

Electronic Lock User Manual



Welcome

Thank you very much for using our intelligent locks!

Please read this instruction manual carefully before using it to know more about the using method and the maintenance. This will be helpful for you to use the lock and its management software properly and effectively.

We insist that: the customer' s demand is our pursuit. Our professional after-sales team will provide the best technical support and service for you.

Please call us or send emails if you have any question about it.

CONTENTS:

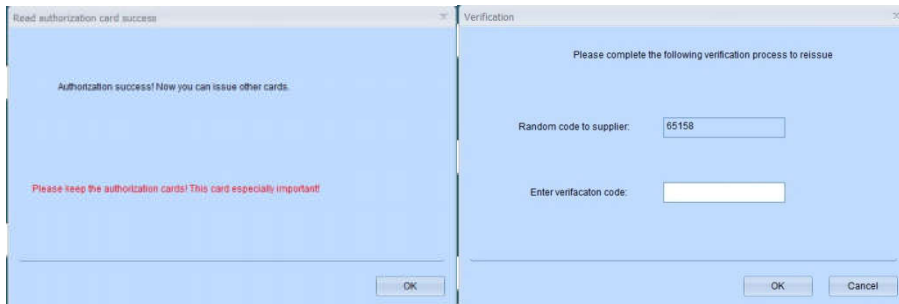
Drilling Hole and Installing Instructions	2
Software Installing and Lock Setting	4
Basic Operation and Usage	10
Common Problems and Solutions	13

5 , What to do when lost the card ?

- Two ways: 1. make a Reporting lost card, choose the corresponding card which is need to be reported the lost, make a Reporting lost card, and then swipe it on the right door lock.
2. Make a new card to replace the lost card, including the Master card, Building card, Floor card etc. When making a new card, choose "new card replace the old card" , and swipe the new card on the right door lock.

6、 Reissue an Authorization Card .

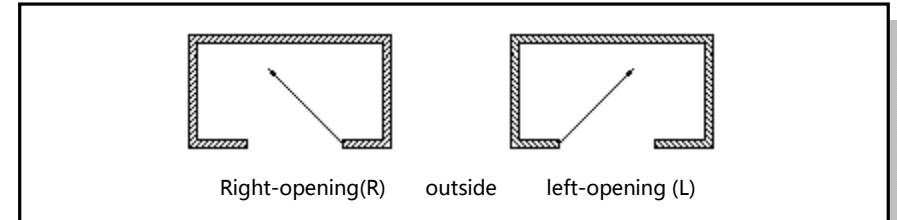
- If you have lost the Authorization Card, please prepare a Master card or Floor card, put it on the Reader, choose "System Setting" → "System Parameter Setting" → "read the Authorization Card", press F9, send the random code back to the supplier, and they need to input the random code to resend a card. Please do not close the computer window before input the random code. Enter the system directly after the above operation.



Drilling Hole and Installing Instructions

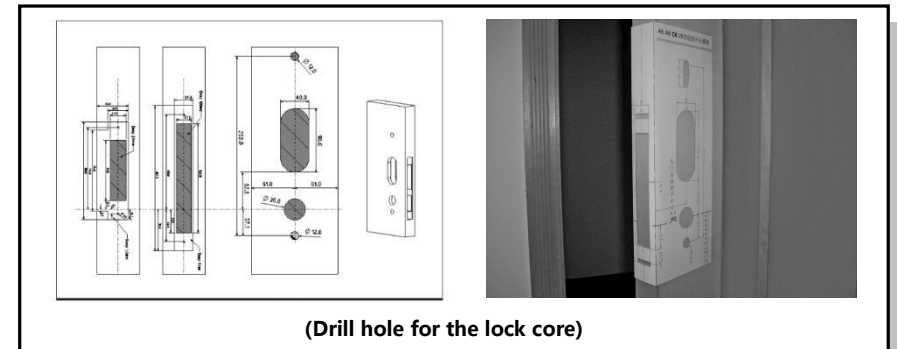
1、 Distinguish the door lock directions

- Right-opening door lock: door hinges (knob) on the right of the doorframe.
- Left-opening door lock: door hinges (knob) on the left of the doorframe.



2、 Drill Hole:

- **Mark the datum line:** Draw a datum line respectively on the door frame, obverse, reverse, and side face of the door at the same height. (we suggest the terrain clearance be 0.9~1 m, this is the height of the handle).
- **Drill hole for the lock core:** Use the tools to drill hole for the lock core first according to the drilling hole model, please refer to the following drawing:

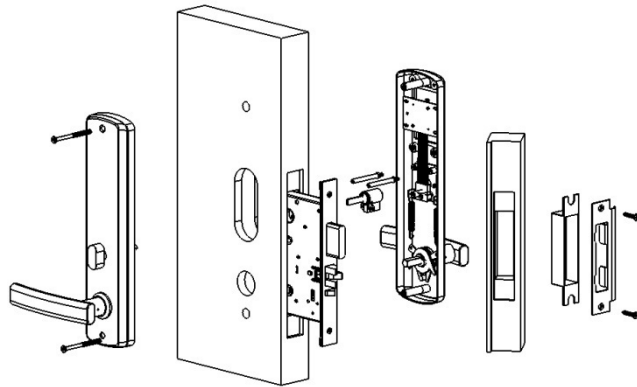


3. Install the lock:

- **Assemble related installation kits:** Unpack the packing case, take out the lockset and related installation kits, assemble the mechanical key locking head and fixed leg of the former lock plate.
- **Install the lock core:**
 - Take down the side stainless steel mouldings;
 - Fix the lock core on the door with two cross countersunk head screws, and please do not over the line;
 - Intall the side mouldings;

● **Install the front and back panels of the lock:**

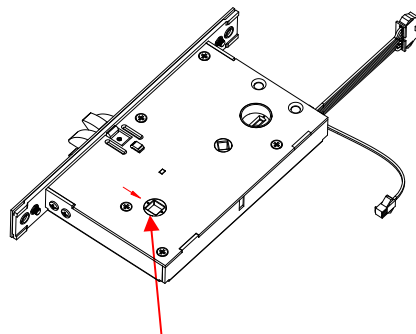
- Install the square shafts on the door inside and outside ;
- Connect the 8PIN data cables of the front panel and lock core;
- Connect the battery line;
- The two positioning pillars of the lock plate need to be in focus with the two accordingly locating holes when installing the front panel, the pillars and locating holes are our patented products, so that the handle of the lock panel can be properly installed;
- Debug the door lock after packed the batteries.



Installing of A8 series locks (different models share the same installing principle)

4、 **Precautions of the lock installation**

- The arrow on the lock body must be aligned to the arrow noted when installing the square shafts of the front panel, as shown:



(arrow on lock body be aligned to the arrow noted)

Common Problems and Solutions

1 , It sounds normal and you can also hear the voice of the motor, but still cannot open the door normally?

- Forget to install the square shaft of the front panel;
- Arrow on the lock body must be aligned to the noted arrow;

2 , Fail to open the door with the guest card?

- Give an alarm for one time: the wrong time or the overdue card, make the Time card again or resend the guest card.
- Give an alarm for two times: the door is double locked or the Insurance tongue switch is abnormal normally closed, unlock it or change the lock body.
- Give an alarm for three times: the wrong room number, make a Clearing Card to modify the room number (Smart Card Management → Special Card → Clearing Card)
- Give an alarm for four times: the card was reported to loss, just cancel the reporting loss of the card.

3 , There are starting alarms continuously when plug in?

- The battery is packed wrongly or out of power; there will be continuous alarms when the voltage is around 3V.

4 , The red light of the motherboard was on, but no reaction of the magcard?

- If the red light is on all the time when plug in, then the coil was broken and you need to change the motherboard, if the red light was always on when touching, it' s out of power and just change the batteries

9. **System backup:** Click "System Setting" → "Database Management" → "System Backup" in the main menu, choose the corresponding position of the backup file, it is very important to prepare a backup file for all data of the system, and the copy will be useful if you want to change a computer or reinstall the system later.
10. **System recovery:** If the system has been reinstalled, click "System Setting" → "Database Management" → "Data Recovery" in the main menu, choose the backup file and recover every data of the system.
11. This User Manual mainly introduces the basic setting and operating of the lock. Please click "Help" in the Toolbar to get the detailed instructions of the software.

Software Installing and Lock Setting

Our locks are divided into hotel lock and apartment lock according to different applications. Adopting software management, hotel locks are mainly used in hotels and clubs which need to be centralized controlling. With a single chip, every apartment lock is independent and can issue cards on the door directly.

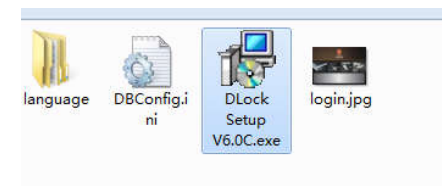
This instruction manual mainly introduces the installing, setting and using methods of the hotel lock management software. Hotel intelligent lock has the Engineering card, Authorization card and Reader, Engineering card is mainly used for temporary opening of the door when the lock was just installed and packed the batteries(the Engineering Card is invalid if the Authorization Card has already touched the lock). The Reader needs to be connected with the reception desk computer to issue cards. The Authorization card, Time card and Installation card are using for door setting and cannot open the door. The Master card, Building card, Floor card and Guest card can be used to open the door.

Quick operating procedure and instructions:

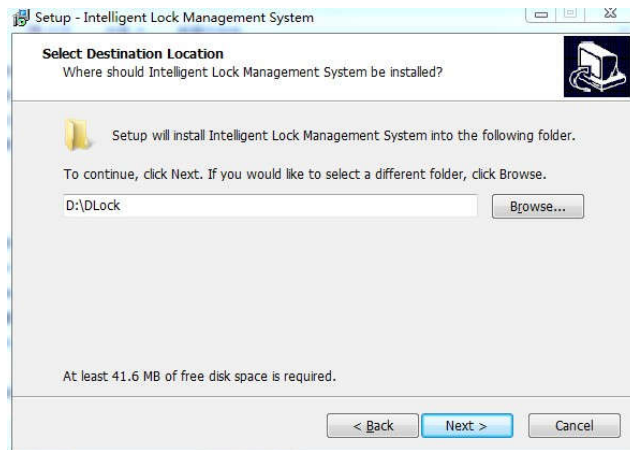
- 1、 Install the management software of our intelligent locks;
- 2、 Connect the Reader;
- 3、 Start the lock management software and register;
- 4、 Use the Authorization Card in lock management software;
- 5、 Add related information of building, floor, room number etc;
- 6、 Prepare the Installation Card and Time card for every room on the software;
- 7、 Finish setting by swiping the Authorization Card, corresponding Installation Card and Time card on the door lock;
- 8、 Choose corresponding operation for the lock management software, including Guest Card、 Master Card、 Floor Card, then you can open the door.

Note: The Authorization Card is to authorize the locks in the hotel, please keep this card safely!

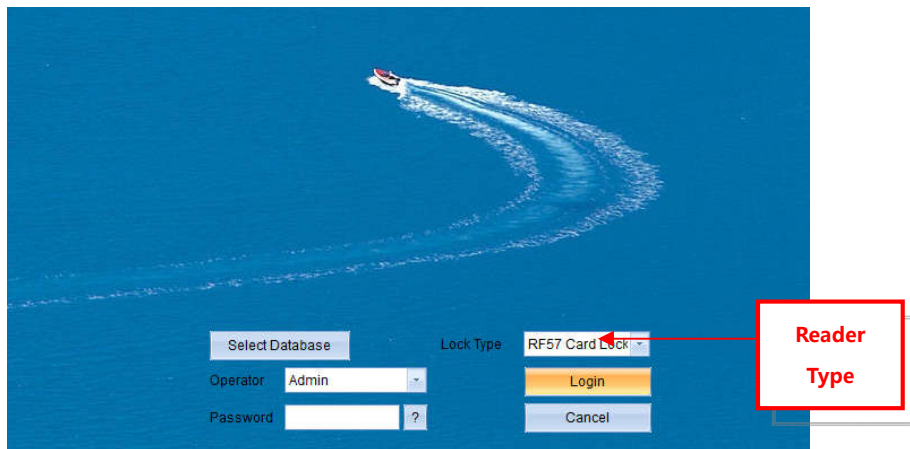
1. Open the disk erection sequence in the attachment. Please close anti-virus program before installing this software, and start it normally after installation.



2. We suggest the installing position be D:\DLOCK.

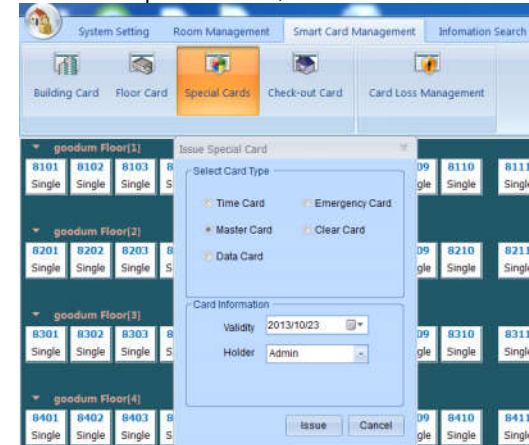


3. Please connect the Reader after installing the software, if the blue light of T57 keeps on or the red light of M1 keeps on, then both of them are functioning well.
4. Click the desktop icon "Intelligent Locks Management System", the operator will be "Admin" in original state, with an empty password. The door lock type and Reader type should be accordant.

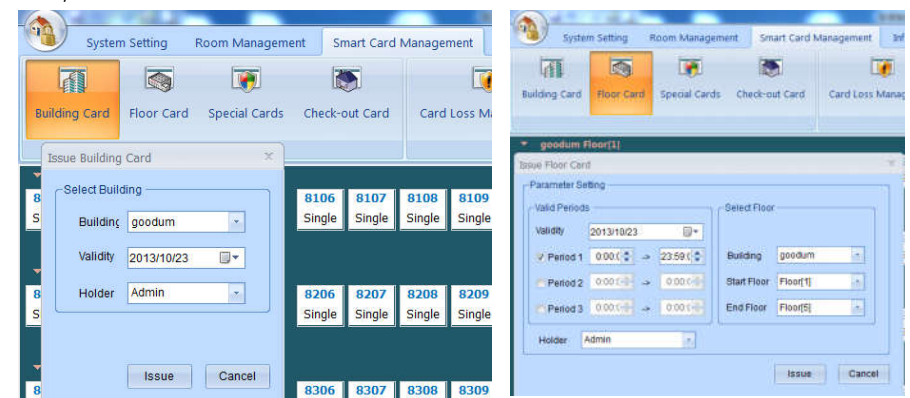


RF57→ID Card ; RF50→Mifare 1 Card

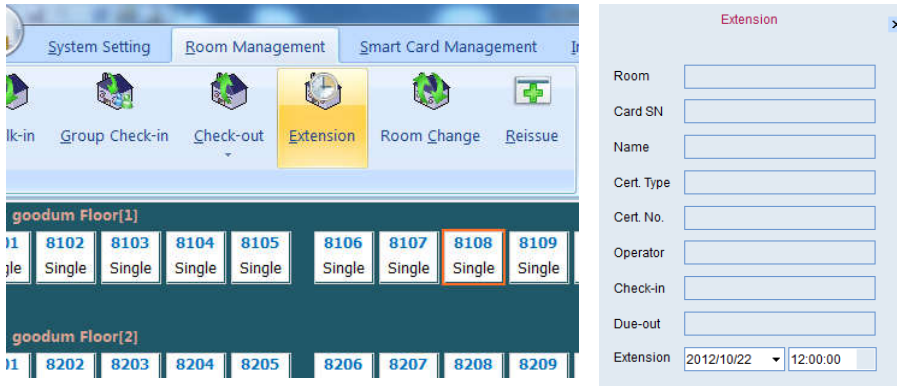
7. **Master Card** : It is used for opening all the doors of the hotel, you can send out 5 Master Cards at most. Click "Special Cards", choose the "Master Card"



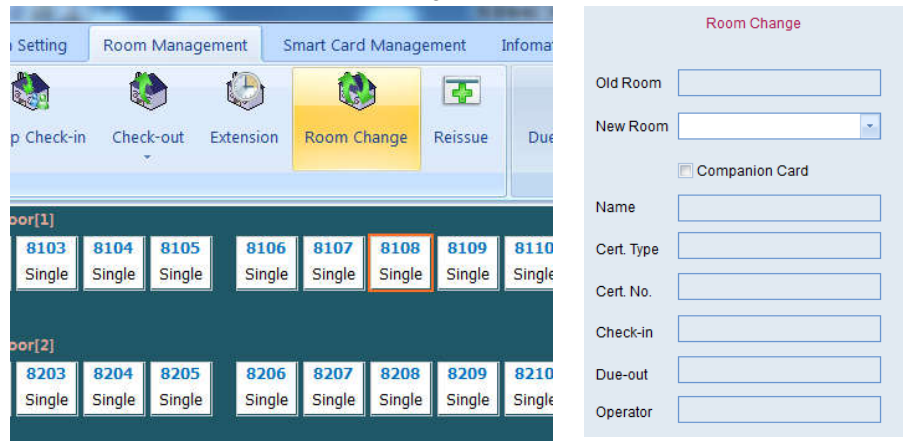
8. **Building Card and Floor Card** : Be used for opening the doors of corresponding buildings and floors, Building Card can open all the doors of the right building and the Floor Card can open the doors of the right floor. Click "Smart Card Management" in the Toolbar, choose Building Card or Floor Card, and make the corresponding cards. You need to choose the starting floor and ending floor; the starting floor and ending floor must be the same floor if you only open one floor. Click the corresponding building in the working area with the right mouse button, choose to make Building Card, and click corresponding floor, choose to make Floor Card



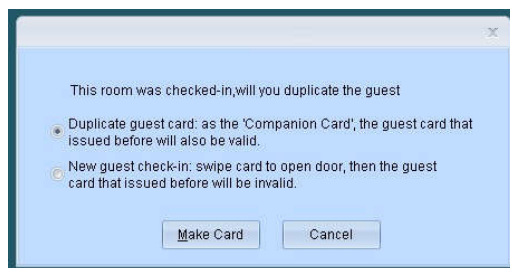
4. **Guest extension**, "Room management" → "Extension", put the room card on the Reader, click "modify" to finish.



5. **Room change**, "Room Management" → "Room Change". Put the card on the Reader, input the new room number, click "read" and "change"

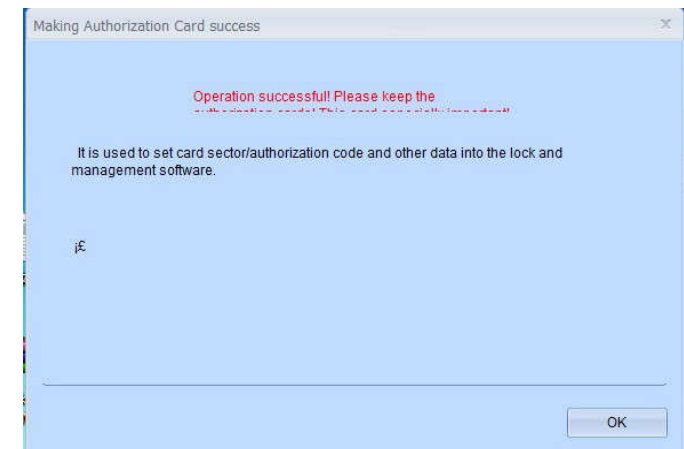
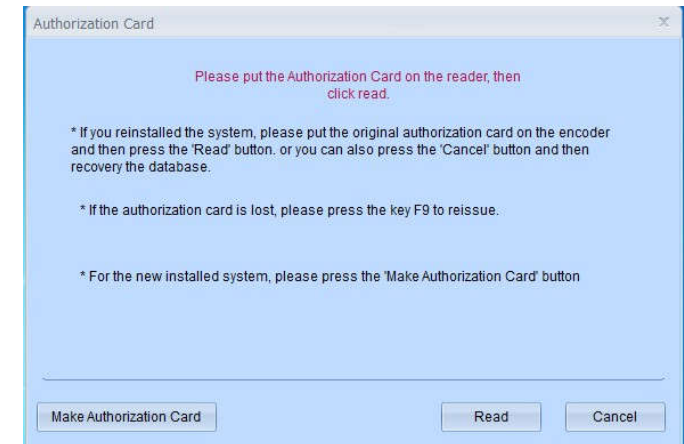


6. **Issue many cards for one room**: if there are more than 1 guest to check-in the same room and need to issue many cards, at first, issue the first guest card in normal way, then again in the same way issue the following guest cards, when issue the second card, system will point out the following operation window, choose "copy guest card", use the same method to issue the third, the forth guest card etc. If choose "new guest check-in" it will replace the previous issued card, and then all the cards issued before can't open the door.

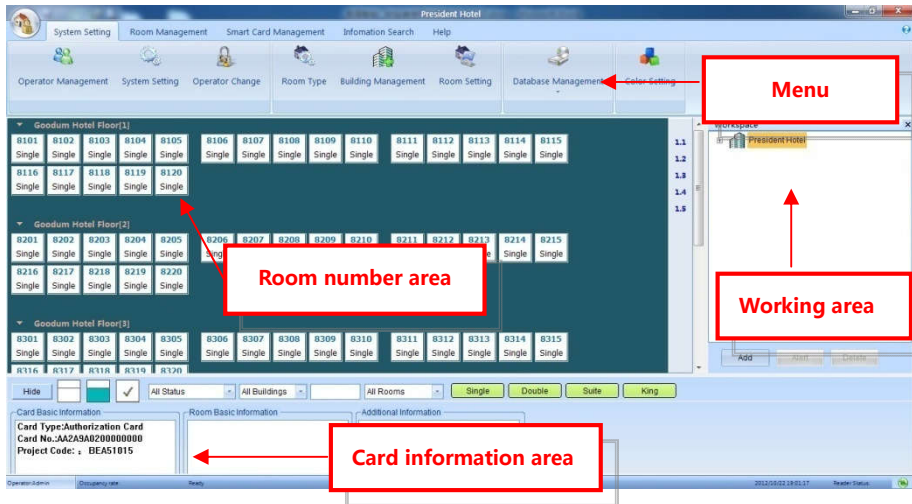


5. Click the "Login" button and enter into the software, put a card on the Reader to issue a new Authorization Card, and then read the Authorization Card and enter into the system.

Please keep the Authorization Card properly for further use (door setting and system reinstallation)!



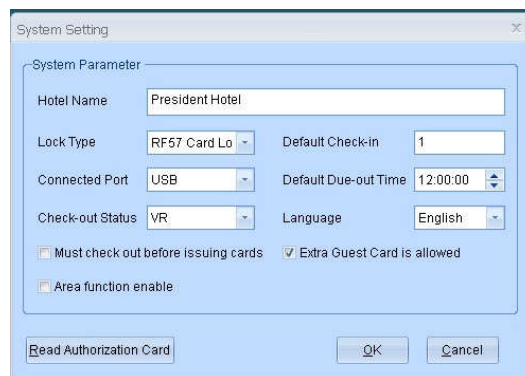
6. Enter into the main window of the system



Note :

- When you put a valid card on the reader, the card information will appears on the Card information area. ;
- Information in the Working Area can be listed or packed up by clicking “+”“-” ;
- Click arrow of Room number area to list or pack up the related information
- Click the corresponding guestroom types to choose corresponding guestrooms.

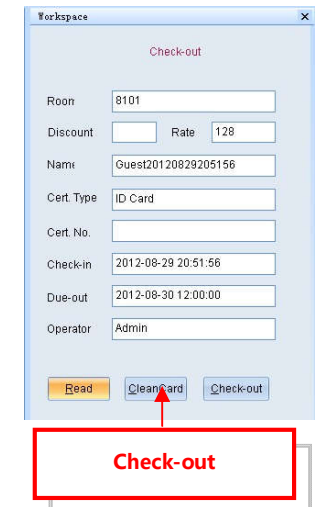
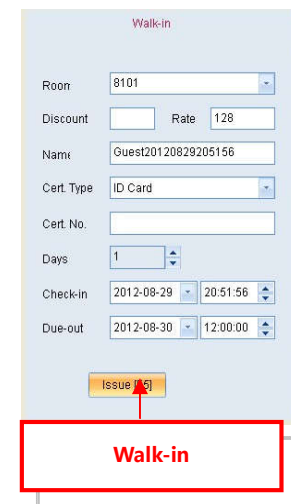
7. Set the basic parameter of the hotel: After enter the system, click " System Setting " → "System Parameter" to modify the hotel name, check-out time, and so on.



Basic Operation and Usage

The instruction manual mainly introduces the basic operation and usage of hotel lock, including walk-in and check-out of the guests, card reading, card recovery, Control the distribution of Master Card, Floor Card and Building Card. Please read the help file to get the operating instructions in details.

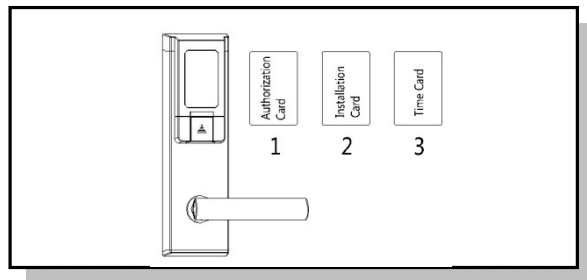
1. **Walk-in:** Issue a Guest Card, double click the room number, there will be a working area on the right, input related guest information and staying days, then click “Issue” , the related card information will appears in the main menu.



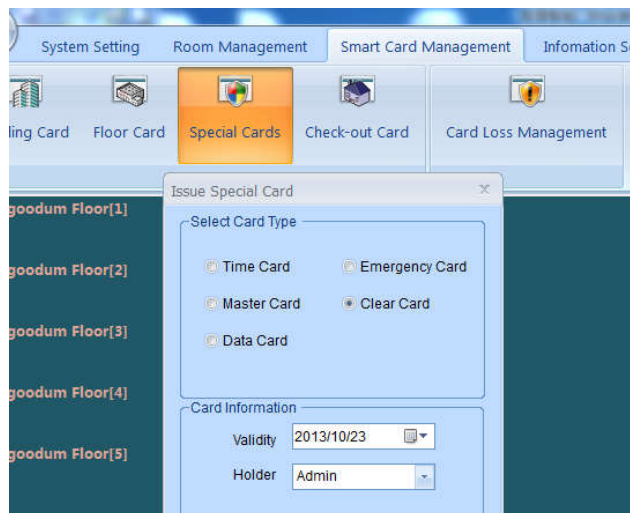
2. **Check-out:** Click “Check-out” , there is a window of Check-out, put the returned room card on the Reader , read the corresponding card information, click “Check-out with Card” to complete. It’ s unable to open the door with the card which has been checked-out and became a blank card.
3. **Reading information and recovering of the card:** Put the corresponding card on the Reader, the software will read the card information for you; click “Clean Card” if you need to recover the card as a blank card.



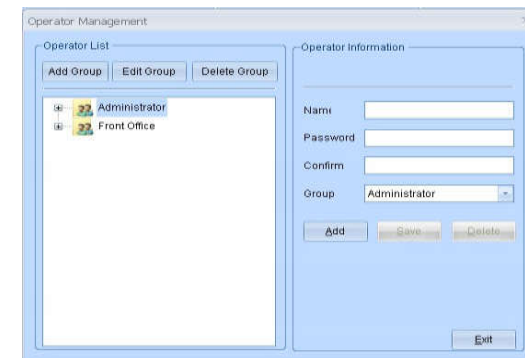
16. After making the Time card and Installation Card in the lock management software, set the lock with these cards. Touch the Authorization Card, Installation Card and Time card in order when setting the lock. (You have an Authorization Card and a Time card for all rooms, but have different Installation Cards for every single room). (You just need to swipe the Authorization Card and Installation Card



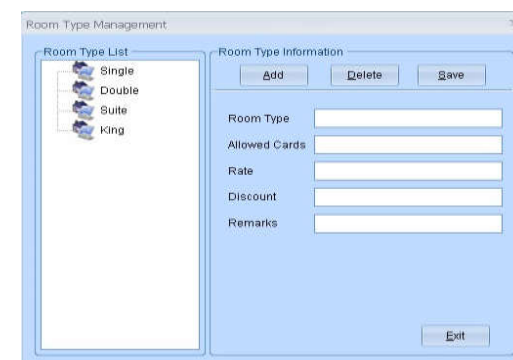
17. If you need to change the room number, make a Clear Card (the primary Guide Card). First, touch the Clear Card on the lock of the room which needs to be modified the room number, and then touch the new room number card.



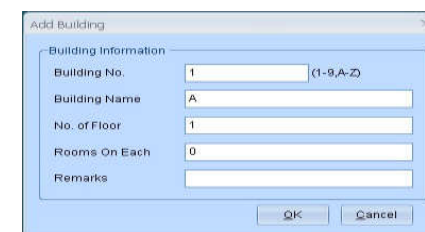
8. **Operator setting:** Click “System Setting” → “Operator Management”, you can encrypt the main ADMIN, add or modify the reception desk and set password as well as the operating rights of the operators.



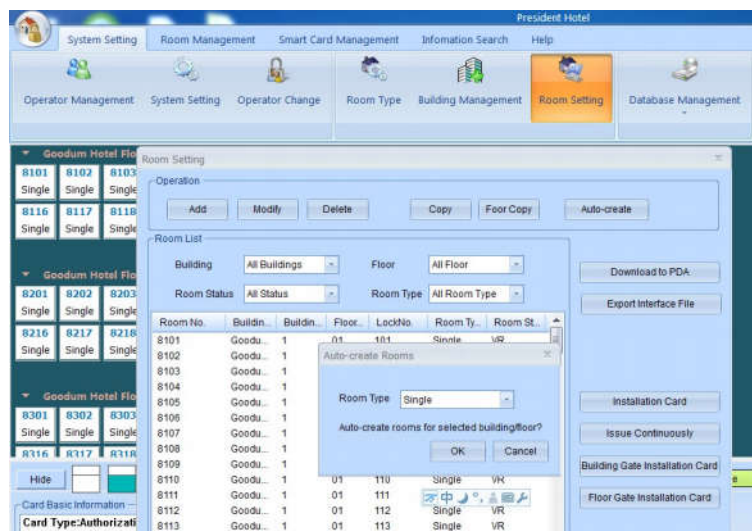
9. **Set room type:** Choose “System Setting” → “Room Type Management” in the main menu.



10. **Set building and floor information:** Click “System Setting” → “Building Management Setting”, there will be a hint “ please operate it in the Building Management window on the right”, then“ XX hotel “ appears, click it with the right mouse button, add the relevant building information, input building number and its name, fill in the amount of floors and guestrooms, you can add, delete or modify it later by click the right button.

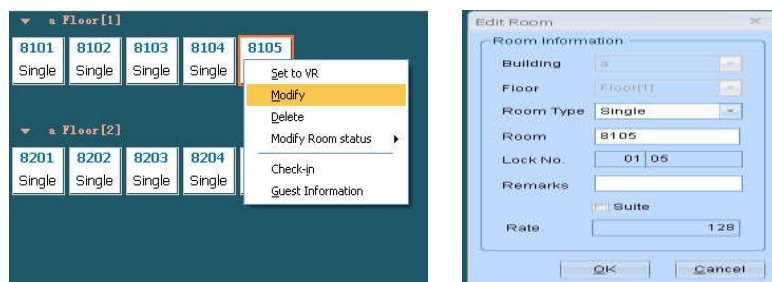


9. **Create rooms:** Click the main menu, choose "System Setting" → "Room Setting" → "Auto-create Room", click "ok" to create all rooms quickly.

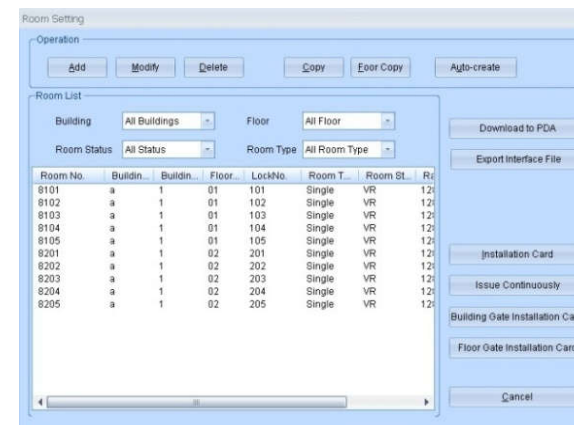


10. **Modify the amount of rooms or floors:** After quick creating of guestrooms,, click corresponding floors with the right mouse button in the main window, you can add rooms of this floor or delete it. Click the "building" with right mouse button, you can add floors or delete this building. Click the corresponding guestroom to delete it.

11. **Modify the room number:** Set up all the room numbers, if you need to modify the room number and types of guests, just click the room with the right mouse button and modify the room types and room number.



12. **Make Installation Card :** Click "System Setting" → "Room Setting" in the main menu, choose the corresponding room number, make the Installation Card for every room. One card for one room. Please make a note in case of wrong swiping.



13. **Make Time card:** Time card is mainly used to modify the lock time in order to keep the consistency of lock time and computer time. Click "Smart Card Management" → "Special Cards", choose "Time card", click "Issue". Please make sure that the computer time is correct, if not, you need to revise it first. After successfully making the Time card, avoid to swipe it after a long period. Recover the Time card timely and remake it next time. (It' s unnecessary to make Time card)

