

# Hotel Management Software User Manual

*RF-M8500 & RF-C8500 style Hotel Locks*

Temic Software Version 4.2.10



# Temic Software User Manual (Version 2.0)

## (Application to Temic Software Version 4.2.10)

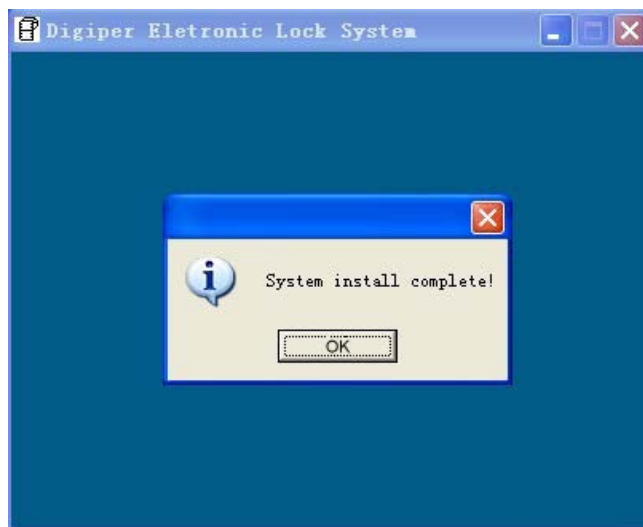
### 1. Installation

1.1 Operating System: Wide range from Windows 95 to Windows 7.

1.2 The card encoder should be plugged into the USB port of your computer with the power turned on.

1.3 Insert the CD into the CD-Rom driver.

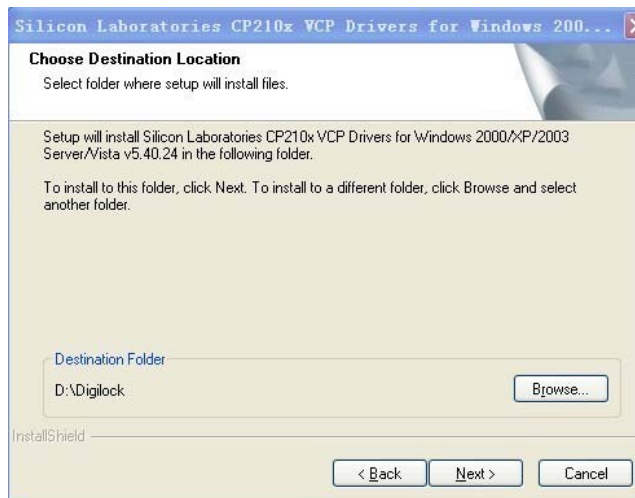
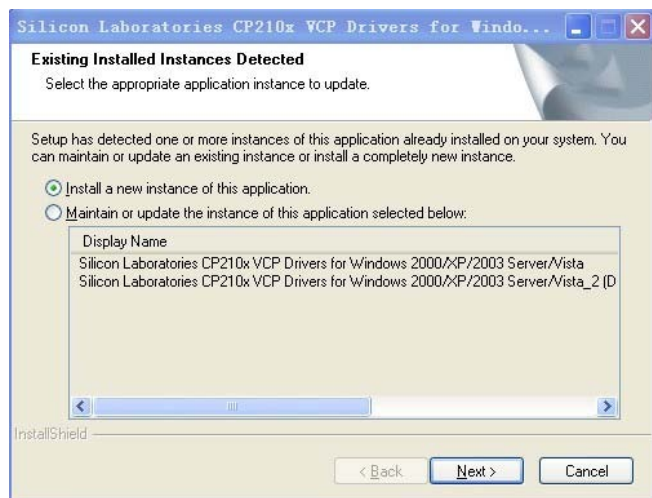
1.4 Double-click CD-Rom driver in “my computer”, then double-click the set up file to enter the installation windows, click “Install” then click “OK” to finish.

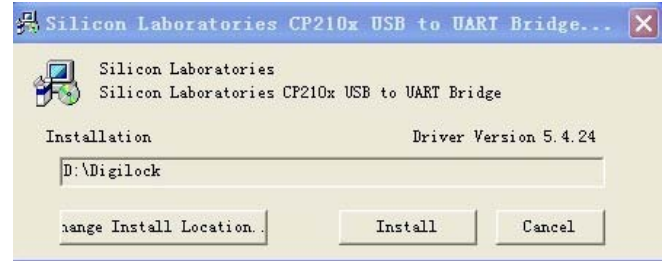
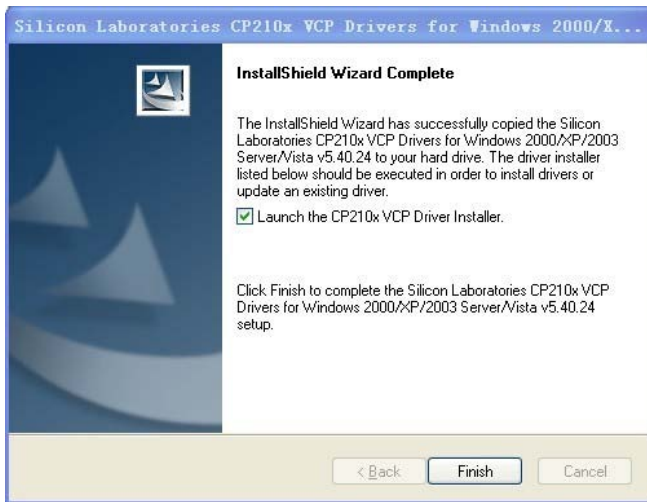


Now software is installed successfully.

### 1.5 Install USB Driver:

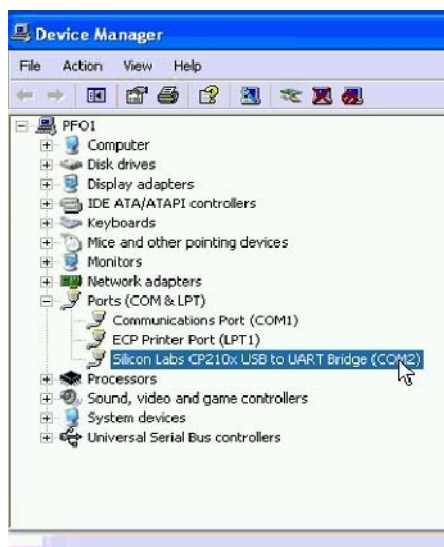
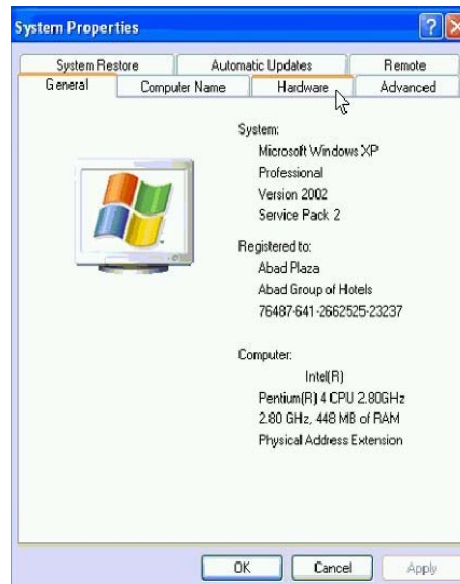
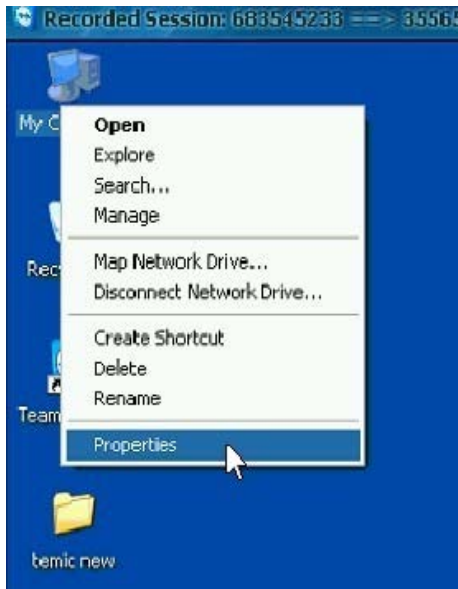
Return to the files in CD-Rom, find “USB Driver”, open it and double-click the file “CP210x\_VCP\_Win2K\_XP\_S2K3” to enter the USB driver installation windows, Click “Next” till finish:





Click "Install" and then USB driver installation is finished.

## 1.6 Checking Whether the Installation is Successful

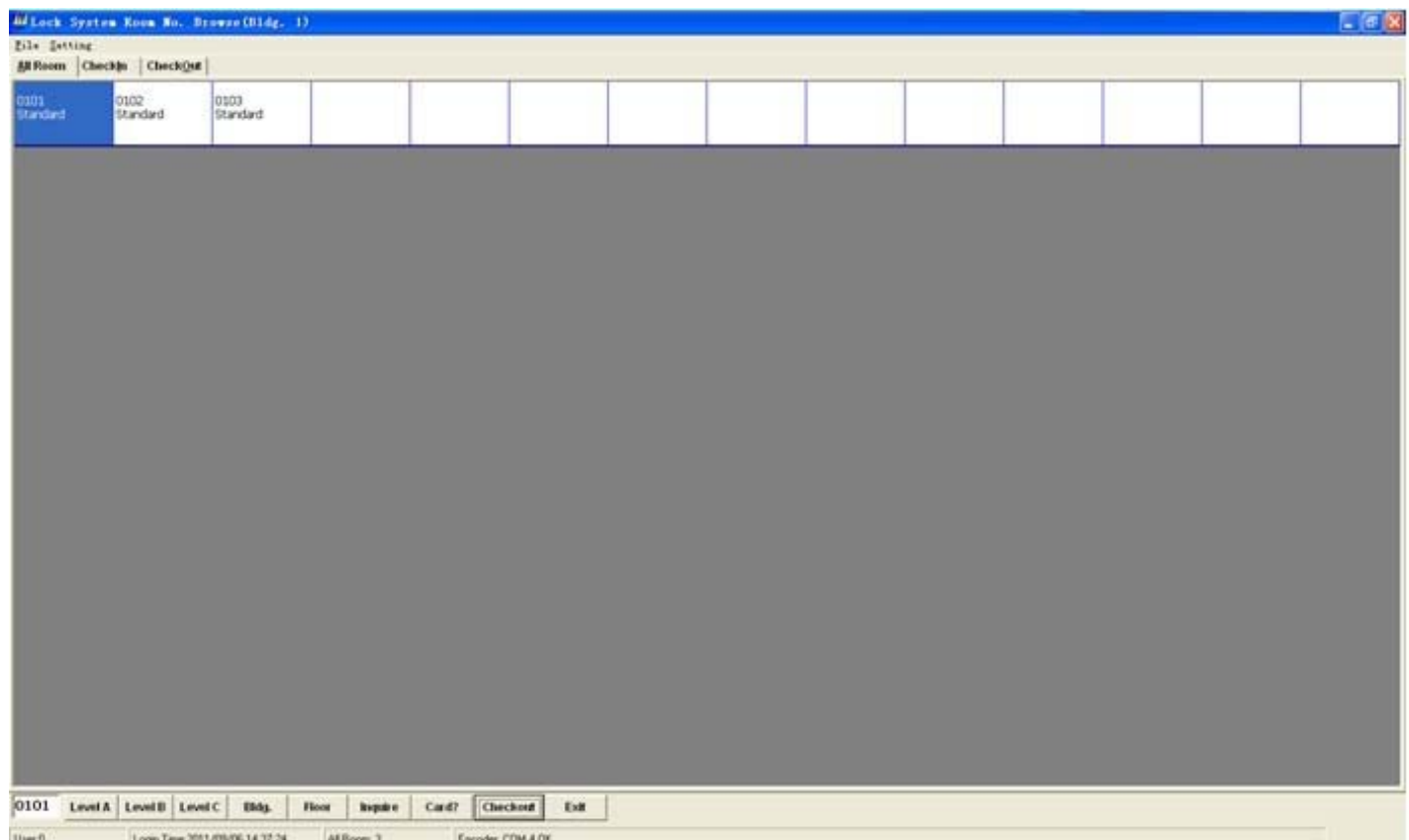


From this you will see the USB driver is successfully installed and the port is COM2(It may be COM 3,COM 4 etc depending on different computers).

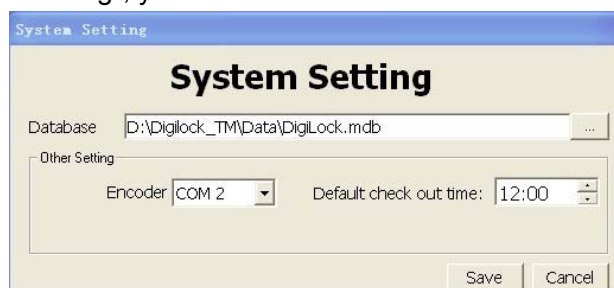
### 1.7 Check the Software System Setting



Enter the software with the default code 0 and password keeps blank.



Now click "Setting" >"System Setting", you will see:



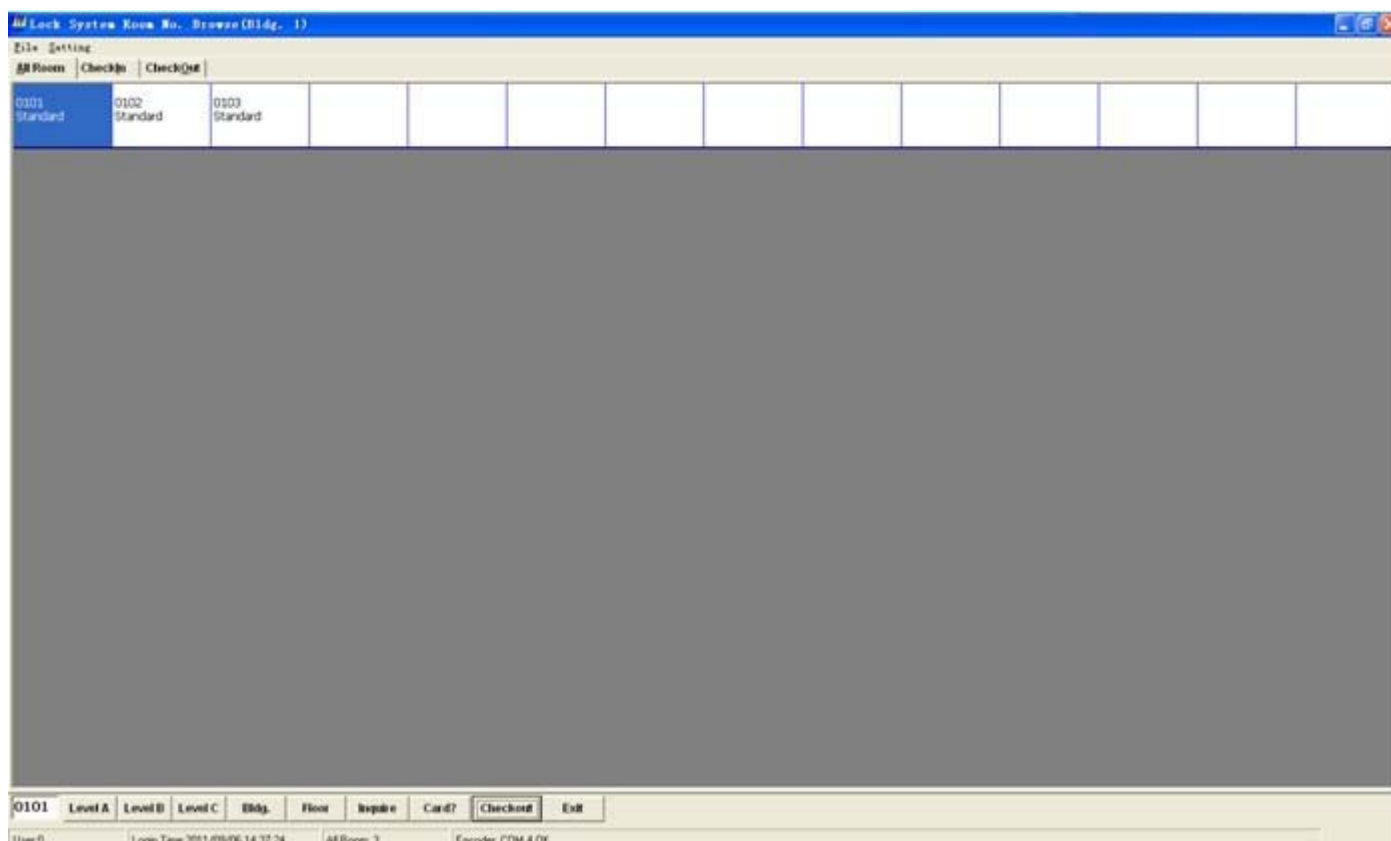
You will see the Encoder Port is also COM 2 same as the step1.6 shows. In case the port number here is not same as step1.6 shows, please choose the correct port number to make it same as step 1.6 shows. Click “save” to exit all software windows and enter the software again to operate.

## 2. Activating and Setting the Software

**2.1** Run the software by double-clicking “Digi Lock” on the computer desk.

**2.2** Input the code and password then click “OK” to enter main menu. (Initial code is: 0 (zero), the password keeps blank)

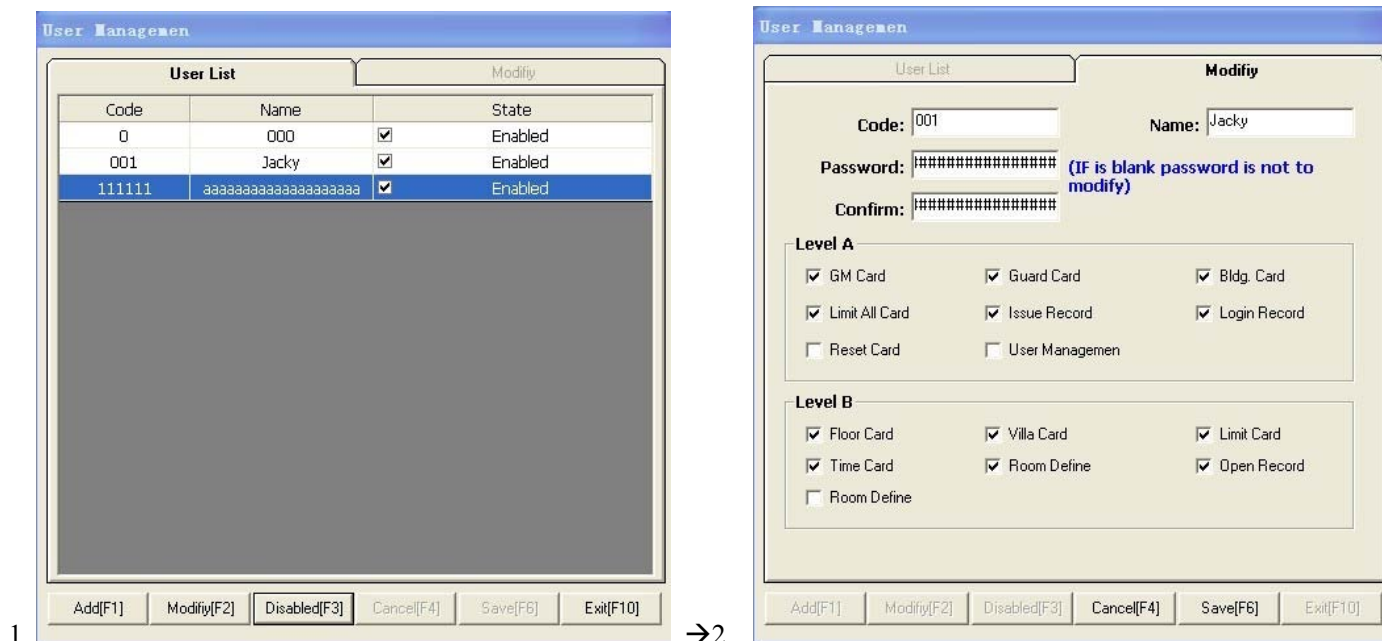
The main menu will appear:



Put the special IC card on the encoder and click the button “Card?”, and you will see:

The 'Hotel setting' dialog box has a title bar with the text 'Hotel setting'. It contains several input fields: 'Level A password:' with the value '11111111', 'Level B password:' with the value 'aaaaaaaa', 'Level C password:' with the value '1111aaaa', 'Hotel Name:' with the value 'ffffffffffffffff', and 'Start card No.:' which is empty. At the bottom, there are two buttons: 'OK' and 'Operator'.

You can change the password for each level. Password can be max 8-digit. Hotel Name is max 20-digit. Now input the operator info, click "Operator", see picture 1:



Click "Add" and see picture 2. You can input the code, name and password for each authorized operator. (Code: Max 6-digit, Name: Max 20-digit, Password: Max 20-digit). You can click the choice boxes to set the operation limit for each operator. Click "Save" to finish setting. You can also click "Modify" or "Disabled"/ "Enabled" to modify or disable/enable the access of each operator.

Click "Exit" to finish the operator setting. And click "OK" to finish the activation and setting of the software..

**Warning:** Please keep well of the special IC card and reset card for security and convenience of management.

Each software have a unique set of special IC card and reset card. Please never use two sets of special IC card and reset card in same hotel, which may damage the locks. That is, one hotel only use one special IC card and one reset card with same card numbers.

### 3. Setting the Lock

This step needs three cards: reset card, setting card, time card. Reset card is provided along with the software CD. Setting card and time card need to be issued on the software as follows:

#### 3.1 Issue Setting Card (To Define the Locks with Room Numbers)

Put a blank card on the encoder, enter Level B or C with your password:





Then click “Room Define” ,and you will see:

The 'Room Define' window contains two tables. The 'Bldg. List' table has columns 'Bldg.' and 'Bldg. Name', with one row showing '1' and 'Bldg. 1'. The 'Room List' table has columns 'Floor', 'Room No.', 'Room Type', 'Charge', and 'Setting Card', with three rows showing floor '1' and room numbers '0101', '0102', and '0103', all with 'Standard' room type, '688' charge, and 'Issue' setting card. Below the tables are buttons for 'Add Bldg.', 'Delete Bldg.', 'Add Floor', 'Add Room', 'Delete Room', and 'Cancel'. A note at the bottom says 'Click "Issue Card" in Setting Card'.

Bldg.	Bldg. Name
1	Bldg. 1

Floor	Room No.	Room Type	Charge	Setting Card
1	0101	Standard	688	Issue
1	0102	Standard	688	Issue
1	0103	Standard	688	Issue

Click "Issue Card" in Setting Card

Add Bldg. Delete Bldg. Add Floor Add Room Delete Room Cancel

You can add buildings, floors and rooms according to your needs. Then click “Issue”,it will show “Write card Ok!” when operation is successful. Click “OK” to close the window. One card is for one room. You had better mark the room numbers on the setting cards. After all setting cards are issued, click “Exit” to exit.

Note: You can click the sum in “Charge” colum to change the sum.Also you can modify the Room No /Room Type.

Building: Max 9 buildings; Floor: Max 99 floors per building; Room: Max 99 rooms per floor

### 3.2 Issue Time Card(To Endow Time to the Locks)

Put a blank card on the encoder, return to Level B or C, click “Time Card” and you will see:

The 'Issue Time Card' window has a title bar 'Issue' and a large heading 'Time Card'. It contains two input fields: 'Holder:' with the text 'Time Card' and 'Valid time:' with the date and time '2011/07/11 17:05'. There are two buttons: 'Issue[F8]' and 'Cancel'.

Holder: Time Card

Valid time: 2011/07/11 17:05

Issue[F8] Cancel

click “Issue”. It will show “Write card OK!” when operation is successful. Click “ok” and “Cancel” to finish the issuing. Totally one time card is enough. Exit Level B or C.

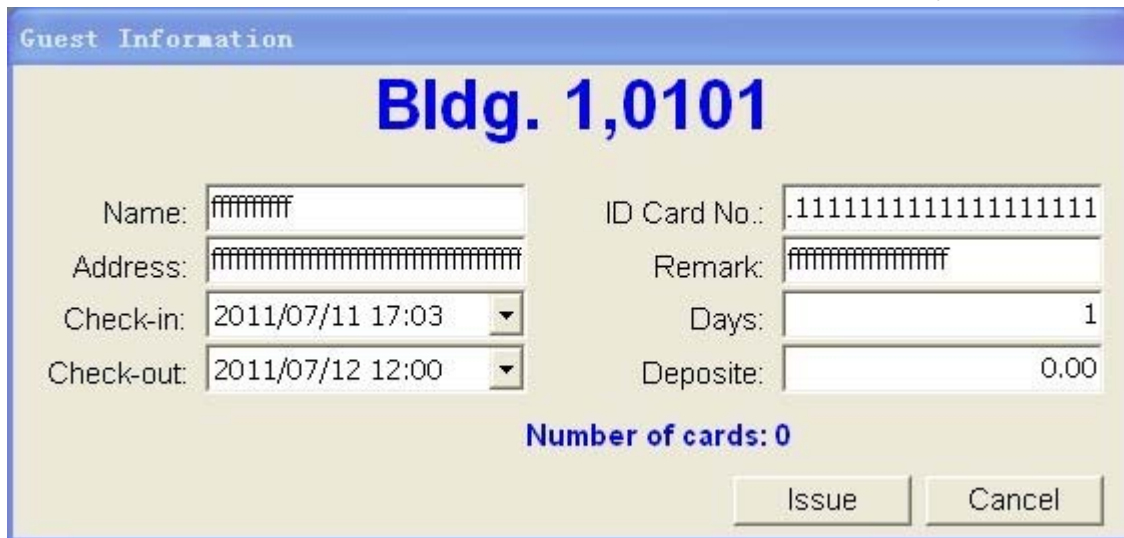
### 3.3 Setting the Locks

Please swipe the Reset Card, Setting Card and Time Card on the locks one by one. Each setting card should match the correct room number.

## 4 How to Issue Cards in Daily Use

#### 4.1 Guest Card (For Guests to Open the Lock)

Put a blank card on the encoder, return to main menu and double-click a room number, you will see:



The 'Guest Information' form has a blue header bar with the title 'Guest Information'. Below the header, 'Bldg. 1,0101' is displayed in large blue font. The form contains two columns of input fields. The left column includes 'Name:' (10-character field), 'Address:' (40-character field), 'Check-in:' (date/time dropdown), and 'Check-out:' (date/time dropdown). The right column includes 'ID Card No.:' (20-character field), 'Remark:' (20-character field), 'Days:' (numeric field), and 'Deposit:' (numeric field). Below these fields, 'Number of cards: 0' is shown in blue. At the bottom right are 'Issue' and 'Cancel' buttons.

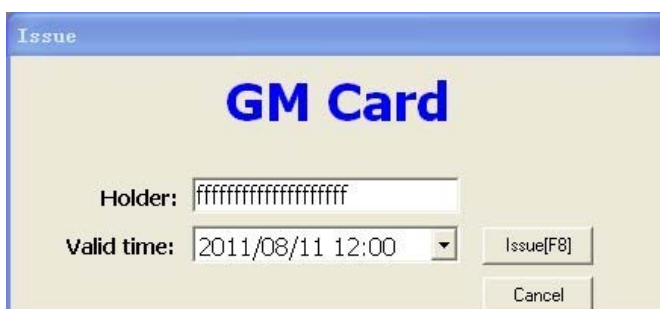
Filling the blanks according to your needs, then click “Issue”. It will show “Write card OK!” if the operation is successful. Click “OK”, “Cancel” to finish the issuing. (Name: 10-digit, ID Card No: 20-digit, Address: 40-digit, Remark: 20-digit). A normal occupied room (on which guest cards are issued) will be shown in blue color.

#### 4.2 Issue GM Card/Guard Card (For Management or Emergency Needs)

Put a blank card on the encoder, enter Level A, click “GM Card” or “Guard Card”, Input the holder name (Max 20-digit), then click “OK”. It will show “Write card OK!” if the operation is successful. Click “OK” to close it.



The 'Level A' menu has a blue header bar with the title 'Level A'. It contains a 3x3 grid of buttons: 'GM Card', 'Guard Card', 'Bldg. Card' in the first row; 'Limit All Card', 'Issue Record', 'Login Record' in the second row; and 'Level B', 'Reset Card', 'Exit' in the third row.



The 'Issue GM Card' form has a blue header bar with the title 'Issue'. Below the header, 'GM Card' is displayed in large blue font. It contains 'Holder:' (20-character field) and 'Valid time:' (date/time dropdown). At the bottom are 'Issue[F8]' and 'Cancel' buttons.



The 'Issue Guard Card' form has a blue header bar with the title 'Issue'. Below the header, 'Guard Card' is displayed in large blue font. It contains 'Holder:' (20-character field) and 'Valid time:' (date/time dropdown). At the bottom are 'Issue[F8]' and 'Cancel' buttons.

Note: GM Card can open all the locks except when they are locked inside. Guard Card can open all the locks even they are locked inside.

#### 4.3 Building Card/Floor Card/Waiter Card/Cleaner Card (For Hotel Staff Use)

These cards are used by Building Manager/Floor Manager/Waiter/Cleaner separately. The Building Card holder can open all the locks of the specified Buildings. The Floor Card/Waiter Card/Cleaner card holder can open all the locks of the specified floors.



Issue Building Card: Put a blank card on the encoder,enter Level A, click “Bldg.Card”

Input the necessary info to the blanks and click “Issue”. It will show “Write card OK!” if the operation is successful. You can click the choice box “Time Limit” to set the effective time.

Note: Holder name is max 20-digit

You can add max 5 Buildings.

Issue Floor Card/Waiter Card/Cleaner Card:

Put a blank card on the encoder, enter Level B,click “Floor Card”/“Waiter”/“Cleaner” and issue in same way: You can click the choice box “Time Limit” to set the effective time.

Note: Holder name is max 20-digit.

For each kind of card, you can add max 5 floors.

#### 4.4 Record Card (For Picking and Reading Access Record)

Connect the POS with the lock (see picture 1), turn on the switch of the POS, the POS will sound a beep. Swipe the guest card on the lock and the green light of the lock and POS will flash for seconds and ends with a beep, means successful. Then connect the POS with computer (see picture 2), enter software level B or C and click “Open Record” to read the records, and the records will be listed as Picture 3 shows:



Picture 1



Picture 2

Open Record

SN	Time	Card No.	Type	Holder
26	2010/07/21 16:23	00005925		
27	2010/07/21 17:14	00005925		
28	2011/07/11 14:46	00000020	[Guest Card]	ffffff
29	2011/07/11 14:46	00000020	[Guest Card]	ffffff
30	2011/07/11 14:46	00000020	[Guest Card]	ffffff
31	2011/07/11 14:46	00000020	[Guest Card]	ffffff
32	2011/07/11 14:46	00000020	[Guest Card]	ffffff
33	2011/07/11 14:46	00000020	[Guest Card]	ffffff
34	2011/07/11 14:46	00000020	[Guest Card]	ffffff
35	2011/07/11 14:47	00000020	[Guest Card]	ffffff
36	2011/07/11 14:47	00000020	[Guest Card]	ffffff
37	2011/07/11 14:47	00000020	[Guest Card]	ffffff
38	2011/07/11 14:47	00000020	[Guest Card]	ffffff
39	2011/07/11 14:47	00000020	[Guest Card]	ffffff

Time: 2011/07/12 To 2011/07/12 OK Print Cancel

Picture 3

#### 4.5 Limit Card (For Limiting Access of Some Card)

A limit card is used to limit one card when it becomes invalid because of loss.

Put a blank card on the encoder, enter Level B or C, click "Limit Card", you will see:

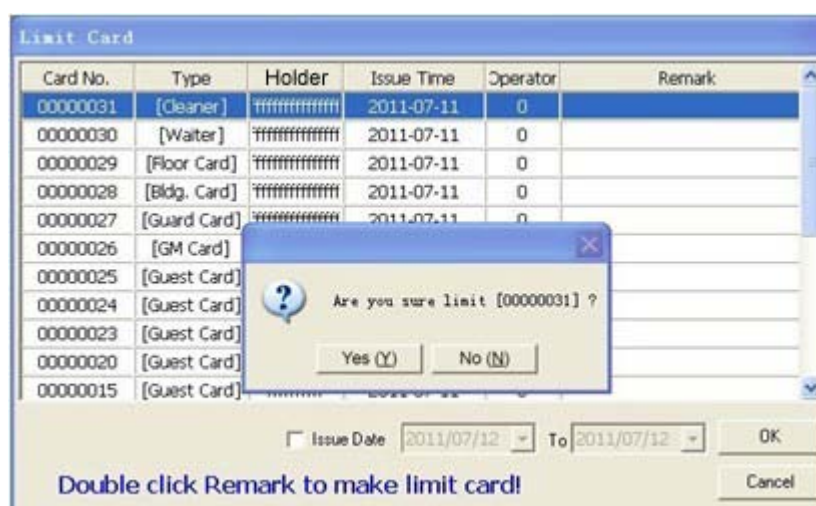
Limit Card

Card No.	Type	Holder	Issue Time	Operator	Remark
00000031	[Cleaner]	ffffff	2011-07-11	0	
00000030	[Waiter]	ffffff	2011-07-11	0	
00000029	[Floor Card]	ffffff	2011-07-11	0	
00000028	[Bldg. Card]	ffffff	2011-07-11	0	
00000027	[Guard Card]	ffffff	2011-07-11	0	
00000026	[GM Card]	ffffff	2011-07-11	0	
00000025	[Guest Card]	ffffff	2011-07-11	0	
00000024	[Guest Card]	0102	2011-07-11	0	
00000023	[Guest Card]	ffffff	2011-07-11	0	
00000020	[Guest Card]	ffffff	2011-07-11	0	
00000015	[Guest Card]	ffffff	2011-07-11	0	

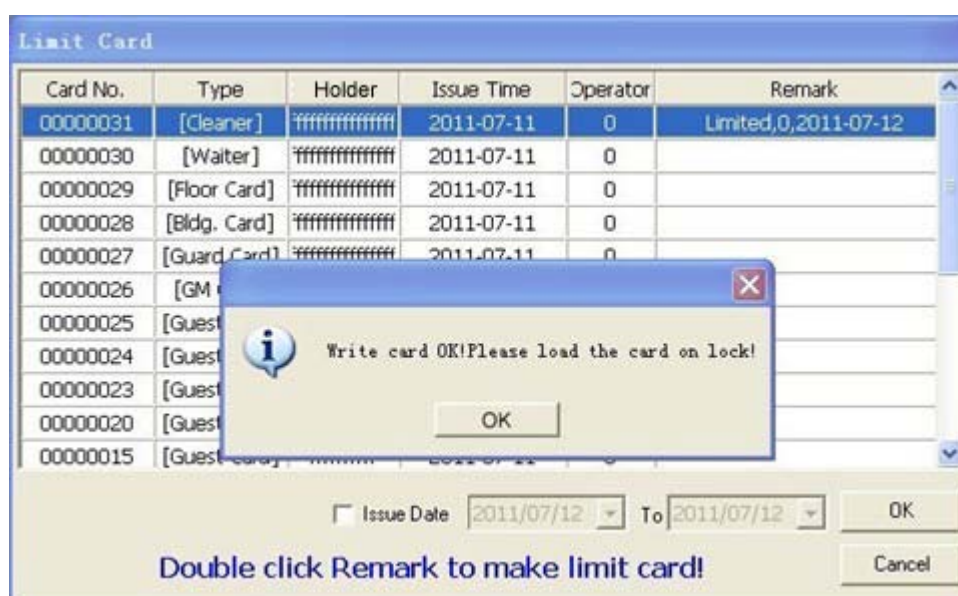
Issue Date: 2011/07/12 To 2011/07/12 OK Cancel

Double click Remark to make limit card!

Suppose you want to limit Card No 00000031, double-click Remark to make limit card, you will see:



Click "Yes" to confirm. It will show



Click "OK" to finish issuing. (Note: You can click the Issue Date to select the time period to help you find the card to be limited)

Use this issued limit card to swipe the relative lock, then the limited card can not open the lock again.

#### 4.6 Limit All Card(For Limiting Access of all Guest Cards of some lock)

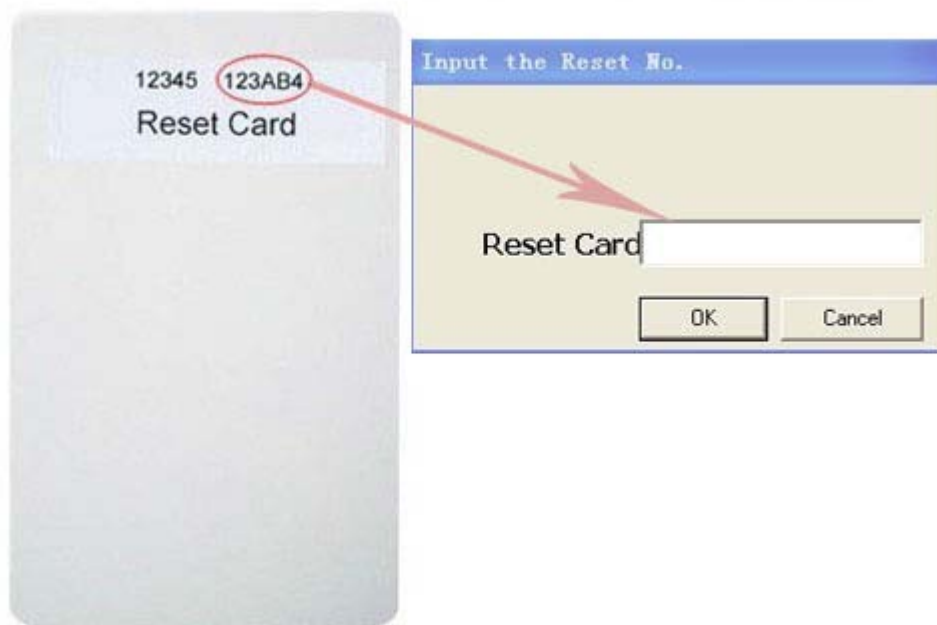
Put a blank card on the encoder, enter Level A, click "Limit All Card". It will show "Write card Ok!" if the operation is successful. Click "OK" to finish issuing.

Use this issued "Limit All Card" to swipe any lock to be limited, then all the guest cards of this lock will be limited.

Note: If a guest card of a lock never swiped the lock, then the card can not be limited.

#### 4.7 Reset Card ( For Setting or Maintenance)

One reset card will be supplied along with the software. It can also be issued in case of loss. Put a blank card on the encoder, enter Level A, click "Reset Card", you will see:



Input Reset Card No. here (the 6-digit number on the reset card or special IC card), click “ok”. It will show “Write card OK!” if the operation is successful.

#### 4.8 Villa Card (For Needs That One Card Can Open Several Locks)

Put a blank card on the encoder, enter Level B or C, you will see:

Fill the blanks and add max 2 rooms of same floor and same building into the right column at random, click “Issue”. It will show “Write card OK!” if the operation is successful. Click “OK” to finish issueing.

Note: Holder Name: Max 20-digit

There should not be any repeated room numbers in different buildings if you want issue villa card on them.

## 5.Check Out

Put the card to be checked out on the encoder, click “Checkout” on the main menu to enter the “Checkout” window:



**Checkout-Bldg. 1**

Room No.:	0101	Card balance:	.00
Days:	1Days	Number of cards:	2
Charge:	0.00	Discount(%):	100
Payment:	0.00	Change:	0.00

☒ Check-out all

Fill the blanks and click “Checkout”, it will show “It is successful to check out!”,click “OK” to finish. You can click the”Check-out All” choice box if you want to check out all the guest cards of the room, or you should not click it and it will only check out the card on the encoder.

## 6.Other Management Operations

### 6.1 Issue Record

Enter Level A, click “Issue Record”,you will see:

**Issue Record**

Card No.	Type	Holder	Check-in	Check-out	Room No.	Issue Tin
00000044	Guest Card	0101	'12/2011 11:44:00 A	'13/2011 12:00:00 P	0101	'12/2011 11:5
00000043	Guest Card	0101	'12/2011 11:44:00 A	'13/2011 12:00:00 P	0101	'12/2011 11:5
00000042	Guest Card	0101	'12/2011 11:44:00 A	'13/2011 12:00:00 P	0101	'12/2011 11:5
00000041	Guest Card	0101	'12/2011 11:44:00 A	'13/2011 12:00:00 P	0101	'12/2011 11:5
00000040	Guest Card	0102	'12/2011 11:44:00 A	'13/2011 12:00:00 P	0102	'12/2011 11:5
00000039	Guest Card	0103	'12/2011 11:43:00 A	'13/2011 12:00:00 P	0103	'12/2011 11:5
00000038	[GM Card]	fffff	'12/2011 11:35:00 A	'13/2011 12:00:00 P	0101,0103	'12/2011 11:5
00000037	[GM Card]	fffff	'12/2011 11:34:00 A	'13/2011 12:00:00 P	0101,0102	'12/2011 11:5
00000036	[GM Card]	fffffffff	'12/2011 11:32:00 A	'13/2011 12:00:00 P	0101,0102	'12/2011 11:5
00000035	[GM Card]	fffffffff	'12/2011 11:32:00 A	'13/2011 12:00:00 P	0101,0102	'12/2011 11:5
00000034	Limit All Card					'12/2011 11:5
00000031	[Cleaner]	fffffffff		'11/2011 12:00:00 P		/11/2011 5:2
00000030	[Waiter]	fffffffff		'11/2011 12:00:00 P		/11/2011 5:2

Issue Date: 2011/07/05 To 2011/07/12  
 Card No.   
 Holder

You can choose the “Issue Date” to set the time period and print the issue record. You can also input the Card No or Holder Name to find the relative issue record.

### 6.2 Login Record

Enter Level A, click “Login Record”,you will see:

**Login Record**

Name	Login Time	Logout Time
000	7/12/2011 10:52:50 AM	
000	7/12/2011 10:50:21 AM	7/12/2011 10:51:06 AM
000	7/11/2011 4:18:07 PM	7/11/2011 5:30:56 PM
000	7/11/2011 4:16:36 PM	
000	7/11/2011 3:35:40 PM	
000	7/11/2011 3:01:59 PM	
000	7/11/2011 2:58:07 PM	7/11/2011 3:01:56 PM
000	7/11/2011 2:57:44 PM	
000	7/11/2011 12:58:27 PM	
000	7/11/2011 11:48:35 AM	7/11/2011 12:05:33 PM
000	7/11/2011 11:46:07 AM	7/11/2011 11:47:48 AM
Jacky	7/11/2011 11:43:40 AM	7/11/2011 11:45:04 AM
000	7/11/2011 11:43:09 AM	7/11/2011 11:43:34 AM
Jacky	7/11/2011 11:42:11 AM	7/11/2011 11:42:55 AM

Login Date : 2011/07/05 To 2011/07/12

OK Print Exit

You can choose the "Login Date" to set the time period and print the login record .

### 6.3 Room Record

Enter Level B or C, click "Room Record":

 Check-in rooms: 1  
Total rooms: 64  
Check-in rate: 1.56%

OK

### 6.4 Inquiry

Click "Inquiry" on the main menu, you will see:



Card No.	Type	Holder	Bldg.	Room No.	Check-in	Check-out	Issu
00000038	[GM Card]	0101,0103	1	fffff	2011/07/12 11:35	2011/07/13 12:00	2011/07/12 11:35
00000037	[GM Card]	0101,0102	1	fffff	2011/07/12 11:34	2011/07/13 12:00	2011/07/12 11:34
00000036	[GM Card]	0101,0102	1	ffffffffffff	2011/07/12 11:32	2011/07/13 12:00	2011/07/12 11:32
00000035	[GM Card]	0101,0102	1	ffffffffffff	2011/07/12 11:32	2011/07/13 12:00	2011/07/12 11:32
00000034	Limit All Card		0				2011/07/12 11:32
00000031	[Cleaner]		0	ffffffffffff		2011/08/11 12:00	2011/07/12 11:32
00000030	[Waiter]		0	ffffffffffff		2011/08/11 12:00	2011/07/12 11:32
00000029	[Floor Card]		0	ffffffffffff		2011/08/11 12:00	2011/07/12 11:32
00000028	[Bldg. Card]		0	ffffffffffff		2011/08/11 12:00	2011/07/12 11:32
00000027	Guard Card		0	ffffffffffff		2011/08/11 12:00	2011/07/12 11:32

26?u?24 i????

☒ Issue Date: 2011/07/05 To 2011/07/12  
☐ Check-out date: 2011/07/12 ☒ No Checkout  
 Guest name:   
 Room No.:

You can inquire the above items in this window.

## 7. Some Explanation of the Buttons on the Software

**7.1 “Bldg.”/ “Floor”** on the bottom. You can click them to choose the proper buildings or floors when browsing the rooms on the software . The rooms on the chosen building or floor will be shown on the main menu.

**Bldg./Floor**

Bldg.: 1

Floor: All

**Bldg./Floor**

Bldg.: 1

Floor: All

**7.2 “Card?”** on bottom. when you don't know the what card it is, then you can putt the card on the encoder and click “Card?” on the menu, then it will show the card info. eg.

**Card?**

[Guest Card]:00000045  
 Guest name:0101  
 Bldg.:Bldg. 1, Room No.:0101  
 Valid time:2011/07/13 12:00  
 Deposite:0

**7.3** “Setting” on the top. You can quickly change user passwords and manage the users here without special IC card. Same function can be achieved by putting the special IC card on the encoder and press “Card?”.

**7.4** “All Room”, “CheckIn”, “CheckOut” on the top. They are bottoms for listing some specified rooms when you click them: “All Room” list all the defined rooms, “CheckIn” only list the “checked in” rooms, “CheckOut” only list the “checked out” rooms.

## 8 Solution for Common Error

Phenomenon	Cause	Solution
show ” Read card error!-150” when issuing cards	1. The encoder is not well connected with the computer 2. The port is not set well.	1. Connect the encoder with the computer to let the encoder red light be on. 2. Repeat the step 1.6 and 1.7.
Show “Read card error!-132” or “Card Error,Not S50!-1”	3.Card is not a valid card	4. Use a new valid card.
The software is requiring authority code.	The software is expired	Turn to supplier to ask the authority code.
Password of Level A or B or C is error		Insert special card into encoder and click “Card?” to see the password.

## \*Appendix:

### User Manual of LCD POS version2.4 (Application to hotel locks with LCD POS)

#### 1 Technical Parameters and Tips

1.1 Power supply: 4×1.5V AA batteries

1.2 Work current: 100mA; static current: <10uA

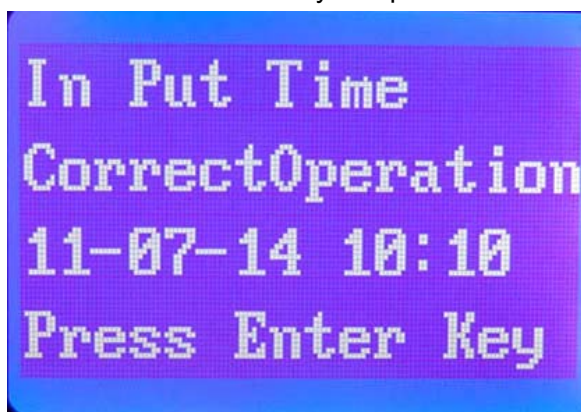
1.3 After power on, if it is not operated within 10s, the system will automatically power off, and keep low power consumption state. Please take out the batteries if it won't be used for a long period.

1.4 Before operation on the POS, please press “ON/OFF” to wake up the keypad if the screen light is off.

#### 2 Operations

**2.1. Set time (24-hour system) :Press “3 + F1” + “Year, Month, Date, Hour, Minute” + “ENTER”**

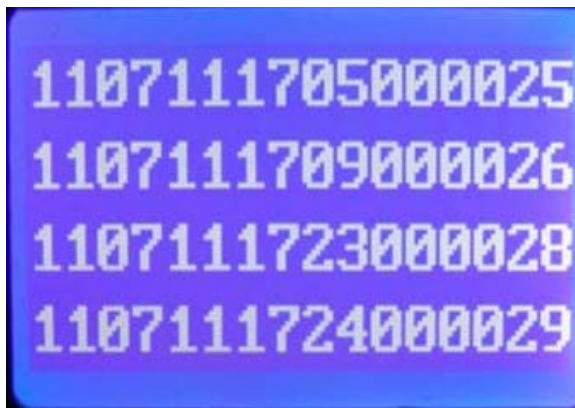
For example: 10:10, July 14th, 2011. Press numerical key to input 1107141010. The screen will display:



Note: Do not remove the battery, the time will keep working after setting.

## 2.2. Browse card records in the POS: Press “4+F1”+“ENTER”

Displaying format of hotel lock records: year month day hour minutes(10 digits) user number(6 digits)



**Special Note:** “1107111705000025” means time is 17:05, July 11,2011; card user number is 000025.

Every page displays 4 records. Press “《”, “》” key for Page Up/Page Down, and press “ENTER”to back to first page. If time is displayed error, it means time is incorrect, please calibrate the time.

## 2.3. Pick up record in hotel lock: “5 + F1” + “ENTER”

Connect the POS with the lock by data wire (see below Picutre 1), and press “5 + F1” + “ENTER”.It displays “Read Lock Record.Please wait.Connecting...”, Swipe a valid card on the lock, indicators of the lock and POS flash, Press “Enter” after display “Succeed.Press Enter Key.” to finish operation.



Picture 1



Picture 2

## 2.4. Read records of POS with PC: “6 + F1” + “ENTER”

Connect the POS with the computer by the data wire(see Picture 2 in 2.3), enter Level B or C of the software,and press “6 + F1” + “ENTER” .It displays “PC Read Record.Please Wait.Connecting...”, click”Open Record” on the software, POS indicator flashes for seconds, after a beep, the record will be displayed on the softwre:

Open Record				
SN	Time	Card No.	Type	Holder Name
26	2010/07/21 16:23	00005925		
27	2010/07/21 17:14	00005925		
28	2011/07/11 14:46	00000020	[Guest Card]	ffffffff
29	2011/07/11 14:46	00000020	[Guest Card]	ffffffff
30	2011/07/11 14:46	00000020	[Guest Card]	ffffffff
31	2011/07/11 14:46	00000020	[Guest Card]	ffffffff
32	2011/07/11 14:46	00000020	[Guest Card]	ffffffff
33	2011/07/11 14:46	00000020	[Guest Card]	ffffffff
34	2011/07/11 14:46	00000020	[Guest Card]	ffffffff
35	2011/07/11 14:47	00000020	[Guest Card]	ffffffff
36	2011/07/11 14:47	00000020	[Guest Card]	ffffffff
37	2011/07/11 14:47	00000020	[Guest Card]	ffffffff
38	2011/07/11 14:47	00000020	[Guest Card]	ffffffff
39	2011/07/11 14:47	00000020	[Guest Card]	ffffffff

☐ Time
 

2011/07/12 To 2011/07/12

 OK

Print Cancel

## 2.5. Check lock state: “F3” + “ENTER”

Connect the POS with the lock by data wire (see above Picutre 1), press “F3”+ “ENTER”, it displays “Check Lock. Please Wait.Connecting...”.Swipe a guest card on the lock. POS displays the room code/time of the lock along with a beep, press “ENTER” to do the next operation.

## 2.6. Download time: “F4” + “ENTER” (To download the time from POS to fingerprint lock)

Connect the POS with the lock by data wire (see above Picutre 1), press “F4”+ “ENTER” key, it displays “Load Time.Please wait.Connecting...”.Swipe a valid card on the lock. It displays “Succeed.Press Enter Key.” along with a beep.Operation is finished. Press “Enter” to do the next operation.

## 2.7. Help: F1

## 2.8. Press “ON/OFF” key to turn on/off power supply.

## 2.9. After operating, press “ENTER” key to return standby state.

## 2.10、Language Transfer Switch: Press “7+F1”+“ENTER”