User's Manual of MI Lock System

Chapter 1: The Software Installation

1. The card encoder should be plugged into the serial port of your computer with power supply 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 desktop.

Chapter 2: Running the Software

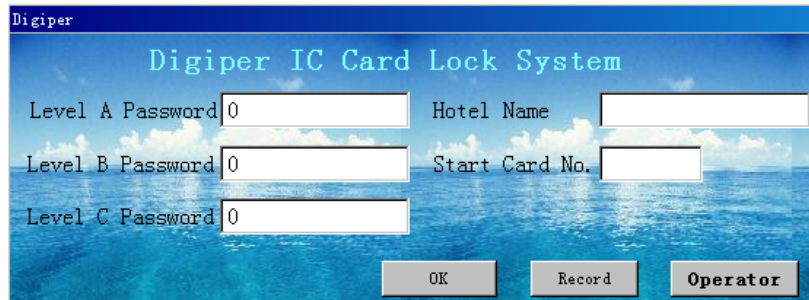**I. The initial defining in lock management system**.

1. Run the software by double click the icon "DigiLock" on the computer desktop.

2. Input the code and password then to click "ok" to enter main menu. (Initial code is: 0 (zero), the password is in blank)
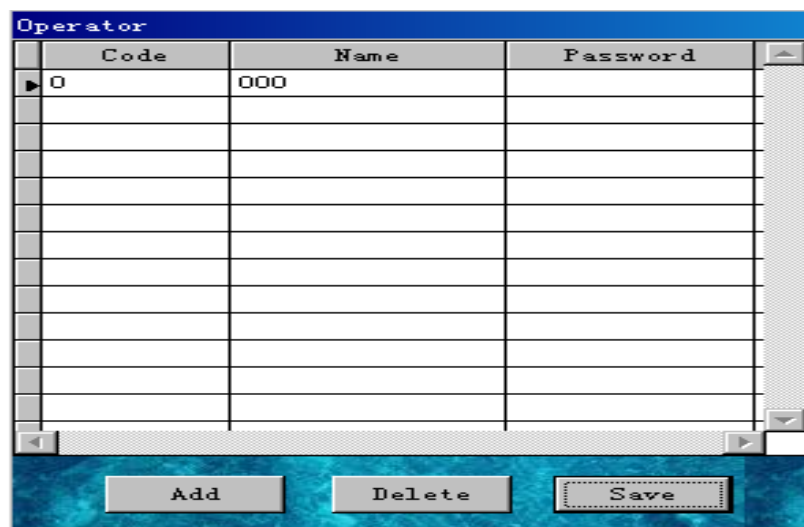
3.   The main menu will be appeared as below picture.

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

5. Press the "Card?" tab in the main menu to bring up the setup menu of the "special IC card".

6. Enter valid passwords as above for the Level A, B, C security levels. The hotel name also should be entered The "Record" button recalls the current and previous access passwords for A and B security levels.

7. Click the "Operator" button to record or modify the list of authorized operators and receptionists. Click 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 information, click 'OK' to save the information. Remove the "Special IC card" from the encoder.

8. The operation in Level B: (click the "Level B" first in main menu).

a)   Input the password of Level B to enter into the Level B menu.
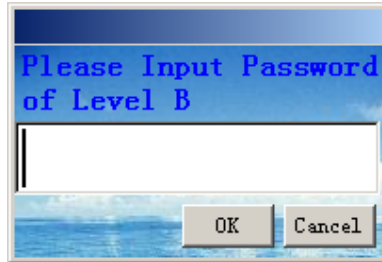
b) Define rooms according to the actual requirements of the hotel on the Level B. Click the "Room Define" to enter into the menu of the room define.You can change the building name in "Building List", but the buildings' number cannot be amended. Then define the rooms in the "Room List". It should be noted that the room number must be four digits. For example: It should be input room number 0101 when define the room 101. Click "Add Floor " to add the floors and click 'Add Room' to add the rooms. (**Remarks:** The above setting should be same as the actual hotel status, so that the operators at the reception desk can manage all the buildings and rooms in the software system.)

Room Define

Building List				Room List			
Bldg No.	Bldg Name		Floor No.	Room No.	Room Type	Charge	Setting Card
1	Bldg. 1		1	0101	Luxury Room	580	Issue Card
			1	0102	Luxury Room	580	Issue Card
			1	0103	Luxury Room	580	Issue Card
			2	0201	Luxury Room	580	Issue Card
			2	0202	Luxury Room	580	Issue Card
			2	0203	Luxury Room	580	Issue Card

Click 'Issue Card' in Setting Card

Add Bldg   Delete Bldg   Add Floor   Add Room   Delete Room   Example   Exit

c) Issue "Setting Card".

Click "Issue Card" button following every room number to issue the setting card in "Room Define" menu. (**Remarks:** Each lock needs one setting card. The operator should label the correct room number on the setting card so that it can be keep well for setting the corresponding room. After finishing the lock setting, those cards can be reused as Guest Cards if needed).

d) Issue "Time Card".

Click " Time Card " button on the menu of Level B. It will appear a picture for Inputting all the required information of Time Card. Then 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 Time Card is to keep time in the locks same as the computer time. Please insert this Time Card into all locks within half an hour after issuing. One pieces of Time Card is enough for setting time in all our locks of the hotel and the card can be reused as Guest Card if needed.)

9. Setting locks.

Operator should input the "Reset Card" first before inserting the "Setting Card" and "Time Card". Every new lock must undergo the following setting steps of initialization. The steps are as below:
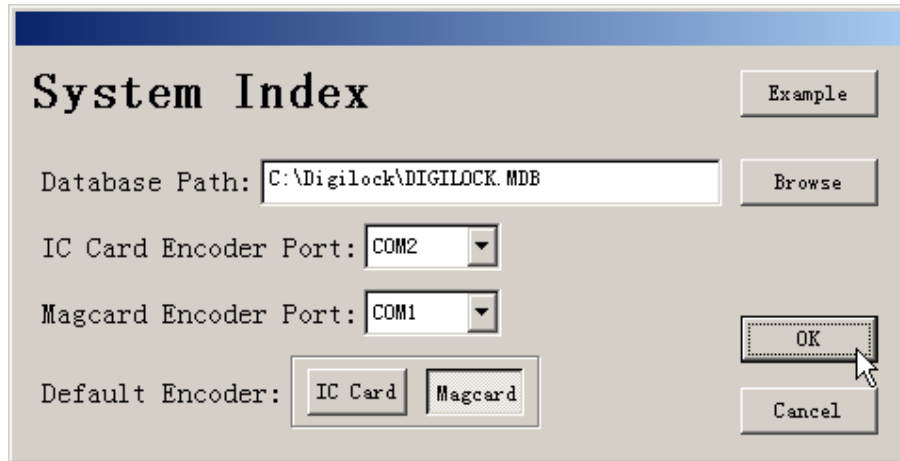
Reset card ⟶ Setting card ⟶ Time card

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

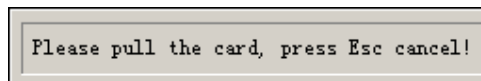10. The conversion of default encoder between IC card and Magnetic card.

a)　　　　Input the password of Level B to enter into the Level B menu.

b)　　　　Click"System Index".

c)　　　　Choose the encoder port and default encoder.

System Index

Database Path: `C:\Digilock\DIGILOCK.MDB`

IC Card Encoder Port: COM2

Magcard Encoder Port: COM1

Default Encoder: IC Card / Magcard

d) If the system appear below message, please change the default encoder.

Please pull the card, press Esc cancel!

Remark: This system can be used with IC card and Magnetic card. Normally the IC card is used for management card and Magnetic card is used for guest card.

II. Daily Practical Operation

A. The operation in main menu:

1. Issue Guest Card (Opening Card)

1) Each box in the main menu indicates each room and the room No. is showing in the box. To issue a card for the guest, please click on the box for the corresponding room. Then the "Guest Information" menu will appeared. Insert the IC card or magnetic card into the corresponding encoder. Input the guest name and the days will stay. Then click "Issue Card" button. It will have a note "Issue Ok" to show card-issuing success. The columns for the name of the guest and the days to live in cannot be blank except other information. For example, the receptionist want to assign room 0301 to a guest, they can click 0301 box, input guest's name and days to live in, click "Issue Card" button and the issuing successes. This issued card is the guest

card which can open the door locks of room 0301.

2) If the room has guest live in already, the box will indicate with green color. If the rooms is available, the boxes will indicate with gray color. The receptionist can know the room status the indicating color of the boxes.

2. Check-out

1) The guest will return the card to the reception desk 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, and 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, input guest name, click "confirm" and the result will be showed on.

4. Check Card

   Insert the card into encoder and click "Card?" , the number and type of the card will be showing.
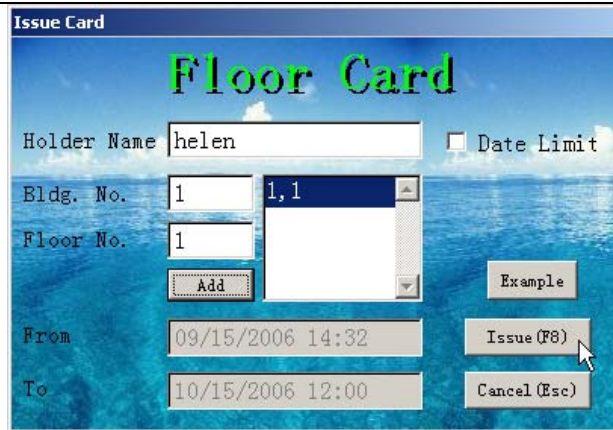
B. Level B Menu Operation:

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

1. Click "Level B" on the button of the main menu. Input the password of the level B and enter into the level B menu,

2. Issue Floor Card

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

3. Issue Waiter Card.

Click "Waiter Card" to show the "Issue Card" menu, input waiter name, building No. and floor No.. then click "Issue" to finish issuing card.

Remark: 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 input the No. for the third floor of No.1 building is "1,03", then click "issue" to finish.

4. Issue Cleaner Card.

Click "Cleaner Card" and it will show the "Issuing Card" picture, please input name and floor number, then click "Issue" to finish issuing card.

5. Issue Limit Card

If Guest Cards, GM Cards, Guard Cards and Waiter Cards, Cleaner Cards and Floor Cards are lost, you can 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 of the lost card in the picture and double click "Memo" to issue the Limit Card. 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. Issue Record Pick Card

Our company provides a blank record pick card that is used for picking the opening records from the locks and transfer into the computer for checking. (Insert the Record Pick Card into the encoder and click "Record Pick", input name and click "Issue", then take out the card and insert it into the lock from which the records will be picked. the green light will be flashing during picking the records. When the green light stops 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 :

1. Click 'Level A' under the main menu and input the password of Level A to enter into the menu. Then you can look up "Login Record" and "Issue Record", print out login records and issue records.

2. Issue GM Card(General Manager Card):
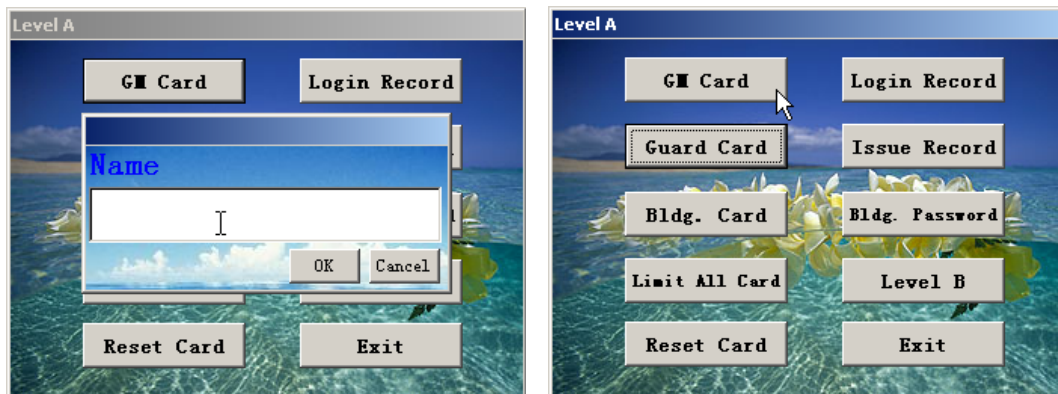
Insert a new card into the encoder, click "GM Card ", input name of card holder, click 'OK ', then you can issue the card. (The GM Card can open all the locks of the hotel except those locks with deadbolt in work.)

3. Issue Guard Card:
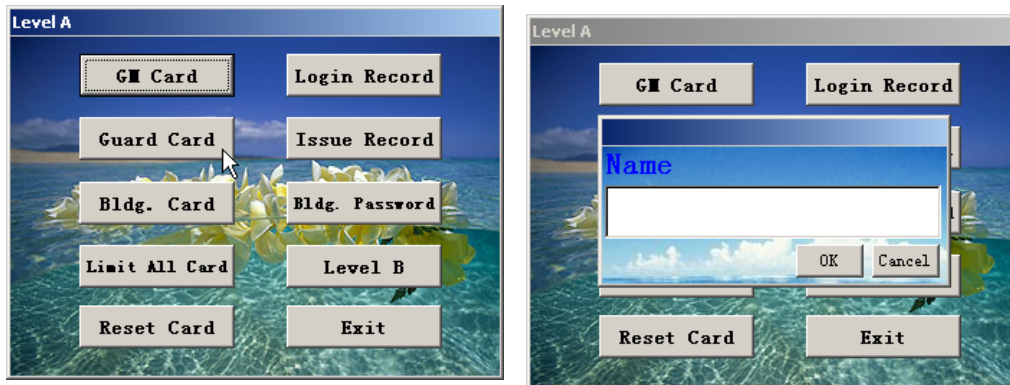
Insert a new card into the encoder, click 'Guard Card', input name of card holder, click 'OK', then you can issue the card. (The guard card can open all the locks of the hotel including those locks with deadbolt in work.)

4. Issue Building 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 the hotel except those locks with deadbolt in work.)

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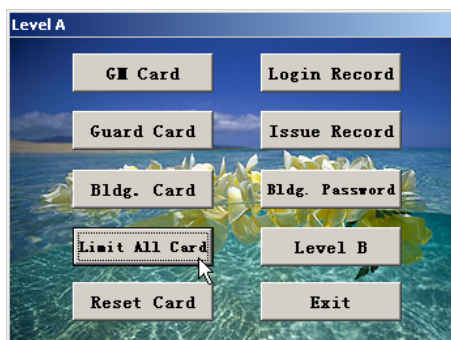
Insert a new card into the encoder and click 'Limit All Card' to issue. The Limit All Card can make all of the former Guest Cards invalid. When you insert it into a lock, the Guest Cards issued and ever used on this lock will be invalid and cannot open this lock.

Note: 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.