

RF-NK

Hotel Lock Management System

Part One: Summary

1. Computer Configuration requirement.

- ◆ Pentium Series Processor
- ◆ 128M Internal Memory
- ◆ Win2000 /XP Operating System
- ◆ At least one com port

2. Installation of System

1) Connect encoder to computer.

The Connect wire has three connectings. single connecting side connect encoder, another side connect Comport and USB .

2) Install system: Insert optical disk to run document setup. exe, complet installation based on prompt.

3. Logon in system The default user: super. password: 0 (**For security, it should add new super-managers and delete this default super user**).

Part Two :Operation

Software contains seven function menus: Check-in, Tools, Cardprocess, Reports, System setting, ControlPanel, About. Please operate software by below steps.

■ 『 System setting 』

The first step to run software is to set hotel's room information according to the actual rooms of hotel. After room setting, hotel's room numbers will be shown on the software.

System Data setting includes Room Setting, Clear-rooms setting, system data and backup database

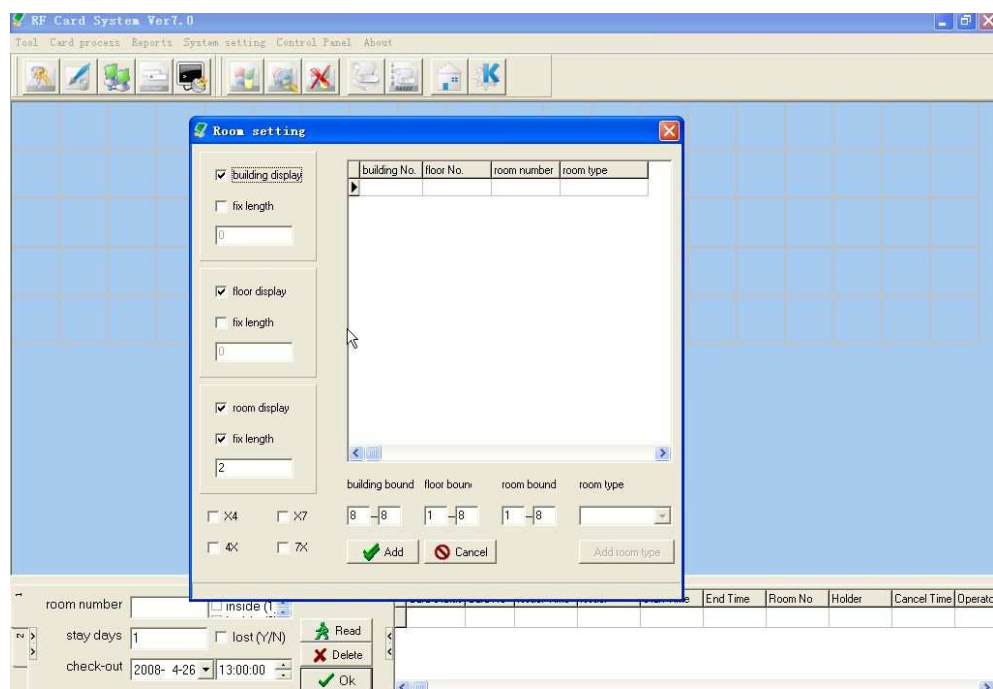
1-1 ① Room setting

- **Function**

Set hotel room information

- **Operation steps**

With mouse click the submenu **room setting** in **system setting** to enter into the following screen



Generally ,guest room number consists of building number,floor number and floor room number.For example: If a hotel has 1 building 9 floors , 20 rooms in each floor. Set room information with below steps

1.Choose **building display** and **fix length**.input number **1** in blank pane. choose **foor display** ,input digital **1** in blank pane (if floors exceed 10 ,input number 2) .choose the **room display** and **fix length** and input number **2** in the blank pane.(because the room number is 20.exceed 10).

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

3. The default room type is luxury suit ,if the hotel need to add other type rooms , click **Add room type** and input the new room type

Finally ,click **ADD** and close screen ,the rooms will be shown on the interface.the rooms number is from 1101 to 1920.

If hotel would not like show the building number on the interface ,cancel the choice of **building display** .the room number will show on the surface from 101-920 .

if hotel don't like numbers 04,14,07,17 , please tick “√” in the front of X4,X7.

5.Delete: select the room numbe then click **delete** If Delete all rooms, please click on **delete** tab and keep pressing on the **enter** tab until all the rooms are deleted.

1-2⊙ Clean -rooms setting

- **Function**

This function for hotel clean staff hold multi-rooms card tp open certain rooms in hotel .The clean -rooms setting refer to set this certain rooms.

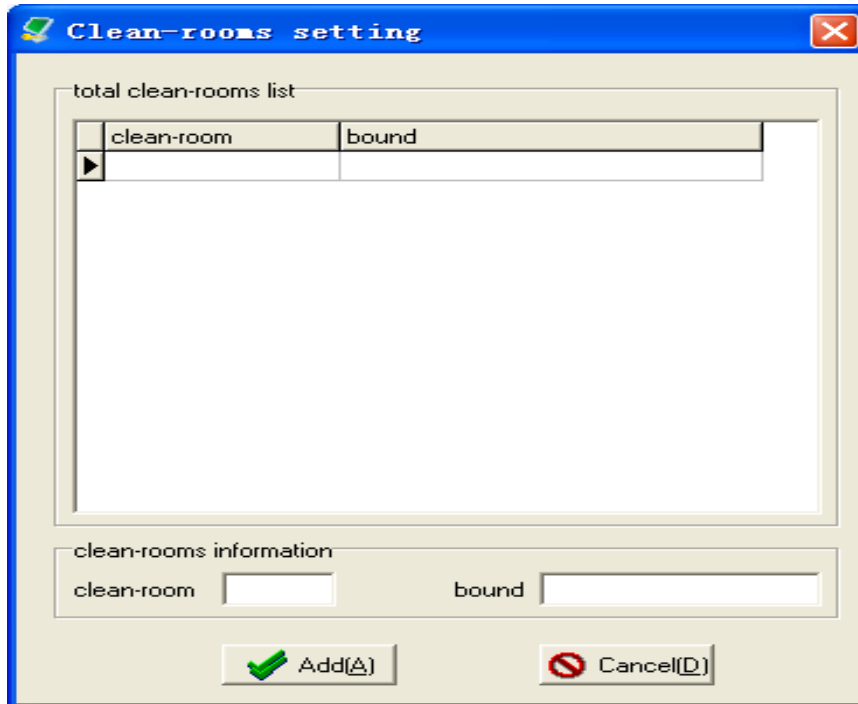
- **Operation steps**

With mouse click the submenu **clean -rooms setting** in **system setting** menu. add bound of each clean- rooms.For example ,a hotel with rooms from 1101-1920.If set four certain clean rooms for four clean people.

1. Input sequence number 01 in the first **Clean rooms** pane .if the bound of **NO 01 clean rooms** is from room 1101 to room 1220 ,input 1101-1220 in the bound pane. Then click **Add** with mouse input 02 in the **clean rooms** Pane . if **No 2 clean rooms** is from room 1301-1420 ,input 1301-1420 in the bound pane.

Analogy like this.the NO 03 clean rooms is from 1501-1620.the NO .04 clean rooms is 1701-1920.

2.Delete clean room: choose clean -rooms ,then click **delete** tab.



1-3⊙ System data setting

- System data contains check out time ,Max cards for one room .com port number and total room of each row.

The default check out time is 12:00.

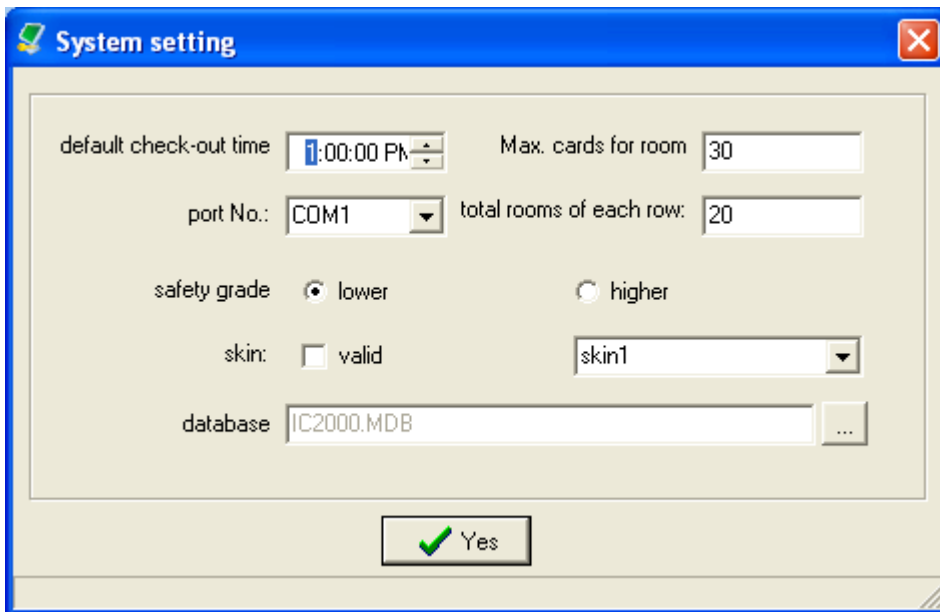
Max card for one room refers to guest card most can be issued for one room .

Comport number here means which computer communication port connect encoder .The encoder defaultt port number is Com port 1.

Total rooms of each low means room most can be shown on interface of software.

- **Operation rules**

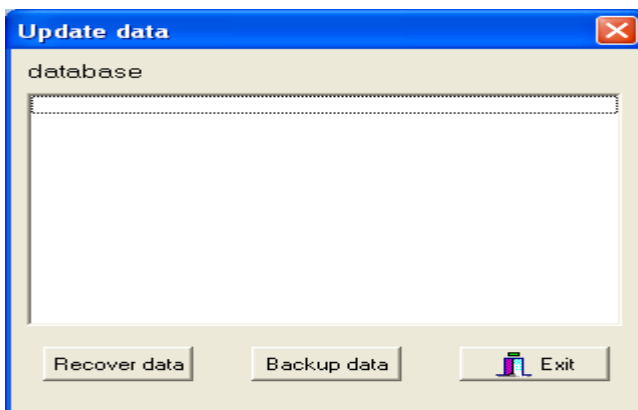
With mouse click the submenu **system data** in **system setting** memu to enter into below screen;



1-4⊙ backup database

- Function

Hotel should backup system data every day.when happening data lossed .Hotel can use the backedup data and authorization card to recover former system data.



■ 『 Control Panel 』

2-1⊙ operator controls

- Function

Add, delete operators .for security ,Hotel have better add new super manager and delete the default super manager after run software.

- Operation steps

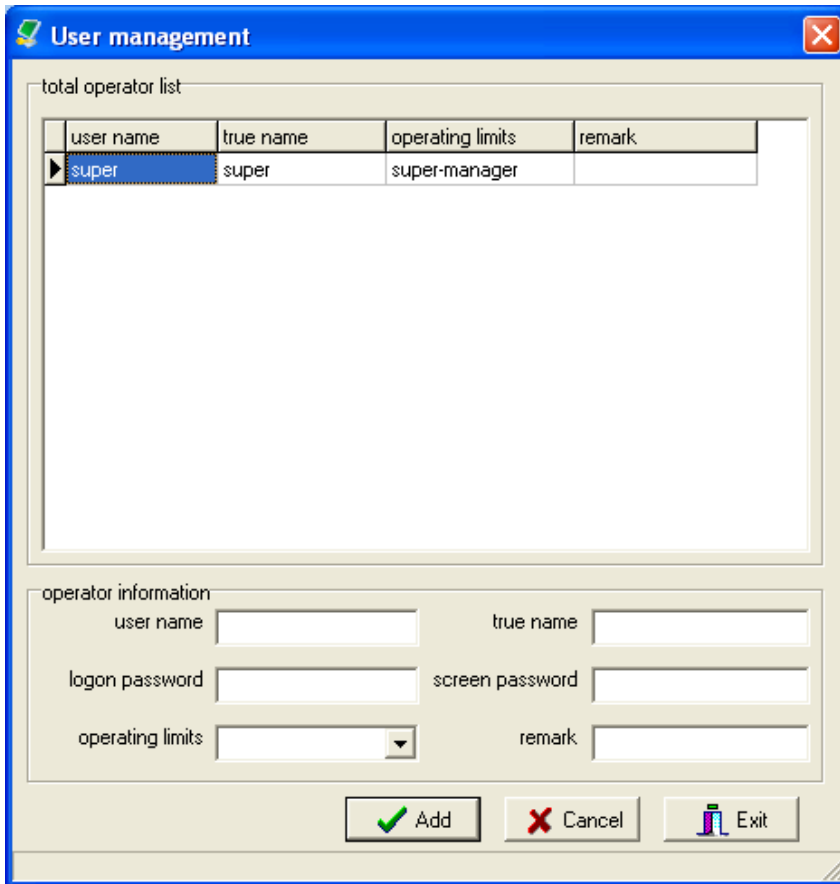
Click the submenu **operator controls** in the **super manager menu**,input the information and choose operator.there are three grade operator right.**super manager** .**manager** and **receptionist**.*

1.**Super-manager**: Can operate all functions of the system.

2.**Manager**: Can issue various cards (except for authorization card and master control card), check unlocking records .

3.**Receptionist**: it is limited to only issue guest card, check work records.

*Delete operator:choose the operator click **delete** tab



- **attention**

It's better to set only one super manager.

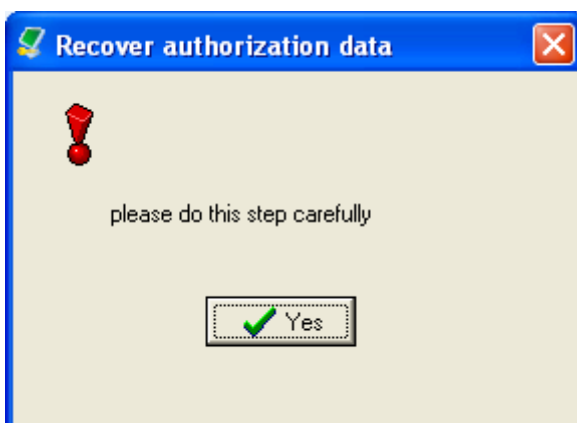
2-2.⊙ Recover authorization data

- **Function**

Recover system data when system data losed.

- **Operation steps**

With mouse click the submenu **recover authorization data** in **Control Panel** menu,Put authorization card on encoder, then Press **yes** tab. System will be recovered



3. Attention

Please do this step carefully

The whole steps of recoving system data is below.

1.install new software .
2.put the authorization card on encoder then click **OK**,the former database(hotel room information) will be recovered.

■ 『 Card process』

3-1 Cards instruction

For carry different information ,cards can be considered to two types cards :setting cards and function cards.all the cards issued by encoder.when success to issue card,there is a buzz from encoder

- ◇ Setting cards:set lock function.
- ◇ Function cards:open door.

◆ Setting cards

1.Authorization card:

Function: Carry system information and use this card to set lock system information.And

Store system data

Recover system information if the system data lost

The super manager have better hold at least 3 pieces of authorization cards.

2.Clock card :

Function: Carry time information and use this card to set and revise time in locks.

3.Room setting card

Function:Carry room number information and use this card to set room numbers in lock

For example:one lock has installed on the 1101 guest room ,the hotel should issue a **room setting card** 1101 and induct this card on the lock ,the information of 1101room number would be imputed in lock.

Attention :**guest room card** is different to **room setting card** .**guest room card** is used to open the door. **room setting card** is used to set room information in lock.

◇ The **Authorization card** ,**Clock card** ,**Room setting card** are basic setting cards ,all new locks after installation must be setted by this three cards .And the authorization card must be the first.

4.seal card:

seal the unused rooms.

5.stop card:

Stop the function of guest room card

6.check-out card:

stop function of guest room card when guest check out ahead of schedule or the **guest room card** lost.

7.normal open card:

Set lock in the long unlocking state

8.Alarm card:

set alarm funtion

when lock in the condition of false locking and uncompleted locking,The lock will alram..

9.Don't interrupt card

After set this function,the right will alarm in the condition of deadbolt

◆ Function cards

1. **Master card**:Can open all the doors ,even in the condition of deadbolt .Usually .General manager hold this card.
2. **Emergency card**:Van open door in emergency condition and keep lock on long-unlocking state.Usually Manager hold this card
3. **Building card**:Can open all rooms in this building ,but limited by deadbolt and time.Usually,Manager hold this card.
4. **Floor card**:Can open all doors in a certain floor ,limited by deadbolt and time. Usually , Foreman hold this cards.
5. **Multi -room card**:can open all the doors in a certain clean -rooms.Usually,Clean staff hold this card.
- 6 **Guest room card**:Open the certain guest room.Hold issue this card for guest

Attention :The below steps is the procedure to set a lock.

set lock by setting cards first,then unlock locks by function card.

For example :One lock installed on the room 1101.the follow steps to set and use the lock.

1.Issue three basic setting cards :**authorization card ,clock card , room setting card.**

the time in **clock card** had better 15-30 minuters after the current time. (because there is a interval from the computer to lock).

the number of **room setting card** is 1101.

1. Induct these three cards on the lock.(First induct authorization card,then induct clock card or room setting card.there will be a short buzz from the lock if the operation successful)
2. Issue guest room card 1101.

Thus,room 1101can be opened by the **guest room card** 1101.this is the basic process of use the lock in the hotel rooms.

And this room also can be opened by the master card ,emergency card, foor card and building card .

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

● issue cards

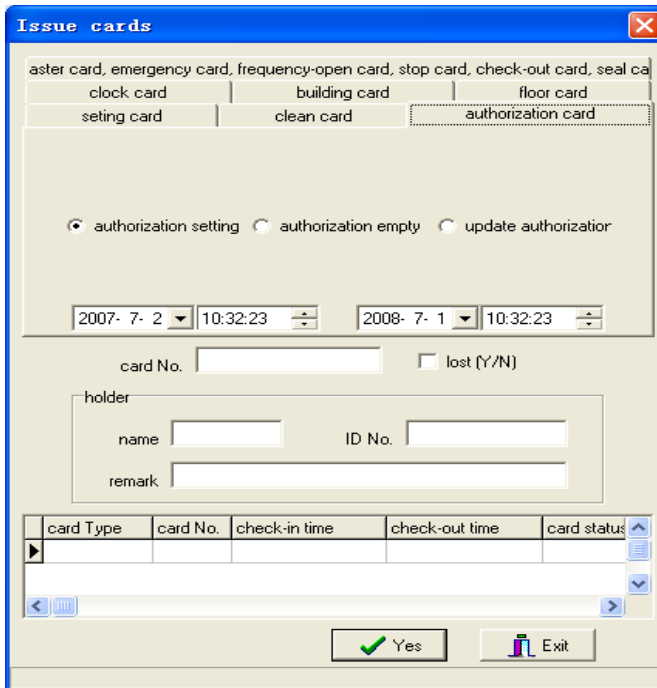
All the cards issued from card process manu and all the steps are same:put card on encoder ,select card type in card precess manu and click ok.when success to inssue a card ,a Buzzer will ring from encoder

※ Authorization card

Operation steps

a.With mouse click the submenu **issue cards** in the menu of **card process** select **Authorization card** to enter into the following screen, input the name, ID card No., remark, then click **yes** tab, please confirm whether the card issued successful according to the Status Bar at the bottom of screen.

b,Usage: After the installation of the lock, induct authorization card, the lock will give out a short beep when success to authorize. induct this card again ,can empty authorization.



3、Attention

After the first time running system, **super-manager** should possess at least 3 pieces of **authorization cards**.

4.Empty former authorization in lock

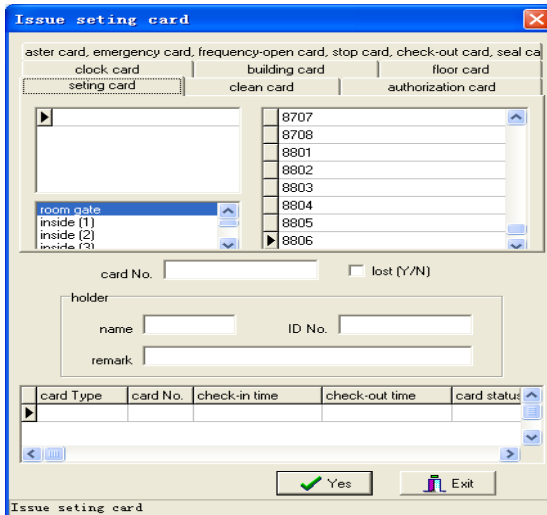
Use the **mechanical key** to roll cylinder and keep the lock in the unlocking status,then induct new authorization card,the former authorization information would be emptied .

※ Guest room setting card

Operation steps

a. Issue card: With mouse click the submenu **issue cards** in the menu of **card process**, select **setting card** to enter into the below screen, select the room number. click **yes** tab to issue the card, and please confirm whether the card issued successful according to the Status Bar at the bottom If hotel set clean-rooms in the **system setting** menu , select clean-rooms in the **left up pane** of screen and click **yes** to issue **clean-rooms setting card**.(**setting cards**)

b. Usage: After authorization, induct the **room setting card** to set room information in lock.



※ Clock card

Operation steps

a: Issue cards: With mouse click the **issue card** in the menu of **card process** select **clock card** to enter into the following screen, input correct time(the correnct time is about 15-30minutes after current time)in the blank . click **yes** tab, please confirm whether the card issued successfully according to the words at the bottom of the screen.

b. Usage: Set time and revise lock time

3. Attention

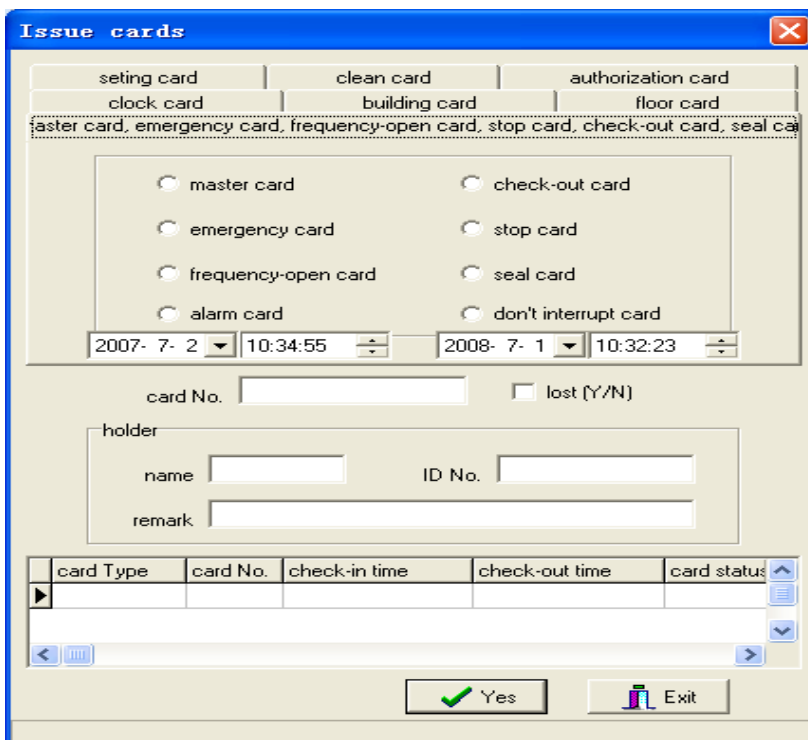
- Time should be inputted by format. For example:
2007-06-27 09:19:20

Please consider the interval between current time and the time to set lock(generally ,the time imputed in the lock is 15-30 minutes after current time)

*** Master card**

Operation steps

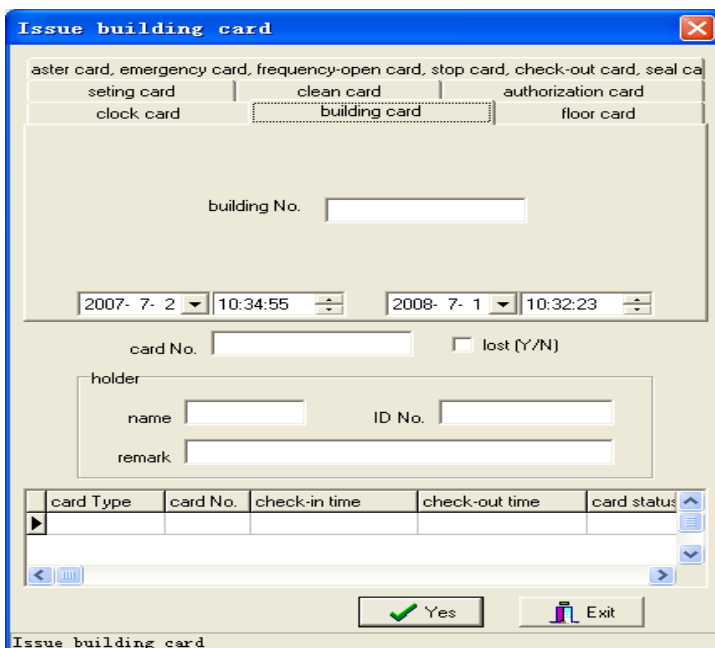
With mouse click the submenune **issue cards** in **card process** menu select **master card** to enter into the following screen, input the name, code No. remark information. click **yes** tab. please confirm if the card issued successfully according to the words at bottom of the screen



※ Building card

Operation steps

With mouse click the submenu **issue cards** in the menu of **card process** select **building card**, input building No. valid time . name, code , remark information . click **yes** tab., please confirm whether the card issued successfully according to the words at at the bottom of screen.



※ Floor card

Operation steps

With mouse click the submenu **issue cards** in the menu of **card process**, select **floor card** to enter into the following screen, input the valid time, floor No. and building No. also, input the name, code No. click **yes** tab.

Issue floor card

aster card, emergency card, frequency-open card, stop card, check-out card, seal card, setting card, clean card, authorization card, clock card, building card, floor card

building No.

floor No.

Schedule

2007- 7- 2 10:34:55 2008- 7- 1 10:32:23

card No. lost (Y/N)

holder

name ID No.

remark

card Type	card No.	check-in time	check-out time	card status

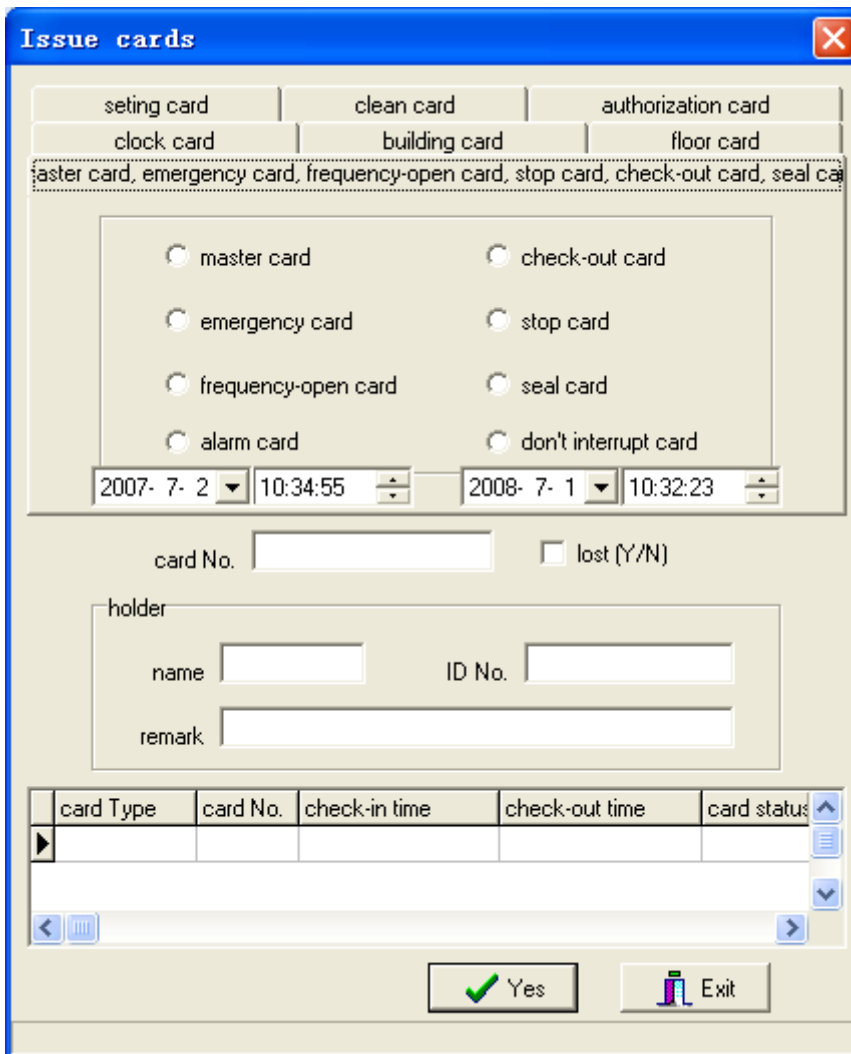
Yes Exit

Issue floor card

※ Seal card

Operation steps

- a. Issue cards: With mouse click **issue cards** menu of **card process**, select **seal card** to enter into the following screen, input the name, ID card, remark, click **yes** tab, please confirm whether the card issued successfully according to words at the bottom of screen.
- b. Usage: induct the seal card first time, the beeper will have a short beep, in this condition, all the cards can't open the door except **emergency card**. Induct the seal card again, cancel the seal condition with a long buzz

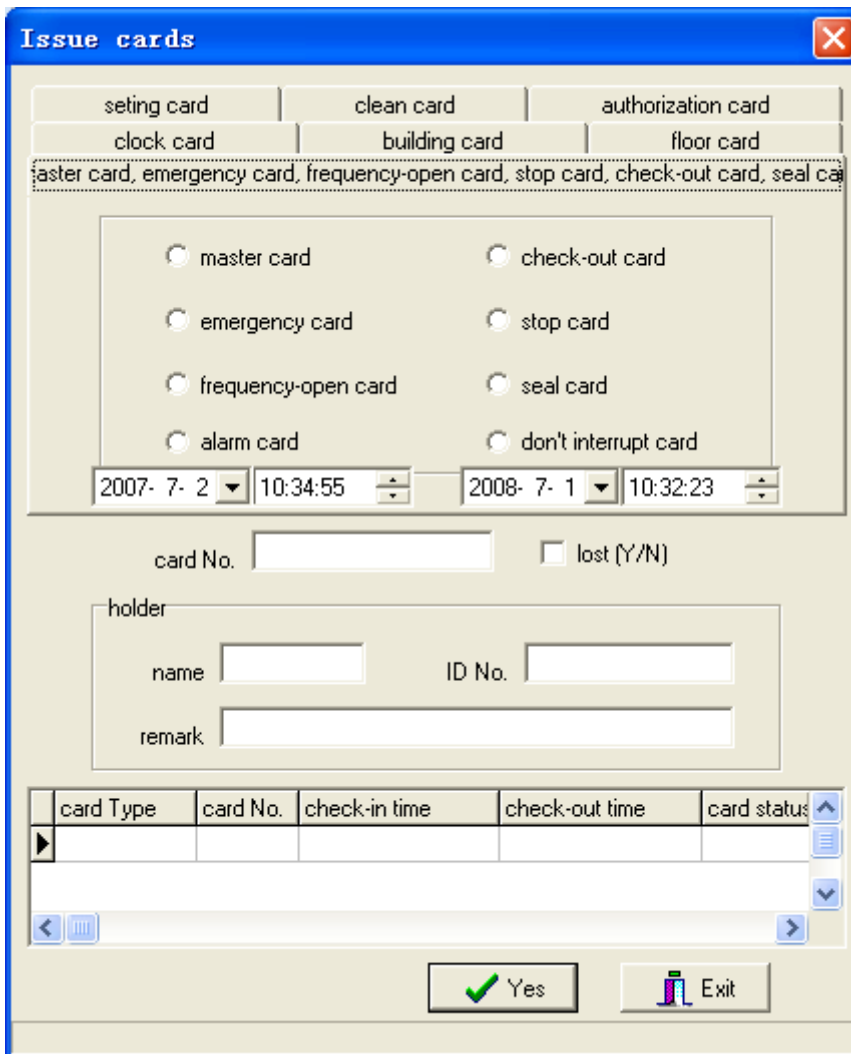


※ Stop card

Operation steps

a. Issue cards: With mouse click the **issue card** in the menu of **card process**, select **stop card** to enter into the following screen. Input the name, ID card, remark, press **yes** tab, please confirm whether the card issued successfully according to the words at the bottom of screen.

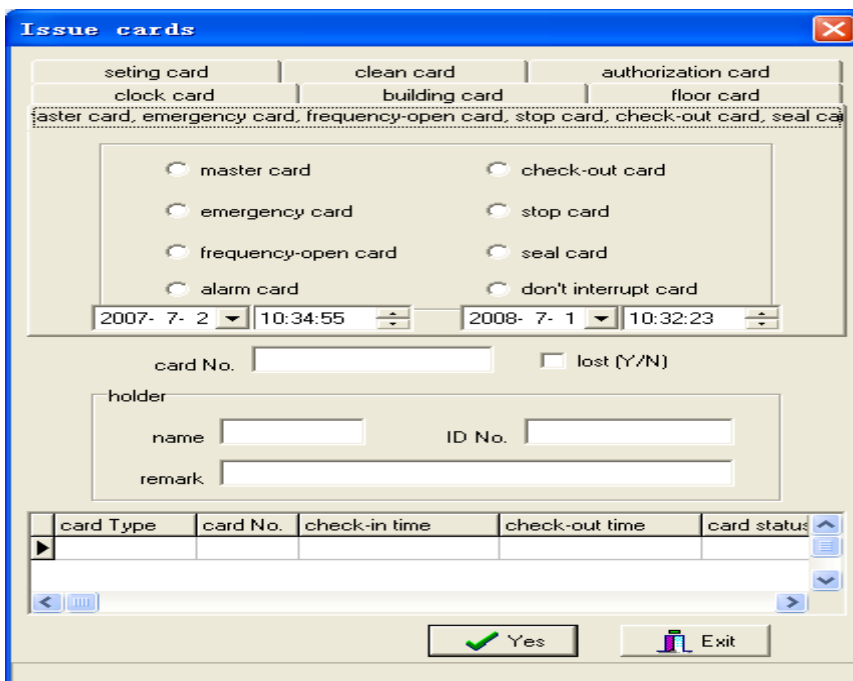
b. **Usage:** induct stop card first time, the beeper will have a short beep, at this condition, all the valid guest card for this lock can't open the door, induct the stop card again, a long buzz, cancel **stop card** function. please attent to input the valid time in stop card.



※ Check-out card

Operation steps

- a. Issue cards: With mouse click the **issue card** in menu of **card process**, select the **check-out card** to enter into the following screen, input the name, ID card, remark, click **yes** tab, and please confirm whether the card issued successful according to the words at the bottom of screen.
- b. Usage: The beeper will issue a short beep when induct the check-out card at the first time. After induct the check-out card , all the the valid guest cards of this room lost function .in this condition,the lock have to been opened by new guest card.

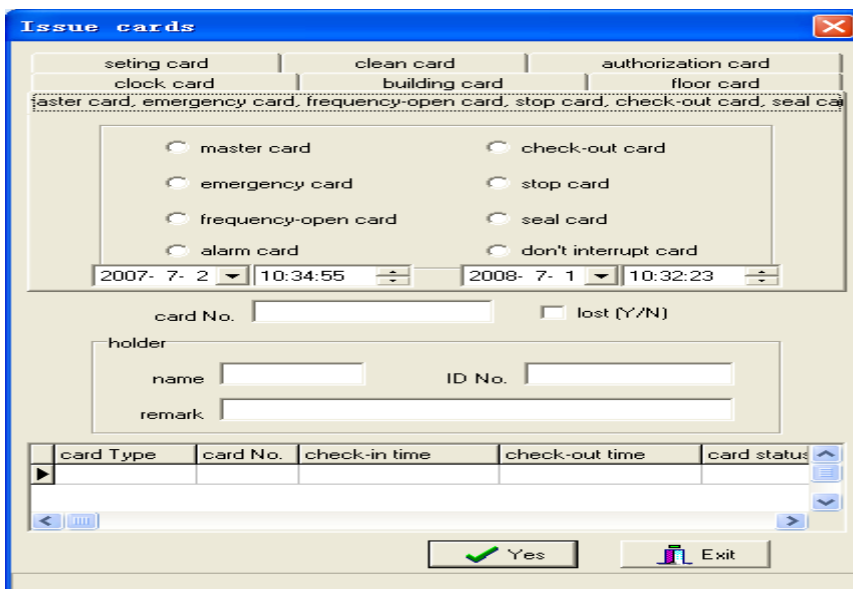


※ Normal open cards

● Operation steps

With mouse click the **issue card** in the menu of **card process**, select **Normal open card** to enter into the following screen. input the name, ID card, remark, press **yes** tab, and please confirm whether the cards issued successfully according to the words at the bottom of screen.

- **Usage:** After induct the **Normal-open card**, induct any of function card , lock will be in long-unlocking status. Induct Normal-open card again can cancel long locking status.



※ Emergency card

● Operation steps

With mouse click the **issue card** in the menu of **card process**, select **emergency card** to enter into the following screen, input the name, ID card, remark, press **yes** tab, and please confirm whether the card issued successfully according to the words at the bottom of screen.

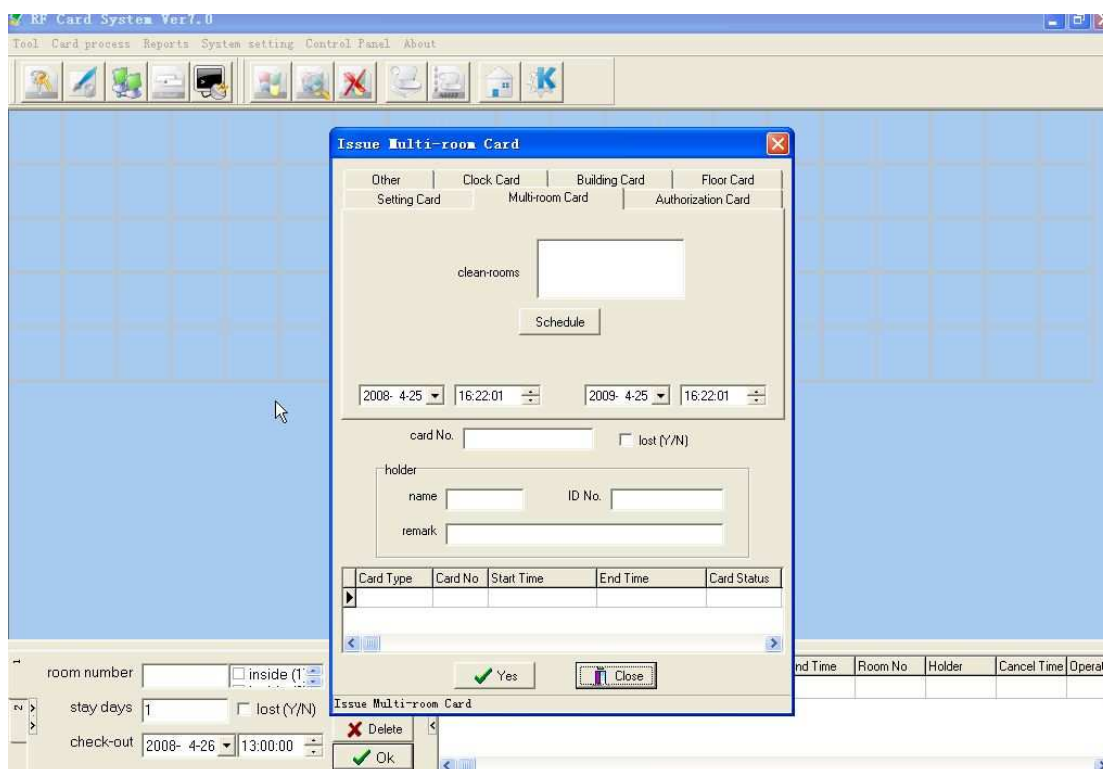
- **Usage:**after unlocked by emergency card ,there will be alarm with continuous short buzzer, and lock keep long-locking status. Lock can be recovered to former status after induct Emergency card again

)

※ multi- rooms Card

- **Operation steps**

With mouse click the issue card in the menu of card process, select the multi-room card to enter into the following screen, input area numbers (01, 02,...) , valid time, holder's information and .then click YES tab

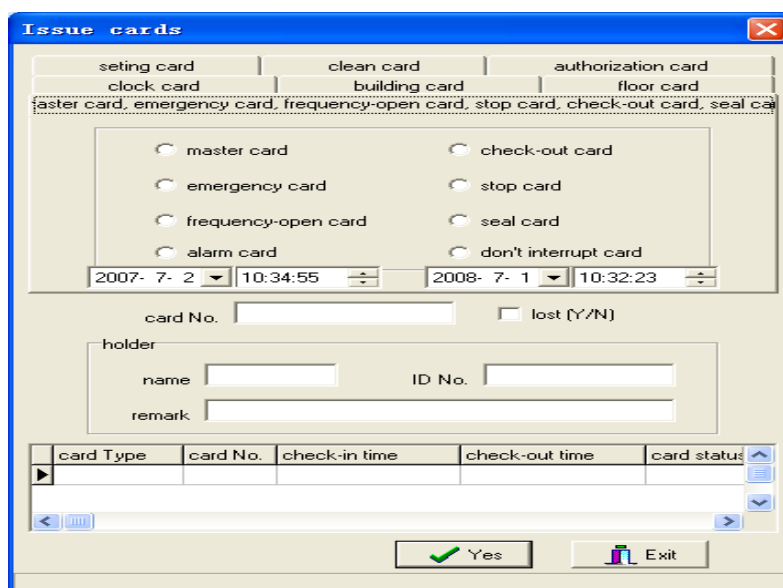


※ Alarm card

● Operation steps

With mouse click the **issue card** in the menu of **card process**, select **alarm card** to enter into the following screen, input holder's information .click **yes** tab, please confirm whether the card issued successfully according to the words at the bottom of screen.

- **Usage:**The beeper issue a short beep when the first time induct **alarm card**. The alarm stop when lock latch in the position of restoration. Induct **alarm card** again cancel the alarm function with a long buzz

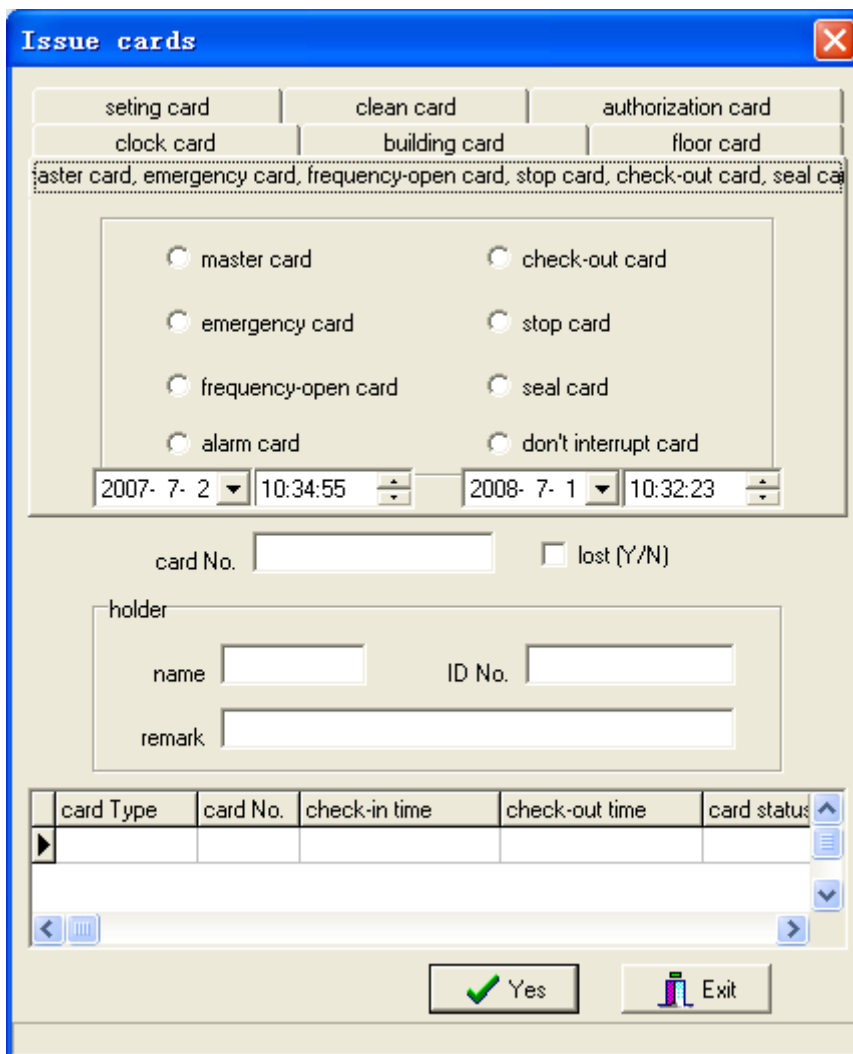


※ Don't interrupt card

● Operation steps

With mouse click the **issue card** in menu of **card process**, select the **don't interrupt card** to enter into the following screen, input hold's information .click **yes** tab, please confirm whether the card issued successfully according to the words at the bottom of screen.

- **Usage:** the buzzer will sound shortly when the first time induct the **don't interrupt card**. if the lock in the status of deadbolt , there would be a yellow light flash every three seconds. that indicates someone in the room. Induct the card again, the non-disturbing function will be cancelled with a long buzz



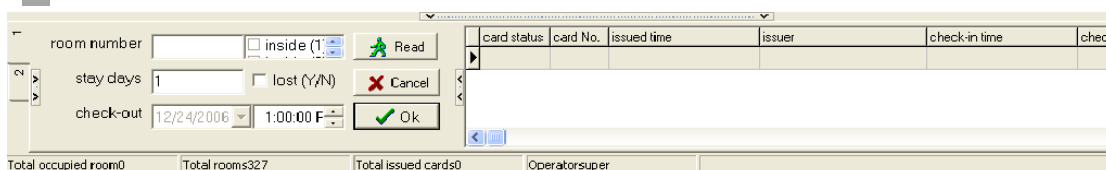
⊙ **Issue guest card**

- **Function**

Guest hold the card to open door in a certain time.

- **Operation steps**

Method 1.:Click a certain room ,input the living days and check out time ,then put card on encoder, click **ok** .



method 1:With mouse click the ico (the first ico on the interface) of **Issue guest card** to enter

the follow screen: input room number ,times and information .then click **ok** .(Press F2 in computer also can enter into the issue card surface)

- **Attention**

The number of room must be input.if the former valid guest room card lost in valid time , new guest room card should be issued with **lost**. After the new guest room card with **lose** open the door,the former lost valid guest card lose the function of opening the door.

3-2✳ Cancel cards

- **Function**

Clean the information in cards

- **Operation steps**

With mouse click the submenu **Cancel Card** in the menu of **Card Process** to enter into the operation interface, put cards on encoder, card information will show , after confirm,click **cancel** Please confirm the operation according to the status bar at the bottom of screen.

3-3 Read cards

- **Function**

Read the card information.

- **Operation steps**

With mouse click the **read cards** in the menu of **card process** to enter into the following screen, put card on encoder ,the information of the card will be shown on the screen.

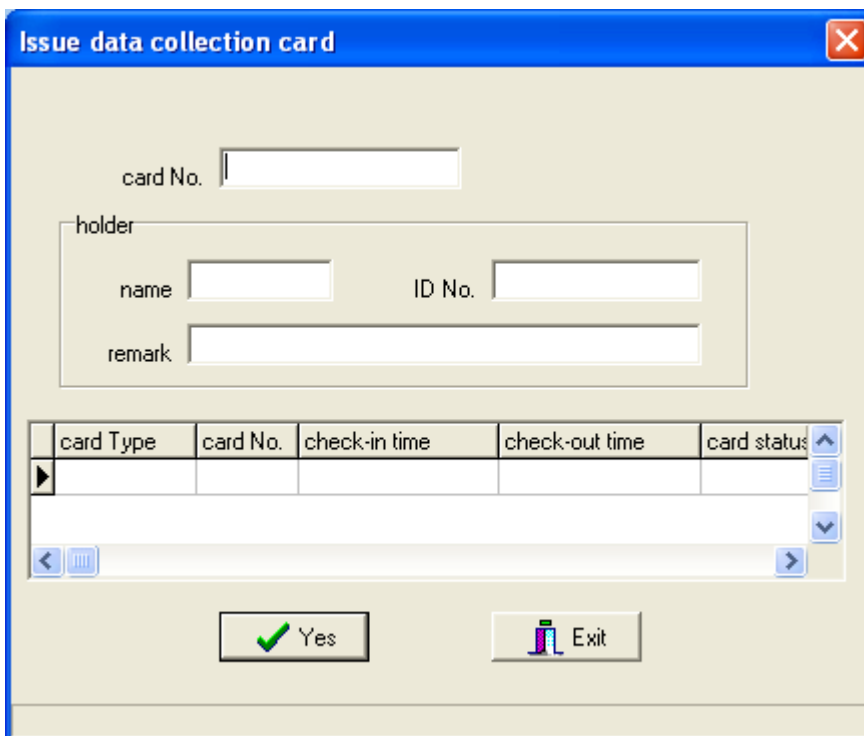
3-4* Handset guidance card

- **Function**

Assist the handset to collect the unlocking records

- **Operation steps**

With left mouse choose the certain room, then click the submenu **Handset Guidance Card** in the menu of **card process**, put the card on encoder, Then click **yes** tab .

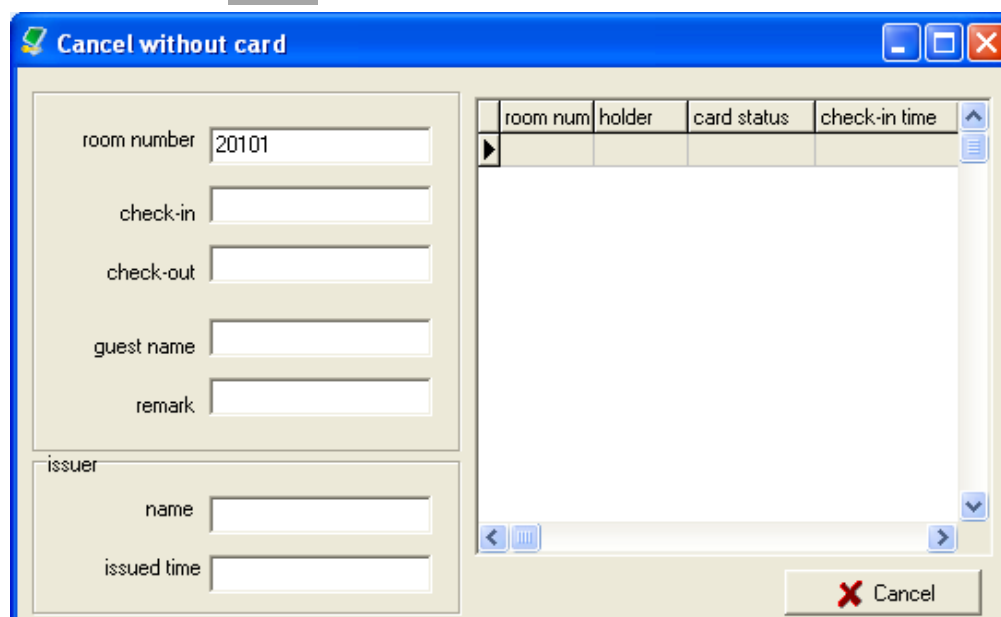


3-5※ Revise the room status

If the quantity of actual valid cards of a certain room doesn't accord with that shown on the room status screen ,adjust the quantity of cards on room status screen.

2. Operation steps

Click a certain room, choose the submenu **Revise of the room status** in menu of **Card process** confirm the quantity of cards of a certain room according to the informatin on the screen. Then click the button of **Cancel**



3Att.

3-6※ Data Tidy

1. Function

Tidy issue records

2. Input the data of issue card,click “ **Data Tidy**” to delete the record of cancelling current record.

■ 『Reports 』

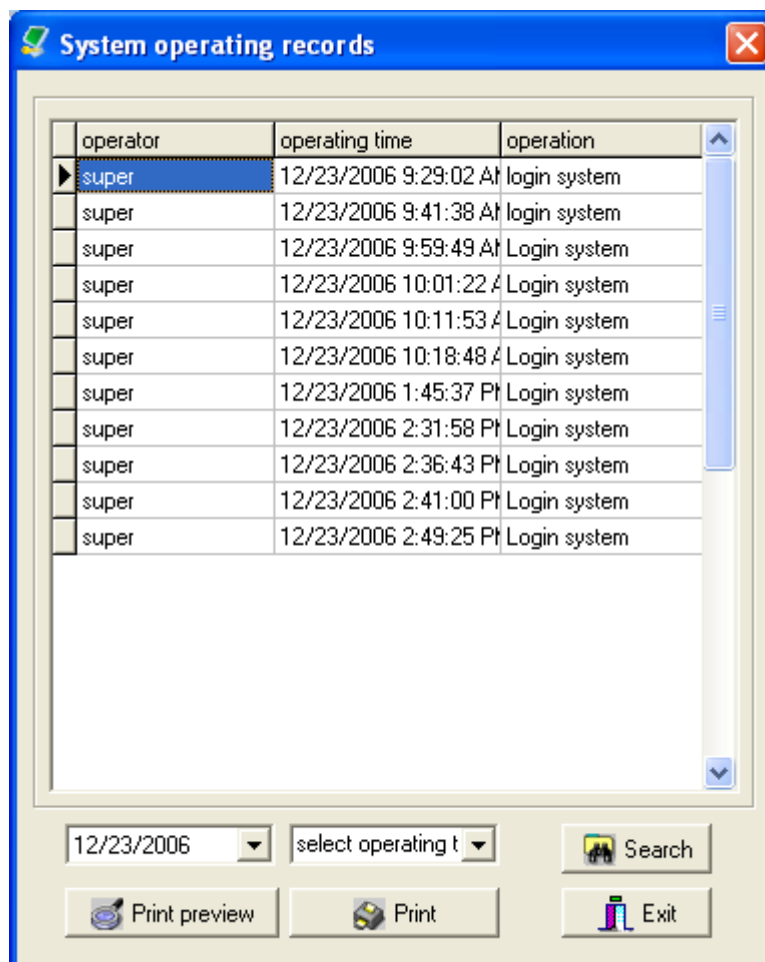
4-1◎System operating records

1. Function

Check the operation records .This function only can be operated by super manager and manager

2. Operation steps

Click **system operating records** in the menu of **search data**, all the operation records will be displayed on the screen.



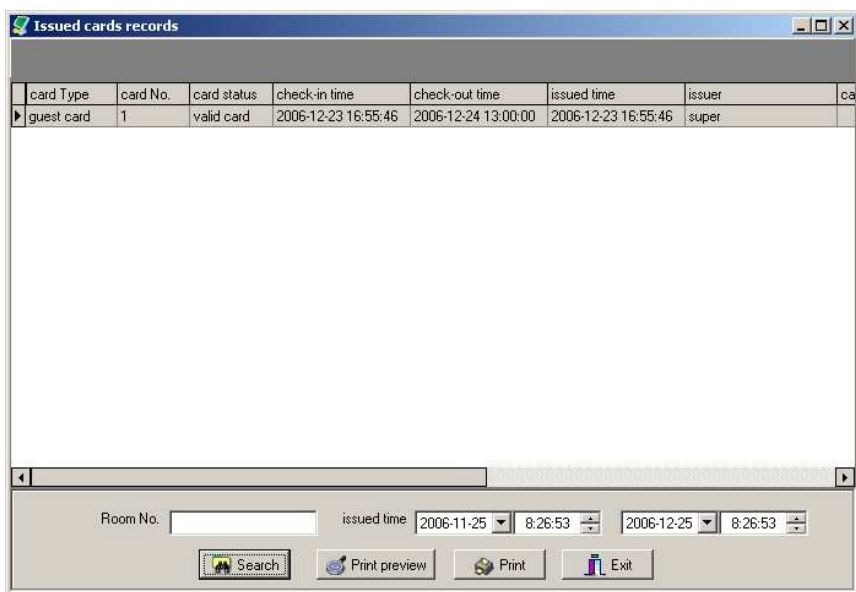
4-2◎ Show card log

1. Function

Check card records

2. Operation stpes

● With mouse click the **Show card log** in the menu of **reports**, all the cards records will be shown



■ 『 guest card』

5-1⊙ Room display

1、 Function

Display seven room status: empty room, occupied room, room-reserve, self-use room, repair room, Closed room, dirtyroom.

2、 Operation steps

·Select a certain room with the left mouse, and then click the right mouse, the room types will be shown. Click any room type status can change room type

Room status of empty room and occupied room update automatically after issuing guest cards.

The amount of occupied rooms, total rooms, cards quantity and the current operator can be shown at the bottom of the software interface.

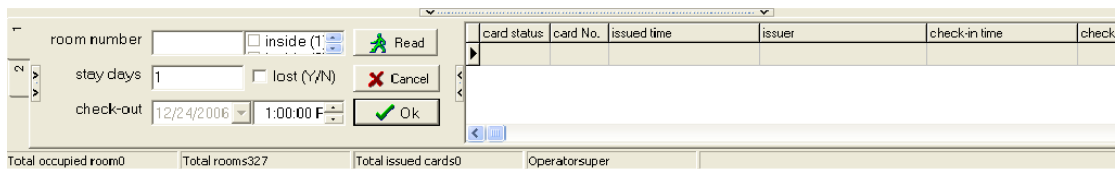
5-2 ⊙ Read guest card

● Function

Read information in guest card. including check-in time, guest room number, guest's name, operator issued time and so on.

● Operation steps

As following screen, putting card on encoder can show the information of this guest card.



3、 Attention

It is only used to read guest card

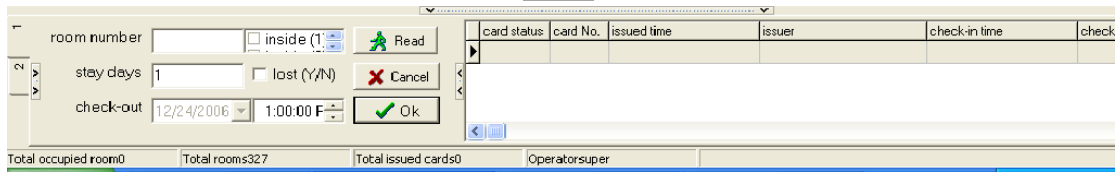
5-3⊙ Cancel guest card

● Function

After guest check out, cancel guest card of that room

● Operation steps

As following screen, induct the guest card, click **delete** tab to cancel the guest card.



3. Attention

This function only can cancel guest card.

■ 「Tool」

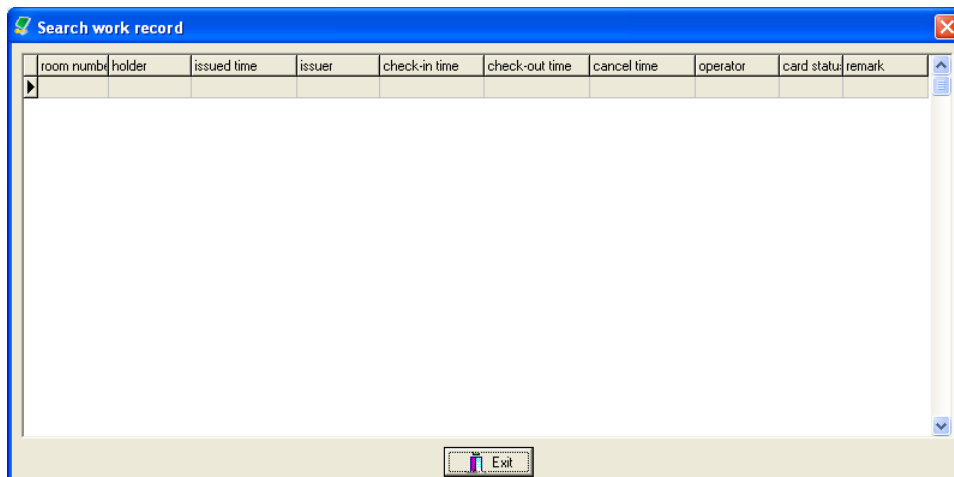
6-1 ②Event log

- **Function**

Check the operating records of the current operators

- **Operation rules**

With mouse click submenu **Event log** in the menu of **tool** Including the records of issuing guest cards cancelling guest cards .



- **Attention**

Only display the work records of current operators.

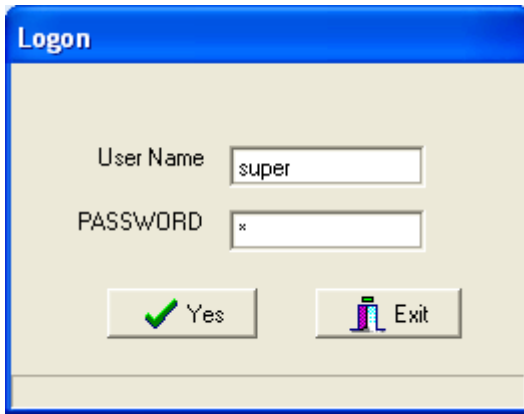
6-2② Change operator

- **Function**

Change operator

- **Operation steps**

With mouse click submenu **shift** in menu of **tool** Input the Name and password of the new operator, Cicki **yes**



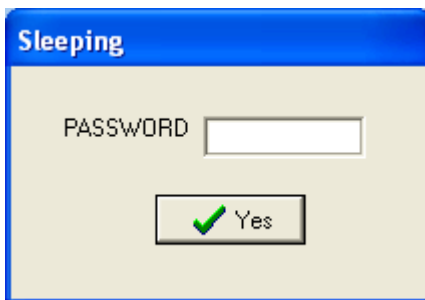
6-3⊙ System lock

- Function

Password protection

- Operationrules

●With mouse click the submenu **System lock** in the menu of **tool** to enter into the following screen. It's only can enter into the system by inputting the password of the current operator, otherwise, the system needs to re-enter into



6-4⊙ Change password

- Function

Change password.



Remark:

1. If card lose during the period of validity, please issue the same type of this card with **lose**,and induct all the locks that can be unlocked by this card .after athat , the losed valid card will lose function
2. Please backup the system data regularly to prevent data damage or lose . If data damaged ,can

use the backed up data recover former system data.

3. With the changing of market trend and the improvement of technology, our products are upgraded ceaselessly. If our operating manual fails to match this kind of trend, please contact us for more technical support.