

## Hotel Management Software User Manual

*MC-HCL1 & 6600-73MI style Hotel Locks*

**Customer Service  
Technical Support**

**866.500.5625**

Weekdays 9:00am to 6:00pm Est

## **Chapter 1: The Software Installation**

1. The card encoder should be plugged into the serial port of your computer with the power turned on.
2. Start the computer and boot into Windows as normal.
3. Insert the CD into the CD-Rom drive.
4. Double-click “my computer” and open the CD. Decompress the file in the CD to install C:\DigiLock
5. It will automatically form a table shortcut name as “DigiLock” on the computer desk.

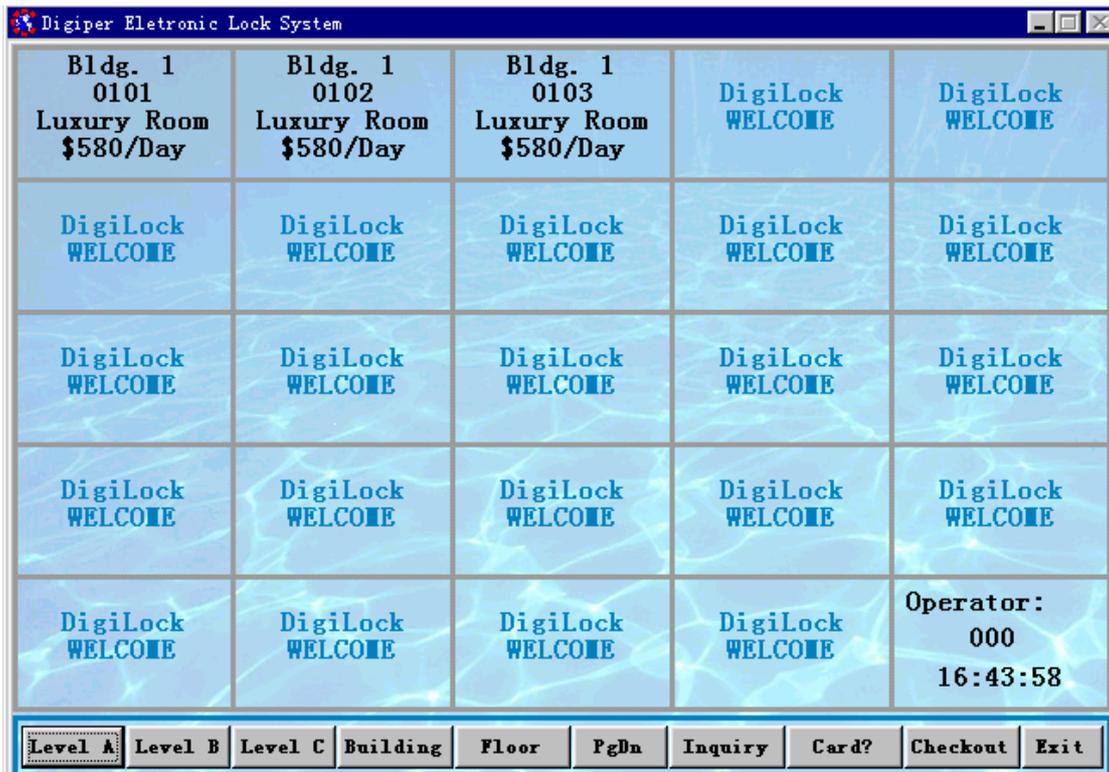
## **Chapter 2: Running the Software**

### **I. The initial defining in lock management system.**

1. Run the software by pressing “DigiLock” on the computer desk.
2. Input the code and password then to click “ok” to enter main menu. (Initial code is: 0 (zero), the password is in blank)



3. The main menu will appear



4. Put the “Special IC card “ into the encoder, this card is supplied with the locks.

5. Press the “Card? “ tab below the menu to bring up the setup menu of the “special IC card”.



Digiper

Digiper IC Card Lock System

Level A Password 0 Hotel Name

Level B Password 0 Start Card No.

Level C Password 0

OK Record Operator

6. Enter meaningful passwords as above for the Level A, B, C security levels. The hotel name should also be entered, as well as the operator’s code and password. Press OK to SAVE. The “Record” button recalls the current and previous access passwords for A and B security levels.

7. Press the “Operator” button to record or modify the list of authorized operators and receptionists. Press the Add button after each new entry. When finished, press “Save” to exit. After inputting Level A, B and C Password, Hotel Name and Operator, click ‘OK’ to save the information. Remove the “Special IC card” from the encoder.





Click the “Room Define” -----enter into the menu of the room define, can change the building name, but the buildings’ number cannot be amended on the” building’s list”-----define the rooms on the “rooms’ list”, especially note the rooms’ number must be four digits. For example: define the room 101, must input the room number is 0101. Click ‘Add Floor ‘ to add the floors and click ‘Add Room’ to add the rooms.



(Remarks: The above defining steps just like to copy all the

construction of the hotel into the system, so that the operator at the reception can manage all the buildings and rooms in the system.)

c) Make setting card: when you define all the rooms in accordance with your requirements, enter Level B on the main menu, and click "Room Define"-----Make setting card (there is "Issue Card" button following every room number)-----click "Issue Card" to make the setting card. **(Remarks:** Each lock needs one room number setting card. The operator should label the correct room number on the setting card so that it can be put into the lock for the corresponding room. After finishing the room setting, those cards can be re-used as Guest Cards)

d) Make the "Time Card ": (Click the "Time Card " on the menu of the Level B----appear the picture for Time Card-----Input all the required information in the Time Card and click "Issue". After that, insert this "Time Card" into all of the locks within half an hour, One Time Card can be used on many locks and also can be reused. **(Remarks:** The function of this card is to authorize the current time to the locks so that the time in the locks can be the same as the one in the computer)

Remarks:

Operator should input the “Reset Card” first before inserting the “Setting Card” and “Time Card”. Every new lock must experience the following steps before they finish their initialization.

Reset card-----Setting card-----Time card

If the green light flash when input every of the mentioned cards that mean the initialization is successful, if the red light flash that means failing

## **II. Daily Practical Operation**

A. The operation in main menu:

### 1. Making Guest Card (Opening Card)

1). Each box in the main menu indicate each room and the room No. is showing in the box. To make a card for the guest, please click one time on the box which you want to use. The making card menu will show. Insert the IC card into the Encoder put in the guest name and the days will live in. Then click “IssueCard” button. “Issue Ok” showing means the issuing successful.

Re: The columns for the name of the guest and the days to

live in cannot be blank however the ones for the other information can be. For example, the receptionist want to assign room 0301 to a guest, they can click 0301 box, put in guest's name and days to live in, click "IssueCard" button and the issuing successes. This issued card can open the door locks for 0301.

2). If one room already has guest to live in, the box indicating that room will be in green color. If the rooms are not to be assigned, the boxes will be in gray color. The receptionist can know which room is available to be assigned to the guest by verifying the color for the boxes.

## 2. Check-out

1). The guest will turn the card to the receptionist when they want to check-out, and the receptionist can insert the card into the encoder, click the "check-out" button on the bottom of the main menu. The check- out menu will show on, then click the check-out button to finish.

2). In case the guest lost their card key, please issue a new card with the same information as the lost card for the guest and check-out with this new card.

## 3. Check Room No.

Checking the room No. by guest name: Click “Inquiry” on the bottom of the main menu, put in guest name, click “confirm” and the result will be showed on

#### 4. Check Card

Insert the card into encoder and click “Check Card”, the No. and the type of the card will be showing.

B. Level B Menu Operation: All type cards can be issued In level B menu except the GM Card (General Manager Card), Guard Card, Bldg. Card and Limit-All-Card.

1. Click “Level B” on the button of the main menu. Put into the password of the level B and enter into the level B menu,

#### 2. Make Floor Card

Click ‘Floor Card’ and it will show the issuing card picture, please input Name and Floor number and click ‘Issue’ to finish issuing cards successfully. (Remarks: Floor Card can open all the locks for the specified floor except those locks with deadbolt in work)

#### 3. Make Waiter Card.

Click “Waiter Card” to show the issuing menu, put into waiter name, building No. and floor No.

Re: The floor No. must to be in two digits and there must be a comma between the building No. and floor No. For example, The correct way to put into the No. for the third floor of building one is “1,03”, then click “issue” to finish.

#### 4. Make Cleaner Card.

Click ‘Cleaner Card’ and it will show the issuing card picture, please input Name and Floor number and click ‘Issue’ to finish issuing cards successfully.

#### 5. Make Limit Card

If Guest Cards, GM Cards, Guard Cards and Waiter Cards, Cleaner Cards and Floor Cards are lost, you should issue a Limit Card to make all the lost cards invalid: Insert a new IC card into the encoder, click ‘Limit Card’ and it will show the picture with the information for all cards. Find the card number for lost card in the picture and double click ‘Memo’ to issue the Limit Card successfully. Insert the limit card into the lock whose cards are lost, then the lost cards will become invalid. Whenever you find back the lost cards, you can reuse them as new cards.

#### 6. Make Record Pick Card

Our company provides a white record pick card that is used to pick the opening records from the locks into the computer for a

check. (Insert the Record Pick Card into the encoder and click 'Record Pick', input Name and click 'Issue', take out the card and insert it into the lock from which the records will be picked, the green light will be flashing. When the green light stop flashing, take out the card and insert it into the encoder. Open Level B in the Main Picture and click 'Open Record', then records will be picked into the management system.

### C. Operation of Level A picture

1. Start up 'Level A' under the main picture and input the password '0' of Level A to enter. Then you can look up 'Login Record' and 'Issue Record' and print login records and issue records.

2. Make GM Card(General Manager Card):

Insert a new card into the encoder, click 'GM Card ', input Name of card holder, click 'OK ', then you issue the card successfully. (The GM Card can open all the locks of hotels except those locks with deadbolt in work.)

3. Make Guard Card:

Insert a new card into the encoder, click 'Guard Card', input Name of card holder, click 'OK', then you issue the card successfully. (The guard card can open all the locks of hotels

including those locks with deadbolt in work.)

#### 4. Make Bldg. Card:

Insert a new card into the encoder, click 'Bldg. Card', input Holder Name and Bldg. No., then click 'Issue' to make a Bldg. Card. (The Bldg. Card can open all the locks of hotels except those locks with deadbolt in work.)

#### 5. Make Limit All Card

Insert a new card into the encoder, click 'Limit All Card' to issue. The Limit All Card can make all of the former Guest Cards invalid. When you insert it into a lock, the Guest Cards issued and ever used on this lock will be invalid and cannot open this lock.

**I** In case any mistake occurs during your operation, please power off your computer and re-start it one minute later, then this software system can be entered again.