Instruction for Door Lock Management System

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Phase 1: Door Lock Management System Introduction

Thanks for choose our door lock software! Before you start to install the software, please do not connect the card reader to the computer, or it will cause the failure of the driver installation of card reader.

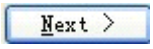
Phase 2: System Installation and Configuration

2.1 System Requirement

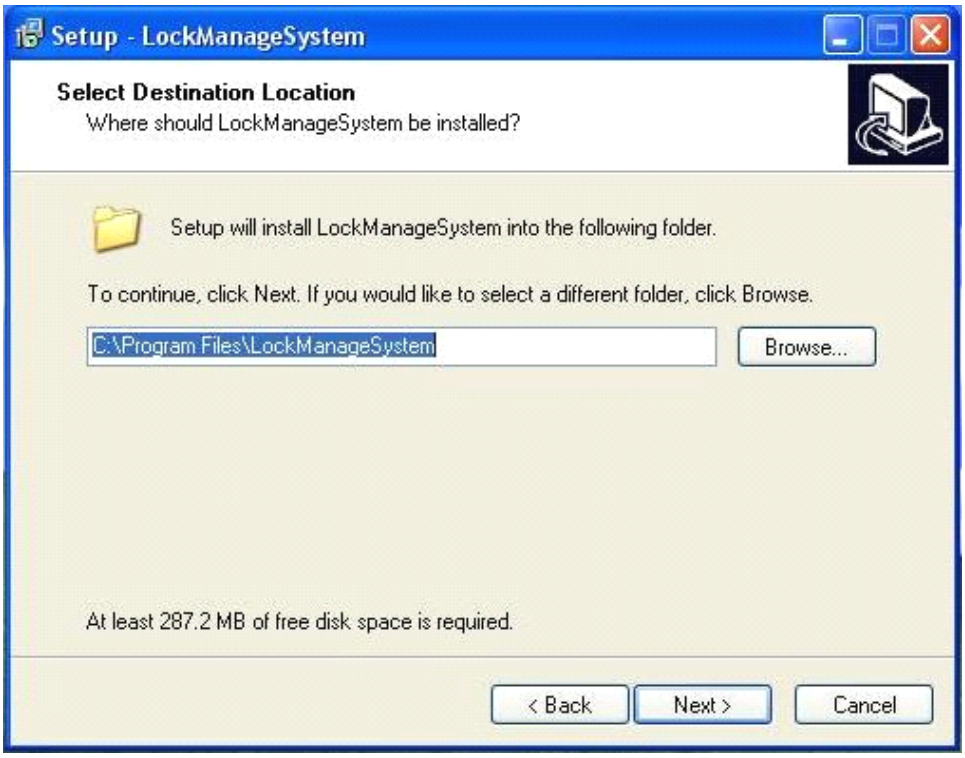
CPU： 1.8G or above
Memory：128M above
Hard disk：1G above space
LCD：Support 1024*768 resolutions or above
Card Reader：Register and issue card via card reader
Printer：Can print normal A4 paper.
Operation system：Windows 2000 or Windows 2000 above.

2.2 System Installation

Please first close other programs and then double click the “Setup.exe”, it will install the software automatically, and there is window for tip as below:

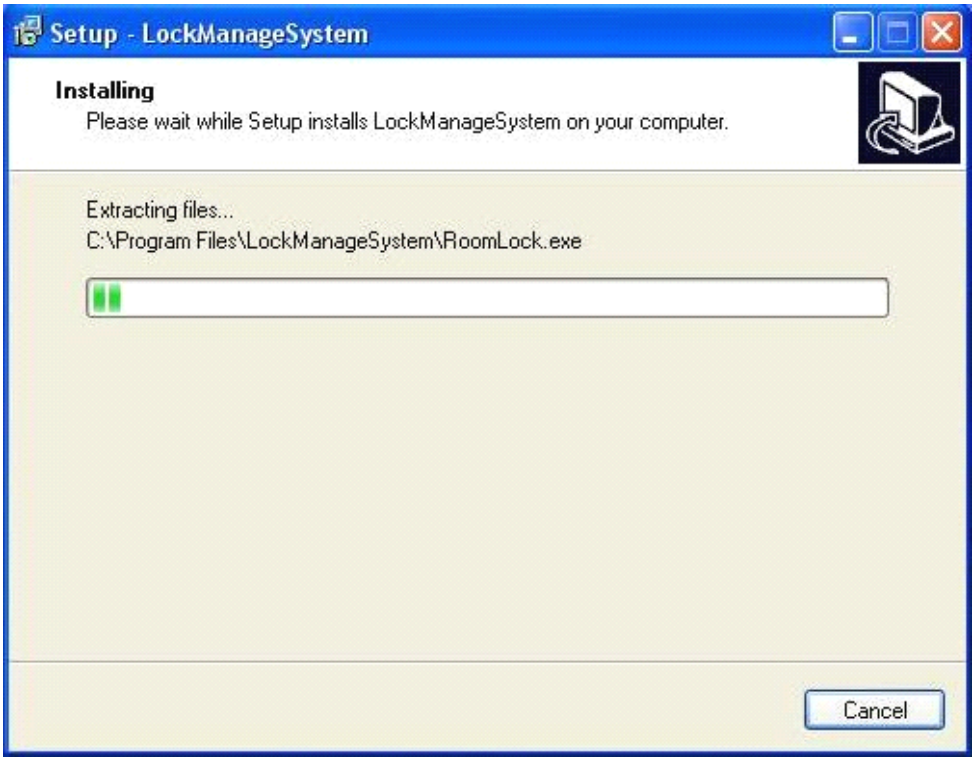
Click 

“Select Destination Location” as the below: (it is to choose the installation file in your computer).

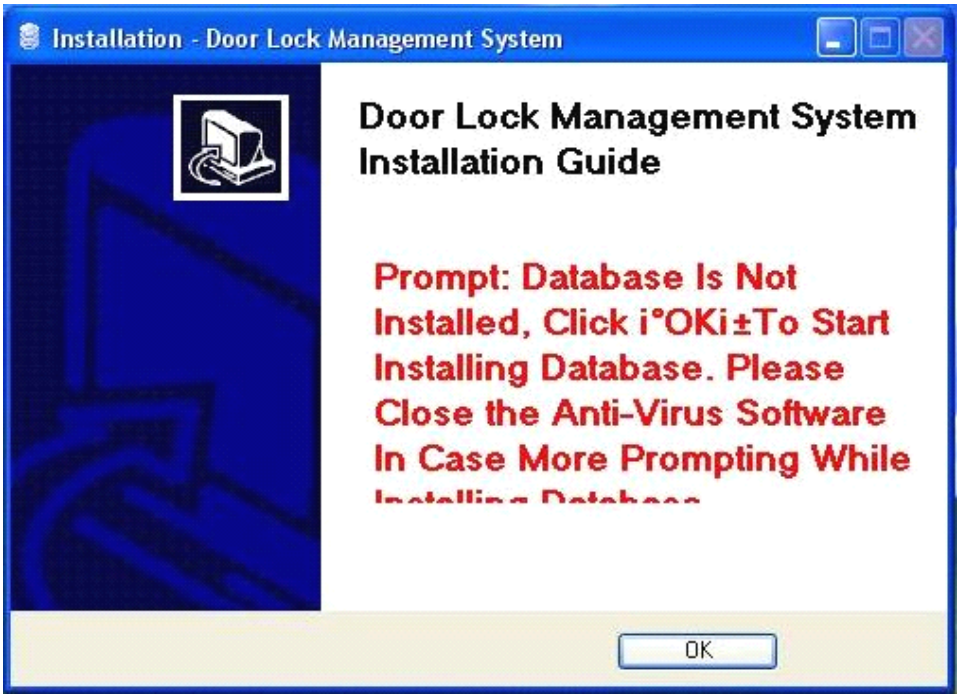


You can choose the installation path, if you do not need to change, just click Next >, and start to install the software.

Total time is about 1 minute more or less. There is window for tip as below:



If it is ok, there will be window for tip as below:



Click OK and it will install the database management system automatically, the process will last about 3 minutes. When the window disappears, the installation is finished.

If it is successful, it will show the window as below:

Click OK, the system will configue the software automatically. Please refer to the detail of "**2.3 System Configue"**

When the system is installed successfully, you can connect the card reader to the computer, the system will install the drive of card reader automatically, it will show you on the right bottom as "find new hardware" "installing the driver program" "finish installation" etc. the total procession will last about 1 minute, when it shows "The device can work now", it means the installation is finished until now.

Tips: After the software is installed successfully, except the file for installation, the system will generate the following files:

C:\CP210X: To save the driver of card reader, after you connect the card reader to the computer, it will install the driver automatically.

D:\RooLockDataBase: it is to save the database files of door lock system, this file is very important, please do not delete it, when you uninstall the software, it is kept in your

computer too.

E:\RoomLockDataBak: it is to save the backup file of database; this file is default folder and can not be deleted either. Or it will cause failure of database records.

Please do not delete the above files. Any question, please contact us for details.

If you only have one Disk, please first to separate to 3 disks or inform us in advance, we will make the change for you, even you had one disk, the database files will keep to C:\ automatically!

2.3 System Configuration

After the installation is finished, you need to configure the software on the first time, please connect the card reader to the computer; the system will install the driver of card reader automatically. No need any change. The total time is about 10 to 30 seconds; please wait in patience, when the window disappears and there is interface for login, the configuration is successful. If the configuration is not ok, please refer to the following operation and try again.

User name: 000000-Admin

Password: 000000

Database main files, daily files: database files for door management system.

COM port for card reader: the system will check the driver automatically.

2.4 Software Registration

First method: it is for distributor:

After the management system and configuement are finished, you can use the system now, if you need to use the card reader, you need to register the card reader, or it will show you" card reader is not registered", registration operation is as below:

1. Login the management system
2. Put the Authorized card to the card reader.
3. Click the "window" and choose the "Software registration" item.

4. It will disappear the window as below:

Only you put the Authorized card on the card reader, it will appear the serial No.

Please report the serial number to your distributor, they will tell you the registration numbers. After you enter the registration code, please check the icon "Register", the system will disappear “Registration successfully”. (this is for the distributor use, if you are the end user, please choose the second method as below, valid time is forever).

Second method: It is for end user.

You must first register the software before you start to use.

Please find the file "**Register Software**" in the CD or our software file.

Double click the "Project1.exe":

Please first make sure you connect the card reader to the computer!

Check the Port in your computer as the following steps:

My computer(Right click) -- Properties--Hardware- Device management--Port

(Find "CP2101x USB to UART Bridge Controller (COM_x)").

Choose the right **COM** Port as above steps.

Please modify the "Password" that the manufacturer supplied and register the software by yourself, they you can use the software and the card reader.

2.5 System Use

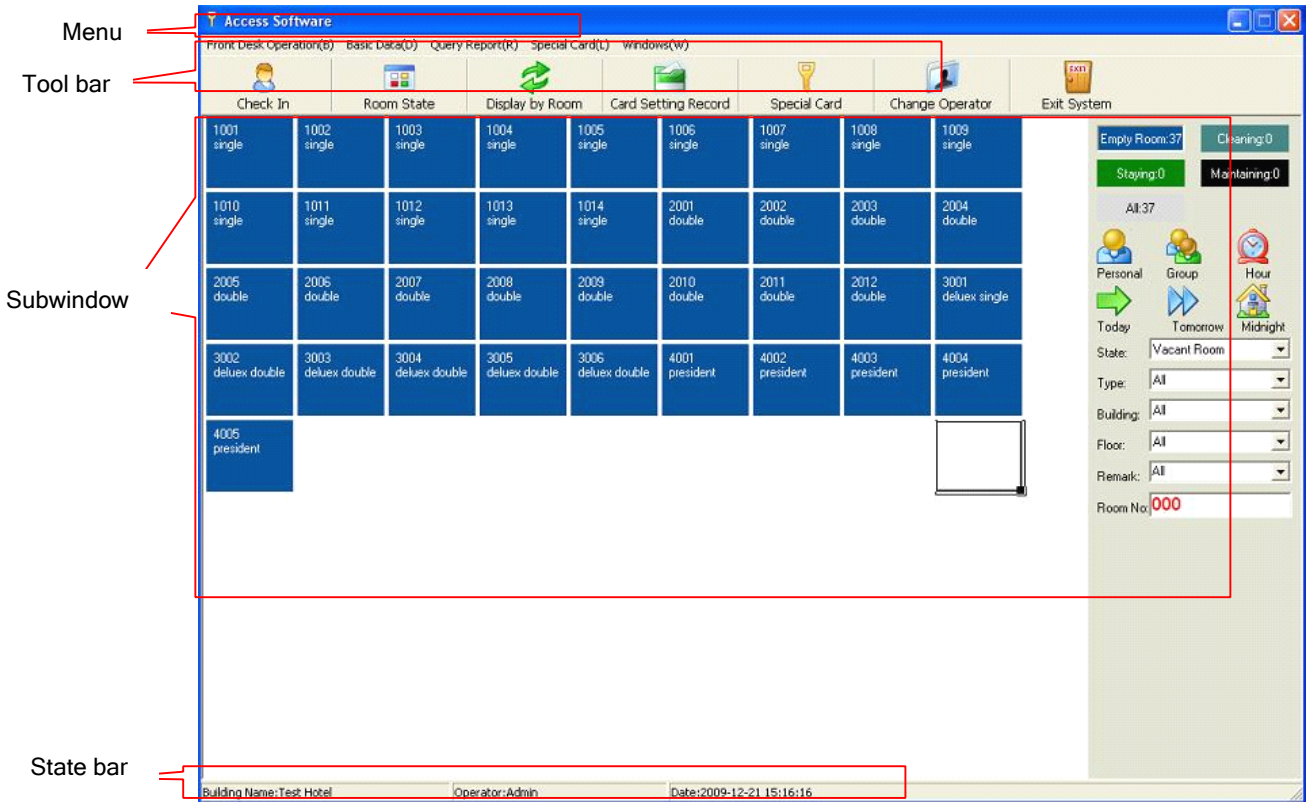
After the installation is finished, you can use the system now. We strongly suggest the users reading the operation instruction and then install the software step by step. You can first clear the default data in the software and enter the new information.

1. Change the hotel name. Find the "**Basic Data**" and choose the "**Hotel Name**". Details please find the 5.3 Name information. in the "system setting", you can change the hotel name and other system information.
2. To change the operator name and password and add the new operator. To provide the operation rights according to the job title and working range.
3. Hotel Room Information: there is key important job to enter the hotel room information to the lock management system. The sequence is to enter the room type, the building name, the hotel floor information and the room information. Detail operations please refer to the "**5.1 Room Information**".
4. To practice as daily use with the new basic data.
5. When the hotel is ready to open for business, please make clear the data caused by the practice. Details please refer to the "9.2 Clear Data". After that, please make it as formal use not practice.

Phase 3: General Operation

3.1 Mainwindow Introduction

After you login the software, there is mainwindow for all the operations. It can adjust the windows size according to the LCD resolution.



Main Function Area:

Menu bar: All the function can be operated in the menu bar. Each operation shall have the right to make the operation.

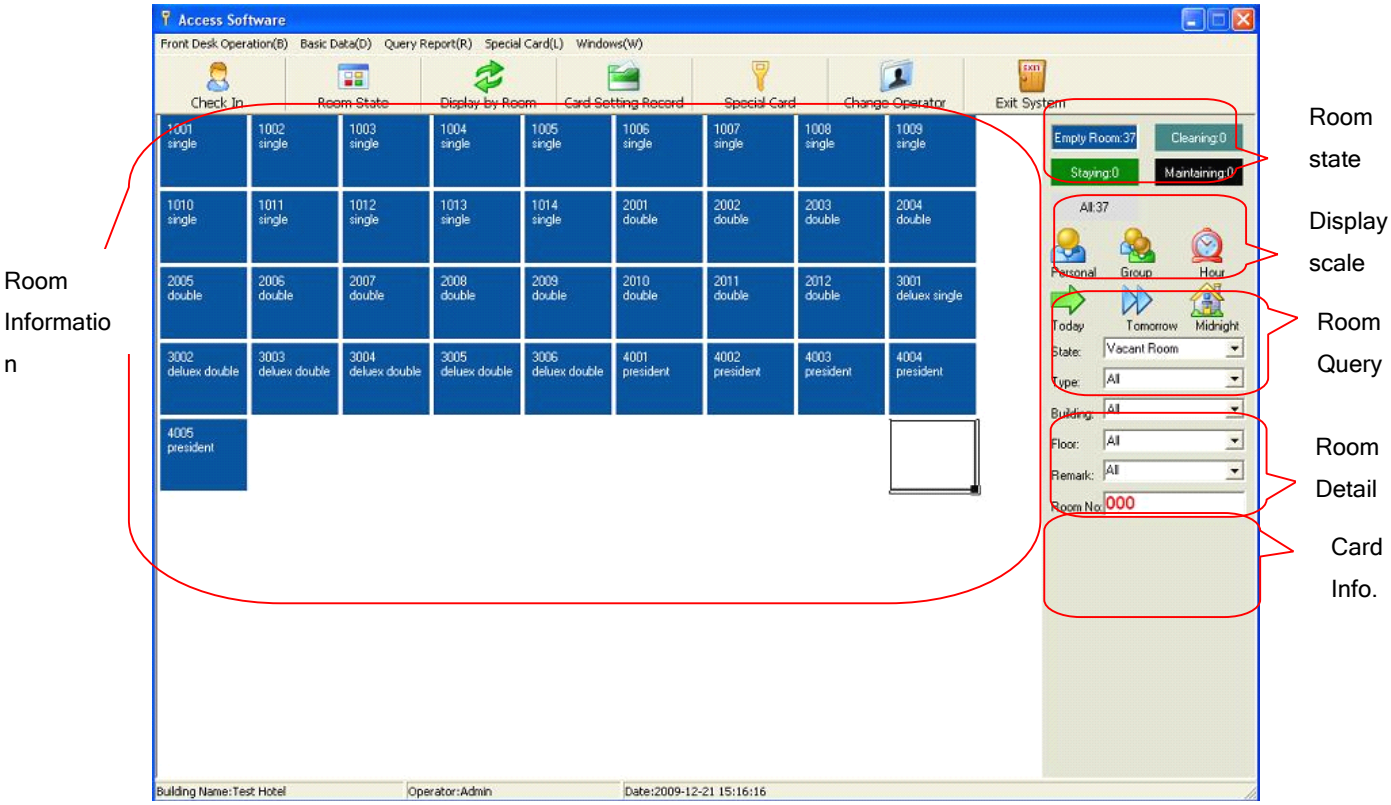
Tool bar: General operations are all in the tool bar, you can click them and make the corresponding operation.

State bar: To show the hotel name, operation name and current data and time.

Sub-window Area: all the operations will show in the sub-window area. Usually the subwindow will display with full screen but without the roll bar. After the system runs, it will display the room state subwindow automatically. You can also click the “window” and check all the subwindows.

3.2 Room State Introduction

After you start the system, there is subwindow to show you the room state and can not delete them. It will show you the state of current rooms; you can click and check the detail information. Or you can double click to make the corresponding operations. The interface is as below:



3.2.1 Room State Zoning

There are some areas as below:

Room information area: To display all the rooms state with different color and scale. The quantity displayed has much with your LCD resolution, the higher resolution is, the more room displayed. Please find detail in **3.2.2 Room Information.**

Room State Area: To show the quantity for vacant room, cleaning rom, staying room and maintenaning rom and all the rooms. You can click these icons and it will only show the rooms with selected state type, or you can click “All”, it will show all the rooms.

Display Scale Area: There are 6 room pictures, you can find detail information.

Room Query Area: To provide the query for room state, type, floor and room No.. And the room state, type and floor can be checked together. Detail operations please find the **3.2.3 Room State Operation.**

Room Detail information: click the room icon in the room state, there is more detail to show you, such as the vacant room shows” Start Vacant Room Time”, the staying room shows “ Check in time”, “Departure checkout time”. “Guest Bill No.” and ”Remark” etc.

IC Card Info Area: IC card information area is in the same area with room detail information area. It can only show one area. If the card reader is connected to the computer and there is card on the card reader, it will show the IC card information including card number, room number, floor number and card user etc. but the valid staying guest card; it will show you the Overstay Overstay and Checkout Check Out .

Click Overstay, you can continue the operation of overstay, detail operation you can find in the **6.3 Overstay.**

Click checkout you can make the checkout for guest, detail operation you can find in the

6.9 Checkout.

For other card (except blank card), it will show “Refund card” icon. You can refund the card after click the icon.

3.2.2 Room Information

There is space of time in the room state display (Default time is 5 seconds), the system will refresh the room information and the current state.

Vacant Room,

, first line is room number; the second line is the room type.

Cleaning Room

,first line is room number; the second line is the room type, the third and forth line are the time for cleaning.

Maintaining Room

,first line is room number; the second line is the room type, the third and forth line are the time for maintaining.

Staying Room: as picture shows

, the first line the room No.; on the right top, it can be the icon of personal guest, group guest, hour room or midnight room; the second icon maybe does not appear, only the today departure or tomorrow departure type can appear. The second line is the room type; the third line is the check in guest name(or group guest name). Usually the picture is with white color font, when the current time exceeds the departure time, it will shows red color, to notify the operator to call the guest room and check with them for overstay or checkout.

There is one icon as picture

, it means the room state is displayed by the room. When the current floor rooms display in one line, it will show the other floor rooms in next line. Click this icon, you can change to "Display by Floor"

it means the current room state is displayed by the room No. Click this icon, you can also change to "Display by Room".

3.2.3 Room State Operation

There are query, click, double click and right click the room state operations.

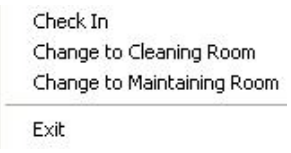
Double click vacant room: there is one window to show the check in, details please find in the **6.1 Check in**

Double click cleaning room: there is one window to show the detail room information, and there is "Vacant Room" and "Exit" button, click the "Vacant room" to make the room as vacant room.

Double click maintaining room: there is one window to show the detail room information, and there is "Vacant Room" and "Exit" button, click the "Vacant room" to make the room as vacant room.

Double click staying room:there is one window to show the detail room information and make the operation to the current room. Detail information please find in **6.2 Guest Bill Query.**

Right click vacant room: there is one menu to show the items:



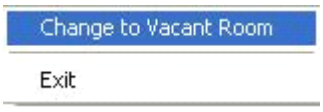
If click Check In , you can make check in operation, detail operation please find in 6.1 Check in

If click Change to Cleaning Room , you can change the current room as cleaning room.

If click Change to Maintaining Room , you can change the current room as maintaining room.

If click Exit , you can exit the current operation.

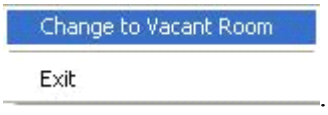
Right click the Cleaning room: there is one menu as picture:



If click Change to Vacant Room, you can change the current room to vacant room.

If click Exit, you can exit the current operation.

Right click maintaining room: there is one menu as picture:



If click Change to Vacant Room, you can change the current room to vacant room.

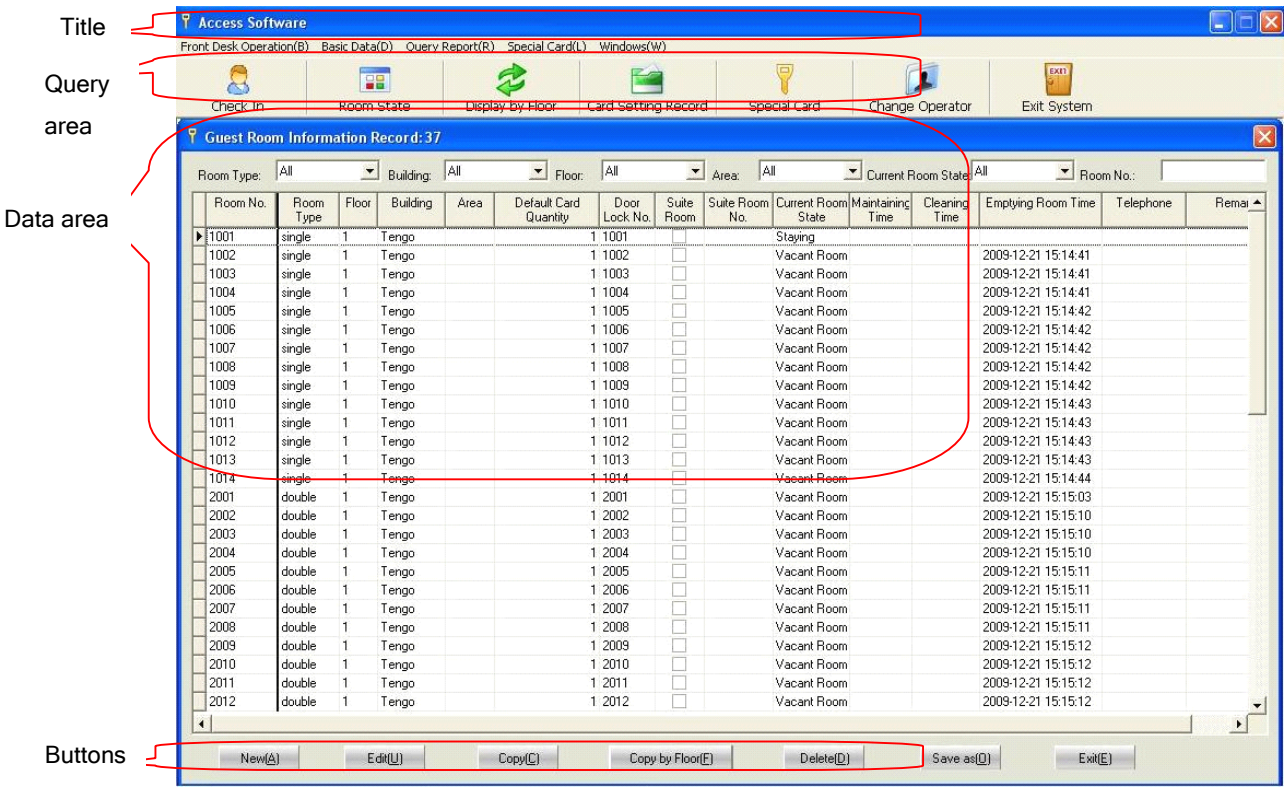
If click Exit , you can exit the current operation.

Right click staying room: there is one menu as picture:

You can click the items and make the operation, detail operation please find in 6.2-6.9

3.3 Basic Data and Query Report

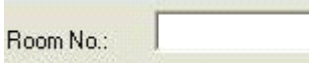
The basic data and query report have same design for interface, detail description please find below:



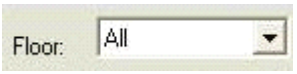
There are some areas in the interface:

Title: to show the tile of window, usually there is records in the data area.

Query area: you can check with the provided items for multi-query. But no area for the less and simple data. There are some query items as below:

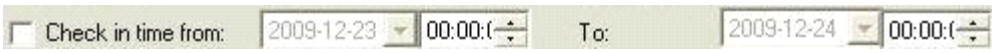
Text field: as the picture shows: 

you can enter the text or number and press "Enter" or click "Search"button to search the room. Except the "Guest Bill No.", others are fuzzy search. For example, to search "Door lock management system", you just need to enter only one of the words.

Dropdown List: as picture shows: 

, choose the item and click "Search", you can find the right information under that item. Or you can choose "All" to search all the information.

Date Area: as picture



Please remember to tick the check in time and enter the time or click the to choose from year, month and day. Or use the " " in the keypad. The checkout time shall exceed the check in time.

Data Area: it is to display the data records under the selected query condition. The area size can adjust automatically according to the LCD resolution. The higher the resolution, the more the data inside. Usually the data can only be checked but not modified.

Button Area: this is function area, all operations are all here, usually there are some buttons as below:

button, click it and check according to the selected query condition. The result will display in the data area.

button, click it and save the data in the data area as Excel file, there will be one dialogue to ask you enter the file name. If the file exists, it will show you tips, if you want to cover the old one, you can click"Yes", or click "No" to cancel the operation.

button, click it and exit the current dialogue.

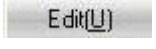
For the basic data, there are some buttons as below:

button,click it and there is one window, you can add one new record. You must enter the serial number manually. When adding the new records, system will check the following items automatically.

1.Serial number, it can not be empty.

2.Name, it can not be empty.

3.Serial number exists in the database or not, if yes, there is tip to ask you not enter the same serial number.



click this button, if there is data in the data area, there will be one window to show the current detail record, you can edit and save the record. When modifing the record, the serial number can not be modified.

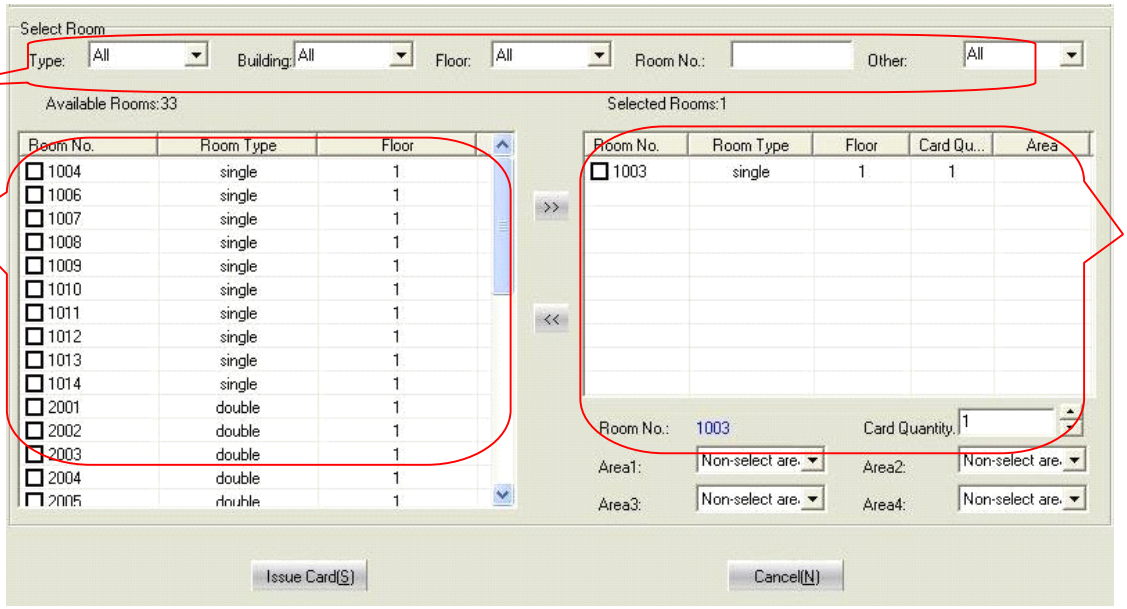
Tip: Double click the data area is same function as the " Modify" button.

button, click this button, if there is data in the data area, there will be one window for dialogue. You can click "Yes" to delete the record or "No" to cancel the operation.

Tips: please delete the data carefully, it can not restore after delete and maybe cause error of other data.

3.4 Interface Introduction

There are many interface to choose the data, so there interface have unified style.



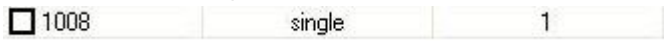
There are some areas in the interface:

Query Area: to provide the term to find the selected items. You can use other conditions to make the query. For the

, you can input the room number and press "Enter" to move the room to the selected area. Same operations as other query.

Tips: if there is only one record, it will be moved to the selected area automatically.

Selecting Data Area: to display all the right records that matched with query condition, if the records exist in the selected area or corresponding data table, it will not appear again. Please find the picture below:



You can tick the frame to move or not. Only the ticked records can move to the selected area after click

, or click

to move the data from the selected area to selecting area.

If the background color is blue as the picture:

If it is blue, it is selected, if it is white, it is not selected. You can press Shift key to add more records one time and Ctrl key to click the single record.

Tips: Operation with Shift key or Ctrl key is same as the operation in Word, Excel files.
Selected Area: to display the selected records. There are some records in the frame. You can click "OK" to make the operation.
You can double click the record to move the data from the selected area to the selecting area.

, click this button and move the ticked records to the selected area from selecting area.

,click this button and move the ticked records to the selecting area from selected area.

Phase 4 Login and Exit

4.1 Login

After you installed the software successfully, you can login the interface as following:

Operator: you can choose in the dropdown frame or enter the operator serial number.
Password: to enter the operator password, default length is 6 numbers.
Tips: after the system is installed successfully, the initiation user name is 000000, password is 000000, you can press "0" in the keypad until it login automatically.

Only the user name and password are both right, you can login the system. According to the corresponding right of different operators, you can make corresponding operation. All the important operation have record in the log file. The modification for the operator right can only valid in next login.

4.2 Exit System and Change Operator

Click the "Exit System" in the menu of "Windows",or the button

in the

main tool bar, there is tip to for choose, you can click "Yes" to exit or "No" to cancel the operation.
Click the "Change Operator" in the main window, you can change the operator in the new window. All the operation right will be done by the new operator after login.

Phase 5 Basic Data

Basic Data include guest room information, operator information and hotel building name etc. It is the base of the system, all the data are original from the basic data, usually you need to set the basic data before start to use the system. We suggest maintaining well the basic data in daily use.

The operation usually include Data query, new, modify, delete and save as etc. It is already introduced in the **3.3 Basic Data and Query Report Interface.**

5.1 Guest Room Information

Guest Room Information include room type, building information and floor information etc.

5.1.1 Guest Room Type

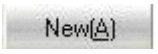
Room Type: usually it have standard single, standard double, deluxe single and deluxe double.
Default issued card quantity: 1

5.1.2 Building Information and Floor Information

Building information is the hotel building number, even there is only one building, you shall set this information. The serial number only accept number and can not exceed 255.
Floor information is the floor number, serial number only accept number and can not exceed 255 too.

5.1.3 Guest Room Information

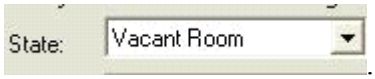
All the rooms are displayed in the room state sketch, it is the most important work to enter the basic data at the first time. The sequence is as below"

1. Click"New" 

button, there is one window, please enter the room information and click"OK" to save.
2. Click"Copy"

button, there is one window, you can copy the room record in last step"New", the room number will add 1 automatically. Click "OK" button to save the information, after you finish the first floor information, click "exit" and return to the information window.
3. If the other floor information is same as first floor, you can use "Copy by floor" to copy the data of first floor. Please notice the floor number position of the room Number. Such as 8501, 8 is building number, and 5 is floor number, so it is in the second position not first number.

Tips: you can add the records with this function for convenient management.

Room State Exchange: There is maintaining room, cleaning room and vacant room type for exchange, you can choose in the window 

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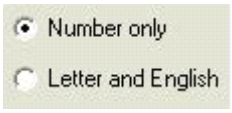
Tips: Double click the room icon in the room state and make the exchange for the room state.
Even the building information and floor information can be modified, but we suggest not change these informations especially when the lock is already set.

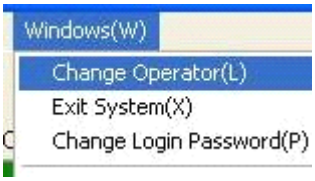
For the special setting of suite room, there are some rooms in the suite, the setting is as below:
1. Click"New" button, input the room number in the information window, such as "801", then choose the room type, building, floor information and click the "OK" for save.
2. Click "New" again, in the information window, click "Letter and English",



input the room number "801A", room type, building and floor information, door lock number shall be "801", enter the suite room number or choose "1" and then click "OK". Then this card can open the main door 801 and also 801A.
3. Click"Copy" button, there is room number 801B showed in the window, please check and click "OK" for save, also you can set "801C, 801D...." as above steps.

5.2 Operator Information

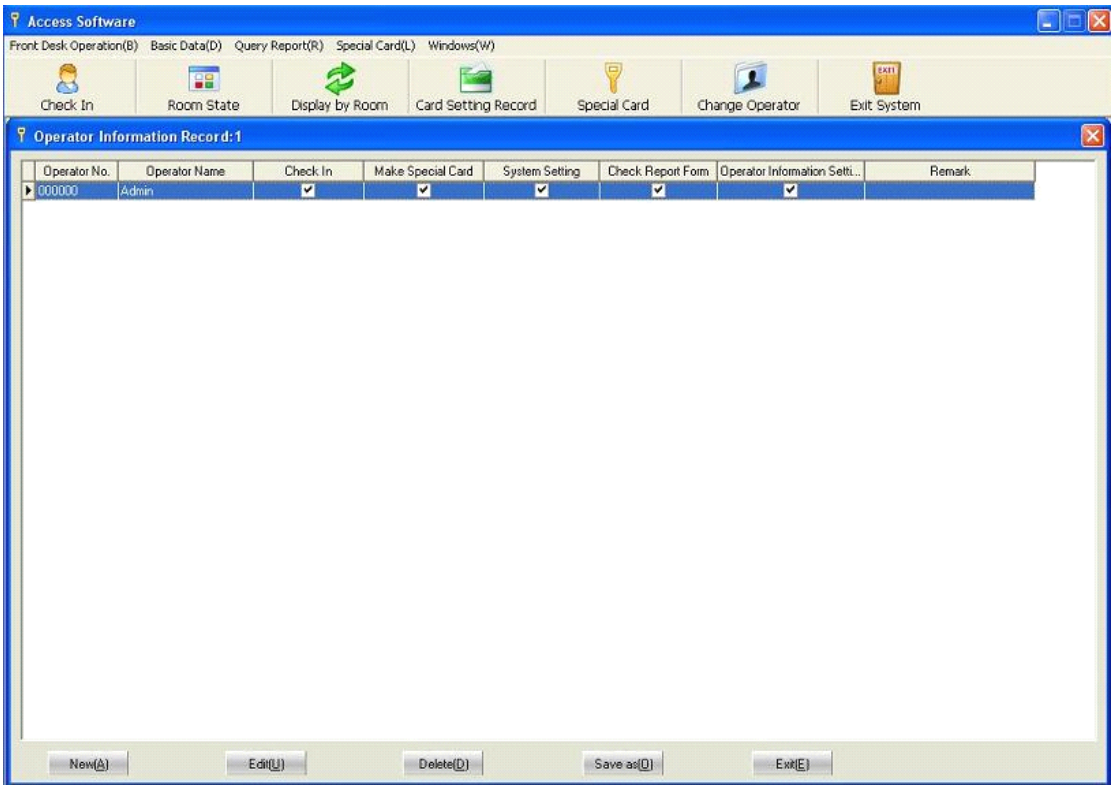
There are operator serial No., name and operation right in the list.
Operation right: there are front operation right, backstage operation right and special operation right, even operation has different right.
Highest Right: it is "Admin (Highest right)",with this setting right, the admin can modify the operator information, so this setting is only for manager of the hotel.
Operator Password: you can input the initialization password when you add the user. You need to enter the old password when you set the new password. The operator can change the password in the setting window, refer to the below:
1. Login the lock software system
2. Click the "window" and find the "Change Login Password". As the below picture



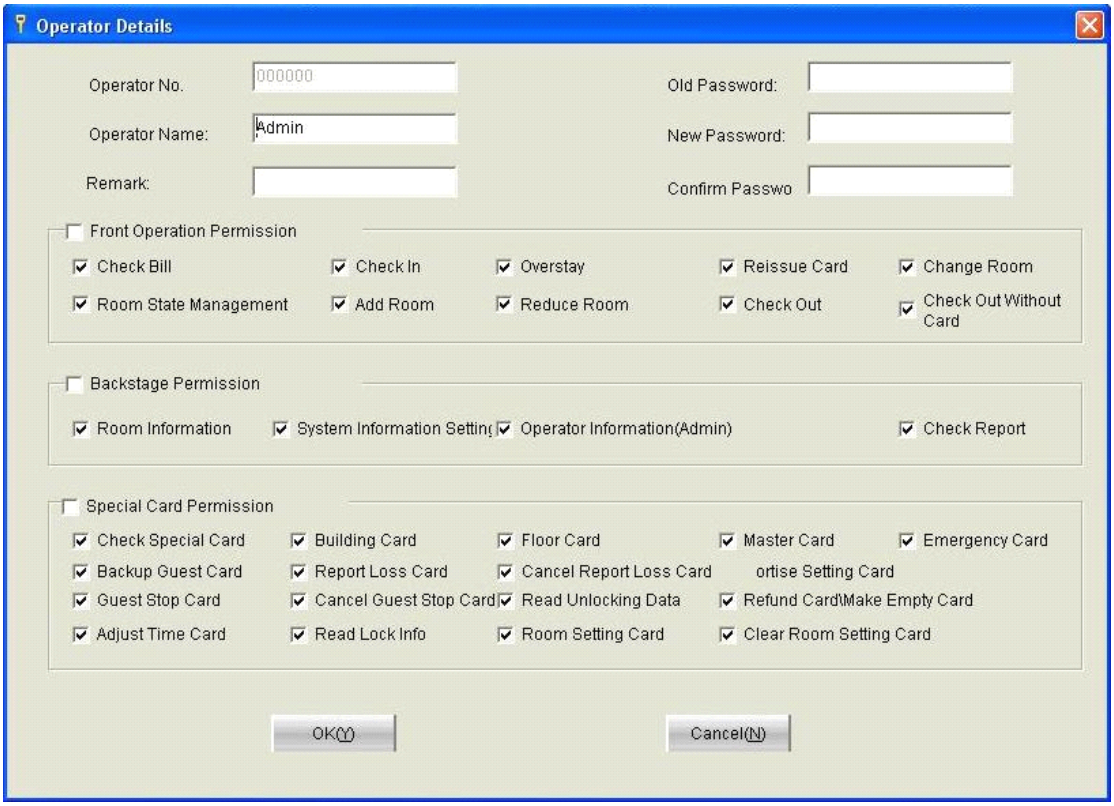
3. Please enter the old password and new one and then click "OK" for save.

To set the operator right:

Find the"Operator Information" in the menu "Basic Data"and open the dialogue window.



Double click the user name and there is one dialogue window as below:



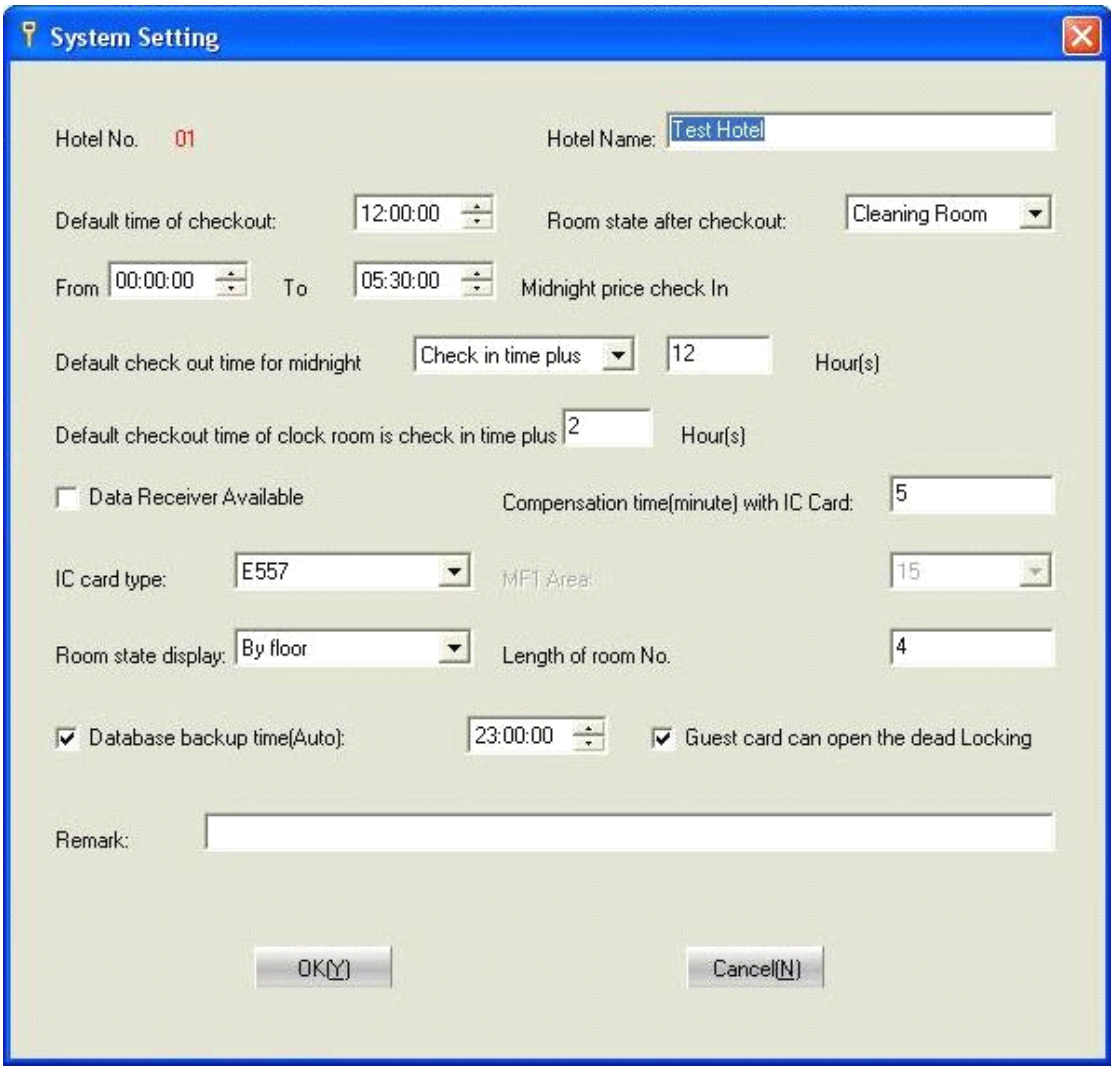
You can modify the operator password and set his right. After that, you can click "OK" to save the information and then exit the system to valid the operation when you login again.

Tip: There is one Admin operator in this system and can not be deleted.

Please keep the password or even the admin can not change the operator's password.

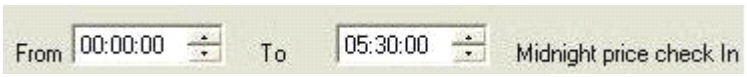
5.3 System Setting

This is to set the hotel name and relative information. Please find the below interface:



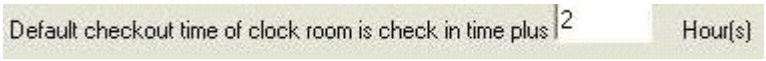
Default checkout time of whole day: It is the departure time when the charge type is whole day. If the current computer time exceed the guest departure, the font of the room is red. Usually the time is 1-2 hours ahead of the departure time. For example, if the guest checkout at 14 PM(if exceed, it is charged as half day), so the default time for checkout is 12PM.

Room state after checkout: it is the room state after the guest checkout, you can choose vacant room and cleaning room. You can set according to your requirement.



It is to set the valid time of midnight room, you can set the time in the frame.

It is the departure time for midnight room.



It is the departure time for Hour room.

Data Receiver Available: if the user have data receiver, you can tick the

,

Compensation Time: there are few minutes from the check in to the time that guest touch the card to the lock, so you can set few minutes to make sure the time of lock is same as computer.

IC Card type: You can choose T5557 for RFIC card lock system; MF1 for Mifare card lock system.

It is default display type when choose the room state.

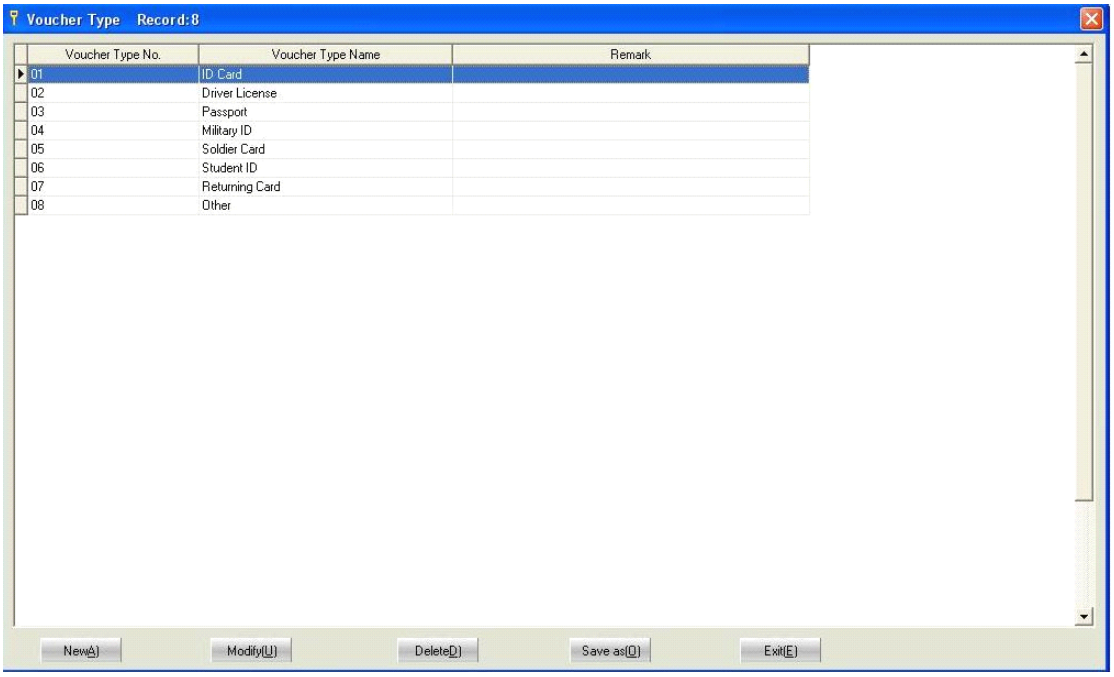
The Nos of room number, for example 1001. if the room number is less than this number, it will add "0" ahead automatically.

Database backup(Auto): this system can backup the database automatically, if you do not need this function, you do not need to tick the choice. Usually the time is nighttime when the business is not so busy. Backup files is saved in E:\RoomLockDataBak, it is saved as the format : RoomLock+year+Month+Day+Hour+Minute+Second+.Bak.

If you tick this choice, the guest card can open the door that is dead locked. You can also do not choose this function.

5.4 Voucher Type

Voucher type is the voucher to identify status when check in. Usually there are ID, returning ID and Driver license etc. Please find the below interface:



Click the "Voucher Type" in the menu of "Basic Data", you can modify the type, add or delete the item too.

Phase 6 Front Operation

The front operation is the key of system and important too. we will provide detail introduction, please read this introduction carefully.

6.1 Check In

There are personal and group guest for check in, please choose one type when they come to check in.

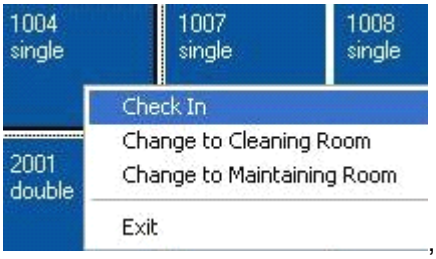
1. Click the

, there is window for front desk to make the operation.

2. Or click the

, you can make the check in too.

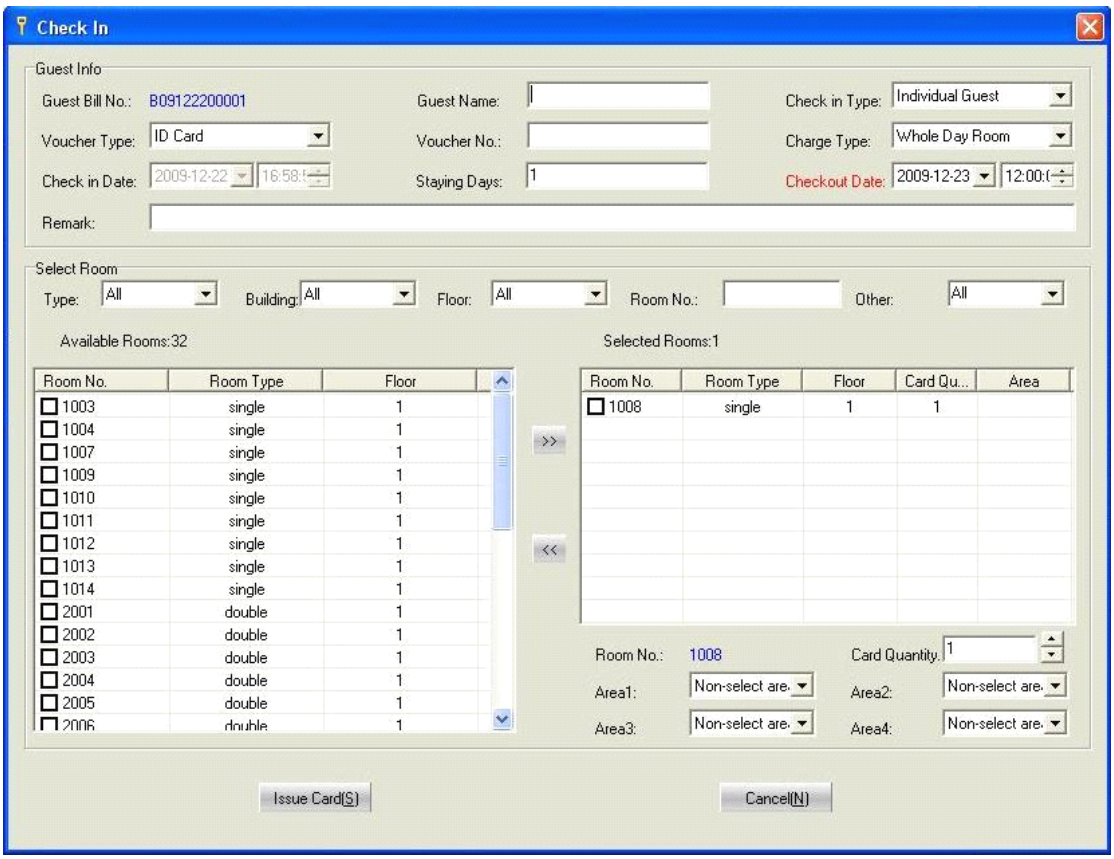
3. Or double click the vacant room(or enter the room number directly), there is window for check in too.

4. Right click the vacant room in the software interface, there is menu as 

, you can make the check in too.

The 1 and 2 way is same function, there is no room showed in the window. The 3 and 4 way are to choose the room for check in. If the guest only need one room, we suggest you using the 3 and 4 way. If it is group guest, it is better to use the 1 and 2 way.

The window for check in:

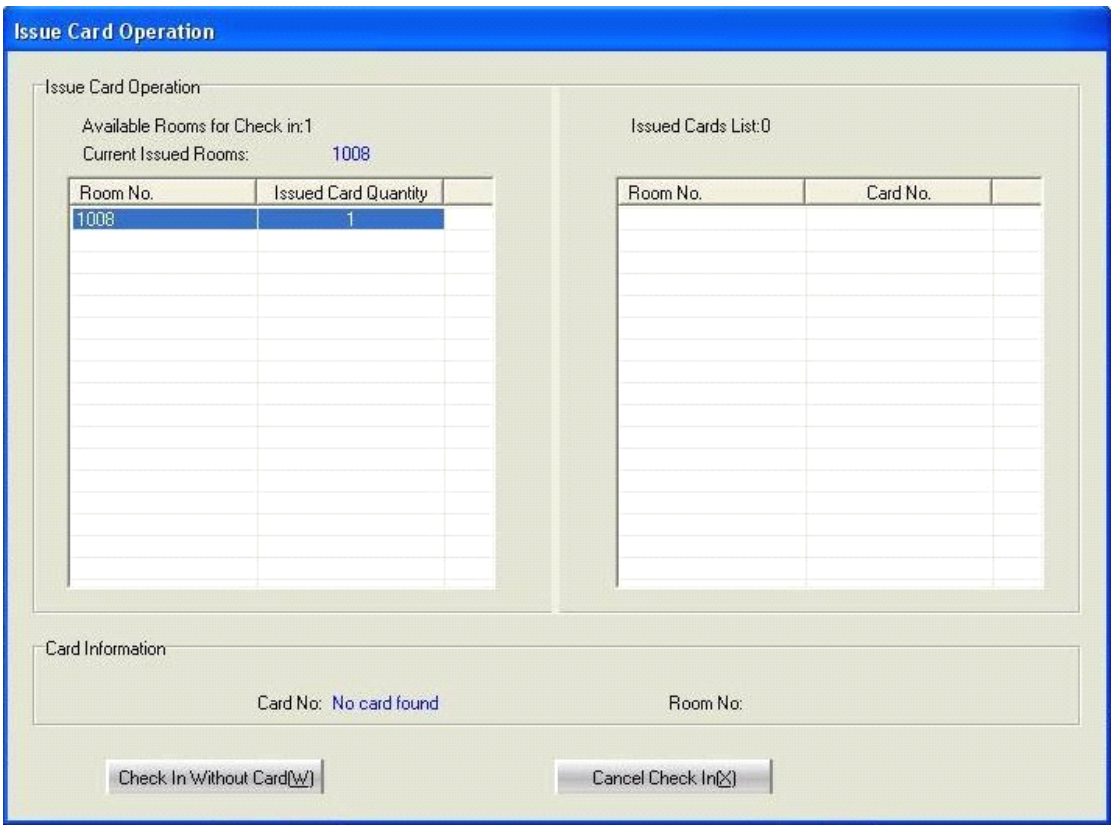


There are two area: guest information and room information.
Guest Bill No.: it is system code for guest bill. The rule is as below:
B + year (2 numbers) + Month(2 numbers) + Day(2 numbers) + Serial No.(5 numbers)
Total 12 numbers, the Year, Month, Day is the time for check in, and the serial No is counted from 1.
Guest Name: to enter the guest name or group name.
Check in type: personal or group guest for choose.
Charge type: three types: whole day, hour room and midnight room. It will show in the top right of the room icon. or .

Departure Time: it is the checkout time of guest.
If the time exceed the departure time, the guest card can not open the door, and the font on the room icon will show red.

Check in operation detail:
1.Click "Check in" and open the window.
2. Enter the necessary information of guest, such as guest name, voucher type etc.
3.Choose the charge type.
4.Choose the departure time: Year+ Month+Day.
5.Choose the room for check in, or you can refer to the 3.4 Interface Introduction. If you need to modify the issued card quantity, you can choose the room and enter the card

quantity.
6.Click "Issue Card" and enter the interface as below:



7. On the left, there are the rooms for check in. On the right, there are the selected room. There are card information and tip on the bottom. When you put the card on the card reader, they system will issue the card according to the sequence automatically.

, this function is for the room that is already issued with card. Click this button, you can change the room state to "staying".

, click this button to cancel the check in.

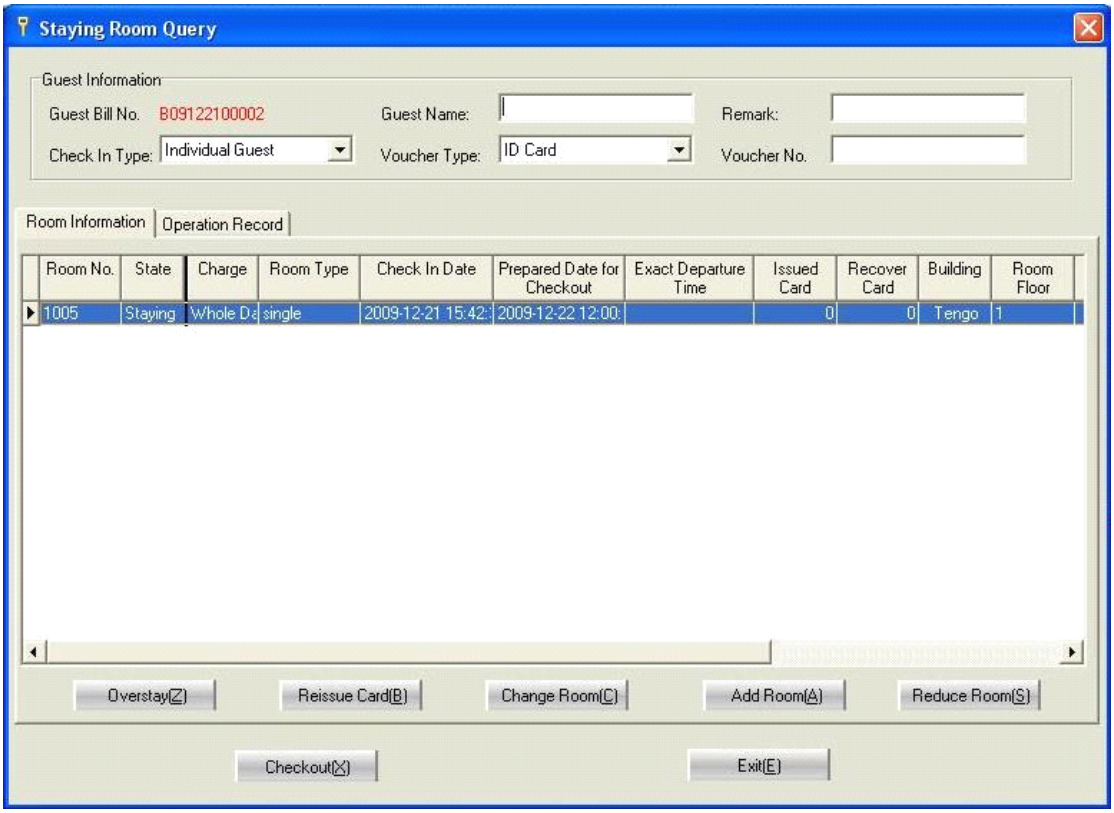
When the room quantity is zero, the window will exit automatically..
If you only need to choose one room and put the card on the card reader already before you click

, then there is no window to show you.

6.2 Staying Room Query

After you make the check in for the room, when you want to make the operation of overstay or checkout, you need to find the room first.

1. Enter the room number in the room state.
2. Double click the room number in the room state.
3. Right click the room in the room state.



There are some areas in the interface:

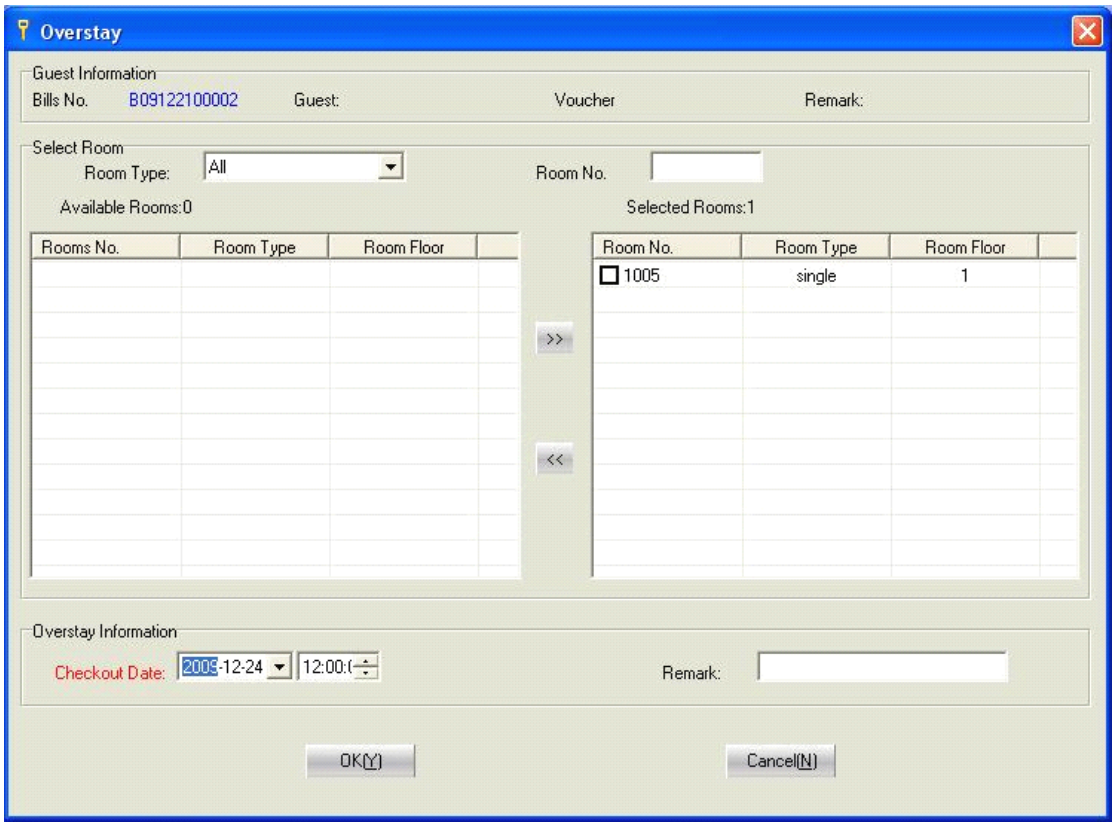
Guest Information: to show the guest information, you can modify directly.

Room Information: to show the room information and some function buttons.

Operation records: There are records from check in to checkout. Include operation type, operation description, operation time, operator and remark.

6.3 Overstay

1. Find the room and as **6.2 Staying Room Query**, click "Overstay" and make the operation of Overstay.
2. Or put the card on the card reader, you can check the Card area in the room state and click " overstay" for the operation.
3. Or right click the room and choose the "Overstay".
4. Overstay interface:

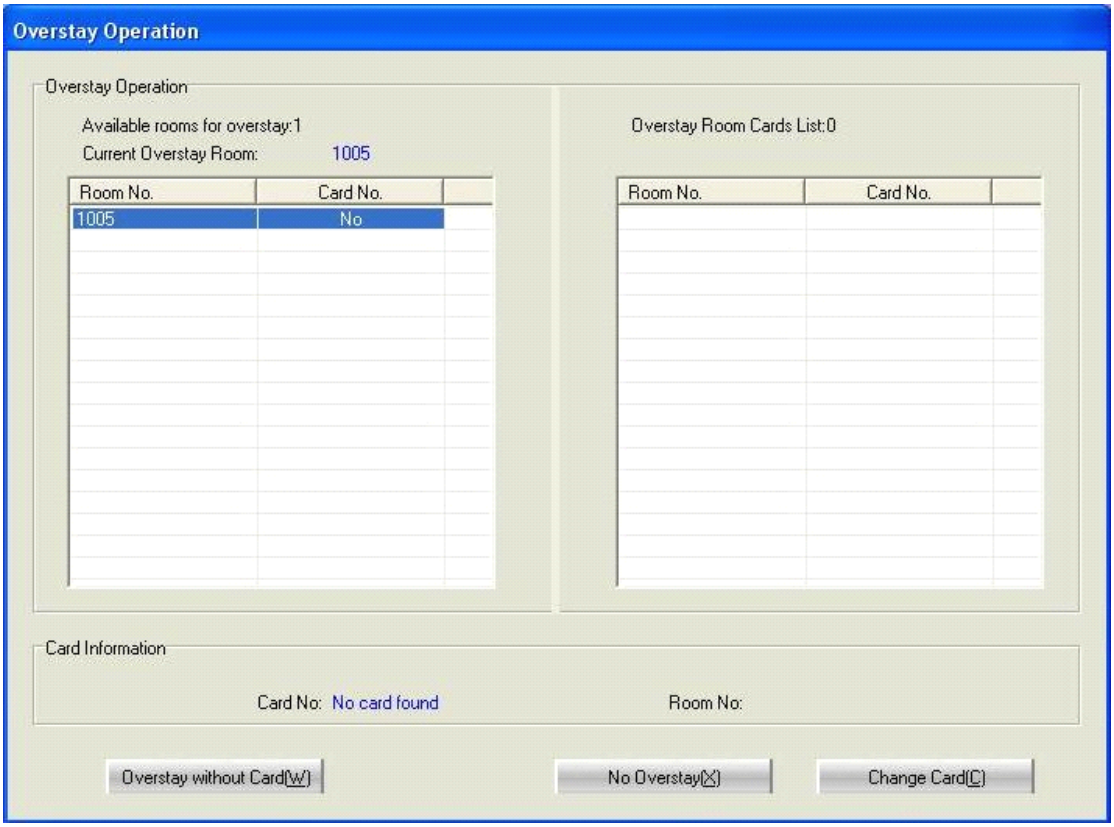


The room for overstay will be moved to selected room area, if you nee to modify, you can refer **3.4 Choose Interface.**

Departure time: The default time is the next day, you can modify according to the requirement of guest.

5. Choose the room and modify the departure time.

6. Click OK(Y), and enter to the overstay interface.



There are rooms for select in the left of window and selected room on the right. On the bottom, it is the card information and tips. The operation is done by computer automatically, you just only need to put the cards on the card reader, card reader will check the card type and issue the card with sound "di-" and the blue light flashes one time. If it is not the card for overstay, there will be tip, you can change the card or click the following function buttons.

Overstay without Card(W), click this button to change the departure time, but can not issue the card.

No Overstay(X) click this button to cancel the operation of overstay.

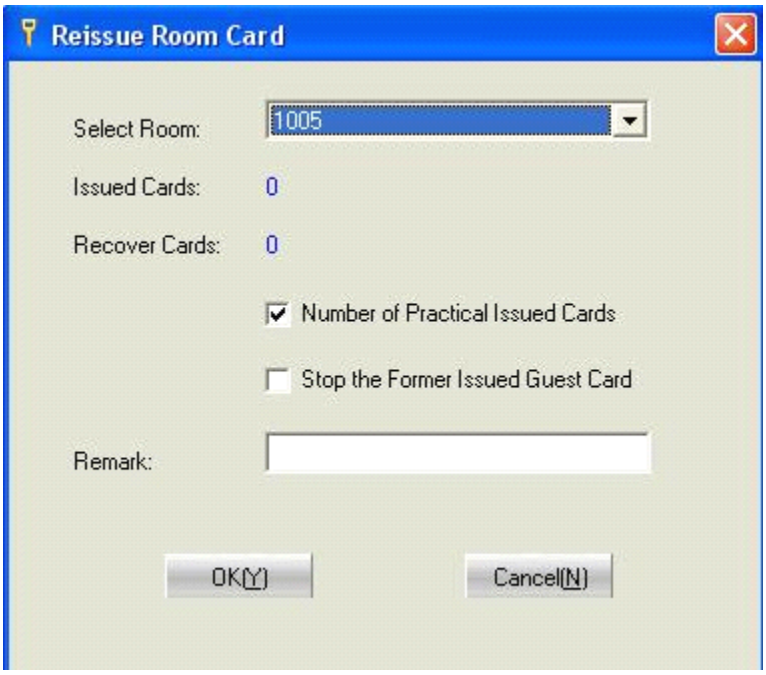
Change Card(C), it is for the service man to make the overstay or the guest do not take card to make the overstay. You can change one new card for the guest.

6.4 Reissue Card

Detail operation as below:

1. Find the room as **6.2 Staying Room Query** and open the "Staying Room Query" window. Click Reissue Card(B) and make the reissue operation.
2. Or right click the room in the room state, click "Reissue card".

3. Reissue operation window is as below:

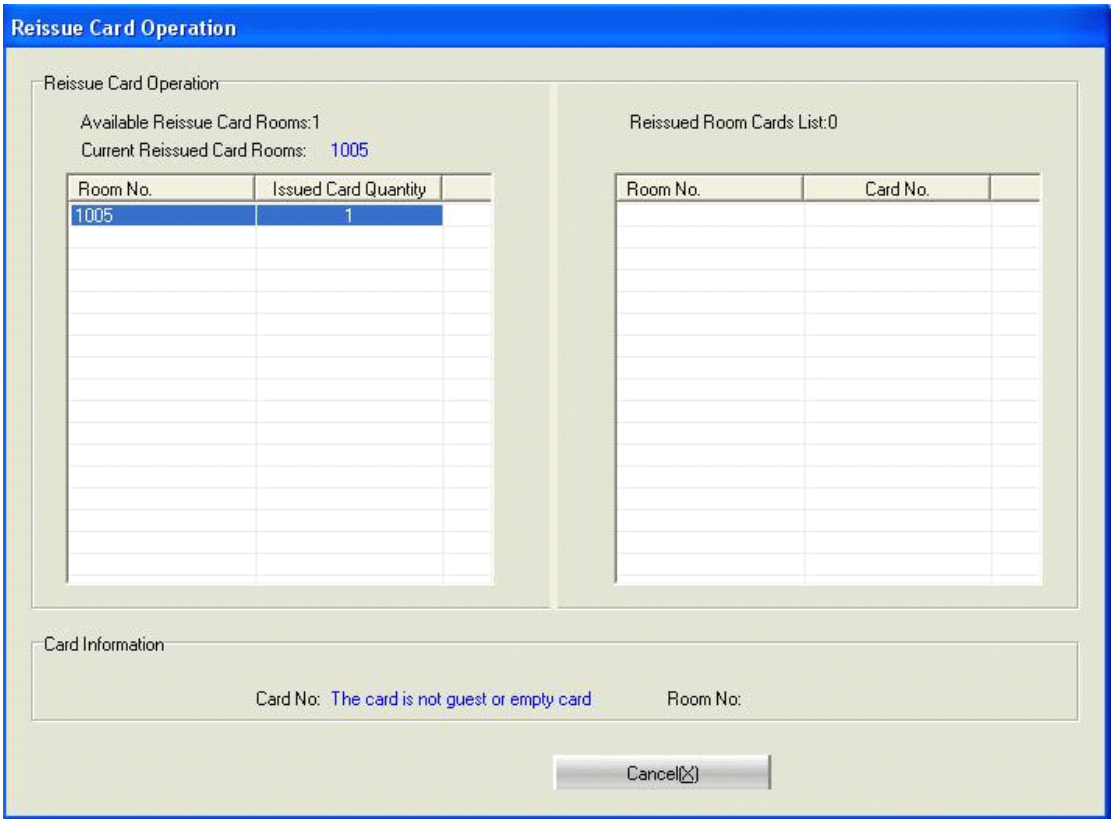


Select room: it is the room in current record, you can also choose other rooms.
Issued card quantity: it is the issued card quantity for this room.
Recover card quantity: it is the refund issued card quantity for this room.

Count in the actual issued card quantity: if you tick this item, the actual issued card quantity will add 1.
Cancel the former guest card: if you tick this item, the former guest card can not open the room. It is for the condition that the room card is lost. So it can cancel the lost card when issuing one new card.

4. Click

, there is window for reissuing card.



5. There are rooms for select in the left of window and selected room on the right. On the bottom,it is the card information and tips.The operation is done by computer automatically, you just only need to put the cards on the card reader, card reader will check the card type and issue the card with sound "di-" and the blue light flashes one time. If it is not the card for reissue, there will be tip, you can change the card.

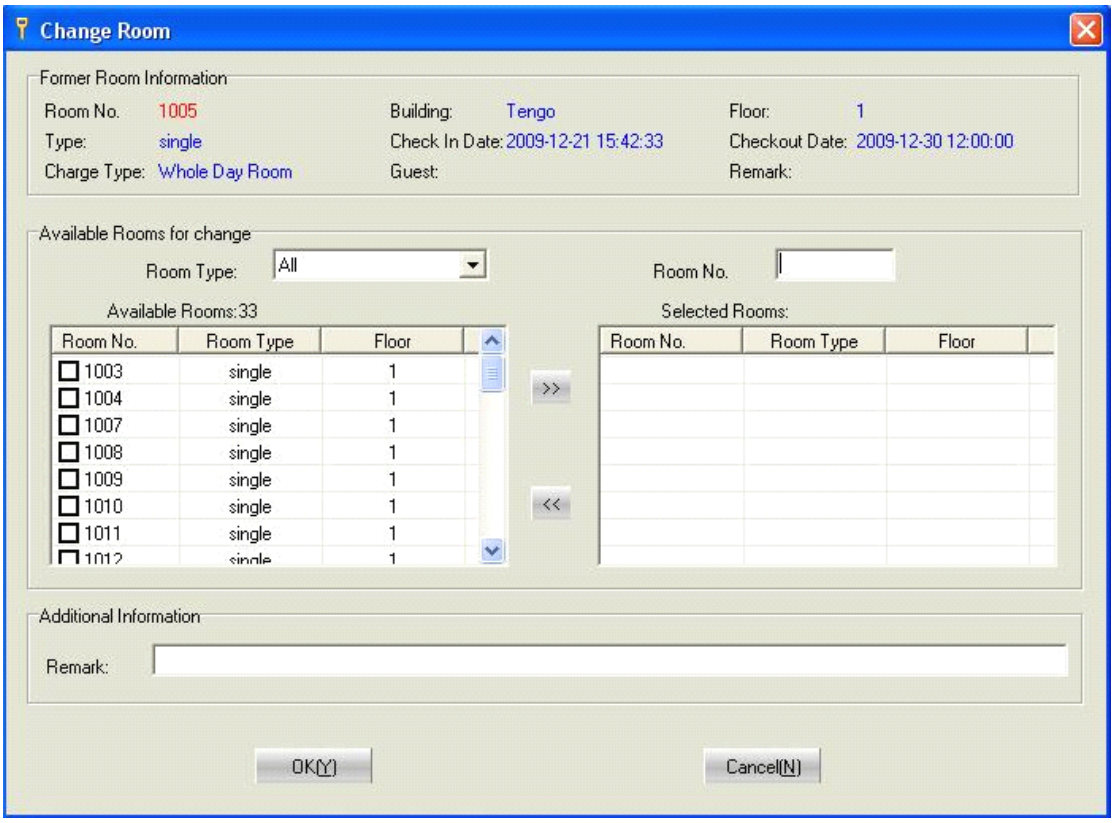
click this button to cancel the reissue operation.

6.5 Change Room

1. Find the room as **6.2 Staying Room Query** and open the "Staying Room Query". Click

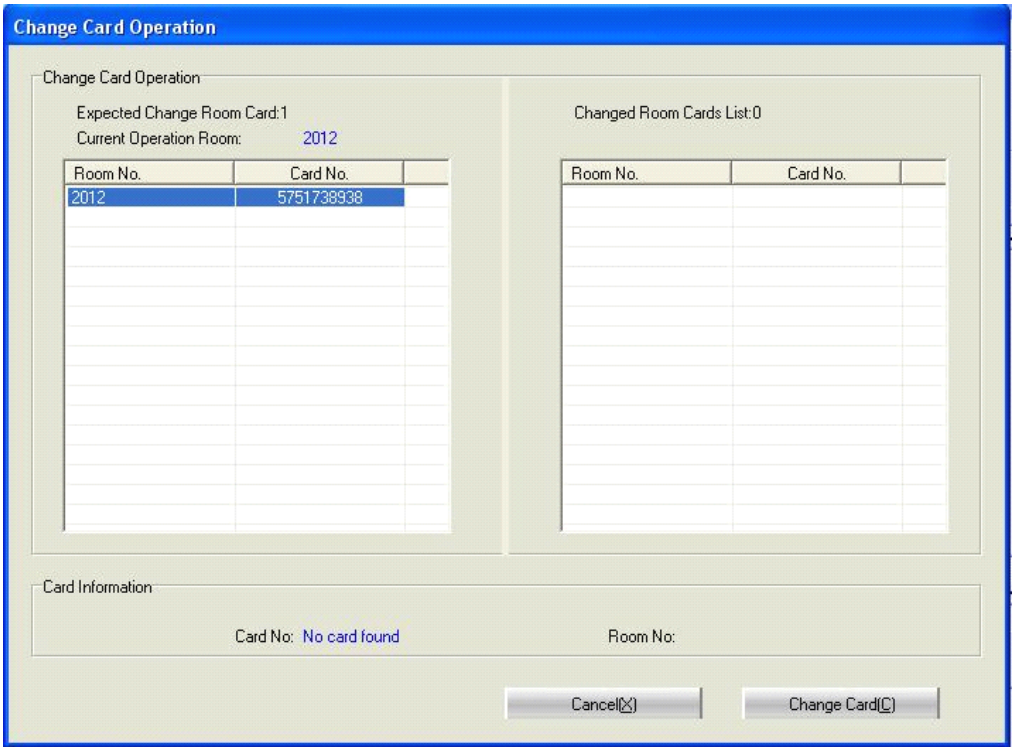
and make the change operation.

2. Or right click the room in the room state, click "Change Room".
3. Change room operation window is as below:



4Choose the room number.

5.Click OK(Y), there is window for operation:



6. There are rooms for select in the left of window and selected room on the right. On the bottom,it is the card information and tips.The operation is done by computer automatically, you just only need to put the cards on the card reader, card reader will check the card type and change the card with sound "di-" and the blue light flashes one time. If it is not the card for change, there will be tip, you can change the card r click the following function buttons.

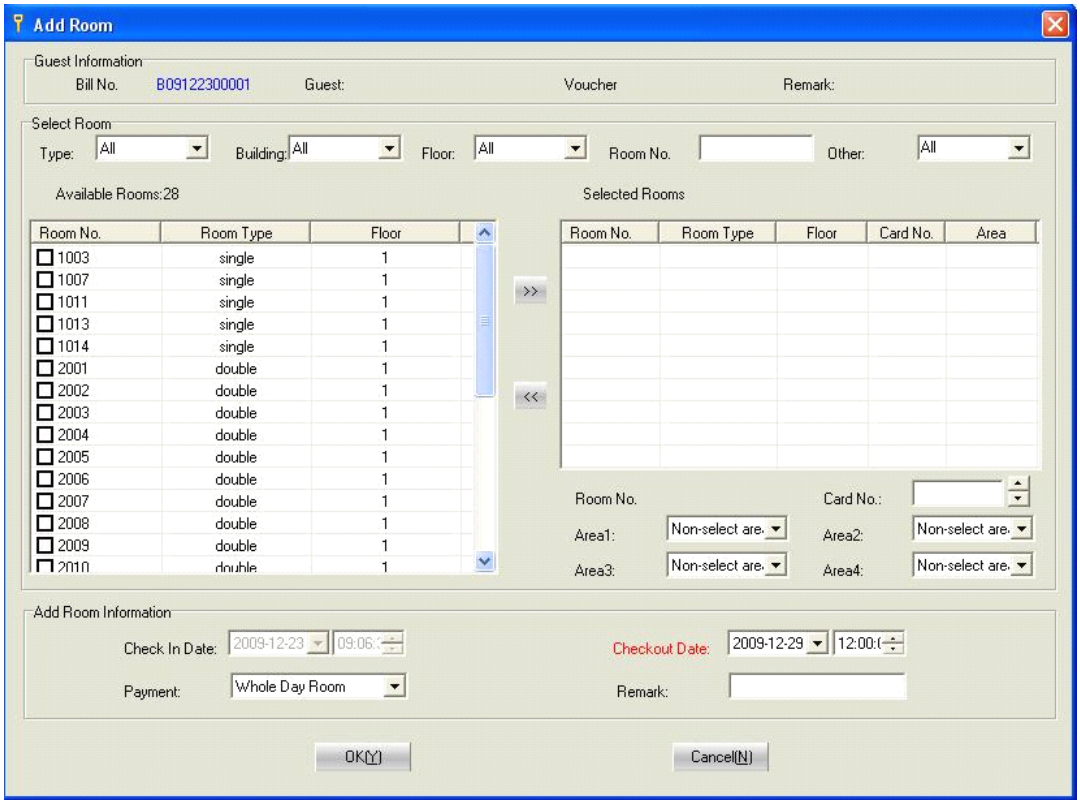
Cancel(N), it is to cancel the operation.

Change Card(C), it is for the service man to make the overstay or the guest do not take card to make the overstay. You can change one new card for the guest.

6.6 Add Room

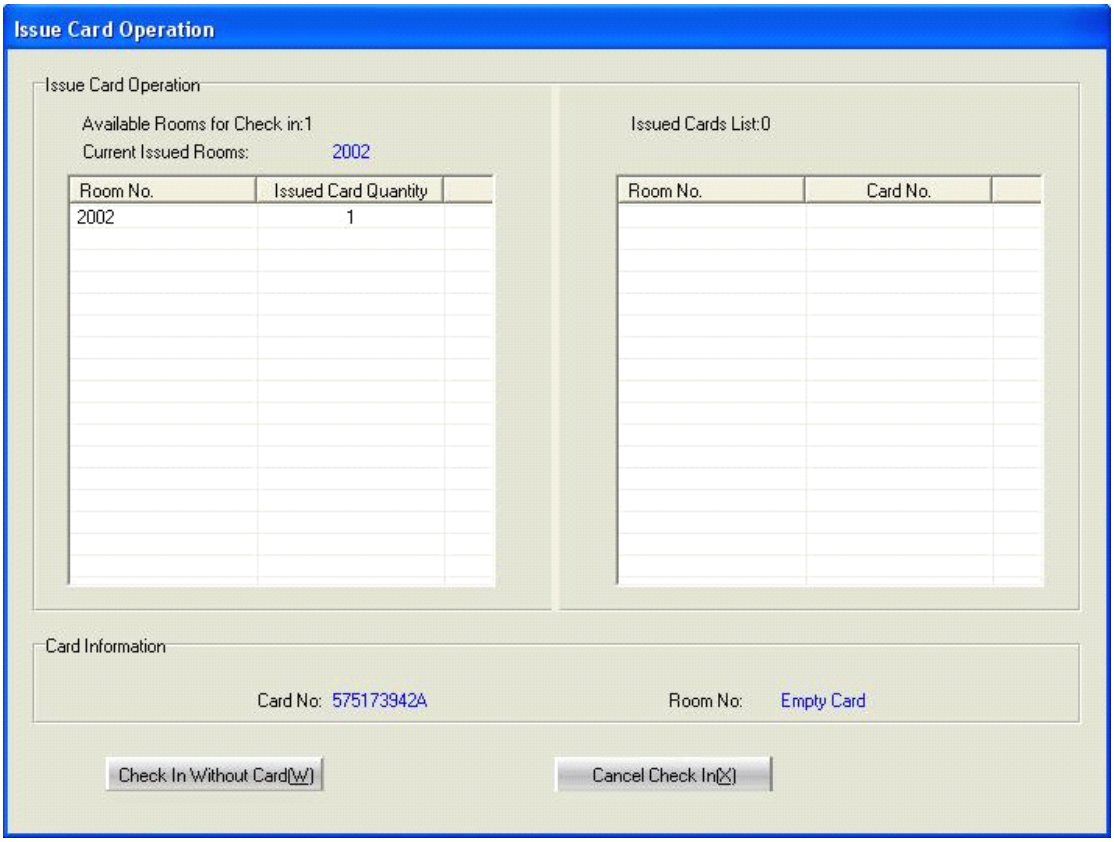
It is to add the new room, the check in time is the current time.

1. Find the room as **6.2 Staying Room Query** and open the "Staying Room Query". Click Add Room(A) and make the Add operation.
2. Or right click the room in the room state, click "Add Room".
3. Add room operation window is as below:



4.Choose the room number.

5.Click OK(Y), there is window for operation:



6. There are rooms for select in the left of window and selected room on the right. On the bottom,it is the card information and tips.The operation is done by computer automatically, you just only need to put the cards on the card reader, card reader will check the card type and add the room with sound "di-" and the blue light flashes one time. If it is not the card for change, there will be tip, you can change the card r click the following function buttons.

Check In Without Card(W), it is for the service man to make the add operation as the guest had checked in with card. Click this button and change the room state to "Staying".

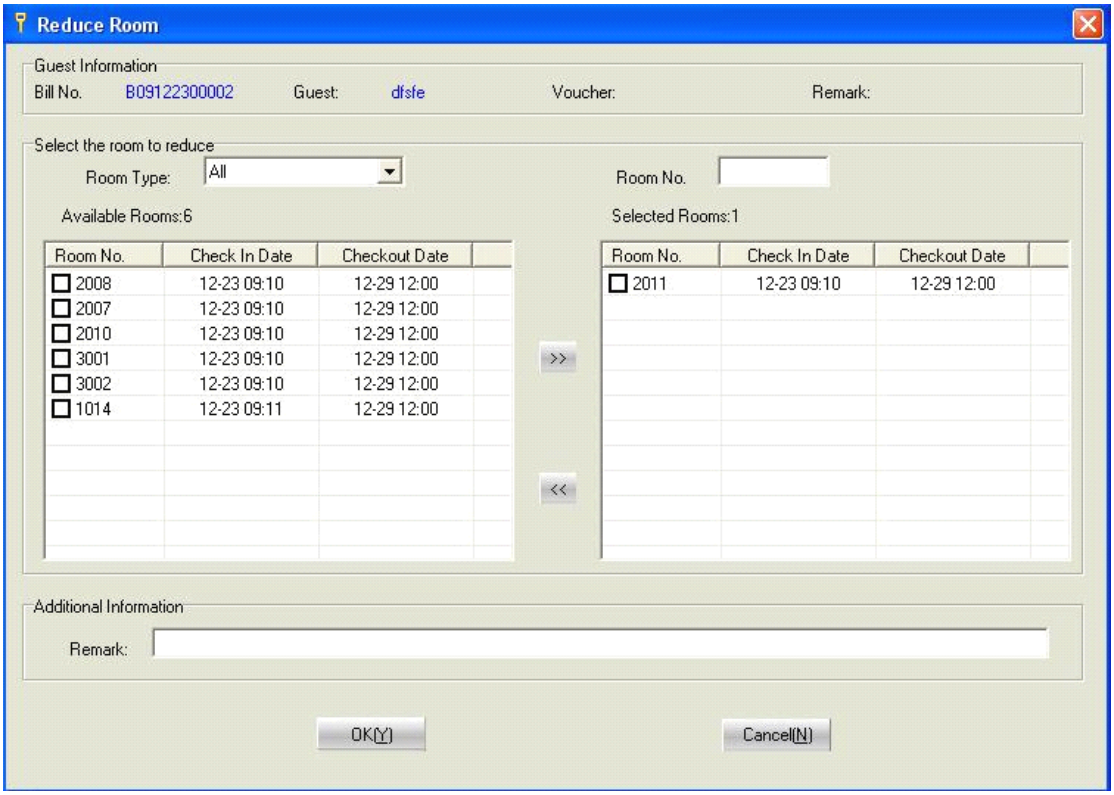
Cancel Check In(X) click this button to cancel the operation of add room.

When the card quantity is zero, the window will exit automatically.

6.7 Reduce Room

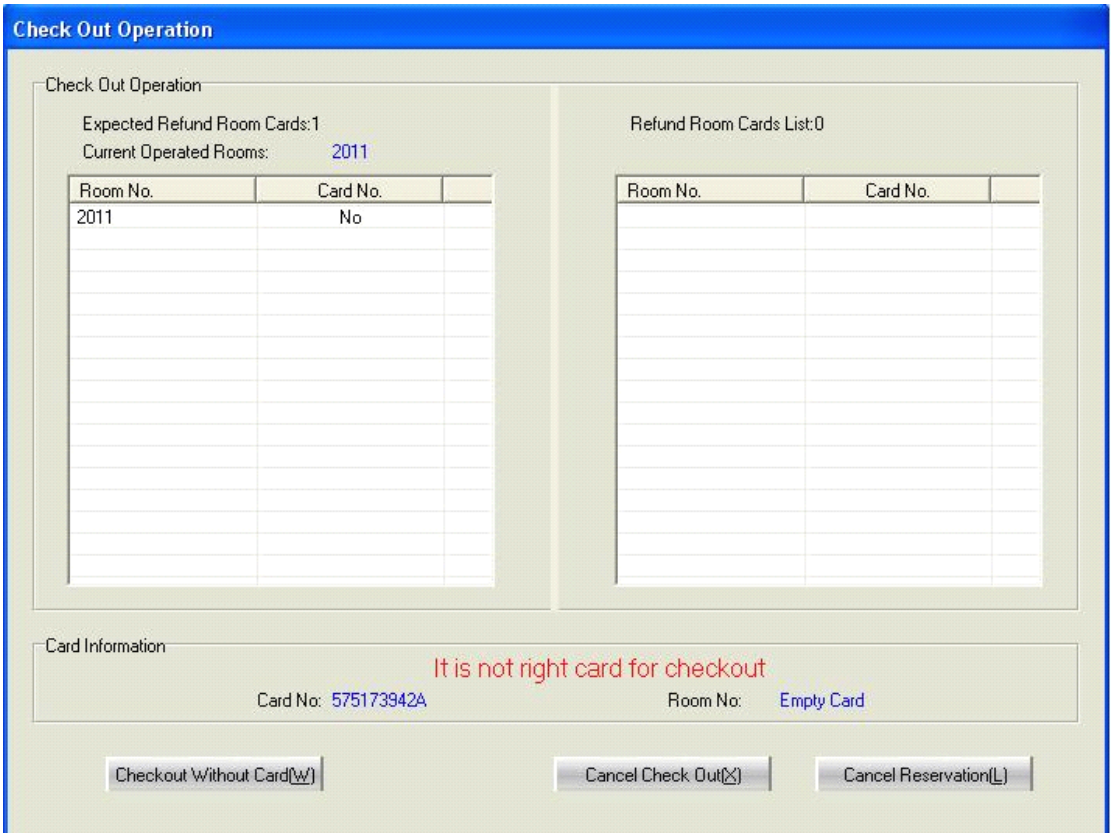
It is to reduce some rooms for some guests. Detail operation is as below:

1. Find the room as **6.2 Staying Room Query** and open the "Staying Room Query". Click Reduce Room(S) and make the Reduce operation.
2. Or right click the room in the room state, click "Reduce Room".
3. Reduce room operation window is as below:



4.Choose the room number.

5.Click OK(Y), there is window for operation:



6. There are rooms for select in the left of window and selected room on the right. On the

bottom,it is the card information and tips.The operation is done by computer automatically, you just only need to put the cards on the card reader, card reader will check the card type and reduce the room with sound "di-" and the blue light flashes one time. If it is not the card for reduce, there will be tip, you can change the card click the following function buttons.

Checkout Without Card(W)：click this button, it is to checkout for the guest that does not take the card, please do not refund the room card.

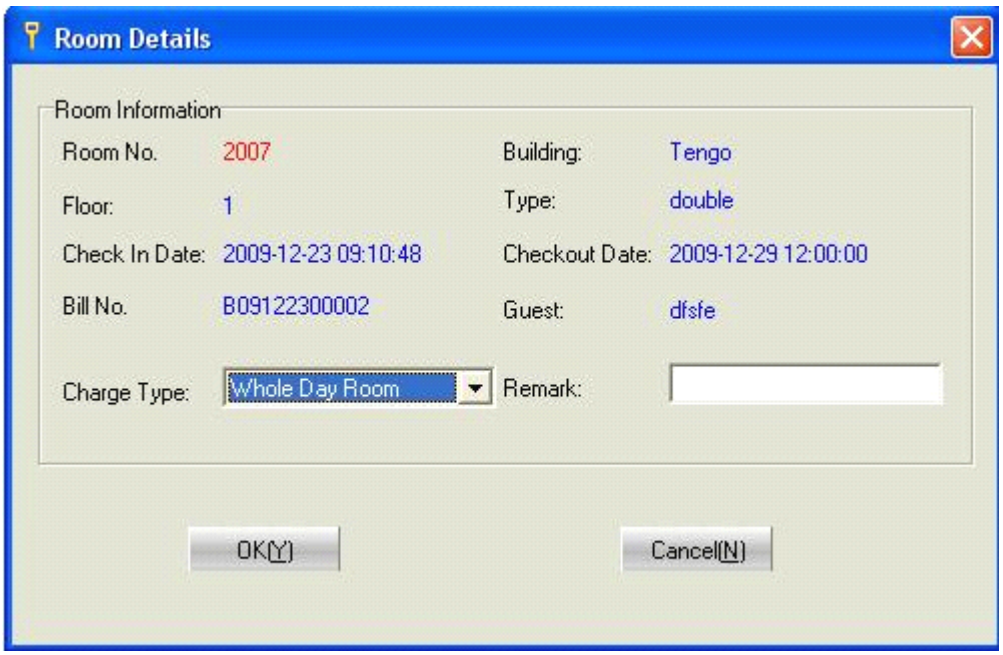
Cancel Check Out(X)：Click this button to cancel the operation of reduce room.

Cancel Reservation(L)：click this button, all the rooms in the left list do not make the operation of reduce room.

6.8 Room Information

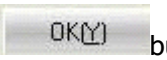
The room information is for the operator to check the details include: room Number, room name, floor name, room type, check in time, departure time, guest bill No. and charge type etc. Detail operation is as below:

1. Find the room as **6.2 Room Query** said, open the window "Staying Room Query". Double click the room and there is window for operation.
2. Or find the room in the room state, right click the room icon and choose "Room Information".
3. Room information window is as below:



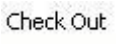
4. Detail Items:

Room No. and Room Name: it is current chosen room No. and room name.
Floor Name and Room Type: it is current chosen room floor No. and the room type.
Check in Time: it is check in time for current chosen room.
Departure Time: it is departure time for current chosen room.
Guest Bill No. And Guest Info.: it is to check the guest bill No. and guest name of the current chosen room.
Charge Type: to check the charge type of the current chosen room. You can modify in this window.

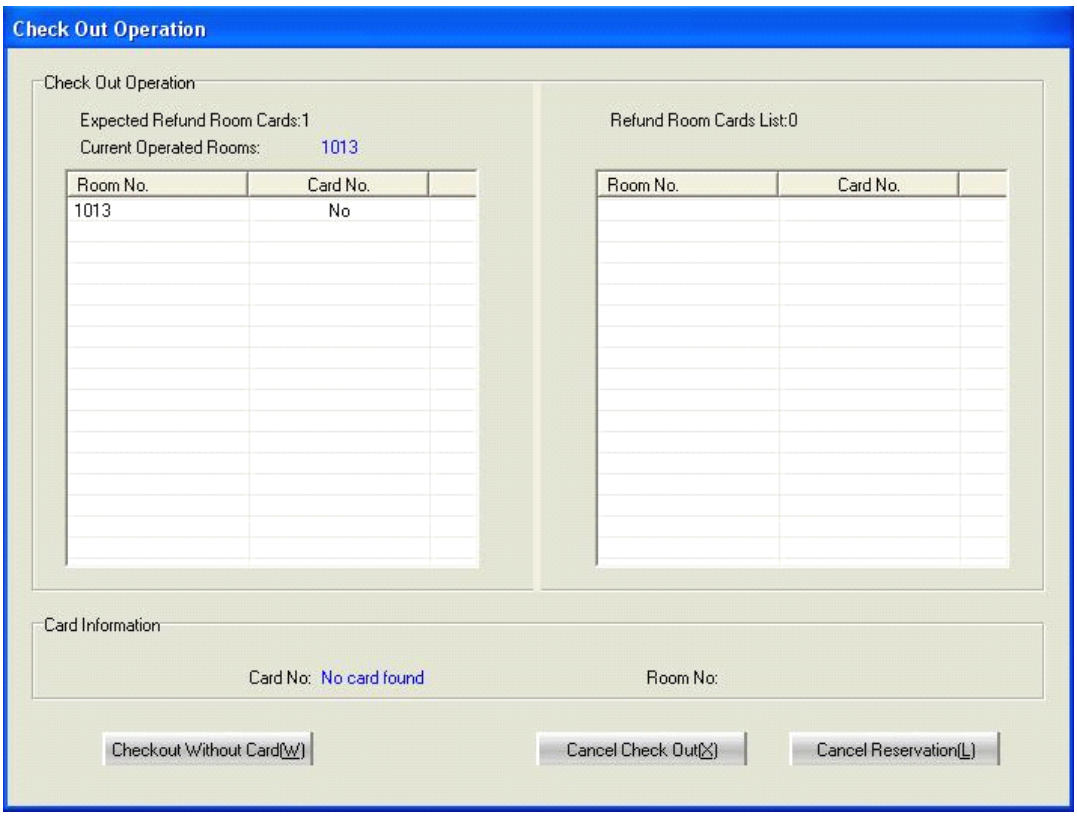
5. Click 

button, if you modify the charge type, there is update in the room state too.

6.9 Checkout

Checkout is to make the operation for the guest to leave the hotel, the operator shall refund all the cards to the guest and change the room state to vacant type or cleaning type and make ready for next guest. Detail operation is as below:
1.Find the room as **6.2 Staying Room Query** said, open the window "Staying Room Query".
2.Or put the card on the card reader, find the card information on the right bottom, click 

to open the checkout window.
3.Or right click the room in the room state to open the checkout window.
4. Checkout window is as below:



5.There are room cards for select in the left of window and selected room on the right. On the bottom,it is the card information and tips.The operation is done by computer automatically, you just only need to put the cards on the card reader, card reader will check the card type and refund the room card with sound "di-" and the blue light flashes one time. The room icon in the room state will show light blue or blue color. If it is not successful, there will be tip, you can change the card and click the following function buttons.

Checkout Without Card(W)：click this button, it is to checkout for the guest that does not take the card, please do not refund the room card.

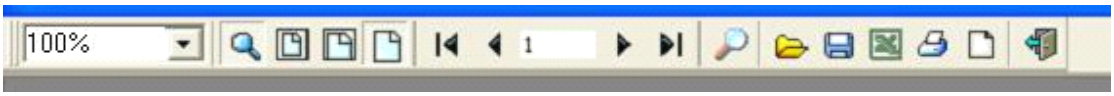
Cancel Check Out(X) ：Click this button to cancel the operation of reduce room.

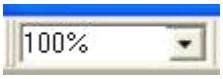
Cancel Reservation(L)：click this button, all the rooms in the left list do not make the operation of reduce room.

Phase 7 Query Report

Query report is to check the issued card record and check in, checkout and departure time etc. You can check the records with the condition you listed and then save as Excel files. Or you can print the records too.

The window for query report is as below:



 : you can choose the preview size.

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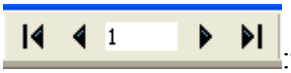
click one time, it is for whole page. Click again, it is for 100% page width.

it is to show whole page.

it is for 100% page width.

it is to show page width.

 :to jump from one page to another pages.

: Click and to check the word in the query report.

: click and to open one report file for preview. The query report can be saved as file.

: click and save the current report

: click and save current report as Excel file.

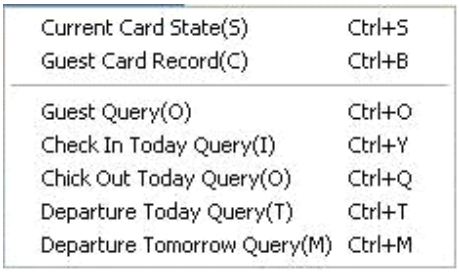
: click this button and there is window for choosing printer.

: It is page setting, you can set the paper type, page margins.

: click and shut down the window of report preview.

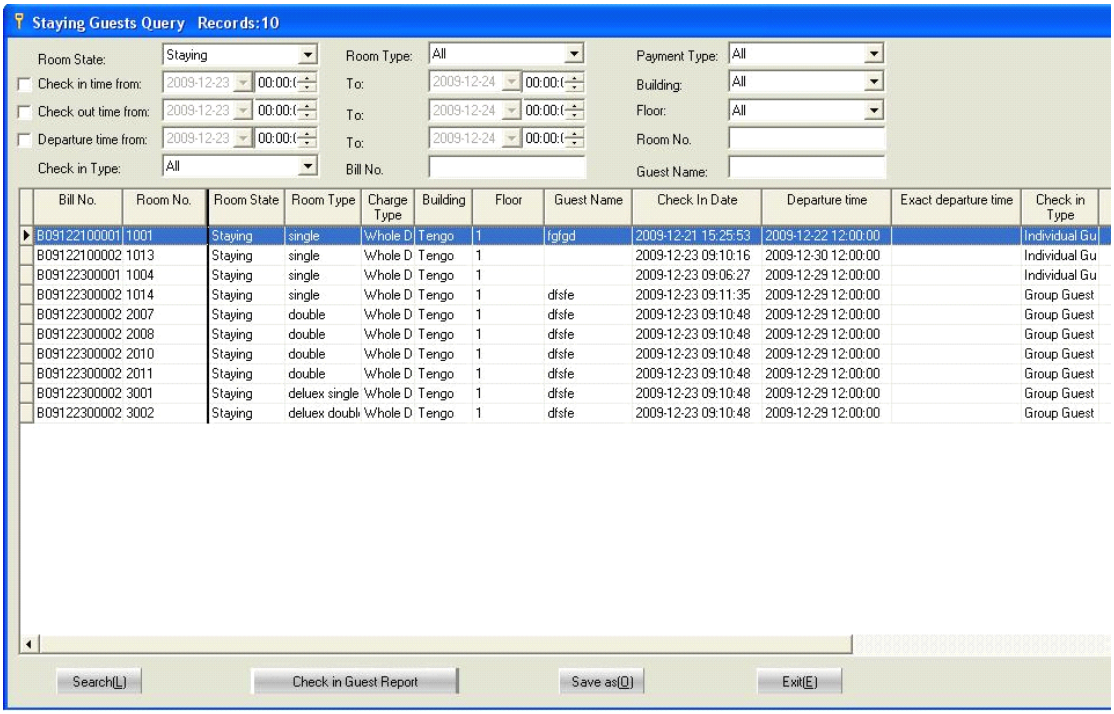
7.1 Room Query Report

There are five item for choose: "Guest Query", "Check in Today Query ", "Checkout Today Query"," Departure Today Query" and " Departure Tomorrow Query". Please find below:

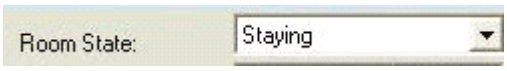


,

Guest query window is as below:

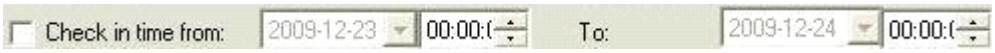


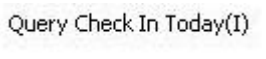
"Guest Query", to check the current staying room and guest. Default query condition is:



click this button and print the guest report by floor.

"Today Check in Query": to check the check in guest and room today, default query condition: :





Click this button and print the check in report today.

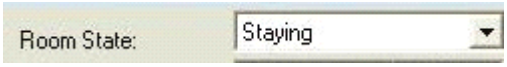
You can modify the check in date and check the check in guest and room in another date.

"Checkout Today Query": to check checkout guest and room today, default query condition is:

Query Chick Out Today(O) Click this button and print the check out report today.

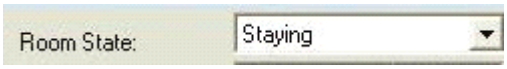
You can modify the checkout time and other room and guest in another date.

"Departure Today Query": to check the departure guest and room, default condition is:



Departure Query Today(T) Click this button and print the departure report today.

"Tomorrow Departure Query": to check tomorrow departure guest and room, default query condition:



Departure Query Tomorrow(M) Click this button and print the tomorrow departure report.

You can modify the departure time and check departure guest and room in another date.

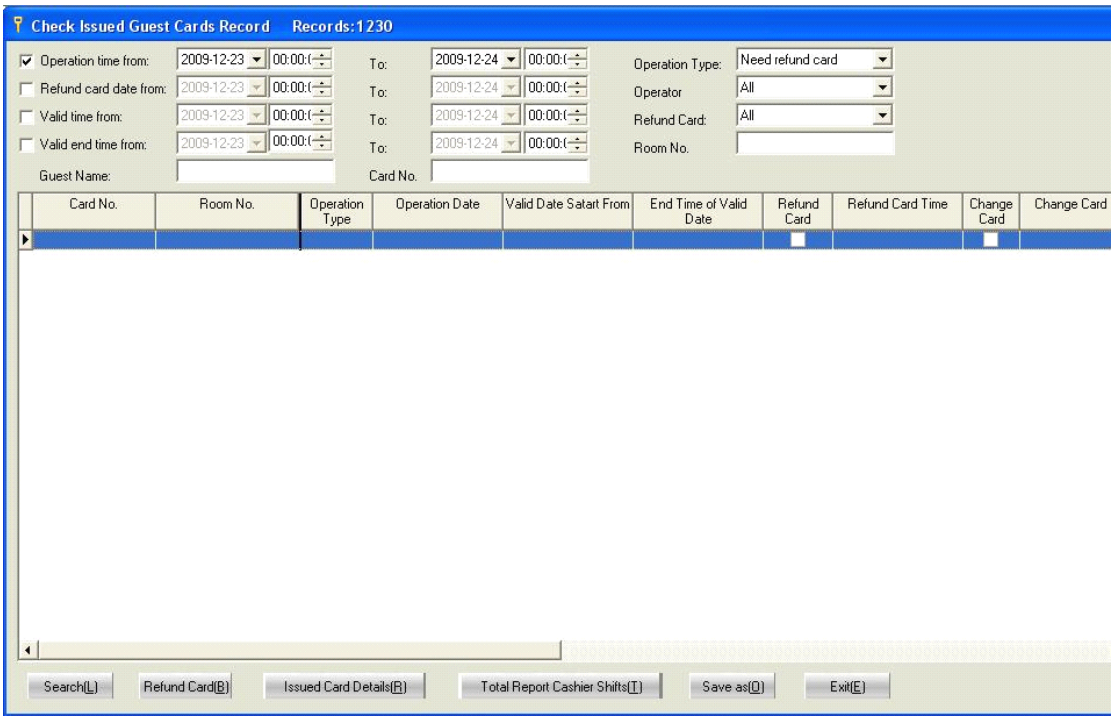
7.2 Guest Card Issued Record

The system will keep the records for the room card, operation is as below:

1.Click the

in the tool bar or "Query Report" in the main window and then click "Guest Card Issued Record".

2.Guest card issued record window is as below:



This window is to show the record that need to refund the card(Not include the overstay as it dose not need to refund card). Default time is today.

Refund Card(B)：if you first put the card on the card reader and click this button, the system will query the cards that are not refund in lastest month and refund cards automatically.
If you did not put the card on the card reader, please subject to the current displayed records. If the card is refund already, there will be tip. If not, there is tip too.
You can click"Yes" and exit the operation and to refund the card.

Issued Card Details(R) click this button to print all the issued card records.

Total Report Cashier Shifts(T) Click this button to count the issued card quantity, refund card quantity, checkout but no refunding card quantity and change card but no refunding card quantity during the operation period. It is for the use of operator shift.

Phase 8 Special Card

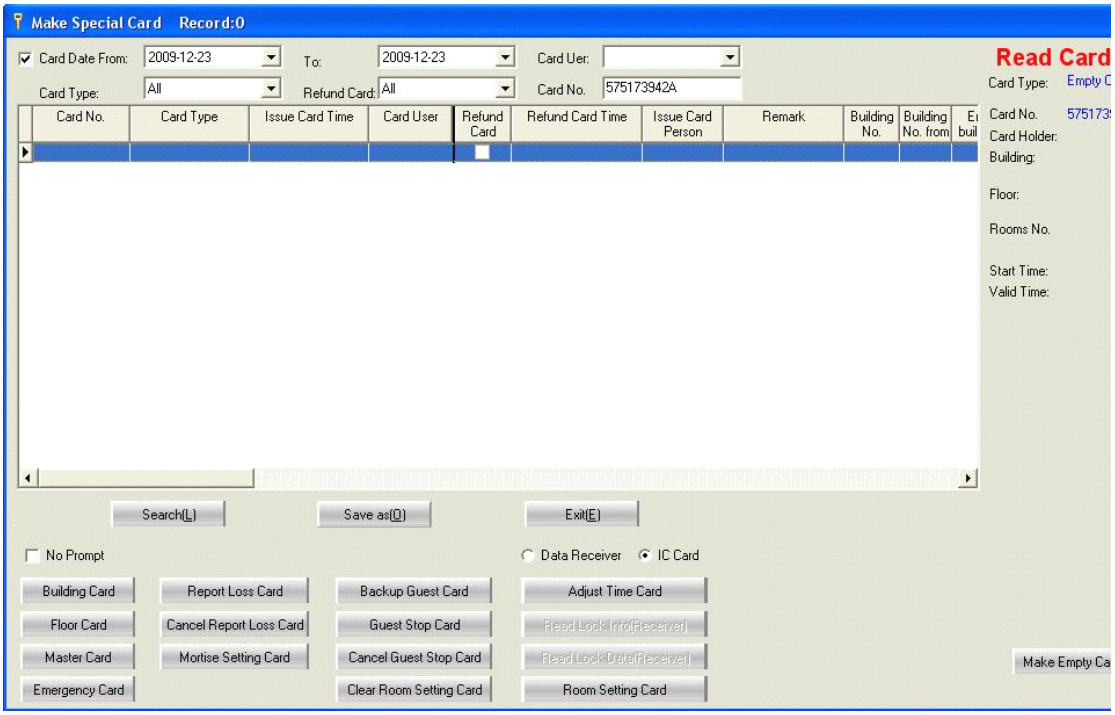
The special card is for the operation of hotel management. Please read this instruction carefully and make clear for the function of each type card.

8.1 Make Special Card and Window Description

1.Click the

in the tool bar and open the window for setting special card.

2. Or click the "Make Special Card" in the menu of "Special Card" to open the window as below:



There are 4 areas, it is "Read card info" on the right. When there is card on the card reader, it will show the detail information.

The above part is for query, the middle is issued card record, the bottom is function buttons.

if you tick this frame, there is no tip when you make the operation of guest card.

Tick this item, it means you need to set adjust time and make room setting with data receiver, and you can read the lock data and opening records.

Tick this item, it means you can adjust time and make room setting with card.

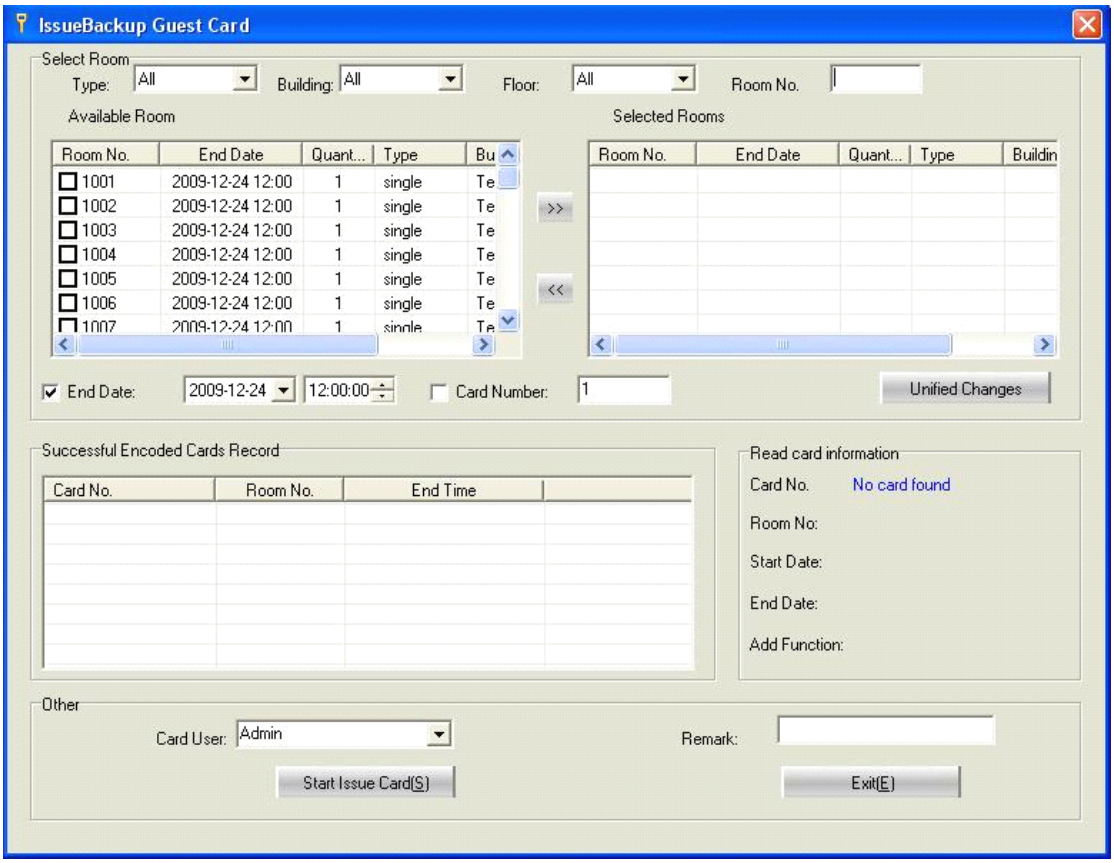
8.2 Guest Card Operation

There is detail introduction above for the guest card management. We now introduce the backup guest card.

Backup Guest Card: it can open the door with specified building, floor and room number before the checkout time. But not limited by the checkout time of new guest cards. Usually it is for front desk use. For example, the computer has problem to set the card or the guest card is invalid to open the door.

Operation is as below:

Click button Backup Guest Card and open the operation window:



"End Time": all the guest cards shall set the end time, when the end time is less than the current time, the card is invalid to open the door.

"Quantity": it is the issued card quantity, usually new guest card quantity is 1 and can not change.

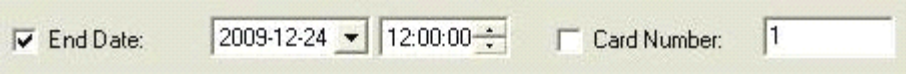
"Card Holder": it is the card user, default user is the current operator.

Unified Changes : to make unified modification for the selected rooms. For some selected room, you can double click the room and modify in the window.

Issue Card(S): click this button and issue the cards.

Operation for issuing card:

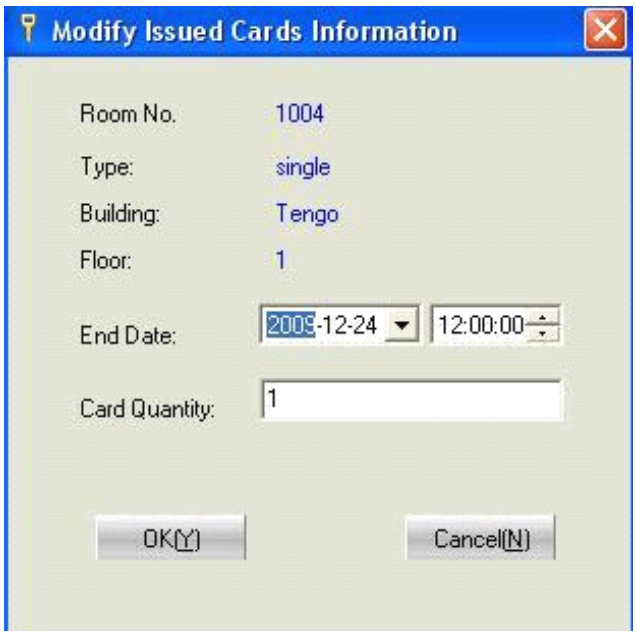
1. Modify the "End Time".
2. Enter the room number and press "Enter" key, you can continue to enter more room numbers until all the rooms are displayed in the Selected Room list.
3. You can modify the information



and tick the frame and click

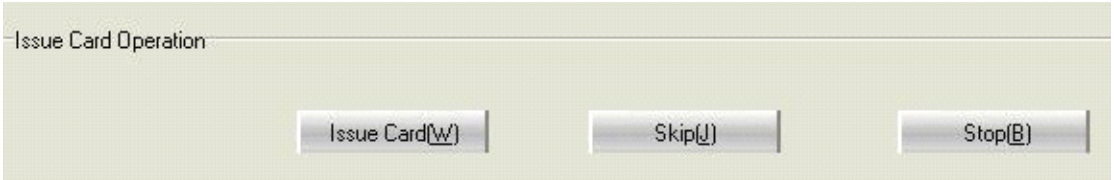
to make the unified modification.

4. If you want to modify some room information, just double click one room and there is window as below:

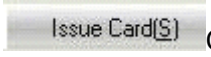


5. after set all the "Selected Room", you can click

and issue the cards. The operation interface is as below:



The system will issue the card automatically when you put the card on the card reader. If not, there is tip and change the new cards



Click this button and issue card forcibly, no matter the guest, management cards.

click this button to skip the operation.

Click this button to cancel the operation.

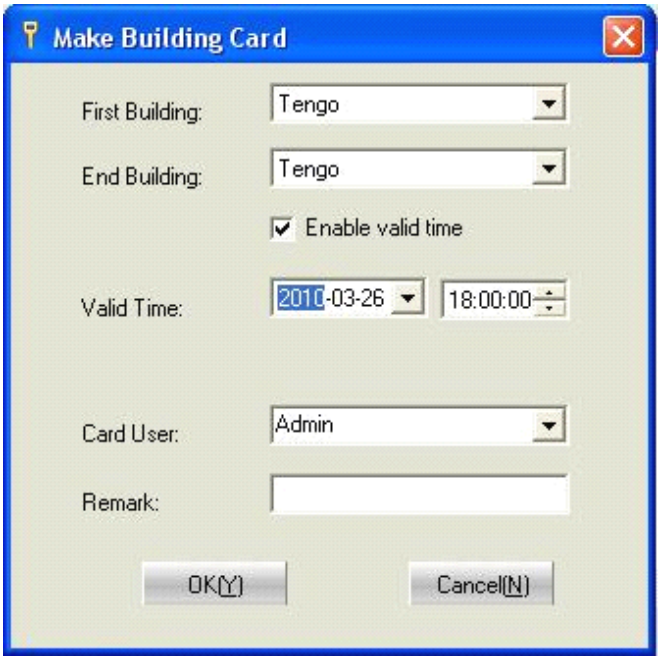
6. For the issued cards, you can find in the records of "Make Special Card".

8.3 Management Card Operation

Management card include building card, floor card, master card and emergency card, these can open the doors too.

8.3.1 Building Card

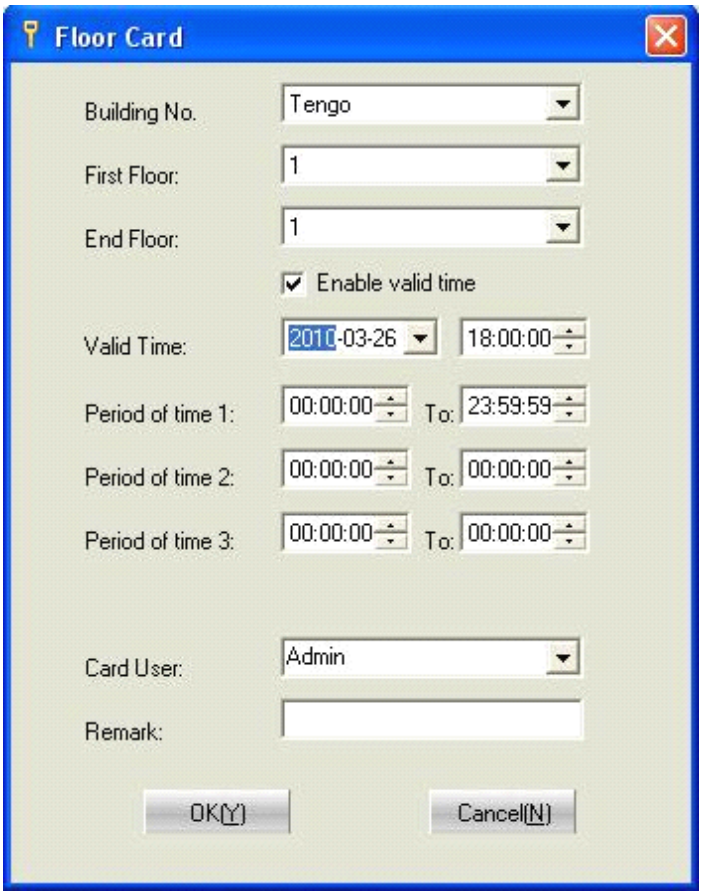
Building card can open all the rooms in specified building. The parameters include" Start Building", "End Building", " Enable valid time" and the time range. Please find the window as below:



Start Building: to choose the start building serial number.
End Building: to choose the end building serial number, the number shall equal or exceed the start building number.
Enable valid time: if you tick this function, the card only valid in the chosen time range. If not, the card is valid for ever.
Valid Time: to set the valid time for the card.After the building card open the door, the lock will lock the door after 5 seconds.
The building card can not open the door that is dead locked. Unless you set the lock as "No Dead Locking" with "Mortise Setting Card".

8.3.2 Floor Card

Floor card can open the specified floor rooms in valid time. The parameters include"Building No.", " Start Floor", "End Floor", " Enable valid time" and three time range.



Building No.: Specified building, this floor card can only open this building doors.

Start Floor/ End Floor: specified floor range. The floor card can only open the doors in the floor range. And the end floor shall exceed the start floor.

Enable valid time: if you tick this function, the card only valid in the chosen time range. If not, the card is valid for ever. When the current time exceed the valid time, the floor card can not open the door any more.

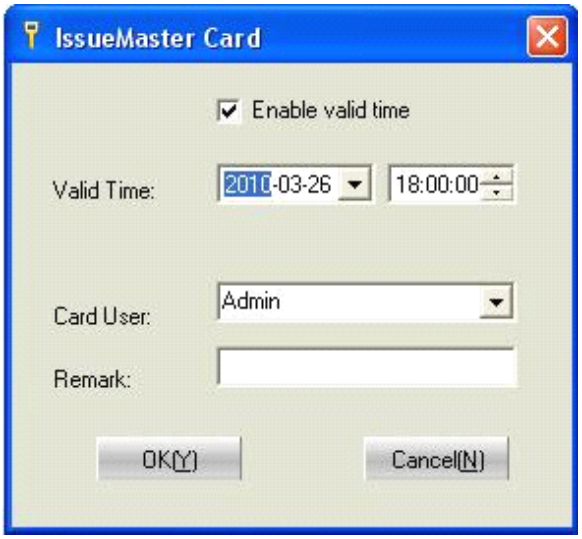
Valid Time: there are three time ranges. Floor card in these three ranges can open the doors. Usually for the service man use. And they have different shift time. The default time is whole day if you do not choose the valid time.

After the floor card open the door, the lock will lock the door after 5 seconds.

The floor card can not open the door that is dead locked. Unless you set the lock as "No Dead Locking" with "Mortise Setting Card".

8.3.3 Master Card

Master card can open all the rooms include the dead locking rooms. The parameters include "Enable Valid Time", "Valid Time Range". The window is as below:

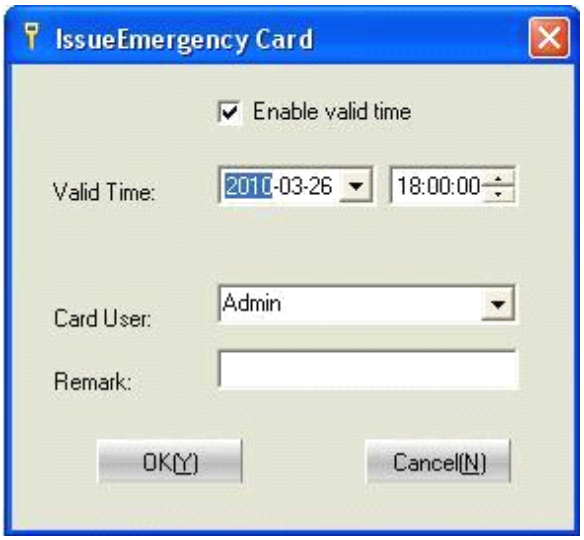


Enable valid time: if you tick this function, the card only valid in the chosen time range. If not, the card is valid for ever. When the current time exceed the valid time, the master card can not open the door any more.

Valid Time: It is to set the valid time of master card. It is valid before the valid time. The master can open the door that is dead locked. After 5 seconds, the lock will lock automatically.

8.3.4 Emergency Card

Emergency card can open all the doors in the hotel include dead locking rooms. The difference with master card is: the door will always open after you open the door with emergency card. If you need to lock the door, you need to touch the card to the lock again. The parameters include : "Enable Valid Time", "Valid Time". The window is as below:



Enable valid time: if you tick this function, the card only valid in the chosen time range. If not, the card is valid for ever. When the current time exceed the valid time, the emergency card can not open the door any more.

Valid Time: It is to set the valid time of master card. It is valid before the valid time.

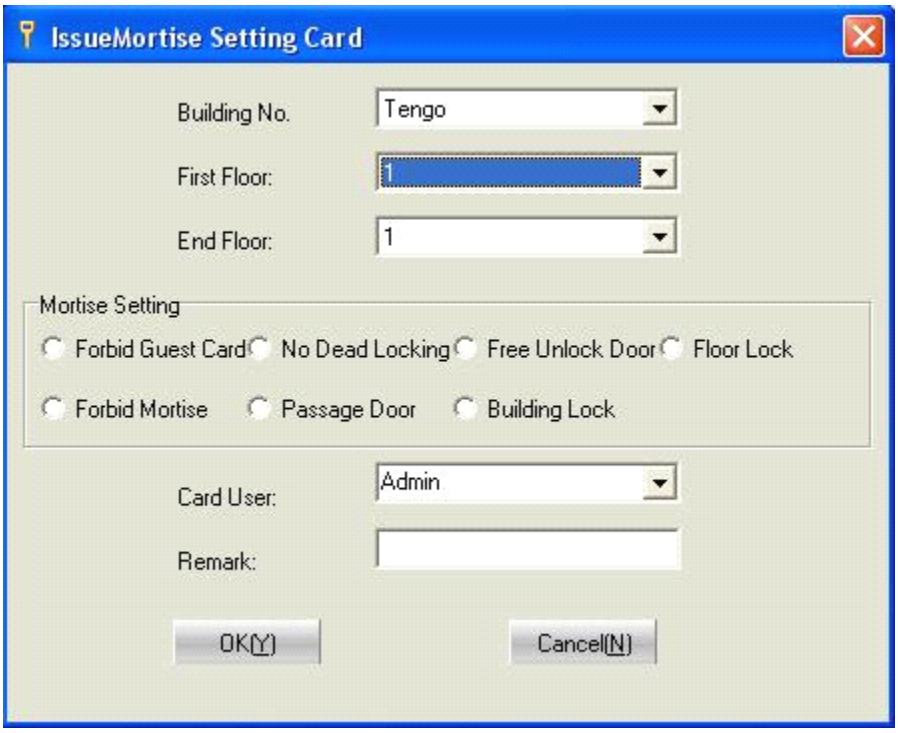
8.4 Setting Card Operation

This card is to make the setting of the lock. It is to make the Setting Card with card reader and touch the card to the lock, to enable the lock for certain functions.

Setting Card include Mortise Setting Card, Report Loss Card, Cancel Report Loss Card, Guest Stop Card, Cancel Guest Stop Card and Clear Setting Card.

8.4.1 Mortise Setting Card

This card is to set the special function of lock. The parameters include Start Building No., Start Floor, End Floor and Mortise setting. Operation window is as below:



Building No.: The mortise setting card is only valid to this building.

Start Floor/End Floor:

The mortise setting card is only valid to the doors in this floor range.

Forbid Guest Card: after you touch this card to the lock to one room, all the guest cards for this room are invalid. When you use the guest card to open the door. There is 2 sounds for tip but you can not open the door.

No Dead Locking: after you touch this card to the lock, it can make the dead locking door invalid. The guest card and floor, card, building card can open the door even the door is on dead locking state. If you tick the

in the System Setting, no matter the lock is set as " No Dead Locking" or not, the guest card can open

the door.

Free Unlock Door: after you touch this card to the door lock, the door is free unlock to any guest card or management card in this hotel.

Floor Lock: after you touch this card to the door lock, the door will be floor lock. Any master card, emergency card, guest card in same building, same floor, floor card, building card can open this door during the valid time.

Forbid Mortise: after you touch this card to the door lock, any guest card including management card can not open the door.

Passage Door: after you touch this card to the door lock, every valid card is in same function as emergency card (to open the door and it will not lock automatically, you need to touch the card again to close the door).

Building Lock: after you touch this card to the door lock, this lock is building lock. The master card, emergency card, guest card in same building, floor card, building card can open the door during valid time.

You can only choose one of them in the Mortise Setting. But for more settings in the lock, the lock will check in sequence as: "Forbid Mortise"-"Free Unlock"-"Passage Door"-"Forbid Guest Card"-"No Dead Locking"-"Building Lock"-"Floor Lock".

The operation is to make the Setting Card with card reader and touch the card to the lock to enable the lock for certain functions. The first time touch is to set the lock with the function with one sound for tip and the second time touch is to cancel the function with 2 sounds for tip.

8.4.2 Report Loss Card

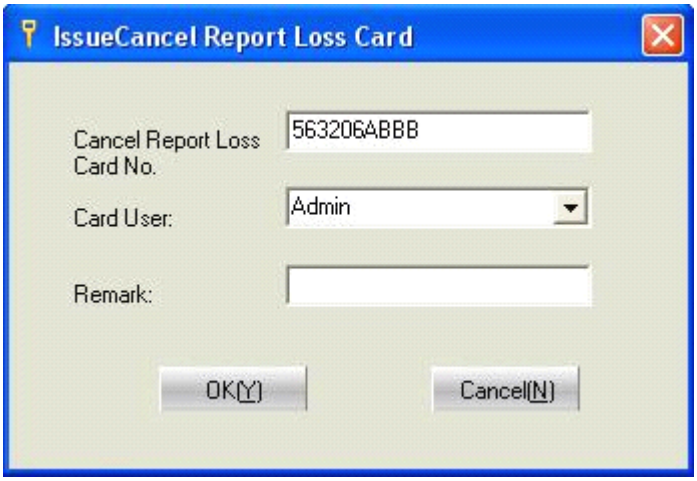
Report loss card is to add the lost card to the black list and disable the lost card to open the door.

Report Loss Card No.:

There are 10 characters for the card number, you can find the card number in the "Guest Card Issued Records". For the management card, you can find in the "Make Special Card". Find the record and then click"Report Loss Card", the lost card number will entered automatically in the window of " Make Report Loss Card".

8.4.3 Cancel Report Loss Card

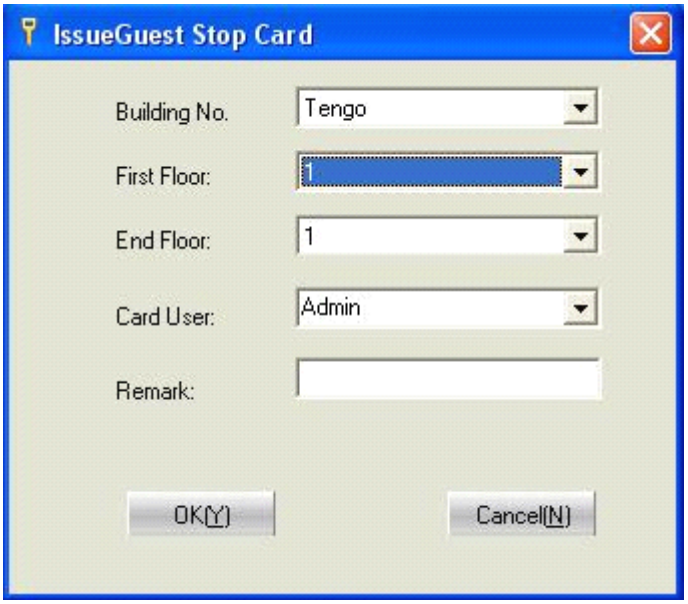
It is used when the lost card is found again, you shall enable the lost card again.
It is same step as **8.4.2 Report Loss Card**. Please find the window:



8.4.4 Guest Stop Card

Please first notice the difference with the " Forbid Guest Card" in the "Mortise Setting Card".

The Guest Stop Card is to disable the new gust cards after you use the "Guest Stop Card" to touch the door lock. But the backup card before this operation is valid. The parameters include: Start Building, Start Floor, End Floor. The window is as below:



Building No.: the Guest Stop Card only disable the selected building doors.
Start Floor/End Floor: the Guest Stop Card only disable the doors in the selected floors.

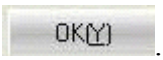
8.4.5 Cancel Guest Stop Card

This operation is opposite to the step of "Guest Stop Card", it is to enable all the gust cards in the valid time.

8.4.6 Clear Room Setting Card.

It is to clear the room setting information in the lock to set new informations. If you want to set new building number, floor number and room number, you need first to clear the door lock information and then you can set new information. Please find in 8.5.4 Room Setting.

Just click

,and put the card on the card reader and click 

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8.5 Data Receiver Operation

The function data receiver include adjust time, read lock info and read lock records and room setting. You can use Card to adjust time and make room setting too. You can tick in

, or the operation will fail.

The data receiver is to read the lock data and keep in the memory. Then you can download the records after you put the data receiver on the card reader.

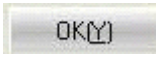
8.5.1 Adjust Time

It is to adjust the time inside the lock and make the time same as computer time, so please first set well the computer time.

You can also use the card to adjust time, but it is better to use the data receiver, as the data receiver has time chip inside, it is same with computer time after set its time. But for IC card, you need to enter the compensation time in the card. (From check in to the guest enter the room).

If you use data receiver to adjust time, please tick

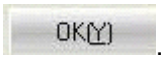
and put it on the card reader, click

and thenclick 

.

If you use the card, please tick

and put the card on the card reader, click

and the compensation time(Minutes) and click 

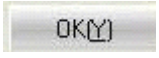
.

Take the data receiver or card to touch the lock, if it is successful, the data receiver green light will flash one time with one short sound for tip.

8.5.2 Read Lock Info

It is to read the information of lock include building No., floor No., room No., suite No., end time and current time. Only data receiver can read the lock information.

Put the data receiver on the card reader, click

, choose the card holder in the window and click 

. Take the data receiver to touch the lock, if there is one short sound and the data receiver green light flashes one time. It means the

operation is successful, put the data receiver on the card reader again, you can read the lock information with operation "Read Lock Info".

8.5.3 Read Lock Data

It is to read the opening records. There are 992 records total, if it is over 992 records, it will cover the old records.

, please do not modify this default setting.

8.5.4 Room Setting

It is to set the lock with this card with authorized No., building No.,floor No.,room No., suite No., mortise setting and current time. Touch one time the Room Setting Card to finish the setting of authorization, room information setting and time adjustment.

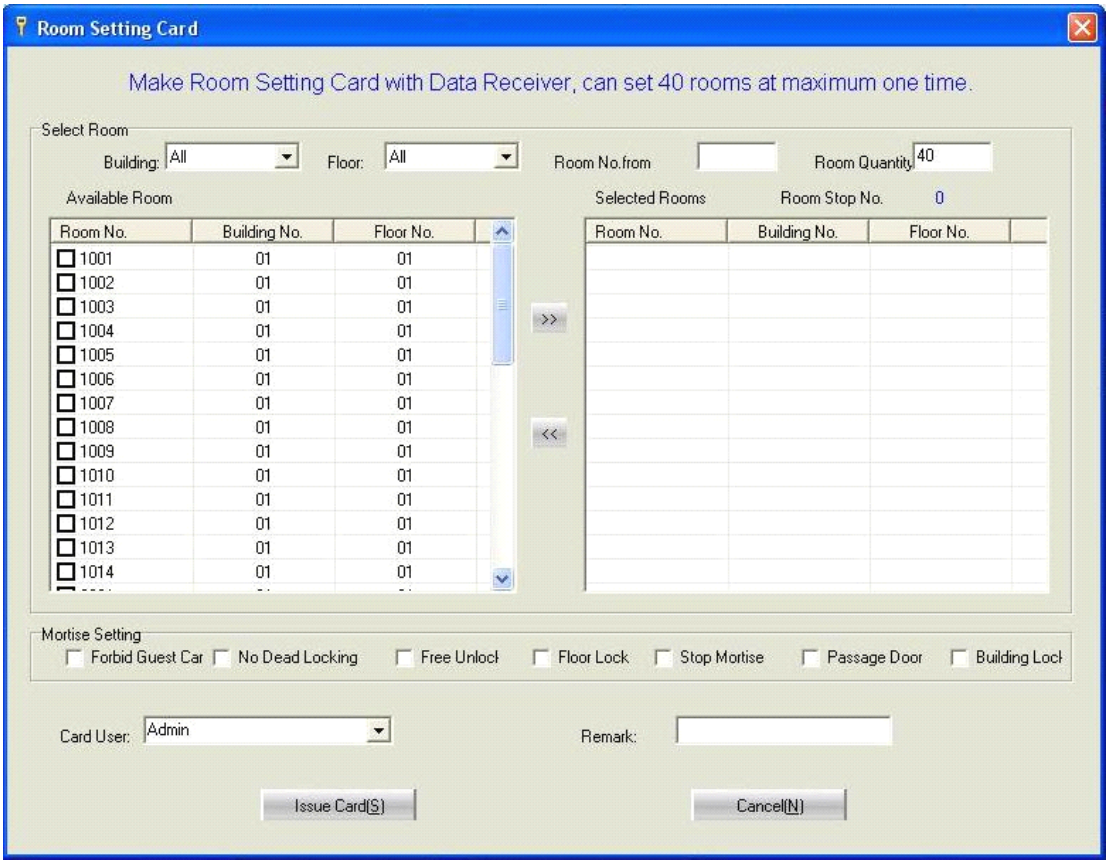
If it is one old lock and has been authorized. There are 2 way to clear the data inside the lock. One is to use " Clear Room Setting Card" to clear the information in the lock and reset it again. You can refer to the **2.6 Clear Room Setting Card.** Another way is to turn the key to open state for 5 seconds until there is one sound for tip.

You can also use the data receiver or card to make the Room Setting. Data receiver can set 40 rooms at least one time, but Card can only set one room each time.

If you use data receive, please tick

, and put it on the card reader, click

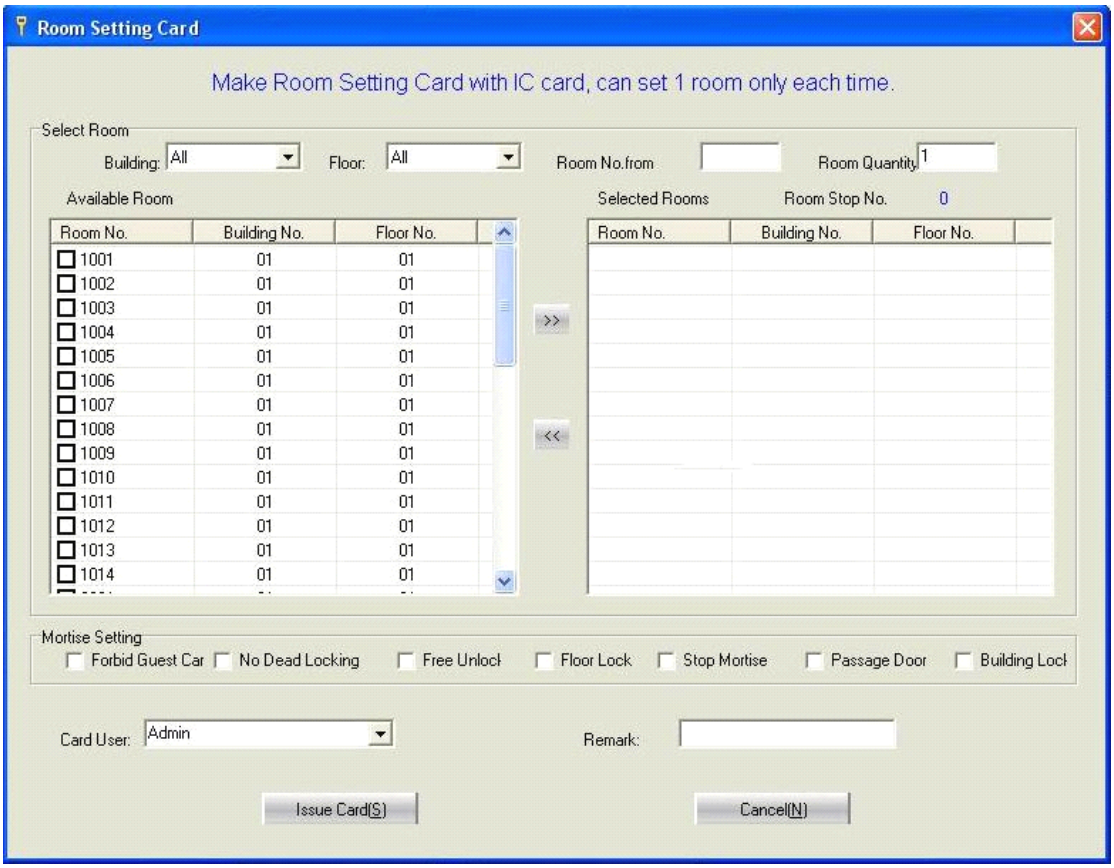
to open the operation window.



If you use the card to make the setting, please tick

and put the card on the card reader, click

and open the operation window:



On the top of window, if you need data receiver, it shows

There are 40 rooms at most for choose.

If it is card, it shows

,

you can only select one room at most in the list.

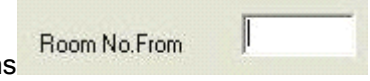
Operation for the Room Setting with card:

1. Make sure you tick the IC Card as picture

.

2. Click

and open the operation window.

3. Enter the start room No., as 

and press "Enter" key.

4. Enter the quantity, as

,and press "Enter" key, on the left selecting area, there are rooms listed from start room No., and on the right area, it is the

first selecting record.
5. Put the new card or Room Setting Card on the card reader, the system will set the information to the card automatically.
6. After it is finished, the blue strip will move to next and it is selected room record on the right.
7. Take off the card from the card reader and touch the lock, the light of lock will flash red for 5 seconds, there are two short sounds, it means the operation is successful.
8. Put the card on the card reader again, the system will set the room information to the card. You can repeat above steps to set the room doors.

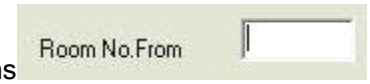
Operation of Room Setting with Data Receiver

1. Make sure you tick the IC Card as picture

.

2. Click

and open the operation window.

3. Enter the start room No., as 

and press "Enter" key.

4. Enter the quantity, as

,and press "Enter" key, on the right area, it is the selected rooms.

5. Put the data receiver on the card reader again, click

to set the selected room information to the data receiver.
6. Touch the data receiver to the right doors, the lock will emit two short sounds, then touch the lock again, if the signal light turn to green(if not, please try more times), it means the operation is successful. Then you can continue to set next door.

8.6 Unlock Record

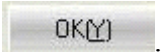
It is to download the opening record from the lock, detail operation is as below:

1. Click the

in the tool bar of main window and open the operation window.

2. Click

and put the data receiver on the card reader.

3. Click 

.

4. Touch the data receiver to the lock, then the signal light of data receiver will flash with green. It means it is downloading the opening records from lock, until there is one sound for tip, the total time is about 2 minutes. As it is bluetooth communication, so it is not so fast, please wait in patience.
5. Put the data receiver on the card reader again.

6. Click the "Unlock Record" in the " Lock in the "Make Special Card" of main window.

7.Click Read Lock Data to start to download the record, it maybe last for few minutes until there are two short sounds for tip. There are total 992 records at most.

8.7 Sound Tip for Wrong Opening

There are sounds for tip when in operation, there are for different tip. Please find the following description for sound.

Sound tip for wrong opening	Error Reason
One long and one short sound	Building floor, room error
One long and two short sounds	Valid time error
One long and one three sounds	Card is cancelled or report loss
Two short and two long sounds	Authorization card does not match
One long, two short and one long sounds	Can not open the dead locking door
Two long sounds	Not system card

Phase 9 Maintenance

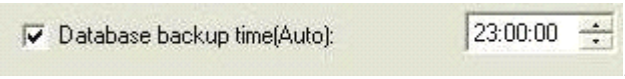
Maintenance include the database backup, database restore, data clean up, database and card reader configuration. Database is the key important part, please maintain the database well in daily use.

9.1 Database Backup

You can backup the database automatically and manually. If you choose the automatical type, you do not need to intervene the operation. If you choose manual type, you can backup the data at any time.

9.1.1 Auto Backup

You just need to set the backup time in the "System Setting", tick the right setting as



.Usually the backup time is at nighttime when the business is not so busy.

The backup file is usually kept in E:\RoomLockDatabak, the file name is RoomLock+Year(4 numbers)+Month(2 number)+Day(2 numbers)+hour(2 numbers)+minute(2 numbers)+second(2 numbers)+ .Bak.

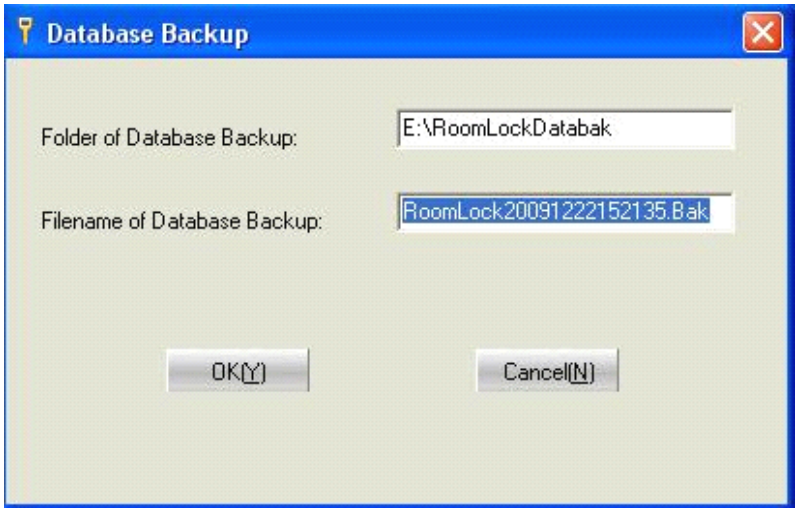
If the old files are too big, you can move to other computer or delete it directly.

9.1.2 Backup Manually

Manual backup operation is as below:

1.Click the "Data Backup" in the main window of "windows".

2.There is one window as below:



Backup file of database: default file is E:\RoomLockDataBak, it is generated

automatically when setup the software. Please make sure the file exists.
the file name is RoomLock+Year(4 numbers)+Month(2 number)+Day(2 numbers)+hour(2 numbers)+minute(2 numbers)+second(2 numbers)+ .Bak.

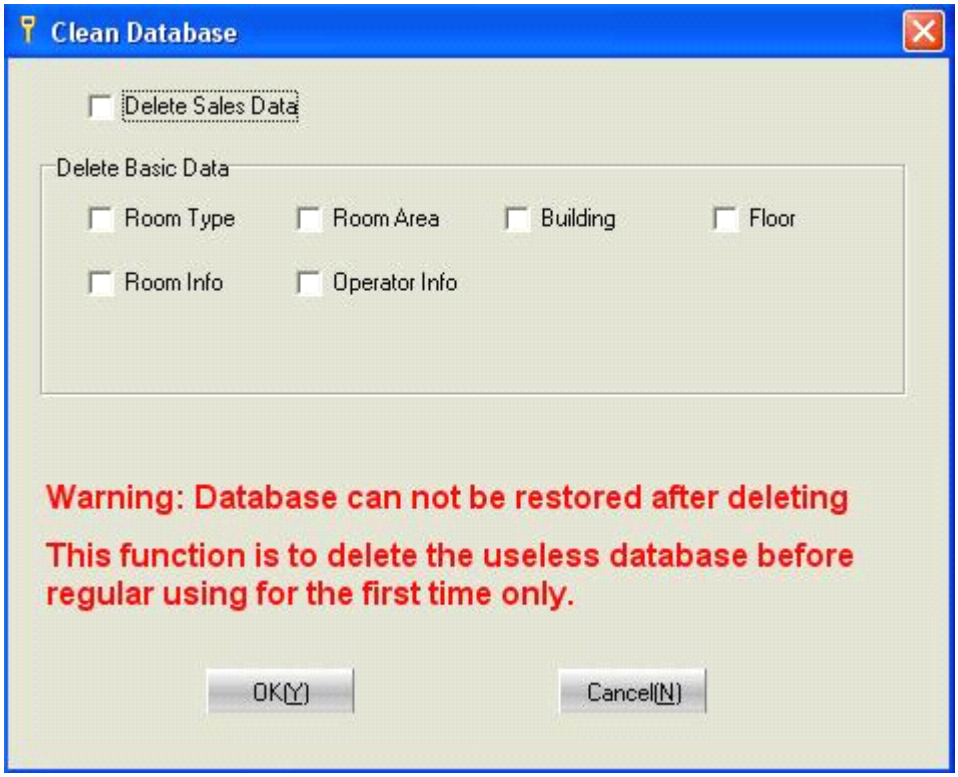
9.2 Data Clean Up

It is to delete the data in practice when it is start for formal use in hotel, to provide one clean environment for system management.

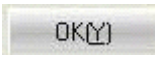
Warning: please do not use this operation after start to use in hotel. As the data can not restored after deleting.

Operation is as below:

1. Click "Data Clean Up" in the menu of "Windows".
2. There is one operation window as below



Please choose the type you want to delete.

3. Click  and start the operation of clean up.

Tip: if you clean up the data by mistake, you can use "Database Restoration" to restore the data. Please use this operation carefully.

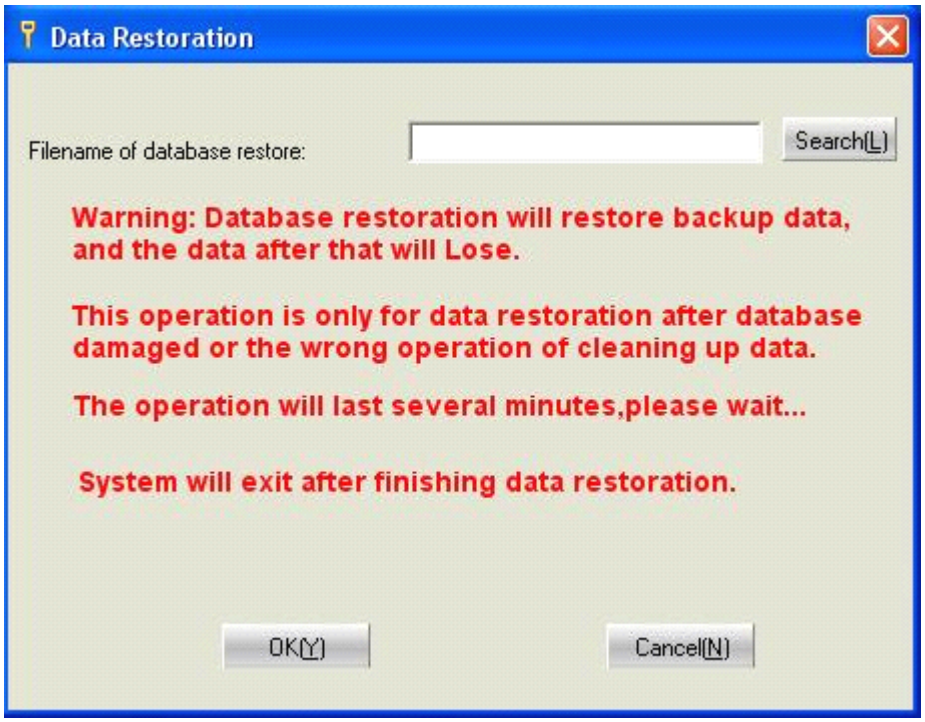
9.3 Database Restore

If the database is damaged and can not use any more, you can restore the last backup database. When the system is ok in daily use, please do not make this operation.

Operation is as below:

1. Click " Start" in your windows system, click "Programme" find " Lock management System" and the "Restore Database".

2. Operation window is as below:



Search(L): to search the last backup file name.

3.Click OK(Y) to start the restore of database. It maybe last for few minutes, please wait in patience.