights to indicate that it is ready to read card.

Yellow indicator: It lights to indicate that it is ready to write card.

Note: If the yellow indicator lights and no card is swiped through the slot in 20 seconds, the indicator goes out. Then all three indicators light.

Red indicator: It lights to indicate an operation error.

Note: There is no signal exchange between the encoder and the computer if three indicators light after the card is swiped through the slot.

Alarm: A single beep indicates a successful operation. Three beeps indicate a operation failure.

B) **Set Baud Rate for Encoder**

The baud rate can be set by adjusting the Pin 1, 2, 3 switches on the bottom of the magnetic encoder. The following table explains the relation between PIN status and baud rate value.

PIN No.			Baud Rate	PIN No.			Baud Rate
1	2	3		1	2	3	
OFF	OFF	OFF	9600	OFF	OFF	ON	2400
ON	OFF	OFF	300	ON	OFF	ON	4800
OFF	ON	OFF	600	OFF	ON	ON	9600
ON	ON	OFF	1200	ON	ON	ON	19200

2）DEL-6MF-AP Encoder

ADEL-6MF-AP Encoder is used to issue magnetic card. (Refer to Figure 1-5)
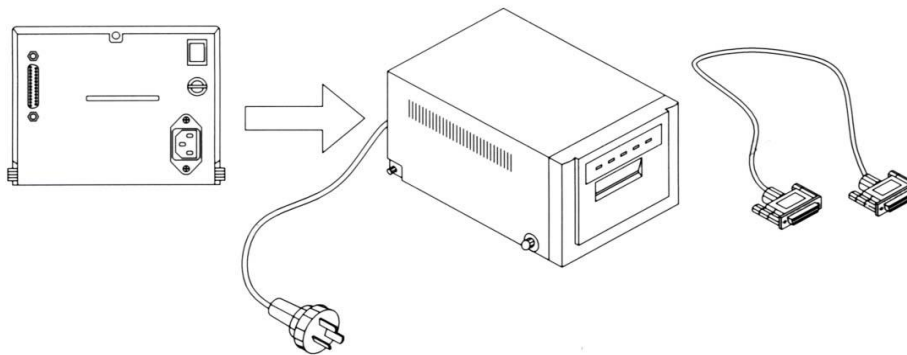
Figure 1-5

a) Installation: Link the data output port of the encoder and 25-PIN COM port in the computer.

With the cable provided. Plug on the external AC220V power supply.

b) Indication Lights

There are five indicators in the front panel.

POWER Indicator: It lights when power is on.

READ Indicator: It turns green during reading operation.

WRITE Indicator: It turns green during writing operation.

GOOD Indicator: It turns green to indicate that the card is in good condition during operation.

ERROR Indicator: It turns red if when an error occurs during operation.

◆ **Encoder Selection Switch**

The Encoder Selection Switch is used for LOCK7200.

1）Composition: a) Encoder Selection Switch, b) Connection Cables.

2）Introduction

a) **Front Panel:** There is a knob on the front panel. By turning the knob, encoder A or encoder B can be selected.

b) **Back Panel:** There are three sockets in the back panel, marking A, B and OUTPUT. A and B are used to connect TM card encoder and magnetic card encoder. INPUT-OUTPUT is used to

connected the COM port of the computer.
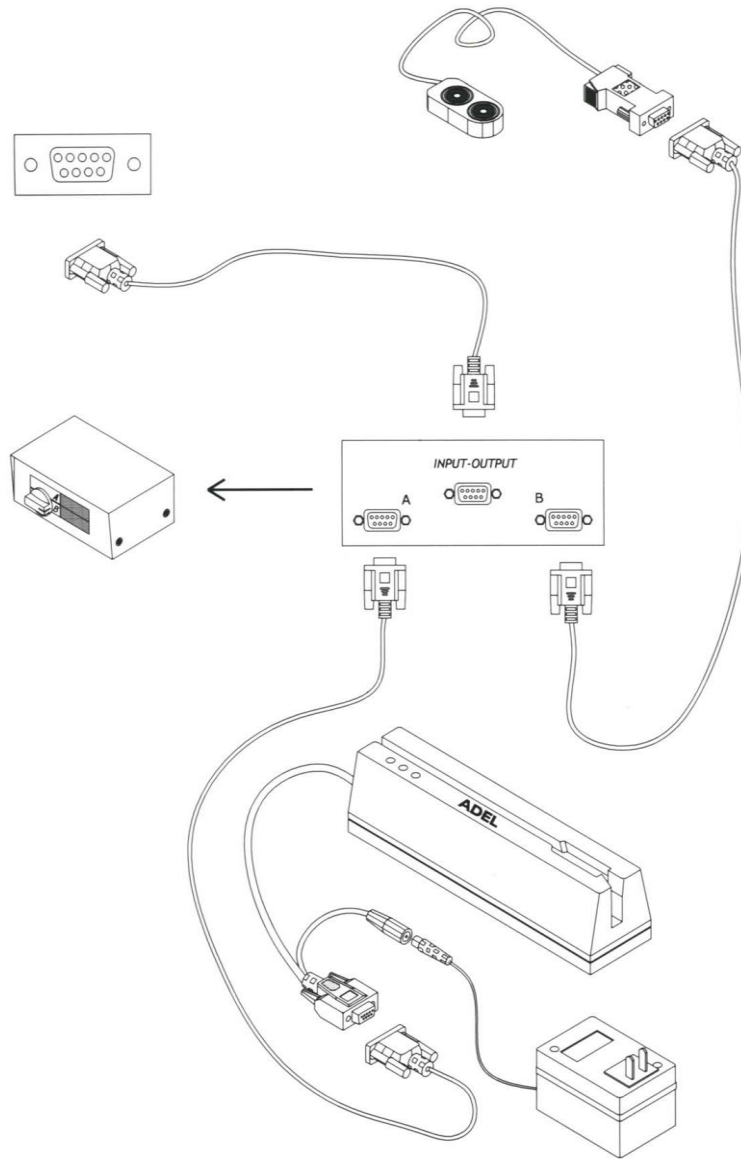
Figure 1-6

◆ **RF card Encoder**

ADEL-6RF Encoder is used to issue RF card. (Refer to Figure 1-7)
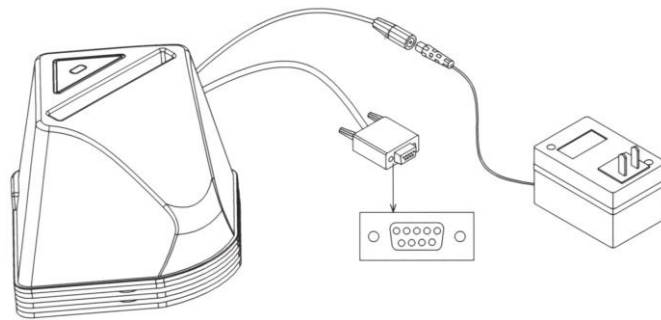
Figure1-7

Installation: Link the data output port of the encoder and 9-PIN COM port in the computer.

Plug adapter on the external AC220V power supply

● Installing Software

1. Installation Procedure

1) Insert the setup diskette into the CD-ROM. Double click **My Computer.**

2) Double click the icon of CD-ROM, move the cursor to select the file **setup.exe,** then double click it.

3) Figure 1-8 appears.
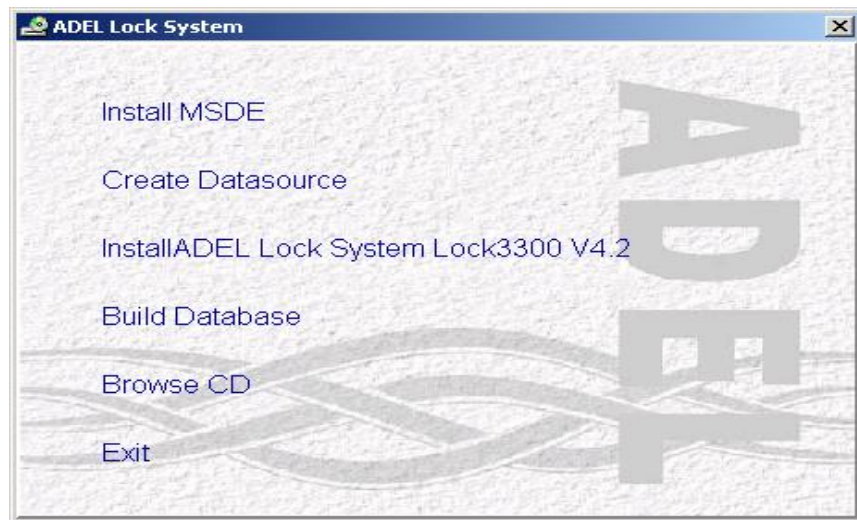
Figure 1-8

4) Click **Install MSDE,** the screen prompts the message "Installing MSDE, please wait …". After completing installation, the message prompts "Succeed in installing MSDE！"

   Note1: If Microsoft SQL Server 7.0 (or greater) or MSDE has been installed in the computer, the screen will prompt the message "You have installed MSDE!" after clicking **Install MSDE**.

   Note2: If Microsoft SQL Server 7.0 (or greater) or MSDE has not been installed in the computer, but the screen prompts the message "Fail to install MSDE!" after clicking **Install MSDE**, it means the version of MDAC is low, a higher version must be installed. Click the directory **MDAC**, double click **MDAC_typ** file to install. Then reinstall **MSDE**.

5) Run MSDE: Move cursor to select **Start – Program – MSDE – Service Manager**. A sample is given in Figure 1-9.

Figure 1-9

Select **MSSQLServer** from **Service** option list, click **Start/Contin** button, the green triangle

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becomes active, now MSDE has been activated. Click Auto-start service when OS starts by √. Then click ╳ to close Service Manager window.

Note 1: Before running the lock management software, MSDE must be run, otherwise a prompt message indicating fail to open database appears.

Note 2: After installing MSDE, do not change the computer name, otherwise MSDE has to be reinstalled.

6) Click **Create Datasource**. Figure 1-10 appears. Input **SQL Server Name**, **SQL Server User** and **Password**. If the software is only used in one computer, input this computer's name. If it is installed in a server, input the server's name. Click **OK** button to return to installing window.
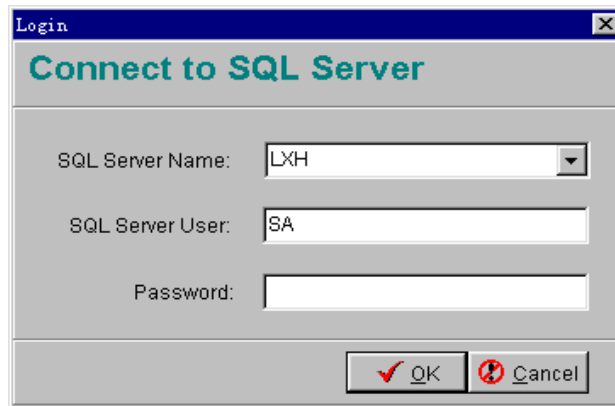
Figure 1-10

7) Click **Install ADEL Lock System Lock3200 V5.2**. Figure 1-11 appears. The files will be decompressed.
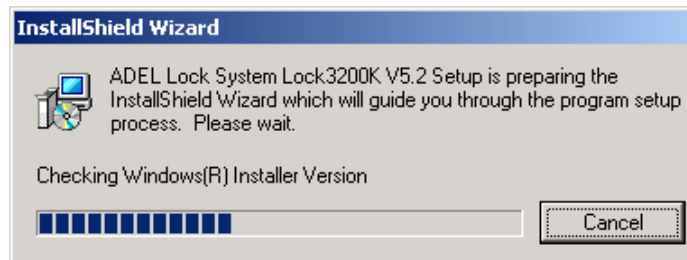
Figure 1-11

8) Figure 1-12 appears after decompressing is completed. Click **Next** to enter Figure 1-13.

Figure1-12

9) Enter **User Name** and **Organization**. The "only for me", only for current user using; The "anyone who uses this computer", for anyone using. Click **Next** button and Figure 1-14 appears. Click **Back** button to return to prior page.
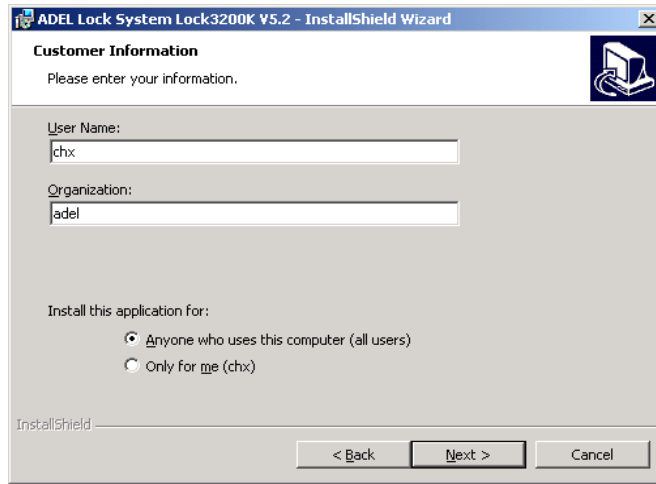
Figure 1-13
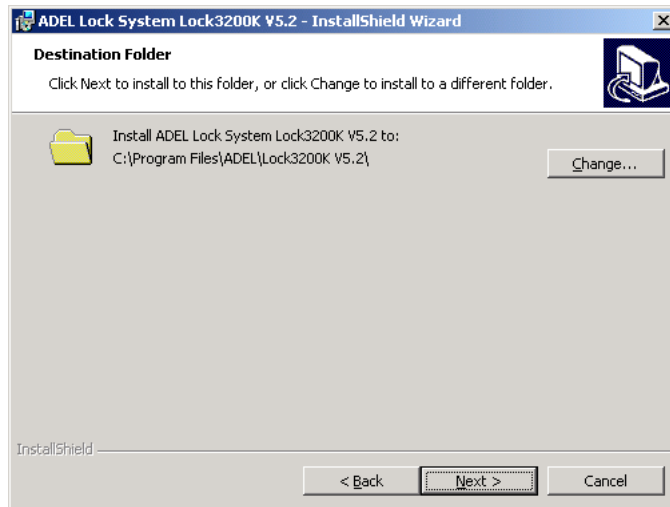
Figure1-14

10) Select **Destination Path**. The default path is **C:\Program Files\Adel\Lock3200V5.2**. If you want to modify this path, click **Change** button. Click **Next** button to enter next page shown in Figure 1-15.
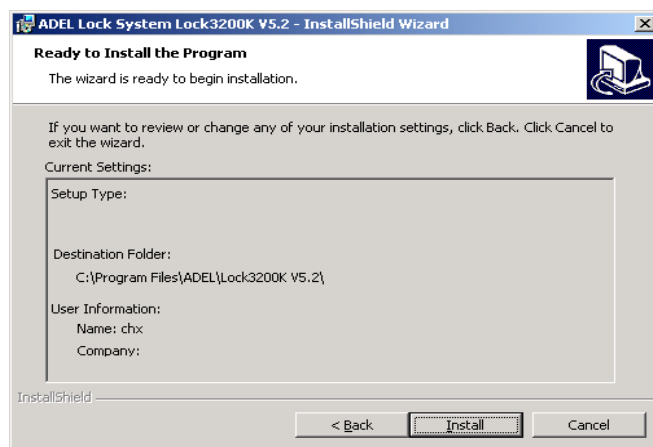
Figure 1-15

11) Enter **Program Folder**. The default name is **ADEL Lock System Lock3200 V5.2** If you want to modify it, please enter it in the text box. Click **Next** to enter next page shown in 1-16.
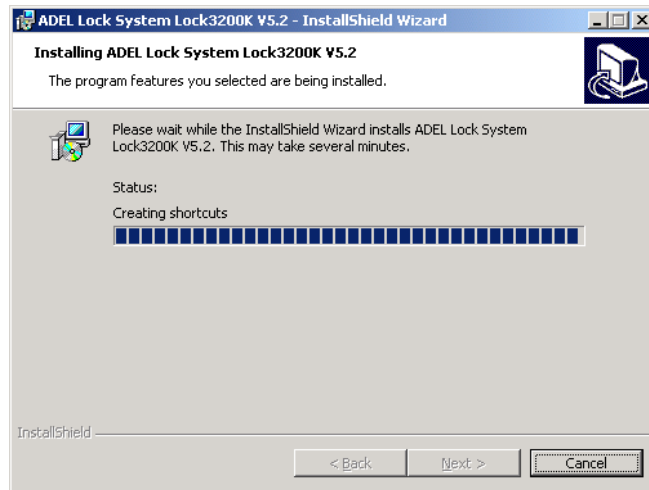
Figure 1-16

12) If the above settings are correct, click **Next** button to enter next page shown in Figure 1-17. Click **Back** button to return to prior page.
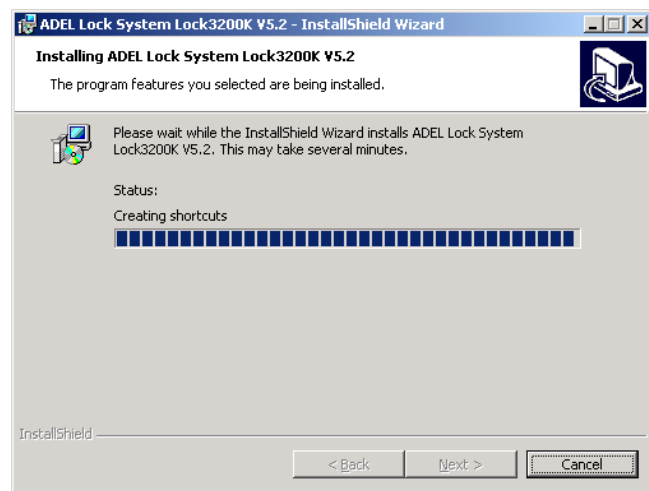
Figure 1-17

13) Setup begins to copy files to your computer. Figure 1-18 is shown after completing copying.
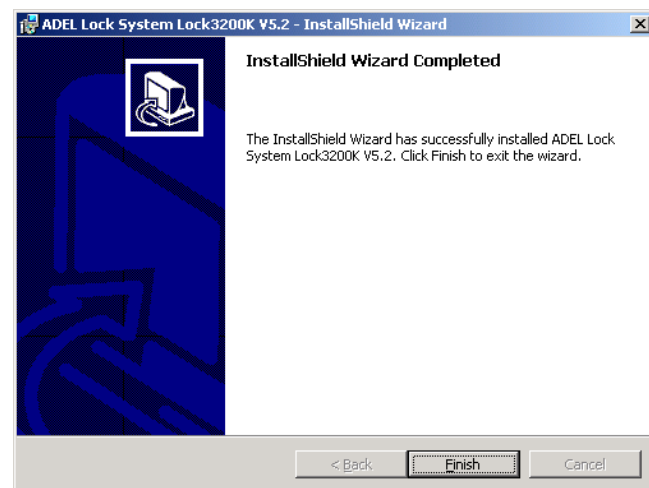
Figure 1-18

14) Click **Finish** button to complete installation.

15) Click **Build Database**. Figure 1-19 appears. Click **OK** button to confirm.
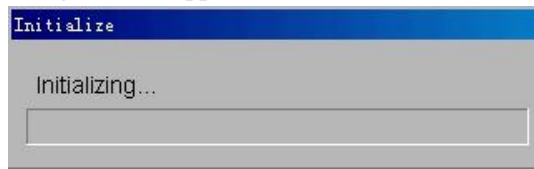
Figure 1-19

The different database file name is as below:

Software name:	Database name:
LOCK3200	LOCK3200
LOCK3200K	LOCK3200K
LOCK4200	LOCK4200
LOCK5200	LOCK5200
LOCK6200	LOCK6200
LOCK7200	LOCK7200
LOCK9200	LOCK9200

16) Setup operation has completed by now.

Note 1: When the lock management software in run on a LAN and a database has been established with one of the PC on the net, it should not be established again with another net PC.

● Run Lock Software

● Run Lock Software the first time.

1）Click **Start** － **Program** － **ADEL Lock System LOCK3200K V5.2** － **Lock Management**，
Figure 2-1 appears.

Figure 2-1

2）Click **OK** button to confirm. Figure 2-2 appears.
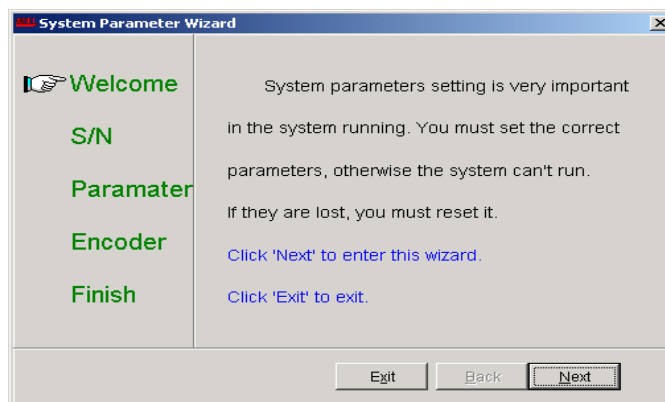
Figure 2-2

3）Click **Next** button, Figure 2-3 appears. Enter 28 digits serial number. Click **Next** button. Figure 2-4 appears.
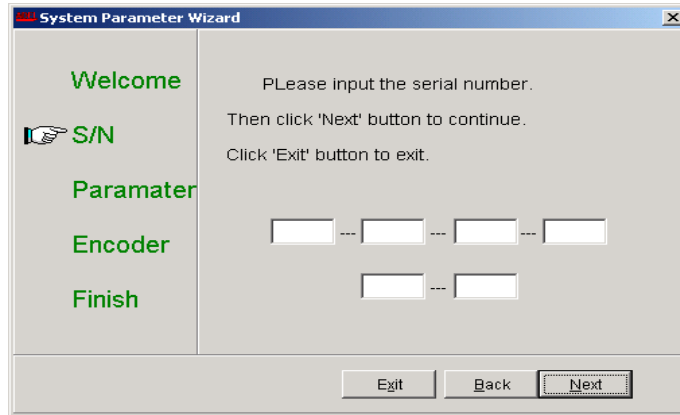
Figure 2-3

4）Enter System Parameters. A sample is given in Figure 2-4.

a) Enter **Hotel Name**.

b) Define retention days for deleted records with **Delete Erased Cards after …Day(s)**.

c) Define number of buildings according to actual need with **Total Building(s)**. The default is one.

d) Select **Layer Level Zone**. The default is 1. If it is 2 or 3, Room Management on Main Menu will add one menu – Layer Zone Setting. At the same time Layer Card will appear. This item is only suitable for LOCK3300 and LOCk4300.

e) Define Check-out Time. The default is 12:00AM.

f) Define guest card erasure method with **Guest Card Erase Method-Automatic Erasure**. If Automatic Erasure is selected, the computer system will erase the guest card automatically when the guest's check out time expires.

g) Click **Next** button. Figure 2-5 appears.
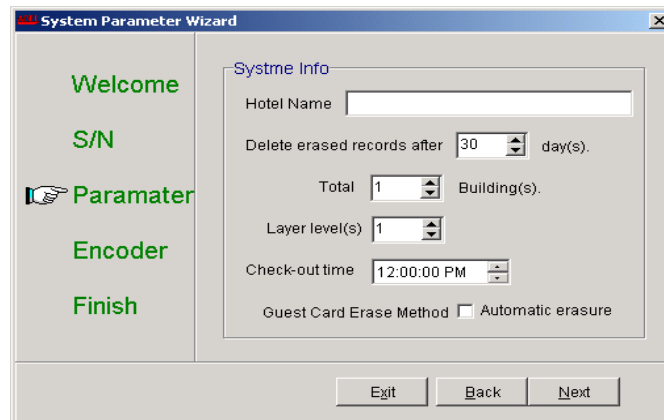
Figure 2-4

5）Input hardware parameters.

a) Select **COM Port**.

b) Select **Baud Rate** according to the customer's needs. The default is 9600 bps. It should not be modified randomly. If it is changed, magnetic encoder setting must be modified accordingly (Please refer to Encoder Baud Rate Setting in Page 4). It can be activated only in LOCK5200/7200.

c) Select **Encoder Type**, automatic encoder or manual encoder. It is suitable for LOCK3200/3200K/5200/7200.

d) Select **TM Encoder**, DS9097U or DS9097E. It is suitable for LOCK4300/7300.

e) Select **Encoder Waiting for Magcard   Second** according to customer's need. The default is 10 seconds. It can be activated only in LOCK5300/7300.

f) Select card type in **Lift Control.** Only Lock 3200 V5.2 or Lock3200K V5.2 software available.

g) After all items are set, click **Next** button. Figure 2-6 appears.
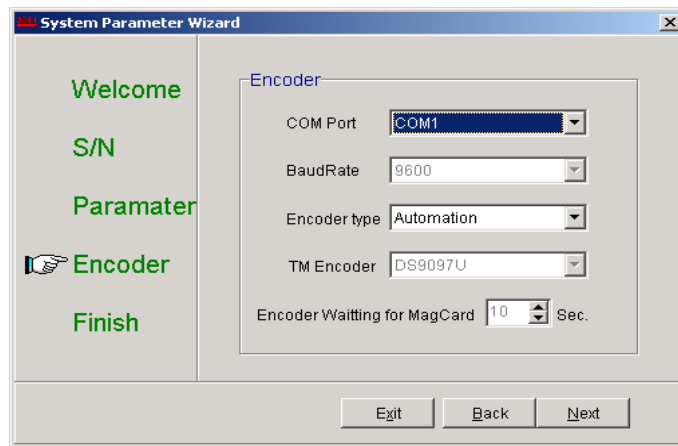
Figure 2-5

6）When the above parameters are correctly set, click **OK** to confirm.
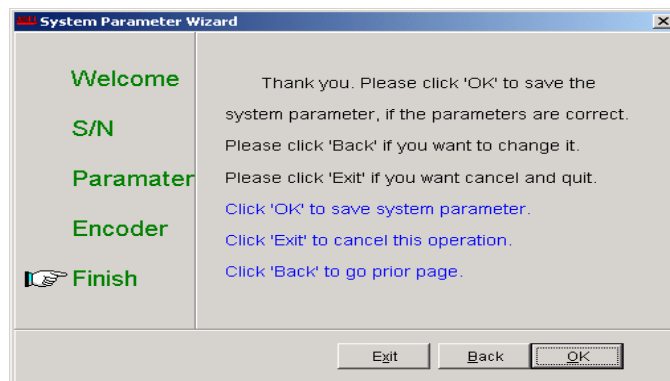
Figure 2-6

7）Click **OK** to save system parameters. Click **Exit** to cancel this operation and Click Back to go back to modify parameters. When **OK** is pressed, a dialogue box as shown in Figure 2-7 appears. Click **Yes** to save setting and click **NO** to go back.

Figure 2-7

8）A Operator Login is shown in Figure 2-8. Enter **User ID** and **Password**. Click **OK** button to enter System Menu. The default User ID is "**SYSTEM**"; The default Password is "**123".**

Figure 2-8

9）If the authority has expired, the screen will show the prompt message as shown in Figure 2-9. If **the new ID** is input immediately, click **OK** button. Figure 2-10 appears.
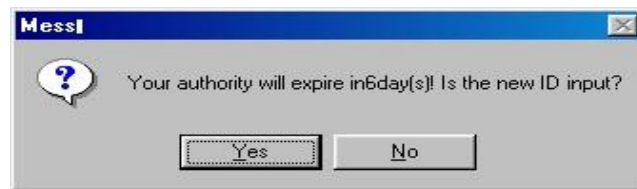
Figure 2-9

10) Enter a new **ID** in the text box. Click **OK** button to enter System Menu. Click **Exit** button to return to Windows desktop.

Figure 2-10

● **Run Lock Management Software**

1）Click **Start — Program — ADEL Lock Management System LOCK3200K V5.2 — Lock3200**，administrator login as shown in Figure 2-8 appears. Enter **User ID** and **Password**. Click **OK** button to enter System Menu. The User ID and Password for the default system administrator are as following:

User ID: **SYSTEM**

Password: **123**

Note 1: If an incorrect password is entered three times consecutively, screen display will return to Windows desktop.

Note 2: If the default system administrator forgets his password, he can click **Forget Password** button, then the screen will prompt "Please insert System Card", click **OK** button, the screen will

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display the prompt message "The Password for the default system administrator is restored to be 123." The password can be changed in **System** followed by **Change Password**.

● **Introduction to System Menu**

● **System(S)**

The system menu includes System Parameters, User Management, Import Data, Change Password, Logoff SYSTEM and Exit.

Figure 3-1

◆ **System Parameters**

This function allows the system administrator to set the system parameters. The parameters includes Hotel Name, COM Port, Encoder Type, Baud Rate, encoder action time, number of buildings, Layer level, retention time for deleted records, Check-out time and erasure method.

A sample setting is given in Figure 3-2.

1） How to enter system parameters？

    a) Go to the Main Menu, select **System(S)** followed by **Parameters Setting**.

    b) **Hotel Name** can not be changed.

    c) Define number of buildings with **Total Building**. Select according to actual need.

Define levels of layers with **Layer Level(s)**. Select according to actual need.
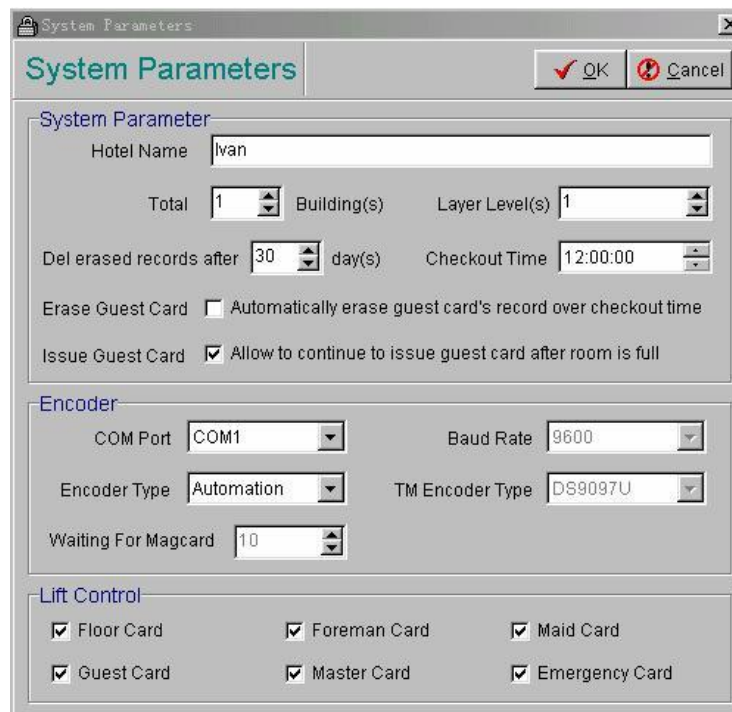
Figure 3-2

d) Define retention time of deleted records with **Delete erased records after   day(s)**. The range is from 1 to 180 days.

e) Set **Check-out Time**. The range is from 00:00 to 23:59.

f) Define erasure method of guest card with **Erase Guest Card   Automatically Erase**. When this is selected, the computer will erase the records of guest cards at expiration of the expected check out time and the guest cards becomes invalid; otherwise these records have to be erased manually.

g) Select **Issue guest card** according to hotel situation.

h) Select **COM Port**.

i) Select **Baud Rate**. Following options are provided: 300, 600, 1200, 2400, 4800, 9600 and 19200. The default setting is 9600. It can't be modified randomly. If it is modified, the Baud Rate of magnetic card encoder has to be modified accordingly. (For details, refer to Page 4 Set Encoder's Baud Rate). It is applicable to LOCK5300/7300.

j) Select **Encoder Type**. Two options are available: **Manual** and **Automatic**. It is applicable to LOCK3200/3200K/5200/7200.

k) Select **TM Encoder Type**. Two options are available: **DS9097U** and **DS9097E**. It is applicable to LOCK4200/7200.

l) Select encoder action time with **Encoder waiting for Magcard   Second(s)**. The range is from 0 to 99 seconds. "0" means that encoder is always ready to work. It is applicable to LOCK5200/7200.

m) Select card type in **Lift Control,** according to the hotel situation.

n) Click **OK** button to save setting. Click **Cancel** to cancel this operation and return to Main Menu.

Note 1: Operation n) is only applicable to IC card lock software Lock3200 or Lock3200K.

Note 2: Hotel Name which has been set at the beginning can't be modified. Other parameters can be modified at any time.

◆ **User Managemement**

This function allows system administrator to control and manage the information of other operators.

The system administrator can add, edit or delete data of any operator. Such data include User ID, Name, Password, card type and user right.

A sample User Management window is shown in Figure 3-3.
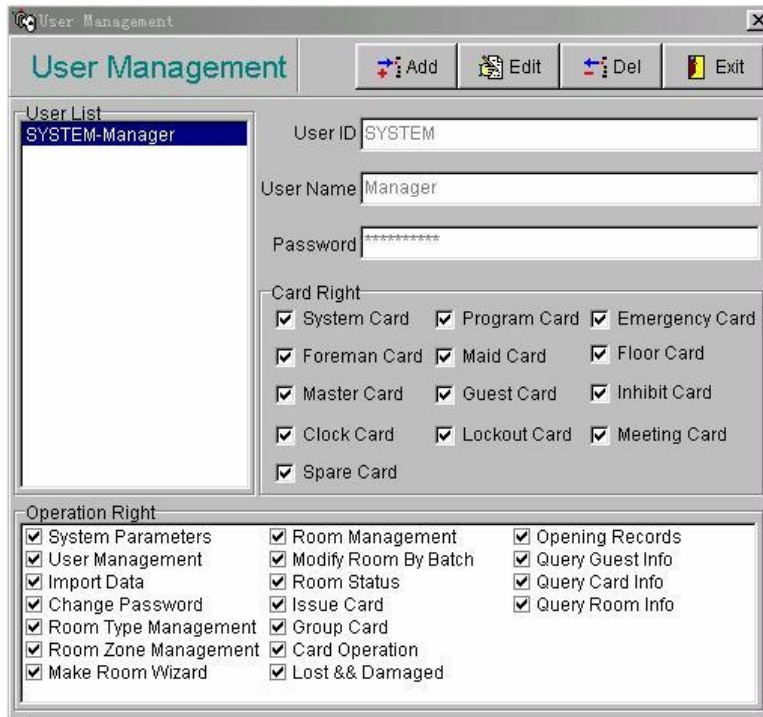
Figure 3-3

1） How to add a new operator.

    a) Go to the Main Menu, select **System** followed by **User Management**.

    b) Click **Add** button, then **Save** and **Cancel** button appear.

    c) Enter **User ID.**

    d) Enter **Name**.

    e) Enter **Password**.

    f) Select **card right** which can be operated by this operator.

    g) Select **Operation right**.

    h) Click **Save** button to confirm. After that the operator's ID and name will be displayed in Use List.

2） How to edit the setting of an operator.

    a) Go to the Main Menu, select **System** followed by **User Management**.

    b) Click **Edit** button, **Add** and **Edit** button will show as **Save** and **Cancel** button.

    c) Modify the data of this operator.

    d) Click **Save** button to confirm.

    e) Click **Exit** button to return to Main Menu.

3） How to delete an operator.

    a) Go to the Main Menu, select **System** followed by **User Management**.

    b) Select the operator to be deleted in the left **User List**.

    c) Click **Delete** button, the screen will display the prompt message "Are you sure to delete this user", click **YES** to confirm.

    d) Click **Exit** to return to Main Menu.

Note 1: The User ID of default system administrator can't be modified or deleted. But his name and password can be changed.

Note 2: User's rights can be defined according to the actual need.

Note 3: A simply method can be applied to select all user rights. Move the cursor to User Right display region, click left button, **Select All** and **Cancel All** from the pop up menu, click **Select All**..

◆ Import Data

This function is for update of software previous of V5.0 version. Click **Import Data,** the exist database data will be automatically copied to and cover the new software database. So the new software can issue card directly and lock can be used directly. (See Figure 3-4).
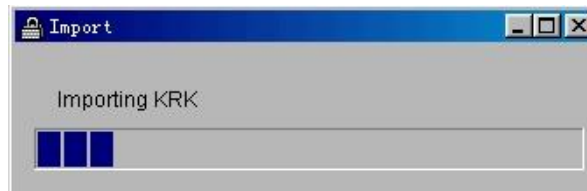
Figure 3-4

◆ Change Password

This operation allows an operator to change his login password.

The Change Password window is shown in Figure3-4.
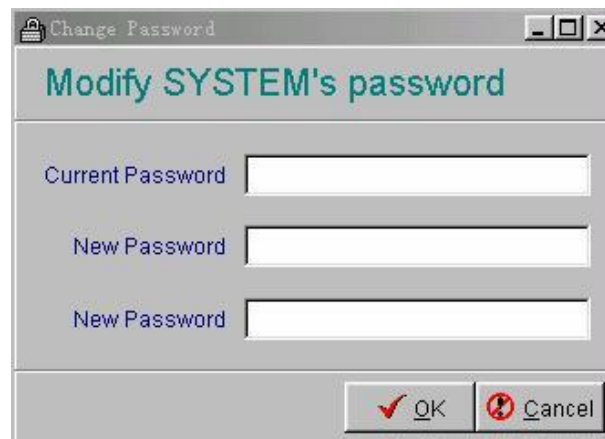
Figure 3-4

1）How to change password.

    a) Go to the Main Menu, select **System** followed by **Change Password**.

    b) Enter **Current Password** into the text box.

    c) Enter **New Password** into the text box.

    d) Enter **New Password** again into the bottom text box.

    e) Click **OK** button to save setting.

◆ Log Off

This operation allows a current user to log off and a new user to log in.

1）How to Log Off.

    a) Go to the Main Menu, select **System** followed by **Log Off.** The Login window as shown in Figure 2-8 appears.

    b) Enter the valid **User ID** and **Password**.

    c) Click **OK** button.

◆ Exit

You can press **Exit** to terminate running of the Lock Management software and return to Windows desktop.

● Room Management

Room Management includes Zone Management, Room Type Setting, Form Room by Batch, Layer Zone Setting, Room Management, Modify Room Info by Batch and View Room Status.

Figure 3-5

◆ Room Type Setting

This operation allows the system administrator to manage Room Type. The system administrator can add, edit and delete Room Type.

A sample Room Type Setting is shown in Figure 3-6.
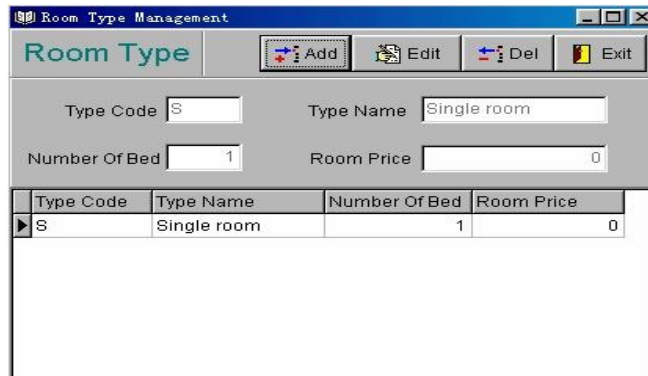
Figure 3-6

1) How to add a new Room Type.

    a) Go to the Main Menu, select **Room Management** followed by **Room Type Setting**.

    b) Click **Add** button, **Save** and **Cancel** button appear

    c) Enter **Code**, **Type** and **Number of Bed**.

    d) Enter **Room Price** .

    e) Click **Save** button to save data.

    f) Click **Exit** button to return to Main Menu.

2) How to edit a Room Type.

    a) Go to the Main Menu, select **Room Management** followed by **Room Type Setting**.

    b) Click **Add** button, **Save button** and **Cancel** button appear.

    c) Enter **Code**, **Type** and **Number of Bed**.

    d) Enter **Room Price**.

    e) Click **Save** button to save data.

    f) Click **Exit** button to return to Main Menu.

3) How to delete a Room Type.

    a) Go to the Main Menu, select **Room Management** followed by **Room Type Setting**.

    b) Select the **Room Type** to be deleted, click **Delete** button.

    c) The screen will display the prompt message "Are you sure to delete this record. ", click **YES** button to delete it.

    d) Click **Exit** to return to Main Menu.

Note 1: A Room Type record must not be deleted until it is confirmed that such room is not available.

◆ **Zone Management**

This operation allows the system administrator to manage the data of zones, including Foreman Zone, Maid Zone and Floor Zone.

The system administrator can add, edit or delete the data of zones.

1）How to maintain Foreman Zone.

Figure 3-7

A) How to add a new Foreman Zone.

    a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

    b) Select **Foreman Zone**, click **Add** button, **Save** and **Cancel** button appear.

    c) Enter **Code** and **Zone Name**. The length of **Code** must be 4 characters and the leading letter **A** can't be modified.

    d) Click **Save** button to save data.

B) How to edit a Foreman Zone.

    a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

b) Select **Foreman Zone**, click **Edit** button, **Save** and **Cancel** button appear.

c) Modify **Code** or **Zone Name** in the text box. The length of **Code** must be 4 characters and the leading letter **A** can't be modified.

d) Click **Save** button to save data.

e) Click **Exit** button to return to Main Menu.

C) How to delete a Foreman Zone.

a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

b) Select **Foreman Zone**, select the **Code** to be deleted, click **Delete** button.

c) The screen will display the prompt message "Are you sure to delete this record. ", click **YES** button to delete it.

d) Click **Exit** button to return to Main Menu.

Note: 1. 99 **Foreman Zones** are available in Lock3200, 4200, 5200, 7200 software.

2. The **Foreman cards** are no limitation in each **Foreman Zone.**

3. 64 **Foreman Zones** are available in Lock9200 software.

2）How to set Maid Zone.
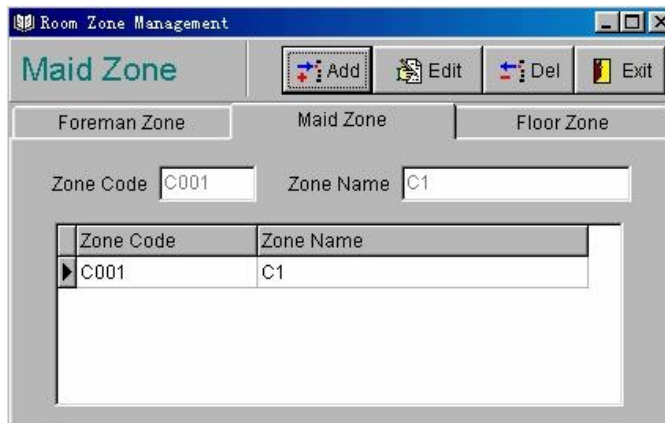
Figure 3-8

A) How to add a Maid Zone.

a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

b) Select **Maid Zone**, click **Add** button, **Save** and **Cancel** button appear.

c) Enter **Code** and **Zone Name** into the text box. The length of **Code** must be 4 characters and the leading letter **C** can't be modified.

d) Click **Save** to save data.

e) Click **Exit** to return to Main Menu.

B) How to edit a Maid Zone.

a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

b) Select **Maid Zone**, click **Edit** button, **Save** and **Cancel** button appear.

c) Modify **Code** or **Zone Name** in the text box. The length of **Code** must be 4 characters and the leading letter **C** can't be modified.

d) Click **Save** to save data.

e) Click **Exit** to return to Main Menu.

C) How to delete a Maid Zone.

    a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

    b) Select **Maid Zone**, select the **Code** to be deleted, click **Delete** button.

    c) The screen will display the prompt message "Are you sure to delete this record. ", click **YES** button to delete it.

    d) Click **Exit** button to return to Main Menu

Note: 1. 99 **Maid Zones** are available in Lock3200, 4200, 5200, 7200 software.

      2. The **Maid cards** are no limitation in each **Foreman Zone.**

      3. 64 **Maid Zones** are available in Lock9200 software.
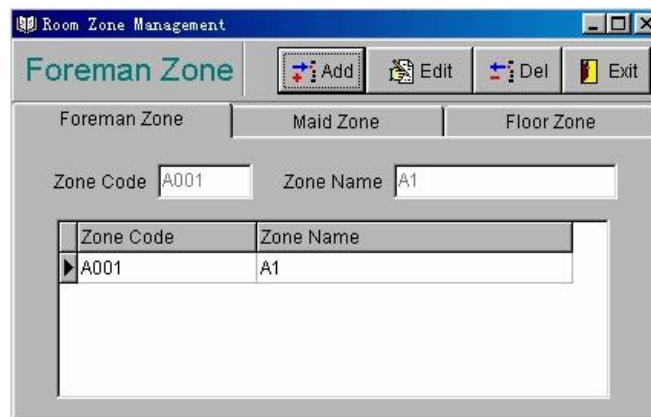
3）How to set Floor Zone.
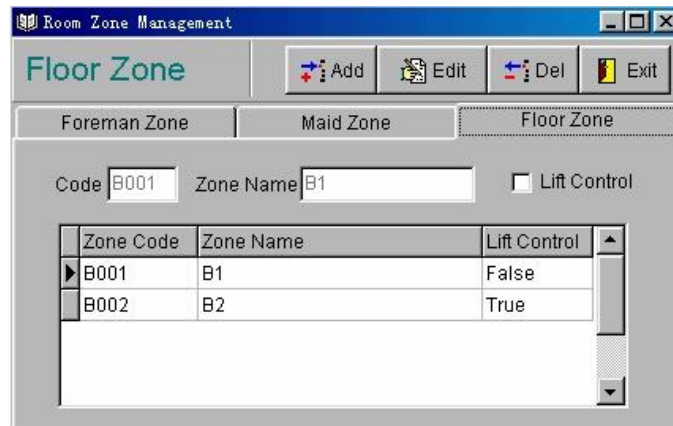
Figure 3-9

A) How to add a new Floor Zone.

    a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

    b) Select **Floor Zone**, click **Add** button, **Add** and **Edit** button become as **Save** and **Cancel** button.

    c) Enter **Code** and **Zone Name** into the text box. The length of **Code** must be 4 characters and the leading letter **B** can't be modified.

    d) Select **Lift Control**, lift control in below list shows "True", only the **Guest cards** under this floor can enter this floor by elevator.

    e) Click **Save** to save data.

    f) Click **Exit** to return to Main Menu.

B) How to edit a Floor Zone.

    a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

    b) Select **Floor Zone**, click **Edit** button, **Save** and **Cancel** button appear.

    c) Modify **Code** or **Zone Name** in the text box. The length of **Code** must be 4 characters and the leading letter **B** can't be modified.

    d) Modify **Lift Control**.

e) Click **Save** to save data.

f) Click **Exit** to return to Main Menu.

C) How to delete a Floor Zone.

a) Go to the Main Menu, select **Room Management** followed by **Zone Management**.

b) Select **Floor Zone**, select the **Code** to be deleted, click **Delete** button.

c) The screen will display the prompt message "Are you sure to delete this record. ", click **YES** button to delete it.

d) Click **Exit** button to return to Main Menu.

Note 1: Before a valid foreman zone is deleted, the following conditions must be satisfied.

1) No corresponding foreman card has been issued.

2) There is no guest room in the foreman zone.

Note 2: Before a valid maid zone is deleted, the following conditions must be satisfied.

1) No corresponding maid card has been issued.

2) There is no guest room in the maid zone.

Note 3: Before a valid floor zone is deleted, the following conditions must be satisfied.

1) No corresponding floor card has been issued.

2) There is no guest room on the floor.

◆ Form Room by Batch

This function allows System administrator to generate and assign room numbers by batch to rooms which have the same Building Number, Room Type, Floor Zone, Foreman Zone and Maid Zone.

1）How to form Rooms number by batch.

a) Go to the Main Menu, select **Room Management** followed by **Form Room by Batch**.

b) Enter Form Room Wizard window as shown in Figure 3-10.

Figure 3-10

c) Click **Next** button, Figure 3-11 appears. Select **Building No.**, **Floor Zone**, **Foreman Zone** and **Maid Zone**.

Figure 3-11

d) If you want to change parameters which have been set, click **Back** button. If you want to continue, click **Next** button. Figure 3-12 appears. Select **Room Type**, enter starting room number and ending room number. Select length of Room Number. Its length should be 4 to 6 digits.

Figure 3-12

e) Click **Next** button, Figure 3-13 appears.

Figure 3-13

f) Click **OK** button, the screen will display the message "10 rooms have been formed successfully!". Click **OK** button and display the prompt message "Are you sure to continue to form room.", click **Yes** button, repeat step a) to e).

◆ Layer Zone Setting

This function will be active only when the 2 or 3 Layer Level is selected during the System Parameter setting operation. It is applicable to LOCK3200, Lock3200K and LOCK4200 (IC card and Magnetic card Lock).

This function allows the system administrator to manage room's layer level.

A sample Layer Zone Setting is shown in Figure3-14
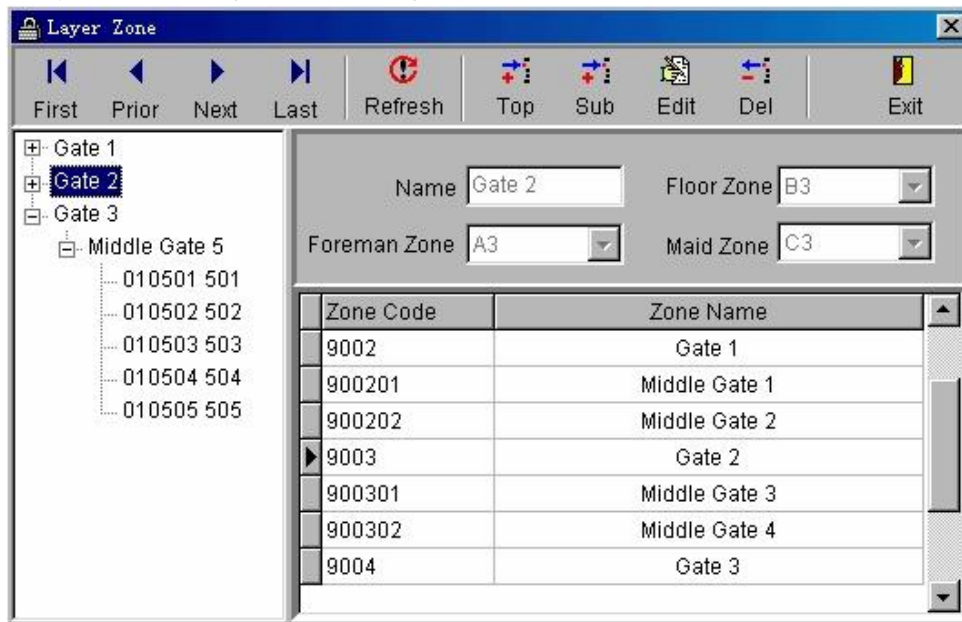
Figure 3-14

1) How to add a new Layer Zone.

    a) Go to the Main Menu, select **Room Management** followed by **Layer Zone Setting**.

    b) Click **Top-level** button, **Save** button and **Cancel** button appear.

    c) Enter **Level Name** into the text box.

    d) Select **Floor Zone**, **Foreman Zone** and **Maid Zone**.

    e) Click **Save** button to save data.

    f) Select the **Level Zone** of Top-level. Then click **Sub-level** button. **Save** button and **Cancel** button.

    g) Enter **Level Zone** into the text box.

    h) Select **Foreman Zone**, **Floor Zone** and **Maid Zone**.

    i) Click **Save** button to save data.

Select **Level Zone** of Sub-level. Click **Sub-level** button, Figure 3-15 appears.
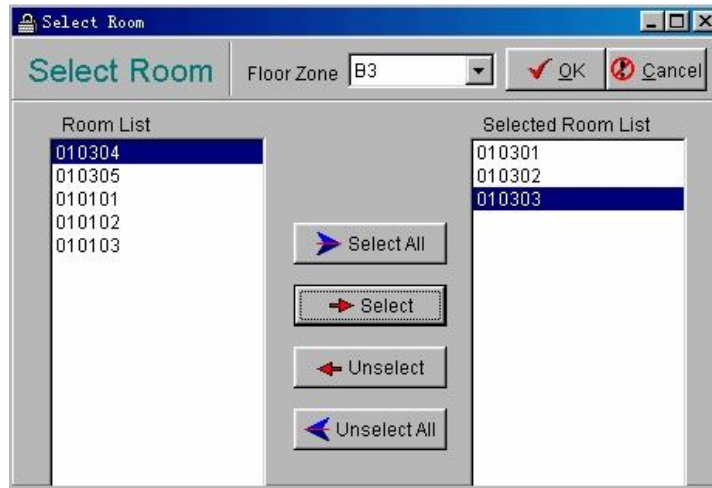
Figure 3-15

j) Select all the rooms belonging to this level and click **OK** button.

k) Click **Exit** button to return to Main Menu.

Note 1: If the layer level setting is 2,

step f) – i) will be skipped.

2: The door lock in each level

permit 31 Guest cards

maximum.

2）How to edit a Layer Zone.

a) Go to the Main Menu, select **Room Management** followed by **Layer Zone Setting**.

b) Select **Layer Zone** to be modified, click **Edit** button, **Edit** and **Delete** button become as **Save** and **Cancel** button.Click **Save** button to confirm. Click **Exit** button to return to Main Menu.

3）How to delete a Layer Zone.

a) Go to the Main Menu, select **Room Management** followed by **Layer Zone Setting**.

b) Select the content to be deleted, click **Delete** button, the screen will display the prompt message "Are you sure to delete this record.", click **YES** to confirm.

c) Click **Exit** button to return to Main Menu.

Note 1: The deleting operation should begin from the lowest level. For example, if you want to delete a top-level, its sub-level must be deleted at first.

◆ **Room Management**

This operation allows the system administrator to manage room information. System administrator can add, edit and delete room information. A sample Room Management window is shown in Figure 3-16.
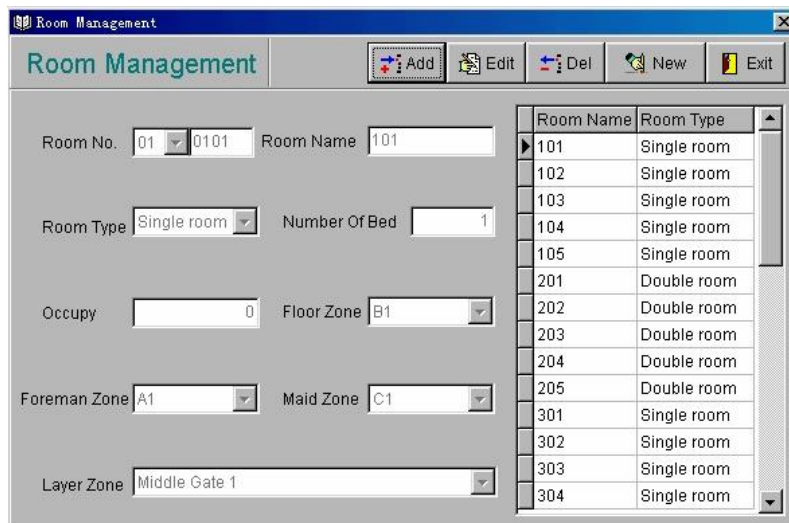
Figure 3-16

1）How to add a Room Number.

    a)   Go to the Main Menu, select **Room Management** followed by **Room Management**.

    b)   Click **Add** button, **Add** and **Edit** button become as **Save** and **Cancel** button.

    c)   Enter **Room No.**, **Room Name,** select **Room Type** and **Floor Zone**, **Foreman Zone** and **Maid Zone**.

    d)   Click **Save** button to save data.

    e)   Click **Exit** button to return to Main Menu.

2)   How to edit a Room Number.

    a) Go to the Main Menu, select **Room Management** followed by **Room Management**.

    b) Click **Add** button, **Save** button and **Cancel** button appear.

    c) Modify **Room No.**, **Room Name,** select **Room Type** and **Floor Zone**, **Foreman Zone** and **Maid Zone**.

    d)   Click **Save** button to save data.

    e)   Click **Exit** button to return to Main Menu.

3)   How to delete a Room Number.

    a) Go to the Main Menu, select **Room Management** followed by **Room Management**.

    b) Select the **Room No.** to be deleted, click **Delete** button.

    c) The screen will display the prompt message "Are you sure to delete this record.", click **YES** button to confirm.

    c)   Click **Exit** button to return to Main Menu.

4)   How to set a room lock as new lock.

    a)   Go to the Main Menu, select **Room** followed by **Room Management.**

    b)   Select the **Room name**, click **New** button.

    c)   The screen as follows: click **YES** button to confirm, click **No** to cancel operation

Figure 3-17

d) Click **Exit** button to return to **Room Management** Menu.

e) This operation should be done in the case of changing PCB or lock.

Note 1: A existing room number can not be deleted when a valid guest for that room is still in use.

Note 2: After this operation, Set the lock with program card is needed.

◆ **Modify Room Info by Batch**

This function allows System administrator to modify room information by batch. Guest rooms which have the same Floor Zone, Foreman Zone and Maid Zone settings can be modified with this operation.

A sample is shown in Figure 3-18.
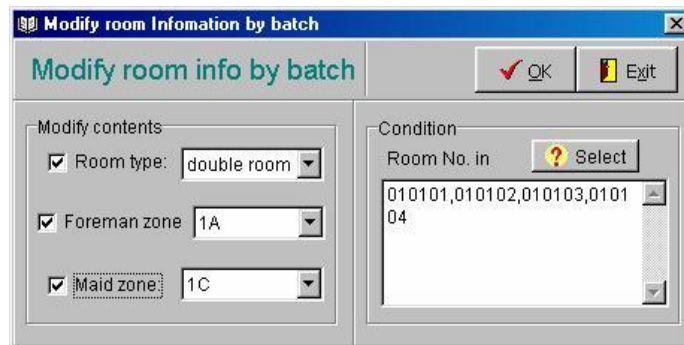
Figure 3-18

1）How to modify room information by batch.

a) Go to the Main Menu, select **Room Management** followed by **Modify Room Info by Batch**.

b) Select the contents to be modified, including Room Type, Foreman Zone and Maid Zone.

c) In **Condition** item, click **Select** button to select room to be modified by room number. Room Status window as shown in Figure 3-19 appears.

d) Click **OK** button, the rooms' numbers appear in the condition item.

e) Click **OK** button, the screen will display the prompt message "Operation successful!".

f) Click **Exit** button to return to Main Menu.

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◆ View Room Status

This function allows an operator to view all the rooms' status. The status includes Empty, Occupied, Today and Tomorrow.

A sample Room Status is shown in Figure 3-19.

0101	0102	0103	0104	0105	0201	0202	0203	0204	0205
0301	0302	0303	0304	0305	0401	0402	0403	0405	0501
0502	0503	0504	0505						

Legend: ☐ Vacancy ■ Occupy ■ Today Checkout ■ Tomorrow Checkout [🖳] Setting [🚪] Exit

Figure 3-19

1）How to view room status.

    a) Go to the Main Menu, select **Room** followed by **Room Status**.

    b) Enter the View Room Status window, you can select the background color and form's size.

    c) If the software is network version, click **Refresh** button to view the latest room status.

    d) Click **Exit** button to return to Main Menu.

2) How to issue guest card according to room status window.

    a) Go to the Main Menu, select **Room** followed by **Room Status**.

    b) In the View Room Status window, select room icon,

    c) Right click mouse, window appears as follow:

    d) Select **Issue guest card,** issue card screen appears as Figure 3-20.

    e) Pls refer to the "issue card " operation.

    f) Click **Exit** button to return to Main Menu.
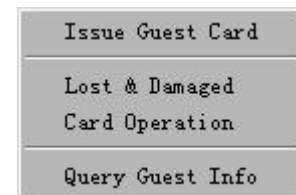
Figure 3-20

3) How to erase the records of damaged or lost card in room status window.

    a) Go to the Main Menu, select **Room** followed by **Room Status**.

    b) In the View Room Status window, select room icon,

    c) Right click mouse, window appears as follow:

    d) Select **Lost & damaged,** erase lost & damaged card screen appears as Figure 3-21.

    e) Pls refer to the "issue card " operation.

    f) Click **Exit** button to return to Main Menu.

Figure 3-21

4) How to do "card operation" in room status window.

    a) Go to the Main Menu, select **Room** followed by **Room Status**.

    b) In the View Room Status window, select room icon,

    c) Right click mouse, window appears as follow:

    d) Select **card operaton ,** card operation screen appears as Figure 3-22.

    e) Pls refer to the "card operation".

    f) Click **Exit** button to return to Main Menu.

Figure 3-22

5) How to query guest information in room status window.

    a) Go to the Main Menu, select **Room** followed by **Room Status**.

b) In the View Room Status window, select room icon,

c) Right click mouse, window appears as follow:

d) Select **query guest info,** screen appears as Figure 3-23

e) Pls refer to the "query inform".

f) Click **Exit** button to return to Main Menu.

| Issue Guest Card |
| Lost & Damaged Card Operation |
| Query Guest Info |

Figure 3-23

● Card Management

| Issue Card |
| Issue Group Card |
| Card Operation |
| Lost and Damaged |
| Check-out |

Card menu includes Issue Card, Issue Group Card, Card Operation, Lost and Damaged.

Figure 3-25

◆ Issue Card

This function allows an operator to issue cards within his authority.

1）How to issue System Card.

System Card is not designed to perform unlocking function. It is used to initialize the locks together with a mechanical key or set Program Card.

a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

b) Figure 3-26 appears.

Figure 3-26

c) Enter **Holder**, **ID No.**, and **Remark**.

d) If the check box is selected by √ , System Card has clear function; otherwise it has no clear

function.

e) Insert a card into the Encoder, click **OK** button. The screen will display the confirming message "Operation successful!".

f) Click **Exit** button to return to Main Menu.

Note 1: Only one valid System Card can be issued with the Lock Management Software. After the system card is issued, it is no longer displayed in the Card Type list.

2）How to issue Program Card.

Program Card is not designed to perform unlocking function. It is used to set Foreman Zone, Floor Zone, Maid Zone and Room Number with door lock system.

a) Go to the Main Menu, select **Card Managemen**t followed by **Issue Card.**

b) Figure 3-27 appears.

c) Enter **Holder**, **ID No.**, and **Remark**.

Insert a card into the Encoder, click **OK** button. The screen will display the confirming message "Operation successful!".

Figure 3-27

d) Click **Exit** button to return to Main Menu.

Note 1: Only one valid Program Card can be issued with the Lock Management Software. After the Program Card is issued, it is no longer displayed in the Card Type list.

3）How to issue Master Card.

Master Card is also called omnipotent key card. It can unlock any door in the hotel at any time, even when the deadbolt is thrown or it is blocked with a Lockout Card.

a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

b) Figure 3-28 appears.

c) Select Master Card in **Card Type.** Enter **Holder**, **ID No.**, and **Remark**.

Figure 3-28

    d) Insert a card into the Encoder, click **OK** button. The screen will display the confirming message "Operation successful!".

    e) Click **Exit** button to return to Main Menu.

4）How to issue Layer Card.

Layer Card can not be used to unlock doors. Its function is to set layer zone together with the door locks. Layer zone must be set before Floor Zone.

    a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

    b) Figure 3-29 appears.

    c) Select Layer Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**, select **Layer Level**.

    d) Insert a card into the Encoder, click **OK** button, The screen will display the confirming message "Operation successful!". Click **Exit** button to return to Main Menu.

Note 1: Layer Card is applicable to LOCK3200 and LOCK4200 when Layer Level 2 or 3 has been set during system parameter setting operation.
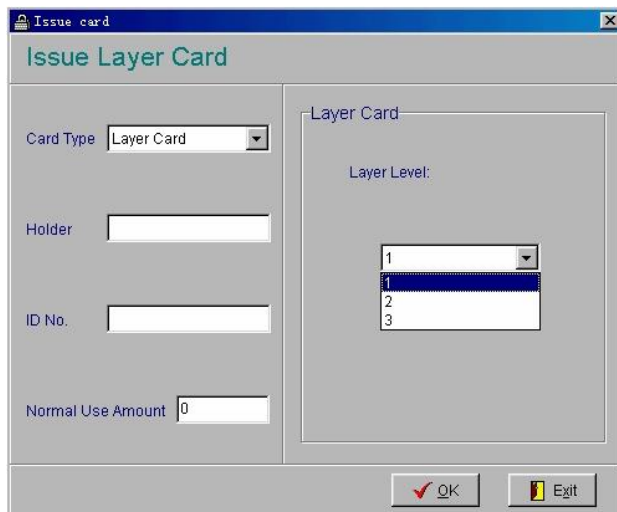
Figure 3-29

5）How to issue Emergency Card.

Emergency Card is used to unlock any door whenever there is an emergency. After unlocking the door, the lock buzzer will sound alarm and the red light flashes continuously until the batteries are used up or any card is inserted into the lock.

    a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

    b) Figure 3-30 appears.

    c) Select Emergency Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

    d) Insert a card into the Encoder, click **OK** button. The screen will display the confirming message "Operation successful!". Click **Exit** to return to Main Menu.

Figure 3-30

6） How to issue Inhibit Card.

    Inhibit Card can't unlock any door. It is used to disable a guest card or all guest cards to a door lock by clearing the guest card records stored in the lock memory. It must work together with a Floor Card.

    a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

    b) Figure 3-31 appears.
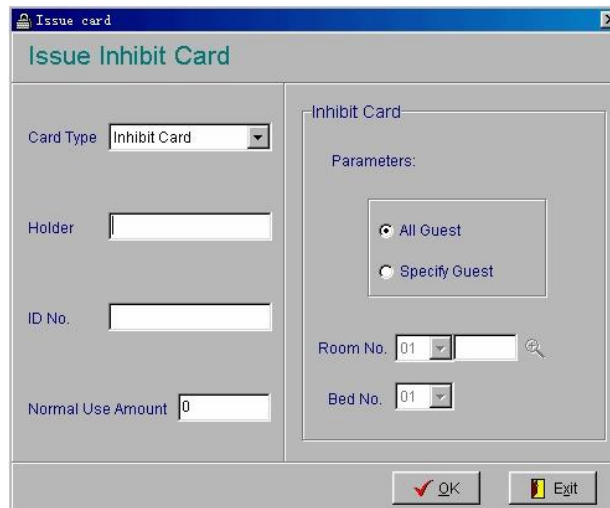
Figure 3-31

    c) Select Inhibit Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

    d) Select Inhibit parameters: **All Guests** and **Specify Guest**. All Guests means all the guests cards to the same lock will be disabled after Inhibit Card is used. Specify Guest means the

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specified guest card will be invalid after Inhibit Card is used, but other guests' cards will be still valid. Bed No. can be chosen from 1 to 31.

e)   Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message "Operation successful!".

f)   Click **Exit** button to return to Main Menu.

7）How to issue Clock Card.

Clock Card: It is used to set or calibrate time in the lock.

a)   Go to the Main Menu, select **Card Management** followed by **Issue Card**

b)   Figure 3-32 appears.

Figure 3-32

c)   Select Clock Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

d)   Select **Date** and **Time** in the Setting.

e)   Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message "Operation successful!". Click **Exit** button to return to Main Menu.

8）How to issue Foreman Card.

Foreman Card can unlock all doors in the Foreman Zone at any time. It can not unlock the door when the deadbolt works or Lockout Card has been applied for this lock.

a)   Go to the Main Menu, select **Card Management** followed by **Issue Card**.

b)   Figure 3-33 appears.

Figure 3-33

c) Select Foreman Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

d) Select **Foreman Zone** in the Setting.

e) Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message "Operation successful!".

f) Click **Exit** button to return to Main Menu.

9） How to issue Floor Card.

Floor Card can unlock any door in the Floor Zone at any time. It can not unlock the door when the deadbolt works or Lockout Card has been applied for the lock.

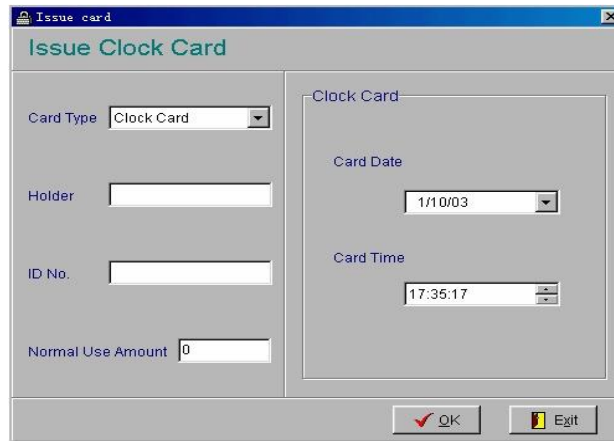a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

b) Figure 3-34 appears.

c) Select Floor Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

d) Select **Floor Zone** in the Setting.

e) Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message "Operation successful!".

f) Click **Exit** button to return to Main Menu.

Figure 3-34

10） How to issue Lockout Card.

Lockout Card can not unlock any door. It must be used together with the correct Floor Card. After it is used, the door can be unlocked only by Master Card, Emergency Card and Mechanical Key. The lockout state can be terminated by repeating the operation.

a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

b) Figure 3-35 appears.

c) Select Lockout Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

d) Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message "Operation successful!".

Figure 3-35

    e)   Click **Exit** button

       to return to Main Menu.

11）How to issue Meeting Card.

    Meeting Card must work together with the correct Floor Card. After it is used, the lock enters normal-open, the green indicator flashes every 3 seconds. This state can be terminated by inserting a card of any kind.

    a)   Go to the Main Menu, select **Card Management** followed by **Issue Card**.

    b)   Figure 3-36 appears.

    c)   Select Meeting Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

    d)   Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message "Operation successful!".

    e)   Click **Exit** button to return to Main Menu.

Figure 3-36

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12） How to issue Maid Card.

Maid Card can unlock door in the Maid Zone during the specified period of time. It can not unlock the door when the deadbolt works or Lockout Card has been applied.

    a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

    b) Figure 3-37 appears.

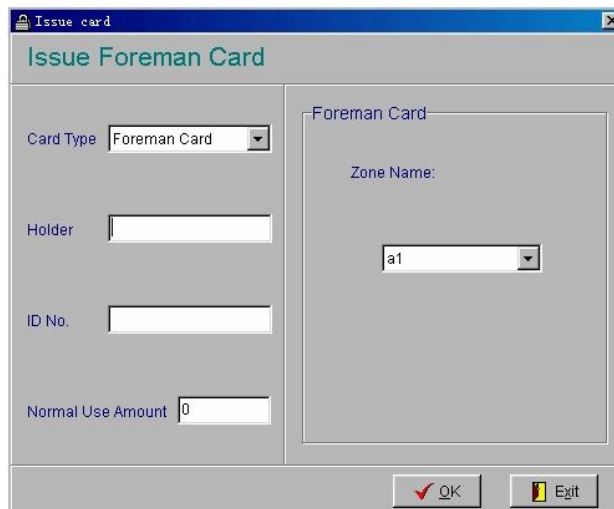   c) Select Maid Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

    d) Select **Maid Zone**.

    e) Select **Start Date** and **Time**.

    f) Select **End Date** and **Time**.

    g) Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message "Operation successful!".

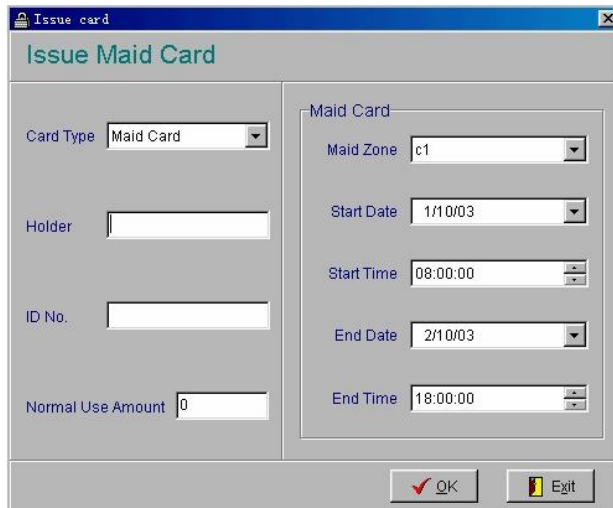   h) Click **Exit** button to return to Main Menu.
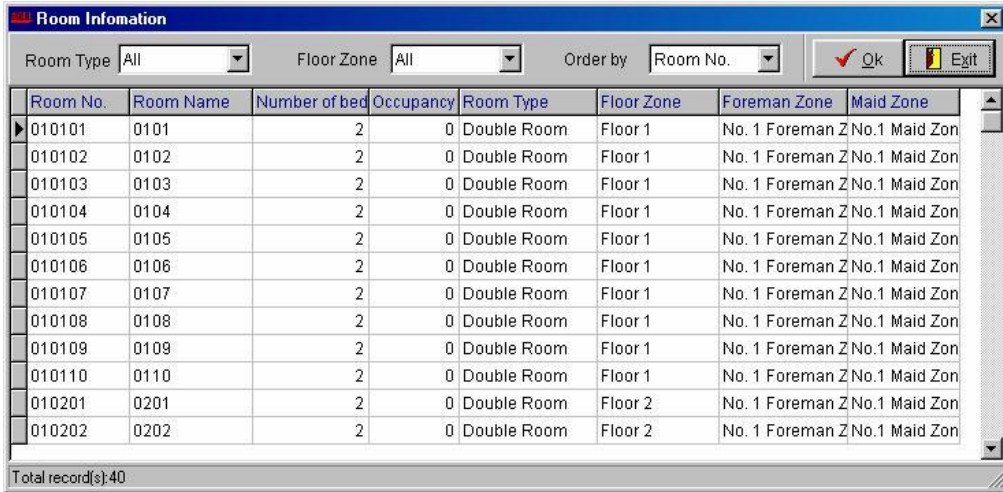
Figure 3-37

13） How to issue Guest Card.

Guest Card can unlock a specified door during the specified period of time. It can not function when the deadbolt works or Lockout Card has been applied.

    a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.

    b) Figure 3-38 appears.

Figure 3-38

c) Select Guest Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

d) Select the Room No. by clicking to browse or enter the number directly in text box. The Room Selection window is shown in Figure 3-39.

Room No.	Room Name	Number of bed	Occupancy	Room Type	Floor Zone	Foreman Zone	Maid Zone
▶ 010101	0101	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010102	0102	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010103	0103	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010104	0104	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010105	0105	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010106	0106	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010107	0107	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010108	0108	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010109	0109	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010110	0110	2	0	Double Room	Floor 1	No. 1 Foreman Z	No.1 Maid Zon
010201	0201	2	0	Double Room	Floor 2	No. 1 Foreman Z	No.1 Maid Zon
010202	0202	2	0	Double Room	Floor 2	No. 1 Foreman Z	No.1 Maid Zon

Total record(s):40

Figure 3-39

e) Select **Check-in Date** and **Time**.

f) Select **Day(s)** or **Excepted Dep. Date** and **Time**.

g) Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message in Figure 3-40. Click **OK** button to return to Issue Card window.

h) Click **Exit** button to return to Main Menu.

Note 1: For Lock9200 software, the longest check in date is 31days, (other software no this limitation). For Lock9200, the shortest check in date is 1day, for other software, the 0 day can be set, this mean the guest can check in less than one day (2 hours).

Note 2: For Lock9200 software, the largest number of guest card for one room is 15, For other software the largest number is 31 (include spare cards).

Figure 3-40

14） How to issue Spare Card.

Spare Card is a spare guest card issued before hand, which has no time limitation. When a power failure or computer system failure occur and the guest card can't be issued, Spare Cards can be given to guests to perform the unlocking function.

a) Go to the Main Menu, select **Card Management** followed by **Issue Card**.
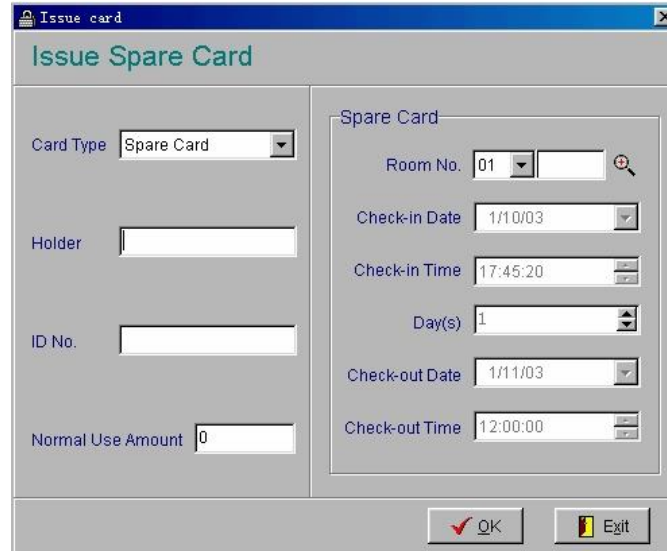
b) Figure 3-41 appears.

Figure 3-41

c) Select Spare Card in **Card Type**. Enter **Holder**, **ID No.** and **Remark**.

d) Select the Room No. by clicking 🔍 button or enter it in the text box. The screen of Room Selection is shown.

e) Insert a card into the Encoder. Click **OK** button. The screen will display the confirming message in Figure 3-42 Click **OK** button to return to Issue Card.

Figure 3-42

f) Click **Exit** button to return to Main Menu.

Note 1: Spare Card is only applicable to LOCK 3300 and LOCK4300.

Note 2: When a valid card is inserted in the encoder, the computer screen will display the prompt message "This is a valid card! Are you sure to erase it immediately and issue it", you can click YES to continue the issuing operation.

Note 3: Query Card is a special card which does not need to be issued.

◈ Issue Group Card

This function allows an operator to issue a batch of guest cards quickly.

A sample setting is shown in Figure 3-43.
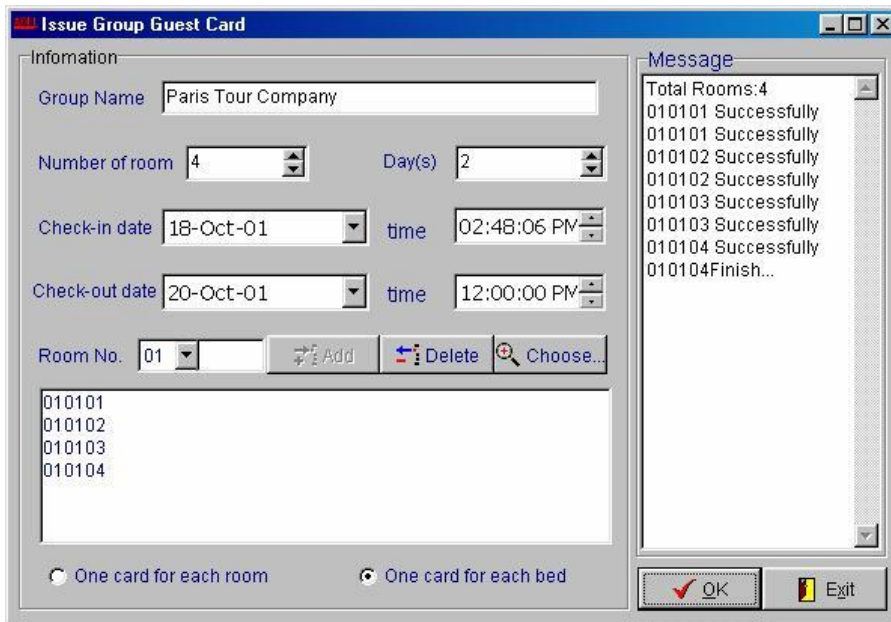
Figure 3-43

1）How to issue Group Card.

    a) Go to the Main Menu, select **Card Management** followed by **Issue Group Card**.

    b) Enter **Group Name**.

    c) Select **Number of Room**.

    d) Select **Check-in Date** and **Time**.

    e) Select Day(s) or **Check-out Date** and **Time**.

    f) Input **Room No.** or click **Choose** button to select them.

    g) Select check box: **One card for each room** and **One card for each bed.** If the former is selected, the number of guest cards to be issued will be equal to number of rooms. If the latter is selected, the number of guest cards to be issued will be equal to the number of beds.

    h) Click **OK** button. The screen will display the prompt message shown in Figure 3-44.

Figure 3-44

    i) Insert a card into the Encoder. Click **YES** button. The screen will display the prompt message shown Figure 3-45.

Figure 3-45

j) Issue all guest cards according to the prompt message. The screen will display the prompt message shown in Figure 3-46 after issuing the last card. Click **OK** button to return to Issue Group Card.

Figure 3-46

k) Click **Exit** button to return to Main Menu.

Note 1: If the total number of selected rooms is less than the required number of rooms, the system will display the prompt message "The quantity of rooms is not enough!".

Note 2: If the total number of selected rooms is greater than the required number of rooms, the system will display the prompt message "The quantity of rooms is too many! Are you sure to delete the redundant room(s) automatically.". Click **Yes** button to delete. Click **No** button to return to Issue Group Card.

◆ **Card Operation**

This operation allows an operator to read card, erase and modify card.

A sample Card Operation is shown in Figure 3-47.

Figure 3-47

1）How to read card.

a) Go to the Main Menu, select **Card** followed by **Card Operation**.

b) Insert a card into the Encoder, click **Read** button. The screen will display all the contents of this card. Click **Exit** button to return to Main Menu.

2）How to erase card.

a) Go to the Main Menu, select **Card Management** followed by **Card Operation**.

b) Insert a card into the Encoder, click **Read** button. The screen will display all the contents of

this card.

    c) Click **Erase** button. The screen will display the confirming message "Are you sure to delete this card.". Click **OK** button to delete. Then the card becomes a blank new card.
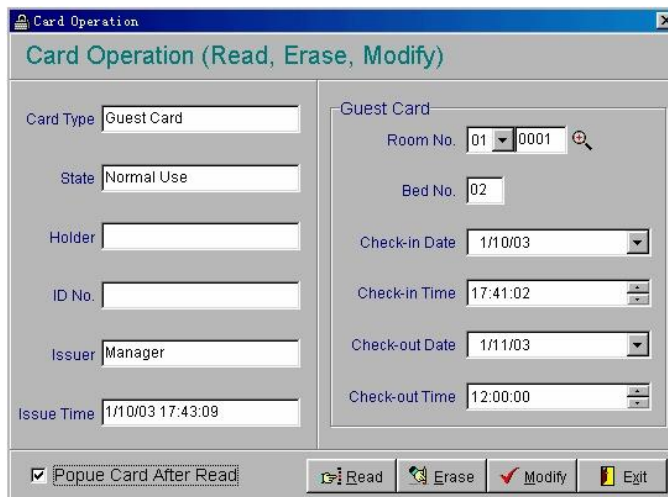
    d) Click **Exit** button to return to Main Menu.

3）How to modify card.

    a) Go to the Main Menu, select **Card Management** followed by **Card Operation**.

    b) Insert a card into the Encoder, click **Read** button. The screen will display all the contents of this card.

    c) Click **Modify** button. The screen will display the confirming message "Are you sure to modify this card.". Click **OK** button to confirm. Click **Exit** button to return to Main Menu.

Note 1: If the inserted card is a lost card, click **Read** button. The screen will display the prompt message "The original state of the card is Lost, it only can be erased!". Click **OK** button and it becomes a blank new card.

Note 2: if the inserted card is a damaged card, click **Read** button, The screen will display the prompt message" The original state of the card is damaged, it only can be erased!". Click **OK** button and it becomes a blank new card.

◆ **Lost & Damaged**

This function allows an operator to erase the records of lost cards and damaged cards.

A sample is shown in Figure 3-48.

Figure 3-48

1）How to erase the record of lost System Card.

    a) Go to the Main Menu, select **Card Management** followed by **Lost& Damaged**.

    b) Select System Card in the list, click **Lost** button, the screen will display the prompt message "You must reset all locks if you register the System Card as a Lost card, are you sure? ". Click **Yes** button to confirm.

    c) Click **Exit** button to return to Main Menu.

2）How to erase the record of lost Program Card.

a) Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

b) Select Program Card in the list, click **Lost** button, the screen will display the prompt message "You must modify the System Card and reset all locks if you if you register the program card as a lost card! Are you sure? ". Click **Yes** button to confirm.

c) Click **Exit** button to return to Main Menu.

3）How to erase the record of lost Master Card.

a) Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

b) Select Master Card in the list, click **Lost** button, the screen will display the prompt message "Erasing one card of this type by Lost Erasure will erase all cards of the same type! You must modify Program Card and reset all locks by it! Continue. ". Click **Yes** button to confirm.

c) Click **Exit** button to return to Main Menu.

4）How to erase the record of lost Layer Card.

a) Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

b) Select Master Card in the list, click **Lost** button, the screen will display the prompt message "Erasing one card of this type by Lost Erasure will erase all cards of the same type! You must modify System Card and reset all locks by it! Continue. ". Click **Yes** button to confirm.

c) Click **Exit** button to return to Main Menu.

5）How to erase the record of lost Emergency Card.

a) Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

b) Select Emergency Card in the list, click **Lost** button, the screen will display the prompt message "Erasing one card of this type by Lost Erasure will erase all cards of the same type! You must modify Program Card and reset all locks by it! Continue. ". Click **Yes** button to confirm.

c) Click **Exit** button to return to Main Menu.

6）How to erase the record of lost Inhibit Card.

a) Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

b) Select Inhibit Card in the list, click **Lost** button, the screen will display the prompt message "Erasing one card of this type by Lost Erasure will erase all cards of the same type! You must modify Program Card and reset all locks by it! Continue. ". Click **Yes** button to confirm.

c) Click **Exit** button to return to Main Menu.

7）How to erase the record of lost Clock Card.

a) Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

b) Select Clock Card in the list, click **Lost** button, the screen will display the prompt message "Erasing one card of this type by Lost Erasure will erase all cards of the same type! You must modify Program Card and reset all locks by it! Continue. ". Click **Yes** button to confirm.

c）Click **Exit** button to return to Main Menu.

8）How to erase the record of lost Foreman Card.

    a）Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

    b）Select Foreman Card in the list, click **Lost** button, the screen will display the prompt message "Are you sure to erase the lost card." Click **Yes** button to confirm. The screen will display the prompt message "The zone code has been changed, please reset the locks in this zone by Program Card!" Click **OK** button to delete the card.

    c）Click **Exit** button to return to Main Menu.

9）How to erase the record of lost Floor Card.

    a）Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

    b）Select Floor Card in the list, click **Lost** button, the screen will display the prompt message "Are you sure to erase the lost card." Click **Yes** button to confirm. The screen will display the prompt message "The zone code has been changed, please reset the locks in this zone by Program Card!" Click **OK** button to delete the card.

    c）Click **Exit** button to return to Main Menu.

10）How to erase the record of lost Maid Card.

    a）Go to the Main Menu, select **Card** followed by **Lost& Damaged**.

    b）Select Maid Card in the list, click **Lost** button, the screen will display the prompt message "Register the Maid card is lost as register all maid cards of same zone are lost! Are you sure to register the maid card is lost?" Click **Yes** button to confirm. The screen will display the prompt message "The zone code has been changed, please reset the locks in this zone by Program Card!" Click **OK** button to delete it

    c）Click **Exit** button to return to Main Menu.

11) How to erase the record of lost Lockout Card.

    a）Go to the Main Menu, select **Card** followed by **Los t& Damaged**.

    b）Select Lockout Card in the list, click **Lost** button, the screen will display the prompt message "Erasing one card of this type by Lost Erasure will erase all cards of the same type! You must modify System Card and reset all locks by it! Continue. ". Click **Yes** button to confirm.

    c）Click **Exit** button to return to Main Menu.

12）How to erase the record of lost Meeting Card.

    a) Go to the Main Menu, select **Card** followed by **Los t& Damaged**.

    b）Select Meeting Card in the list, click **Lost** button, the screen will display the prompt message "Erasing one card of this type by Lost Erasure will erase all cards of the same type! You must modify Program Card and reset all locks by it! Continue. ". Click **Yes** button to confirm.

    c）Click **Exit** button to return to Main Menu.

13）How to erase the record of lost Guest Card.

   a) Go to the Main Menu, select **Card** followed by **Los t& Damaged**.

   b）Select Guest Card in the list, click **Lost** button, the screen will display the prompt message "Are you sure to erase the lost card." Click **Yes** button to confirm. The screen will display the prompt message "The Guest Card has been erased by lost erasure, issue Guest card now?"

   c）Insert a card into the Encoder, click **Yes** button to issue.

   d）Click **Exit** button to return to Main Menu.

14）How to erase the record of lost Spare Card.

   a) Go to the Main Menu, select **Card** followed by **Los t& Damaged**.

   b）Select Spare Card in the list, click **Lost** button, the screen will display the prompt message "Are you sure to erase the lost card." Click **Yes** button to confirm.

   c）Click **Exit** button to return to Main Menu.

15) How to erase the record of damaged card.

   a）Go to the Main Menu, select **Card** followed by **Los t& Damaged**.

   b）Select the record of damaged card in the list, click **Damaged** button. The screen will display the prompt message "Are you sure to register this card as a damaged card?", click **Yes** button to confirm.

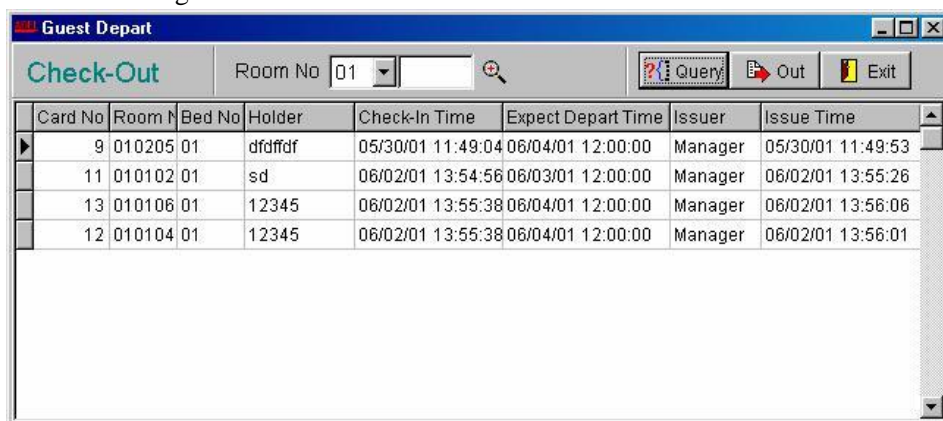   c）Click **Exit** button to return to Main Menu.

Note: Damaged register operation only erase selected cards, do not erase other same type cards.

◆ Check-out

This function is only applicable to magnetic lock system (LOCK5200/7200).

This function allows an operator to delete the records of Guest Cards which are held by the guests checking out ahead of time and issue a Inhibit Card specifying the bed No. to disable the guest card held by the guest.

A sample is shown in Figure 3-49.

Card No	Room N	Bed No	Holder	Check-In Time	Expect Depart Time	Issuer	Issue Time
9	010205	01	dfdffdf	05/30/01 11:49:04	06/04/01 12:00:00	Manager	05/30/01 11:49:53
11	010102	01	sd	06/02/01 13:54:56	06/03/01 12:00:00	Manager	06/02/01 13:55:26
13	010106	01	12345	06/02/01 13:55:38	06/04/01 12:00:00	Manager	06/02/01 13:56:06
12	010104	01	12345	06/02/01 13:55:38	06/04/01 12:00:00	Manager	06/02/01 13:56:01

Figure 3-49

1）How to process the guest card checking out ahead of time.

    a) Go to the Main Menu, select **Card** followed by **Guest Checkout**.

    b) Click **Query** button to display all the staying guests information.

    d) If you want to query the guests occupying a certain room, input the room No. or select it by
        , then click **Query** button.

    e) Select the guest information, click **Checkout** button.

    f) The screen will display the prompt message "Are you sure to arrange the specified guest to checkout." Click **Yes** button to confirm. Then the screen displays the message "Are you sure to issue Inhibit Card." Click **Yes** button to issue the card.

    g) Click **Exit** button to return to Main Menu.

Note 1: This operation must be performed when a guest checks out early than expected. Because the magnetic guest card, which is not required to be returned, remains valid even after the guest checks out. In order to keep the computer information accurate and the room secure, the guest card must be disabled by way or changing the door lock setting with a Floor Card and an Inhibit Card.

● Query/Report

Query menu includes Opening Records, Query Guest Info, Query Card Info and Query Room Info. (See figure 3-50)

Figure 3-50

◈ Read Open Records

This function allows system operator to load and view the latest 864 opening records of a single door lock through the media of a Query Card. The record information includes Room No., Record count, Read Time and details of every opening operation.
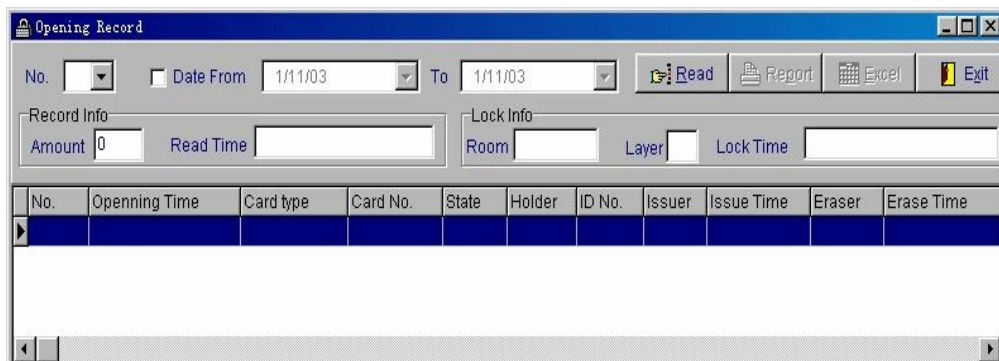A sample is shown in Figure 3-51.

Figure 3-51

1）How to read opening records.

    a) Go to the Main Menu, select **Query** followed by **Read Open Records**.

    b) Insert Query Card into the Encoder, click **Read** button to read out the details of open records, including Room No., Record Count, Read Time, Lock Time.

    c) If the **Date from** box is selected by √, the records in selected period will be listed, otherwise all records will be listed.

    d) The contents of the latest 10 Query Cards can be stored in the database.

    e) Double click an open record, the details will be shown in Figure 3-52.

Figure 3-52

    f)   Click **Report** button，the Open Records Report will be generated and can be printed out with a printer. A sample is shown in Figure 3-53.

Figure 3-53

    g)   Click **Exit** button to return to Main Menu.

    Note 1: Query Card doesn't need to be issued, It can read out open records in the lock memory directly and transmit the information to the computer.

◆ **Query Guest Info**

This operation allows an operator to sort guests' information by conditions like guest state, guest name,

room No., check-in date, expected departure date and check-out date and generate a Guest Report. A sample is shown in Figure 3-54.
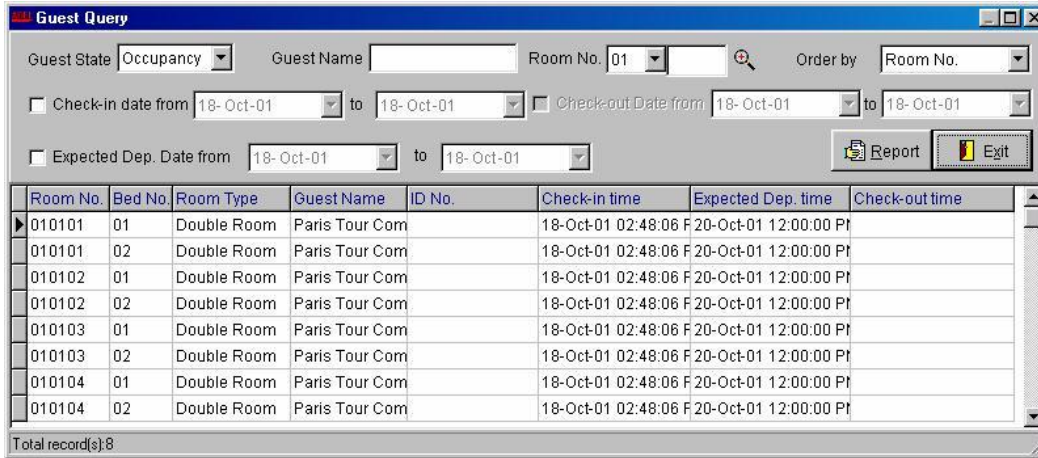
Figure 3-54

1）How to query guest information.

    a)   Go to the Main Menu, select **Query** followed by **Query Guest Info**.

    b)   Select **Guest State**: All, Occupancy and check-out.

    c)   If a guest's name is known, input his name in the Guest Name box.

    d)   If the room number is known, input **Room No.** or select it by   button.

    e)   Select the check box **Check-in Date from to** , **Expected Dep. Date from to** .

    f)   When Check-out is selected in the **Guest State box, Check-out Date from to** will be activated.

    g)   The guests will be sorted by **Order** of Room No., Check-in Time, Expected Dep. Time, Check-out Time, Room Type and Guest Name.

    h)   Click **Report** button to view and print the query result in the Guest Report like the one shown in Figure 3-55.
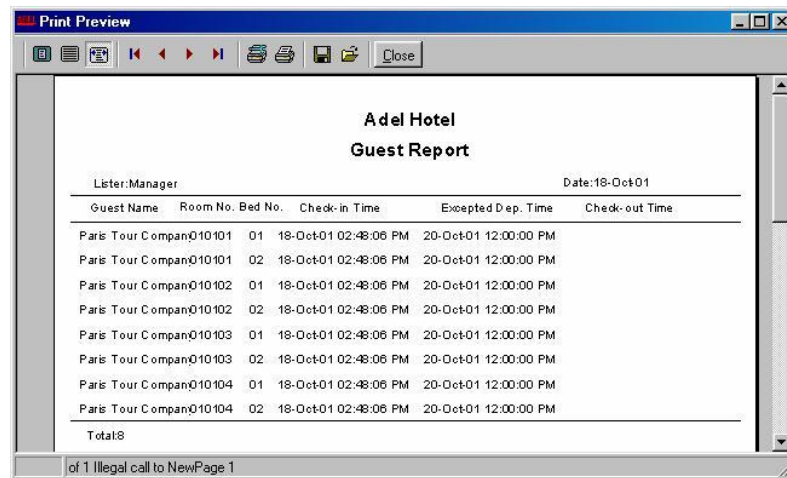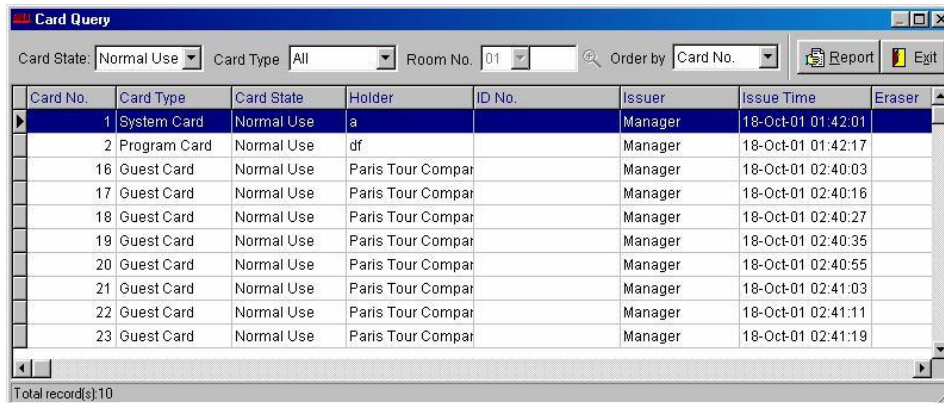
Figure 3-55

    i)   Click **Exit** button to return to Main Menu.

◆ Query Card Information

This function allows an operator to sort card information by conditions like Card State, Card Type and Room No. and generate a Card Report.

A sample is shown in Figure 3-56

Figure 3-56

1）How to query card information.

    a) Go to the Main Menu, select **Query/Report** followed by **Query Card Info**.

    b) Select **Card State**:Normal Use, All Erased, Normal Erased, Lost, Damaged, AUTO Erased and All

    c) Select **Card Type**: All, System Card, Program Card, Master, Layer Card, Emergency Card, Inhibit Card, Clock Card, Foreman Card, Floor Card, Lockout Card, Meeting Card, Maid Card, Guest Card and Spare Card.

    d) When Guest Card is selected in **Card Type** box, the Room No. will be activated. Input room No. you want to query.

    e) After all conditions are entered, al the guests information will be listed.

    f) Select **Order by**: Card No., Card Type, State, Issue Time, Issuer, Erasure Time and Eraser.

    g) Click **Report** button to view and print the query result in the Card Report as shown in Figure 3-57. Click **Exit** button to return to Main Menu.

Figure 3-57

49

◆ **Query Room Info**

This function allows an operator to sort room information by conditions like Room Type and Floor Zone and generate a Room Report. A sample is shown in Figure 3-58.

Figure 3-58

1）How to query room information.

   a) Go to the Main Menu, select Query/Report followed by Query Room Info.

   b) Select **Room Type**. Select **Floor Zone**.

   c) After all conditions are set, the room information will be listed.

   d) Select **Order by**: Room No., Room Type, Floor Zone and Occupancy.

   e) Click **Report** button, the Room Report is displayed and can be printed out with a printer.   A sample report is shown in Figure 3-59.

Figure 3-59

f) Click **Exit** button to return to Main Menu.

● View
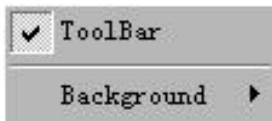
View menu includes Toolbar and Background.

Figure 3-60

◆ Toolbar

Toolbar allows an operator to display/hide the toolbar. It is an option switch.

If the toolbar is selected with √, the screen will display Toolbar icons on the screen. Otherwise they are hidden.

Figure 3-61

◆ Background

It allows An operator to modify the background display of the screen.

● Help

Help menu includes Help Topic and About.

◆ Help

Click **Help** to browse the user guide of the lock management system and find help.

◆ About

The information about Lock Management System is explained here in Figure 3 –62.

Figure 3-62

Lock Setting Guide

Lock Setting

When the lock management software is installed, peripherals are correctly connected and relevant parameters are properly set, the computer system is ready to perform card processing operations. However, cards issued by the computer are not ready to perform their specified functions until door locks are properly set with relevant cards by following the sequence below.

```
                        ┌──────────────┐
                        │ system card  │
                        └──────┬───────┘
                        ┌──────┴───────┐
                        │ program card │
                        └──────┬───────┘
   Program card is not needed       Must be set by Program Card at first time
```

| emergency card | master card | inhibit card | clock card | lock-out card | meeting card | foreman card | floor card | maid card | spare card | guest card |
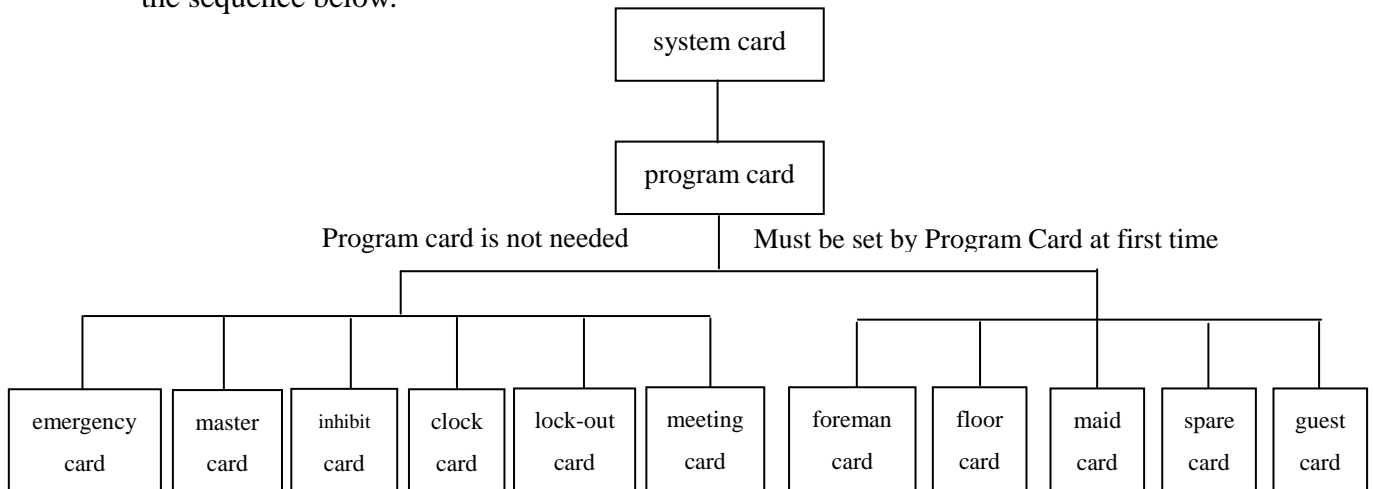
◆ Set System Card

1）Turn the mechanical key until all latches retract into the lock body and hold.
2）Insert System Card into lock and release the key.
3）The buzzer sounds a long beep, green indicator lights. It shows the operation is successful.

◆ Set Layer

1）Insert System Card into the lock, buzzer sounds a short beep, green indicator lights, withdraw the card and green indicator goes out.
2) Insert Layer Card.
3) Buzzer sounds a short beep, green indicator lights. It shows the operation is successful.

Note 1: Layer Card must be set before Floor Card is set.

Note 2: If the hotel has a 2-layer door security structure-- individual room door and a gate, the door lock of each individual room should be set with a layer card marking layer 1. The gate lock with a card marking level 2.

Note 3: If the hotel has a 3-layer door security structure-- individual room door, second gate, first gate, the lock of a individual room should be set with a layer card marking level 1, the second gate with a layer card marking level 2, the first gate with a layer card marking level 3.

◆ Set Program Card

1) If System Card doe not have a clear function, insert System Card into the lock, buzzer sounds a short beep, green indicator lights, withdraw the card, green indicator goes out. If System Card has a clear function, insert System Card, buzzer sounds a long beep, green indicator lights, it indicates that data in the lock have been cleared. Then withdraw the card and insert it into the lock again. Buzzer sounds a short beep, withdraw the System Card and green indicator goes out.

2）Insert Program Card.

3) Buzzer sounds a short beep, green indicator and orange indicator flash alternatively. The lock enters into setting state.

Note 1: After Program Card is set successfully with all locks, Master Card, Emergency Card and Clock Card can function on the locks.

Note 2: System Card used in the follow setting operation must have no Clear function, you can use Program card to set the following cards.

◆ Set Floor Zone

1）Insert **System Card** into the lock, buzzer sounds a short beep, green indicator lights, withdraw the card and green indicator goes out.

2）Insert **Program Card** into the lock, buzzer sounds a short beep, withdraw the card, green indicator and orange indicator flashes alternatively, the lock enters the setting state.

3）While the indicator is flashing, insert **Floor Card**, buzzer sounds a short beep, green indicator lights, withdraw the card, the indicator flashes, it shows the floor zone is set successfully.

4）Repeat 1)- 3) until all the locks are set with a corresponding Floor Card.

Note 1: If the lock has already been set with a System Card, skip step 1).

◆ Set Foreman Zone

1）Insert **System Card** into the lock, buzzer sounds a short beep, green indicator lights, withdraw the card and green indicator goes out.

2）Insert **Program Card** into the lock, buzzer sounds a short beep, withdraw the card, green indicator and orange indicator flash alternatively, the lock enters into the setting state.

3）While the indicator is flashing, insert **Foreman Card**, buzzer sounds a short beep, green indicator lights, withdraw the card, the indicator flashes, it shows the foreman zone is set successfully.

4）Repeat 1)- 3) until all the locks are set with a corresponding Foreman Card.

Note 1: If the lock has already been set with a System Card, skip step 1).

◆ Set Maid Zone

1）Insert **System Card** into the lock, buzzer sounds a short beep, green indicator lights, withdraw the card and green indicator goes out.

2）Insert **Program Card** into the lock, buzzer sounds a short beep, withdraw the card, green indicator and orange indicator flashes alternatively, the lock enters the setting state.

3）While the indicator is flashing, insert **Maid Card**, buzzer sounds a short beep, green indicator lights, withdraw the card, the indicator flashes, it shows the maid zone is set successfully.

4）Repeat 1)- 3) until all the locks are set with a corresponding Maid Card.

 Note 1: If the lock has already been set with a System Card, skip step 1)..

◆ Set Room Number.

1）Insert **System Card** into the lock, buzzer sounds a short beep, green indicator lights, withdraw the card and green indicator goes out.

2）Insert **Program Card** into the lock, buzzer sounds a short beep, withdraw the card, green indicator and orange indicator flashes alternatively, the lock enters the setting state.

3）During the indicator flashes, insert **Guest Card**, buzzer sounds a short beep, green indicator lights, withdraw the card, the indicator flashes, it shows the room number is set successfully.

4）Repeat 1)- 3) until all the locks are set. with corresponding Guest Card.

Note 1: If the lock has already been set with a System Card, skip step 1).

Note 2: The floor zone must be set before room numbers are set.

◆ Set Clock Card

1）Insert **System Card** into the lock, buzzer sounds a short beep, green indicator lights, withdraw the card and green indicator goes out.

2）Insert **Program Card** into the lock, buzzer sounds a short beep, withdraw the card, green indicator and orange indicator flashes alternatively, the lock enters the setting state.

3）After the indicator goes out, insert **Clock Card** into the lock, buzzer sounds a short beep, green indicator lights, withdraw the card, the indicator goes out, it shows the clock is set successfully.

4）Repeat 1)- 3) until all the locks are set.

Note 1: If the lock has already been set with a System Card, skip step 1)..

● How to invalidate a lost card

◆ How to invalidate a lost System Card.

1）Delete the record of lost System Card (For details, refer to **How to erase the record of System**

Card)

2）Issue a new System Card.

3）Use the new **System Card** together with mechanical key to reset the lock. (For details, refer to **Lock Setting).**

4）After all locks are set, the lost card becomes invalid.

◆ **How to invalidate a lost Program Card.**

1）Delete the record of lost Program Card (For details, refer to **How to erase the record of Program Card**).

2）Issue a new Program Card**.**

3）Modify **System Card**.

4）Use **the modified System Card** to set every lock. After all locks are set, the lost Program Card becomes invalid.

Note 1: System Card must have no clear function. Otherwise it will clear all the data in the lock and the lock must be reset with relevant cards.

◆ **How to invalidate a lost Layer Card.**

1）Delete the record of lost Layer Card (For details, refer to **How to erase the record of Layer Card**).

2）Issue a new Layer Card.

3）Modify **System Card**.

4）Use **the modified System Card** to set every lock in the layer zone. After all locks in this zone are set, the lost Layer Card becomes invalid. Other Layer Cards also become invalid. They must be erased and issued again.

◆ **How to invalidate a lost Master Card.**

1）Delete the record of lost Master Card (For details, refer to **How to erase the record of Master Card**).

2）Issue a new **Master Card**.

3）Modify **Program Card**.

4）Use the modified **Program Card** to set every lock.

5）After all locks are set, the lost Master Card is disabled. Other existing Master Cards are also

disabled. They must be erased and issued again.

◆ How to invalidate a lost Emergency Card.

1） Delete the record of lost Master Card (For details, refer to **How to erase the record of Master Card**).

2） Issue a new **Emergency Card**.

3） Modify **Program Card**.

4） Use **the modified Program Card** to set every lock.

5） After all locks are set, the lost Emergency Card is disabled. Other existing Emergency Cards are also disabled. They must be erased and then issued again.

◆ How to invalidate a lost Inhibit Card.

1） Delete the record of lost Inhibit Card (For details, refer to **How to erase the record of Inhibit Card**).

2） Issue a new **Inhibit Card**.

3） Modify **Program Card**.

4） Use **the modified Program Card** to set every lock.

5） After all locks are set, the lost Inhibit Card is disabled. Other existing Inhibit Cards are also disabled. They must be erased and issued again.

◆ How to invalidate a lost Clock Card.

1） Delete the record of lost Clock Card (for details, refer to **How to erase the record of Clock Card**).

2） Issue a new **Clock Card**.

3） Modify **Program Card**.

4） Use **the modified Program Card** to set every lock.

5） After all locks are set, the lost Clock Card is disabled. Other existing Clock Cards are also disabled. They must be erased and issued again.

◆ How to invalidate a lost Foreman Card.

1） Delete the record of lost Foreman Card (For details, refer to **How to erase the record of Foreman Card**).

2）Issue a new **Foreman Card**.

3）Use **Program Card** and new **Foreman Card** to set every lock in the foreman zone.

4）After all locks in the foreman zone are set, the lost Foreman Card is disabled. Other existing Foreman Cards of the same foreman zone are also disabled. They must be erased and issued again.

◆ **How to invalidate a lost Floor Card.**

1）Delete the record of lost Floor Card (For details, refer to **How to erase the record of Floor Card**).

2）Issue a new **Floor Card**.

3）Use **Program Card and** the new **Floor Card** to set every lock on the same floor.

4）After all locks in this zone are set, the lost Floor Card is disabled. Other existing Floor Cards of the same floor are also disabled. They must be erased and issued again.

◆ **How to invalidate a lost Maid Card.**

1）Delete the record of lost Maid Card (For details, refer to **How to erase the record of Maid Card).**

2）Issue a new **Maid Card**.

3）Use **Program Card** and the new **Maid Card** to set every lock in the maid zone.

4）After all locks in this zone are set, the lost Maid Card is disabled. Other existing Maid Cards of the same maid zone are also disabled. They must be erased and issued again.

◆ **How to invalidate a lost Lockout Card.**

1）Delete the record of lost Lockout Card (For details, refer to **How to erase the record of Lockout Card**).

2）Issue a new **Lockout Card**.

3）Modify **System Card**.

4）Use the **modified System Card** to set every lock.

5）After all locks are set, the lost Lockout Card is disabled. Other existing Lockout Cards are also disabled. They must be erased and issued again.

Note 1: System Card must have no clear function. Otherwise it will clear all the data in the lock and the lock must be reset with all relevant cards.

◆ **How to invalidate a lost Meeting Card.**

1) Delete the record of lost Lockout Card (The details, refer to **How to erase the record of Lockout Card**).

2) Issue a new **Meeting Card**.

3) Modify **System Card**.

4) Use the modified **System Card** to set every lock.

5) After all locks are set, the lost Meeting Card is disabled. Other existing Meeting Cards are also disabled. They must be erased and issued again.

◆ **How to invalidate a lost Guest Card.**

There are **two methods** to invalidate a lost **Guest Card.**

Method 1:   This method is applicable to a guest room with 31 or less occupants.

1）Delete the record of lost Guest Card (For details refer to **How to erase the record of Guest Card**).

2）Issue a new **Guest Card**.

3）Use the new **Guest Card** to unlock.

4）After unlocking operation with the new card, the lost card is disabled.

5）A new Guest Card can function immediately.

6）Other Guest Cards for the same room are not affected..

Method 2. This method is applicable to all situations.

1）Delete the record of lost Guest Card (For details refer to **How to erase the record of Guest Card**).

2）Issue an Inhibit Card with the specified bed number.

3）Use **Floor Card** together with the Inhibit Card to clear the data of this Guest Card in the lock memory. After this operation, the lost Guest Card is disabled.

4）Other Guest Cards for the same room are not affected.

5）A new Guest Card can work immediately.

Note 1: If the Inhibit Card has been set to clear all guest data, after the lock setting operation, all guest cards for the same room are disabled. They must be erased and issued again.

◆ **How to invalidate a lost Spare Card.**

There are **two methods** to invalidate a lost Spare Card.

Method 1. This method is applicable to guest room with 31 or less occupants.

1）Delete the record of lost Guest Card (for details, refer to **How to erase the record of Lockout**

Card).

2）Issue **a new Spare Card**.

3）Use t**his new Spare Card** to unlock.

4）After unlocking the lost spare card is disabled.

5）A new issued Guest Card can work immediately.

6）Other Guest Cards for the same room are not affected.

Method 2. This method is applicable to all situations.

1）Delete the record of lost Spare Card (For details refer to **How to erase the record of Spare Card**).

2）Issue an Inhibit Card with the specified bed number.

3）Use **Floor Card** together with the Inhibit Card to clear the data of the lost spare card. After the lock setting operation, the lost spare card is disabled.

4）Other Guest Cards for the same room are not affected.

Note 1: If the Inhibit Card has been set to clear all spare card data in the lock memory, all spare cards are disabled after the lock setting operation. They must be erased and issued again.

How to use Emergency Card.

1）Insert Emergency Card into the lock, buzzer sounds a short beep, withdraw the card, buzzer sounds beeps continuously, the red indicator lights, the lock enters normal-open state. The door can be opened freely.

2）Insert a card of any kind to terminate the emergency state.

How to use Inhibit Card.

1）Insert Floor Card into the lock, buzzer sounds a short beep, withdraw the card, the green indicator lights.

2）Insert Inhibit Card into the lock, buzzer sounds a long beep and the green indicator lights. It indicates that guest data in the lock memory have been cleared.

How to use Lockout Card.

1）Insert Floor Card into the lock, buzzer sounds a short beep, withdraw the card, the green indicator lights.

2）Insert Lockout Card into the lock, the lock enters lockout state. Only Master Card, Emergency Card and mechanical keys can unlock.

3）To exit this state, repeat 1）- 2).

● How to use Meeting Card.

1）Insert Floor Card into the lock, buzzer sounds a short beep, withdraw the card, the green indicator lights.

2）During the green indicator lighting, insert Meeting Card into the lock, the lock enters into the meeting status. The lock is located in normal-open status and the green indicator will flash every 3 seconds.

3）To Exit this state, insert any other card.

● How to use Spare Card.

Spare Card is a spare guest card issued before hand. It can be given to guest for unlocking use when the guest card can't be issued because of power cut or computer system failure.

1) Insert Spare Card into the lock, the buzzer beeps, withdraw the card, the green indicator lights.

2) Turn the handle and open the door.

● How to use Query Card.

◆ Query Card for IC card lock

The Query Card for IC card lock is **AT24C64 memory card**.

1) Insert **Query Card** into the lock, buzzer sounds a short beep, green indicator flashes once. It shows the card is reading the records in the lock memory.

2) When buzzer sounds a short beep again, green indicator flashes again to indicate that the reading operation has completed.

3) Insert **Query Card** into the Encoder, select **Query** - **Opening Records**, click **Read** button to read the records. The latest **864** open records can be stored in the lock. Memory.

Note 1: The Query Card must not be withdrawn during reading operation. Otherwise the buzzer will beep twice and red indicator will light to indicate that the operation has not completed.

◆ Query Card for TM card lock/TM +magnetic card lock

The Query Card for TM card lock/TM +magnetic card lock is **DS1996 memory card.**

1) Use Query Card to touch the signal hole, buzzer sounds a short beep, the green indicator flashes once to show that the reading operation begins.

2) When buzzer sounds a short beep again, the green indicator flashes again to show that the reading operation has completed.

3) Insert Query Card into the Encoder, select **Query - Opening Records**, click **Read** button to read the records. The latest **864** open records can be stored in the lock. Memory.

◆ **Query Card for Magnetic Card Lock**

The query card for magnetic card lock also uses TM technology, DS1996 memory card. However, unlike ibutton, the chip is fixed on a card to enable the reading operation through the card slot.
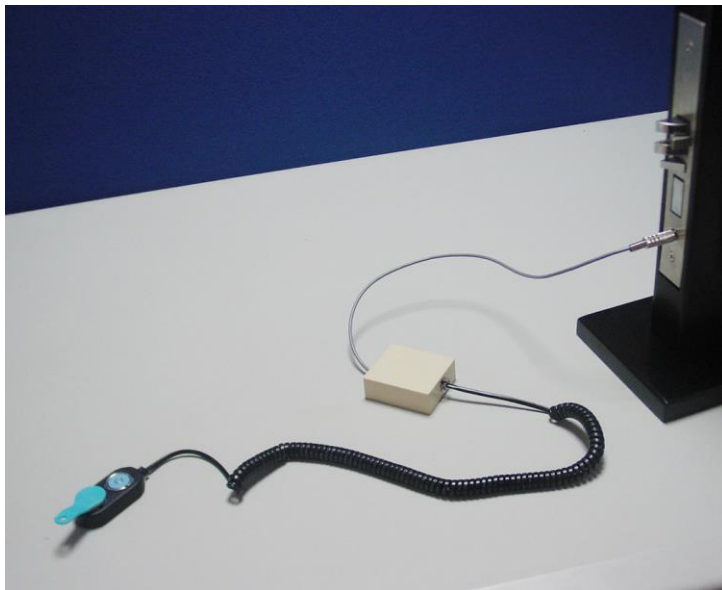
1) Insert **Query Card** into the lock, buzzer sounds a short beep, green indicator flashes once. It shows the card begins reading the records in the lock memory.

2) When buzzer sounds a short beep again, green indicator flashes again to indicate that the reading operation has completed.

6) Insert **Query Card** into the Encoder, select **Query** - **Opening Records**, click **Read** button to read the records. The latest **864** open records can be stored in the lock. Memory.

Note 1: The Query Card must not be withdrawn during the reading process, otherwise buzzer sounds two short beeps and red indicator lights to show that reading operation has failed.

◆ **Query Card for RF Card Lock**

Adopt TM technology DS1996 as Query RF card, But the sealing method is different from the normal
1) Insert the query card in the reader and insert one end of the reader to the lock data hole (on the side plate), buzzer sounds a short beep, green indicator flashes once. It shows the card begins reading the records in the lock memory, When buzzer sounds a short beep again, green indicator flashes again to indicate that the reading operation has completed. See the picture below:

2) Insert **Query Card** into the Encoder, select **Query** - **Opening Records**, click **Read** button to read the records. The latest **864** open records can be stored in the lock. Memory.

● Troubleshooting Guide

● Fail to Install Software

◆ Fail to install MSDE

1)   Reason: Display drive has not been installed or has been incorrectly installed.

    Solution: Install the display drive again.

2)   Reason: Microsoft SQL Server 7.0 or MSDE has been partially deleted in the computer.

    Solution: Uninstall the current SQL or MSDE, and installed again.

3)   Reason: Wrong operation system is installed, such as Windows ME and Windows XP.

    Solution: Choose and install the right operation system: Windows 98 or Windows 2000 for a PC; Windows 2000 or Windows NT for a server.

4)   Reason: IE version is too low.

    Solution: Install IE with higher version number. Find and open MDAC folder in Adel lock software disk, double click MDAC_typ to start installation process.

◆ Fail to connect database

1)   Reason: MSDE has not been activated.

    Solution: Repeat MSDE installation process and do not forget to activate MSDE

2)   Reason: Incorrect PC name or server name has been input.

    Solution: Input the correct PC name, if it is unknown, choose "local from the list.

3)   Reason: Password used to connect the server is not given to the operator.

    Solution: Ask the server administrator for password.

MDAC：	Microsoft Data Access Components
MSDE：	Microsoft Data Engineering
IE：	Internet Explorer
SQL：	Structured Query Language
ODBC：	Open Database Connectivity

● Key cards fail to function

◆ System card

After the system card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp flashes once. Possible reasons and solutions are:

1) The card is not inserted correctly; insert again with the right orientation.

2) The card is damaged; issue a new card.

3) The card is issued by the system which is different from the old one; issue a new card with the right system.

◆ Program card

After the program card is inserted and withdrawn, buzzer gives no sound indication, the red lamp flashes once. Possible reasons and solutions are:

1) The card is not inserted correctly; insert again with the right orientation.

3) The card is damaged; issue a new card.

4) The card is issued by the system which is different from the old one; issue a new card with the right system.

◆ Master card

After the master card is inserted and withdrawn, buzzer gives no sound indication and the red lamp flashes once. Possible reasons and solutions are:

1) The card is not inserted correctly; insert again with the right orientation.

2) The card is damaged; issue a new card.

3) The card is issued by the system which is different from the old one; issue a new card with the right system

◆ Emergency card

After the emergency card is inserted and withdrawn, buzzer gives no sound indication and the red lamp flashes once. Possible reasons and solutions are:

1) The card is not inserted correctly; insert again with the right orientation.

2) The card is damaged; issue a new card.

3) The card is issued by the system of different from the old one; issue a new card with the right system.

◆ Lock-out card

After the lock-out card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp lights. Possible reasons and solutions are:

1) The card is damaged; issue a new card.

2) The card is not used together with a floor card; insert the floor card first then insert the lockout card.

◆ **Query card**

After the query card is inserted and withdrawn, the red lamp is flashing. Possible reasons and solutions are:

1) The card is not inserted correctly; insert again with the right orientation.
2) The card is damaged; use a new card.

◆ **Foreman card**

After the foreman card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp lights. Possible reasons and solutions are:

1) The card is not inserted correctly; insert again with the right orientation.
3) The card is damaged; issue a new card.
4) Foreman zone has not been set in the lock or it has been done incorrectly; repeat the lock setting operation.
5) The deadbolt is used in the lock and there is a guest in the room;
6) The lock is in suspension state activated by a Inhibit Card; Exit the state by using Floor Card and Lockout Card.

◆ **Floor card**

After the floor card is inserted and withdrawn, buzzer gives no sound indication, and the red flashes once. Possible reasons and solutions are:

1) The card is not inserted correctly; insert again with the right orientation.
2) The card is damaged; issue a new card.
3) The lock has not been set correctly; Set the clock again with Program Card and Floor card.
4) The deadbolt is used in the lock and there is a guest in the room;
5) The lock is in suspension state; Exit the state by using Floor Card and Lockout Card.

◆ **Clock card**

After the clock card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp flashes once. Possible reasons and solutions are:

1）The card is not inserted correctly; insert again with the right orientation.
2）The card is damaged; use a new card.

◆ **Meeting card**

After the meeting card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp flashes once. Possible reasons and solutions are:

1）The card is not inserted correctly; insert again with the right orientaion.

2）The card is damaged; issue a new card.

3）The deadbolt is used in the lock and there is a guest in the room;

4）The lock is in suspension state; exit the state by using a Floor Card and Lockout Card.

◆ Inhibit card

After the Inhibit Card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp flashes once. Possible reasons and solutions are:

1）The card is not inserted correctly; insert again with the right orientation.

2）The card is damaged; issued a new card.

3）It is used not together with the floor card.

◆ Maid card

After the maid card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp flashes once.. Possible reasons and solutions are:

1）The card is not inserted correctly; insert again with the right orientation.

2）The card is damaged; issue a new card.

3）The lock is not properly set; reset the lock with Floor Card and Maid Card.

4）The deadbolt is used in the lock and there is a guest in the room;

5) The lock is in suspension state; exit the state by using Floor Card and Lockout Card.

6）The time in the lock is not correct; set the clock with a Clock Card.

◆ Guest card

After the guest card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp flashes once. Possible reasons and solutions are:

1）The card is not inserted correctly; insert again with the right orientation.

2）The card is damaged; issue a new card.

3）Door lock is not properly set; re-set the lock with Floor Card and Guest Card.

4）The time in the lock is incorrect; set the clock with a Clock Card.

5）The deadbolt is used in the lock and there is a guest in the room;

6）The lock is in suspension state; exit the state by using Floor Card and Lockout Card.

◆ Spare card

After the spare card is inserted and withdrawn, buzzer gives no sound indication, and the red lamp flashes once. Possible reasons and solutions are:

1）The card is not inserted correctly; insert again with the right orientation.

2）The card is damaged; issue a new card.

3）The lock is not set properly; re-set the lock with Floor Card and Spare Card.

4）The deadbolt is used in the lock and there is a guest in the room;

5）The lock is in suspension state; exit the state by using Floor Card and Lockout Card.

Special Case 1

Insert a valid card, buzzer sounds a short beep, green light flashes but the door can not be unlocked. Possible reasons and solutions are:

1）The door has been deformed; fix the door and frame.

2）The mechanical parts are blocked by foreign object; remove the foreign objects.

3）The wire of battery case is not well licked with the PCB board; dismount the panel, plug the wire again.

4）Motor has been damaged; change the motor.

Special Case 2

No response from the lock after inserting a card.

1) No batteries in the lock; change batteries.

7) PCB is damaged; change PCB.

8) The battery wire isn't properly plugged to the socket on PCB board; open the panel and plug again.

Low battery indication.

After a key card of is inserted into the lock, the buzzer sounds three beeps and the red lamp lights. It shows that the batteries are low. Although there are enough battery for dozens of unlocking operation, batteries should be changed as soon as possible.

Note 1: After batteries are changed, the clock in the lock must be calibrated with a Clock Card. Otherwise Guest Cards and Maid Cards may not be able to unlock doors because of the time difference.

Note 2: If you still can't solve the problem with above-mentioned solutions, please feel free to contact our agent in your region or our headquarters in Shenzhen, China.

Note 3: Activities, like changing PCB, fixing mortise lock, must be carried out by professionals who are familiar with Adel products.

Installation Guide

Requirements for Wood Door

● Door thickness: 3.8cm to 5.5cm.

● If the door surface is decorated, the space between the decorative edge and the door frame must be 12cm or greater.

● If the door has no liner, wood strips must be filled around the mortise lock body. Its purpose is to protect the lock body against extruding.

● Tools

12mm-13mm twist drill bit; 22mm twist drill bit; 35mm-40mm drill; electric drill; electric saw; angel square; tape measure; saw blade; chisel; hammer; screwdriver; thread board; round file; whetstone; electroprobe; template; pencil.

● Installation Steps

1. Drilling and cutting of mortise chamber
    1) Define lock position on the door panel.
    2) Apply mounting template and mark the drilling point and cutting lines with a pencil.
    3) Follow the instructions given on diagram 1. Drill six holes of specified diameter with electric drill and respective drilling bit.
    4) Cut the block between two top screw holes and the door level according to diagram 1 with electric saw.
    5) Cut the mortise chamber from the lateral side of the door panel with a chisel.
    6) Use round file to smooth the inner surface of mortise chamber.

2. Installation.
    1) Insert the mortise lock into the chamber correctly and fasten it to the door panel with two cap and sharp-angled screws.
    2) Install cylinder, do not fasten the screw.
    3) Mount two square shafts in position with right orientation as indicated in diagram 6. Attach the front cover assembly and the back cover assembly to the door panel and tighten 4 big cup-head screws.
    4) Turn the cylinder with a key to adjust its position, make sure enough space is left for cylinder cap. Secure the cylinder in position by tightening the screw from the lateral side of the mortise.
    5) Plug the lock wire on the PCB.
    6) Attach the side plate to mortise lock and fasten the screw.
    7) Install 4 AA alkaline batteries in the battery box and clip the battery box on the top of the back cover assembly. Plug the power cord on PCB.
    8) Use a key card and mechanical key to test.
    9) If the lock's performance is satisfactory, attach the battery cover and tighten the hexagonal screw.
3. Installation of Strike Plate
    1. Define and mark the position of the strike plate on door frame.
    2. Use chisel to cut a hole which is big enough to hold the plastic lining cup.
    3. Insert the plastic lining cup in the hole and attach strike plate to the door frame. Make fine adjustment to its position to allow door latches to extend and retract freely. Then tighten the screws.
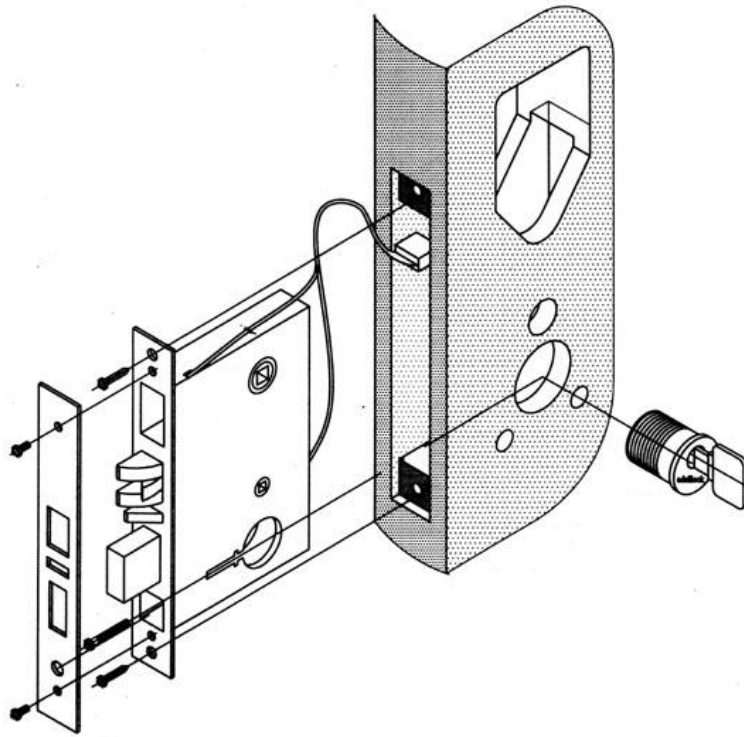
Change Batteries (See Diagram 5)

- Loosen the hexagon screw with a key and take out the battery box.

- Replace the used batteries with 6 new AA alkaline batteries. Batteries should be installed with correct polarity.

- Plug the power line on PCB, return the battery box, attach battery cover and fasten the screw.
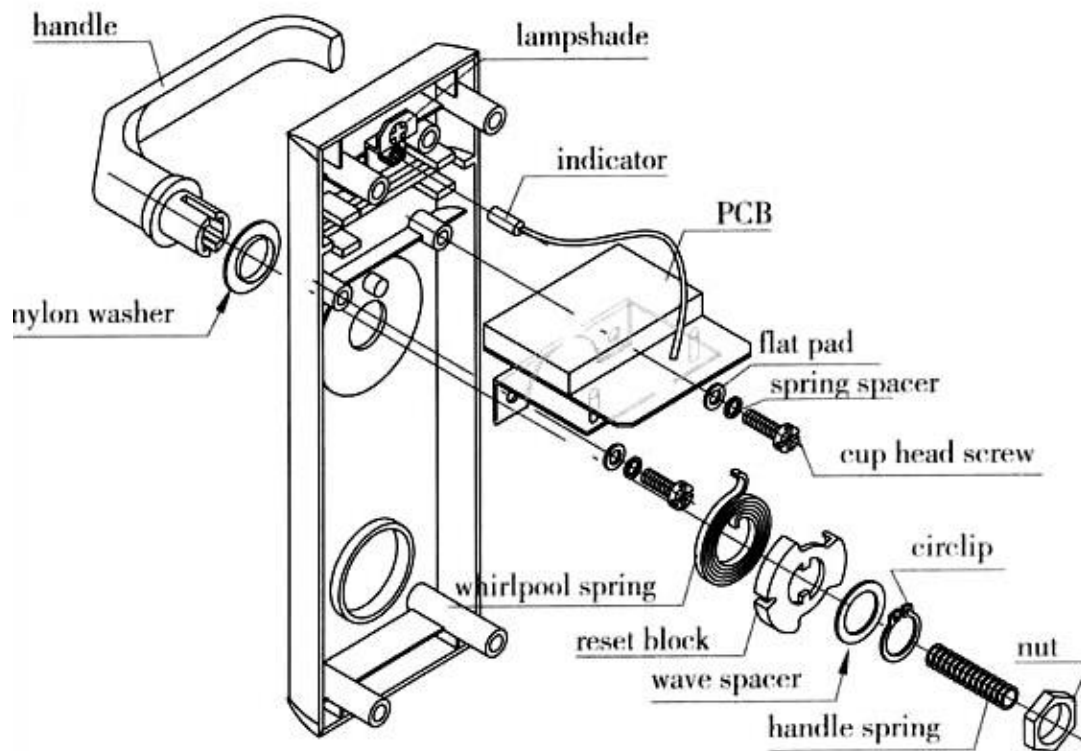
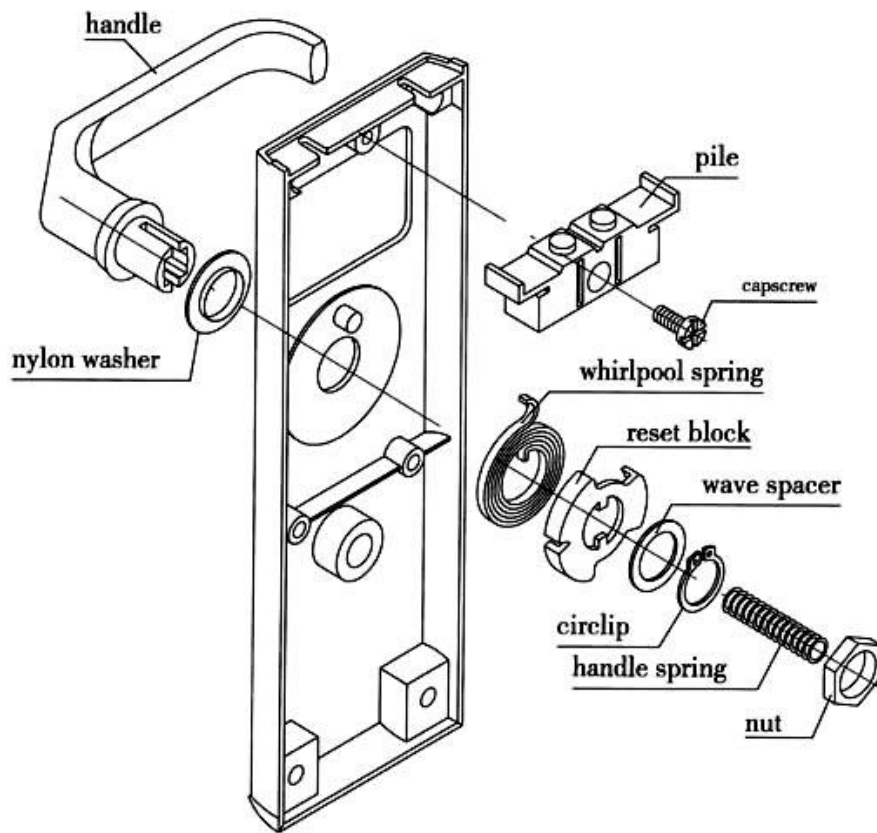- Test with a key card.

Diagram 1   Lock Installation Drawing

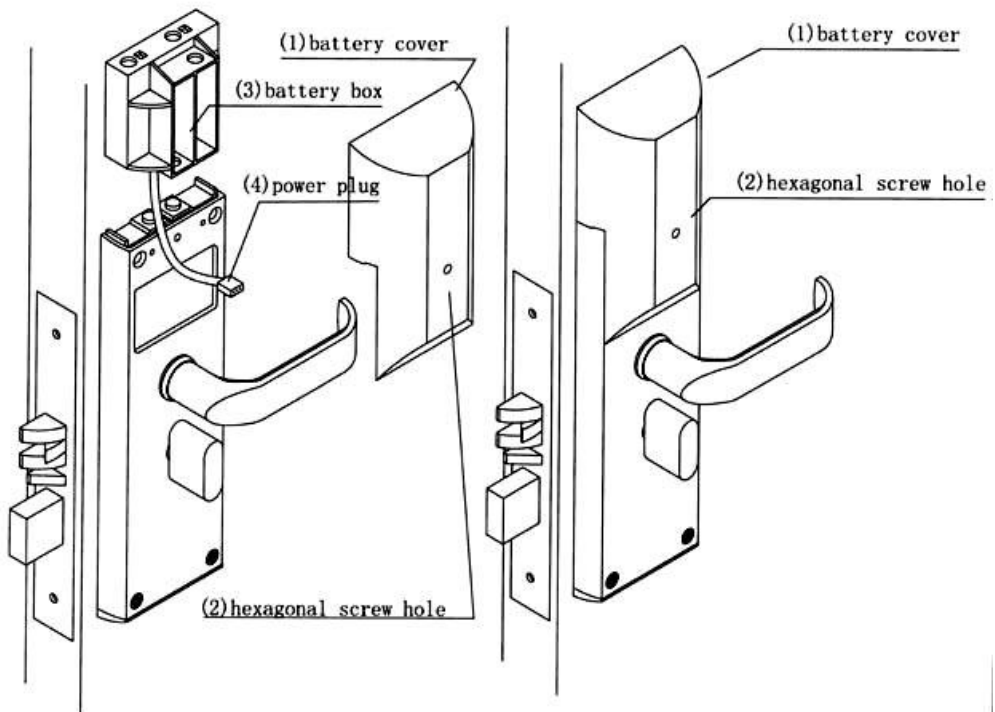Section A–A
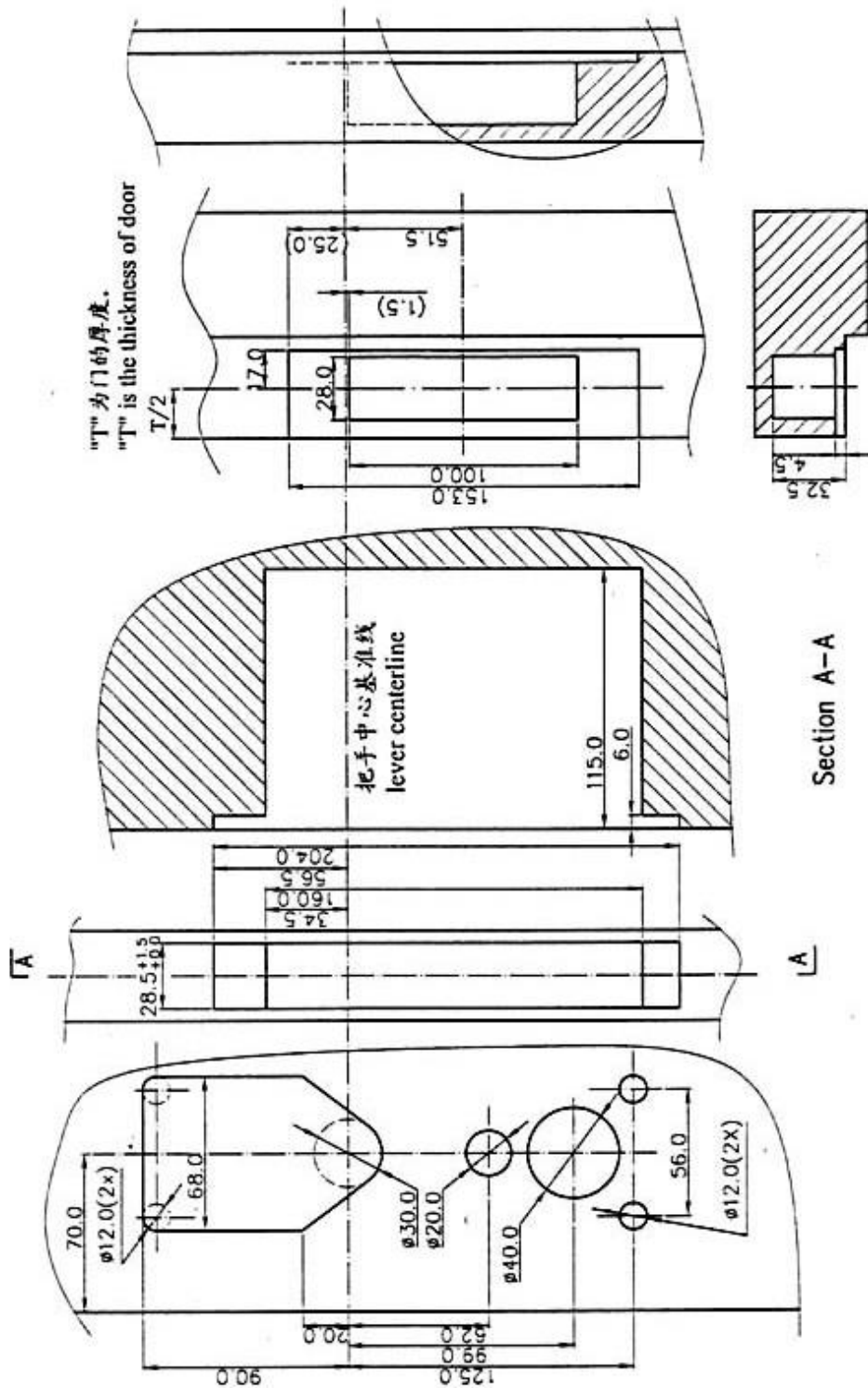
Diagram 2   Install Lock Body and Cylinder

Diagram 3   Install Front Cover

Diagram 4   Install Back Cover

handle

pile

nylon washer

capscrew

whirlpool spring

reset block

wave spacer

circlip

handle spring

nut

Diagram 5   Install Battery Cover

(1) battery cover

(3) battery box

(4) power plug

(1) battery cover

(2) hexagonal screw hole

(2) hexagonal screw hole

Diagram 6　Install Whole Lock
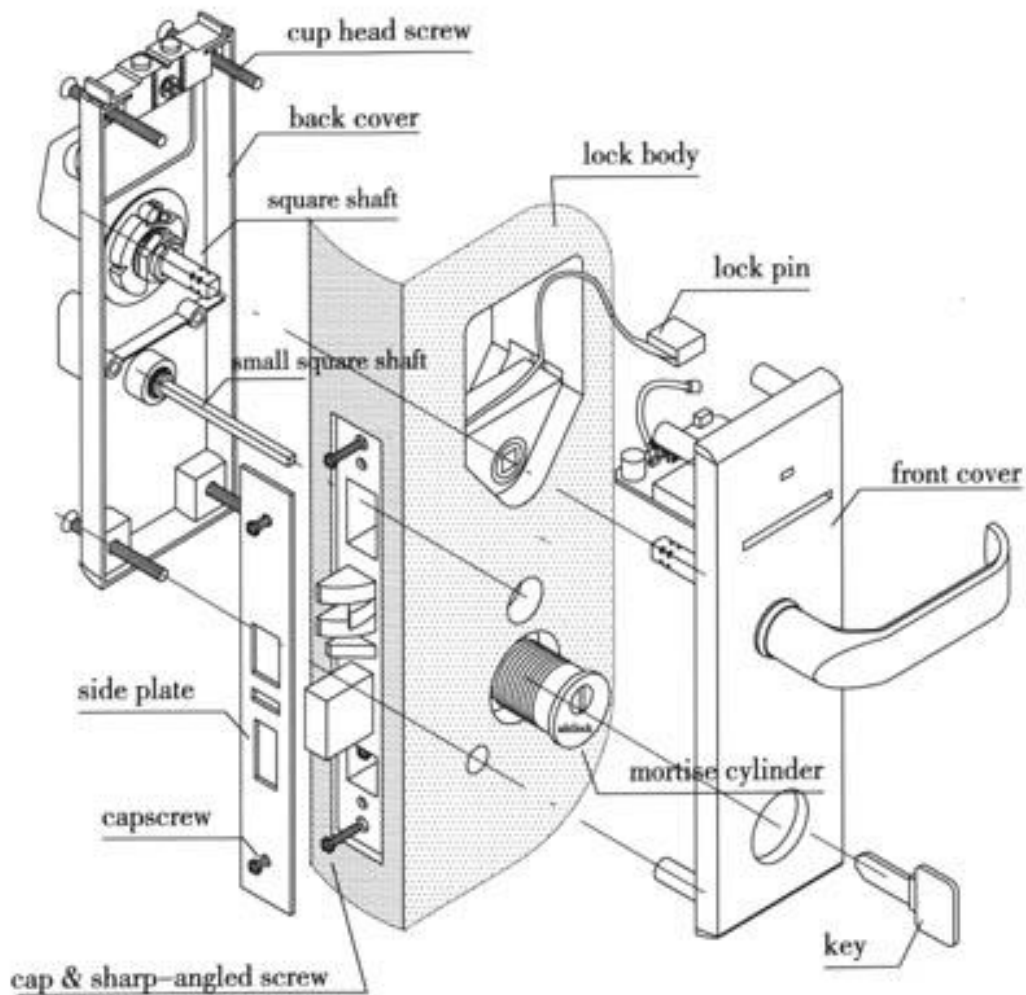
● Maintenance

● Check battery regularly.

Low battery is indicated by three beeps and red lights after a card is inserted. Although the lock can still function for some time, batteries should be changed as soon as possible.

● Change the batteries with the mechanical key.

If batteries are not changed in time, the door may not be unlocked with a key card. A mechanical key will have to be used to open the door to change the battery.

● Clean the lock panel surface.

Stains on the lock panel should be removed with soft tissues of cloth. Corrosive agent and hard materials must not be used..

● **Calibrate the clock periodically.**

It is recommended that all locks be calibrated with a correct clock card every other month to ensure correct timing in lock memory.

● Appendix A: Determine Handing

To determine the appropriate handing for your door, look at the hinges from the <u>exterior side</u> of the door. If the hinges are on the left, you require a left-handed lever. If the hinges are on the right, you need a right-handed lever.:
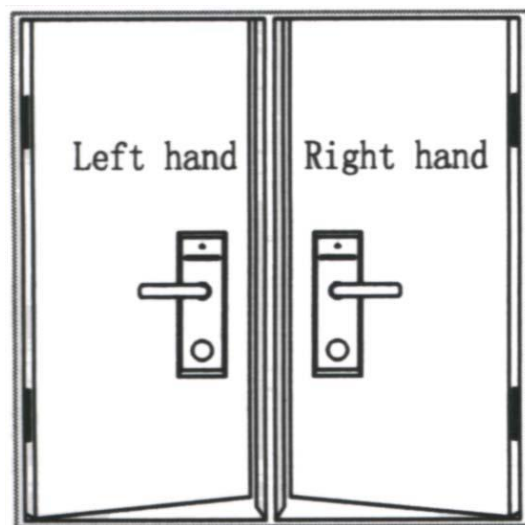
● Appendix B: Backup & Restore Database

After the software is properly installed and run and cards of different functions are issued, the system operator must copy **backup.exe** and **backup.enu** in the **Backup** folder on the software disk provided by us to the software directory such as C:\Program Files\Adel\Lock3200 V5.2. Then backup the database to a tape or disk in order to protect the data. If the hard disk or database is damaged, the system administrator can use the backup file to restore the damaged system.

Following are the backup operation steps:

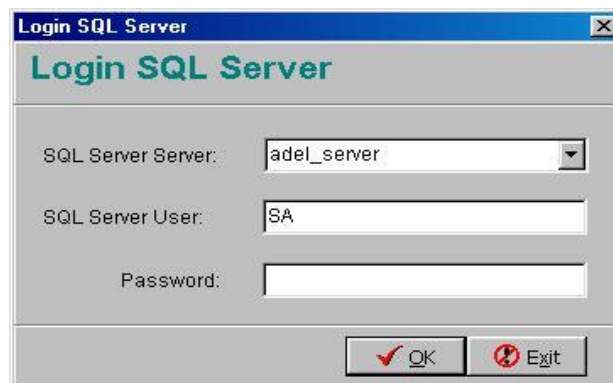1）Double click **backup.exe** in the directory **C:\Program Files\Adel\Lock3200 V5.2**. Figure 4-1 appears.

Figure 4-1

a) Input **SQL Server Name**. If the software is used in a single computer, the server name is the computer name. If it is used in Local Area Network, correct server name must be input.

b) Input **SQL Server User**.

c) Input P**assword**.

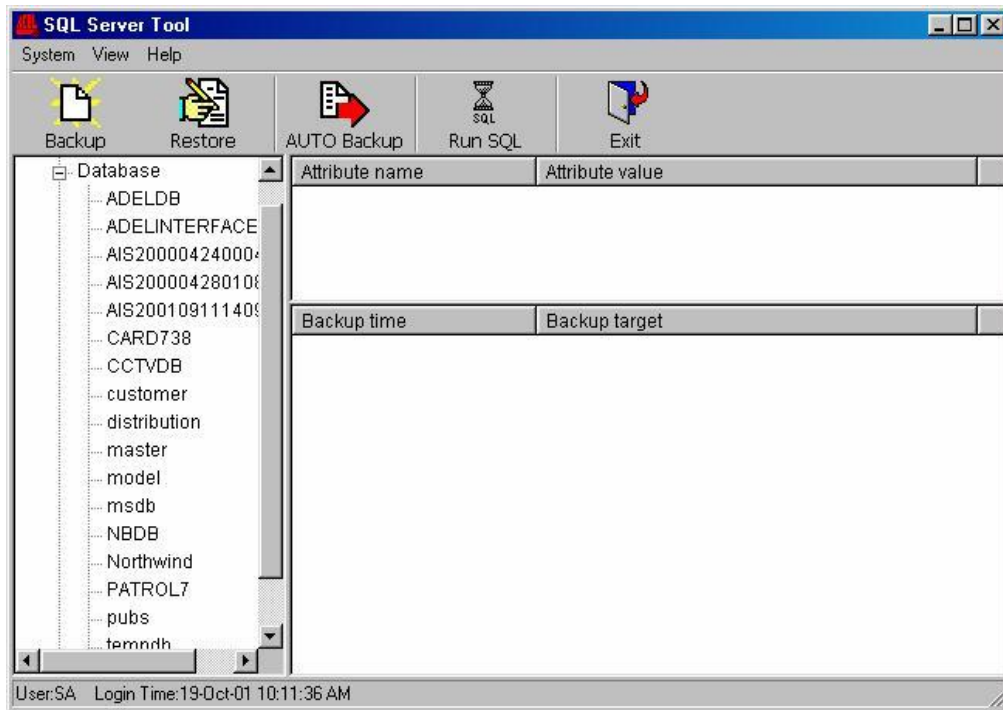d) Click **OK** button to enter SQL Server Tool window as shown in Figure 4-2.

Figure 4-2

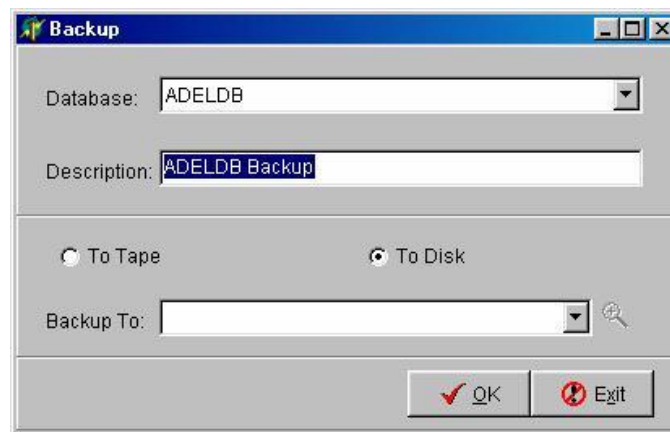2）Click **Backup** to enter Backup window as shown in Figure 4-3.

Figure 4-3

a) Select **Database** - **CARD738**. (It is created when clicking **Create Database**, Please refer to **Create Database**).

b) Input **Description** in the text box.

c) In the check box, select backup carrier: **To Tape** and **To Disk**.

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d) Input correct directory in **Backup To** box or select it by clicking 🔍 button.

e) Click **OK** button to start backup operation.

3) Return to SQL Tool window, enter SQL Server Agent AUTO Backup window as shown in Figure 4-4. Click **AUTO Backup** button to backup database automatically.
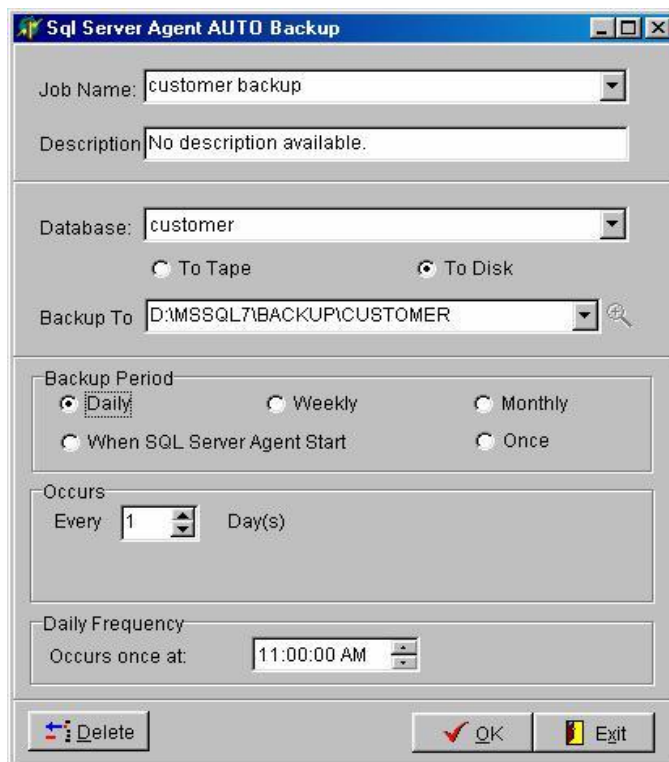

Figure 4-4

a) Input **Job Name** and **Description** in the text box.

b) Select **Database**, input or select database name.

c) Select backup carrier: **To Tape** or **To Disk**.

d) Input correct directory in **Backup To** box or select it by clicking 🔍 button.

e) Select Backup Period: **Daily, Weekly and Monthly, When SQL Server Agent Start, Once.**

f) Different Frequency box and execution time box may appear when different backup period is selected. Fill the them with proper numbers according to actual need.

g) Click **OK** button to confirm. Click **Exit** button to return to Main Menu.

Note: AUTO Backup function of this software is applicable to MSDE only. In addition, you must not exit backup window during the operation. If SQL Server is installed, you do not need to backup with this method, because SQL Server can backup database automatically.

4) if the database is damaged and the software can not be run, the backup file can be used to restore the system. Click **Restore** button to enter Restore window as shown in Figure 4-5.

a) Select **Database**.

b) Select backup carrier: **From Tape** and **From Disk**.

c) Input correct directory **Restore From** box or select by clicking ⊕ button.

d) Select Backup No.

e) Click **OK** button to confirm.
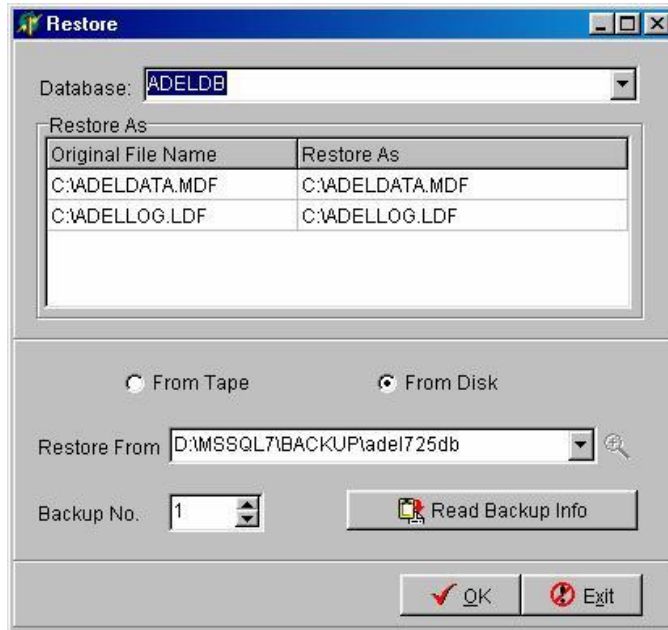
f) Click **Exit** button to return to Main Menu.

Figure 4-5

------------------------------- **THE END** -------------------------------