

Electronic Lock User Manual

-Glock

Preface

Please read this instruction manual carefully before using it to know more about the using method and the maintenance. This will be helpful for you to use the lock and its management software properly and effectively.

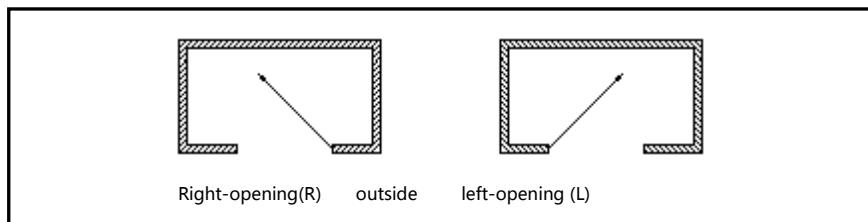
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Drilling Hole and Installing Instructions

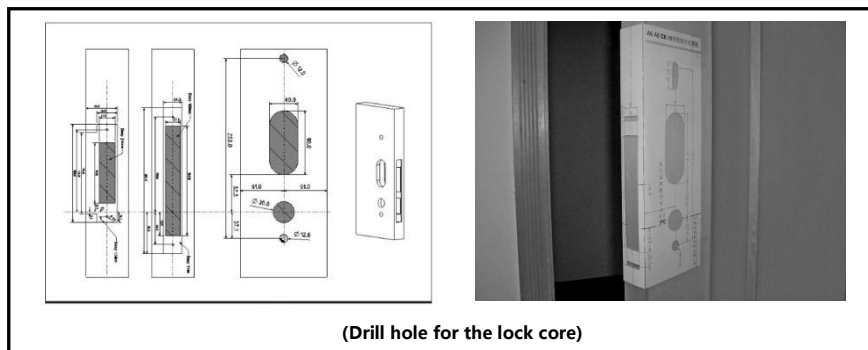
1、 Distinguish the door lock directions

- Right-opening door lock: door hinges (knob) on the right of the doorframe.
- Left-opening door lock: door hinges (knob) on the left of the doorframe.



2、 Drill Hole:

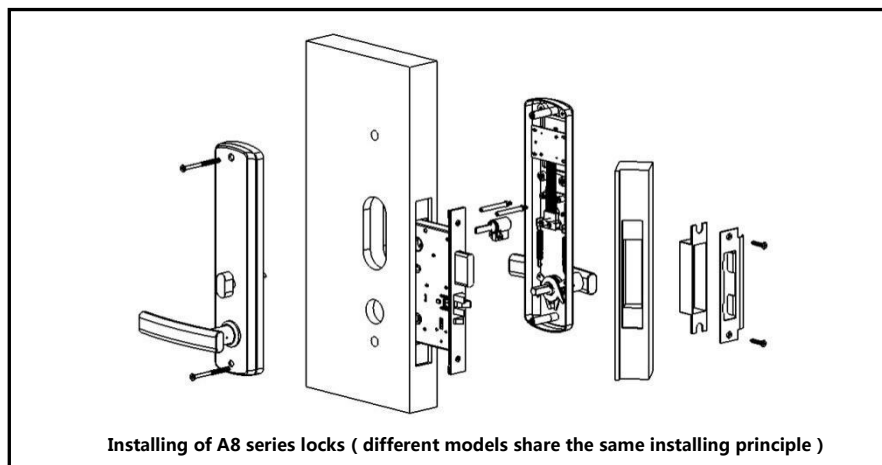
- **Mark the datum line:** Draw a datum line respectively on the door frame, obverse, reverse, and side face of the door at the same height. (we suggest the terrain clearance be 0.9~1 m, this is the height of the handle).
- **Drill hole for the lock core:** Use the tools to drill hole for the lock core first according to the drilling hole model, please refer to the following drawing:



3、 Install the lock:

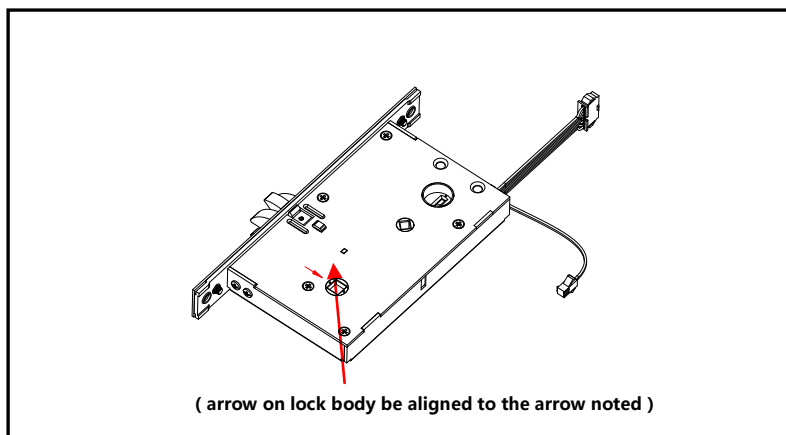
- **Assemble related installation kits:** Unpack the packing case, take out the lockset and related installation kits, assemble the mechanical key locking head and fixed leg of the former lock plate.
- **Install the lock core:**
 - Take down the side stainless steel mouldings;
 - Fix the lock core on the door with two cross countersunk head screws, and please do not over the line;
 - Intall the side mouldings;
- **Install the front and back panels of the lock:**
 - Install the square shafts on the door inside and outside ;
 - Connect the 8PIN data cables of the front panel and lock core;

- Connect the battery line;
- The two positioning pillars of the lock plate need to be in focus with the two accordingly locating holes when installing the front panel, so that the handle of the lock panel can be properly installed;
- Debug the door lock after packed the batteries.



4. Precautions of the lock installation

- The arrow on the lock body must be aligned to the arrow noted when installing the square shafts of the front panel, as shown:



Adopting software management, hotel locks are mainly used in hotels and clubs which need to be centralized controlling. With a single chip, every apartment lock is independent and can issue cards on the door directly.

This instruction manual mainly introduces the installing, setting and using methods of the hotel lock management software. Hotel intelligent lock has the Engineering card, Authorization card and Reader, Engineering card is mainly used for temporary opening of the door when the lock was just installed and packed the batteries(the Engineering Card is invalid if the Authorization Card has already touched the lock). The Reader needs to be connected with the reception desk computer to issue cards. The Authorization card, Time card and Installation card are using for door setting and cannot open the door. The Master card, Building card, Floor card and Guest card can be used to open the door.

Quick operating procedure and instructions:

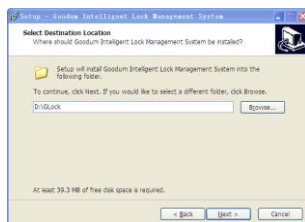
- 1、 Install the management software of intelligent locks;
- 2、 Connect the Reader;
- 3、 Start the lock management software and register;
- 4、 Use the Authorization Card in lock management software;
- 5、 Add related information of building, floor, room number etc;
- 6、 Prepare the Installation Card and Time card for every room on the software;
- 7、 Finish setting by swiping the Authorization Card, corresponding Installation Card and Time card on the door lock;
- 8、 Choose corresponding operation for the lock management software, including Guest Card、 Master Card、 Floor Card, then you can open the door.

Note: The Authorization Card is to authorize the locks in the hotel, please keep this card safely!

1. Open the disk erection sequence in the attachment. Please close anti-virus program before installing this software, and start it normally after installation.



2. We suggest the installing position be D:\GLOCK.



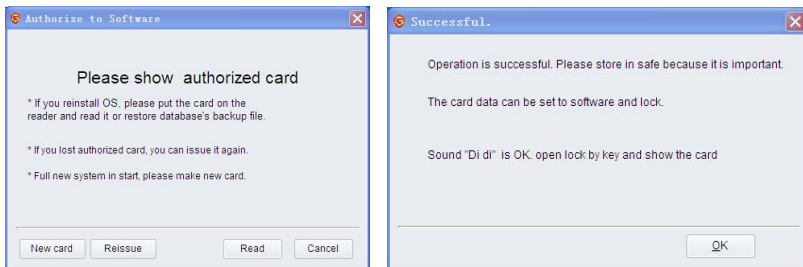
3. Please connect the Reader after installing the software, if the blue light of T57 keeps on or the red light of M1 keeps on, then both of them are functioning well.

- Click the desktop icon "Intelligent Locks Management System", the operator will be "Admin" in initial state, with an empty password.

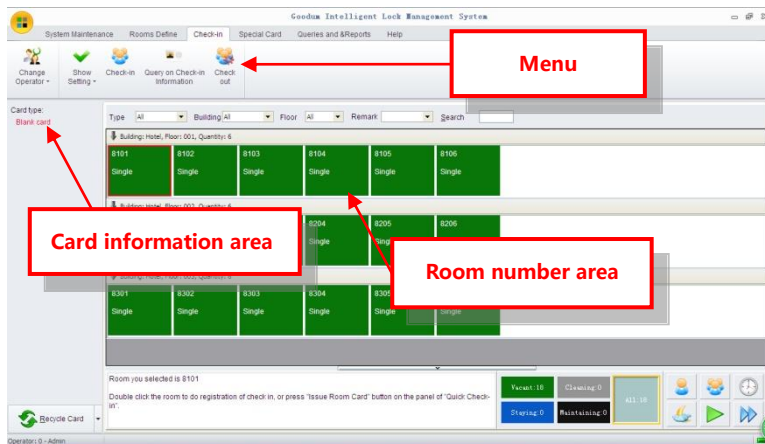


- Click "OK" button and enter into the software, put a card on the Reader to issue a new Authorization Card, and then read the Authorization Card and enter into the system.

Please keep the Authorization Card properly for further use (door setting and system reinstallation)!



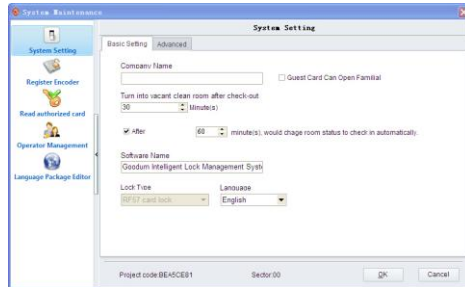
- Enter into the main window of the system



Note :

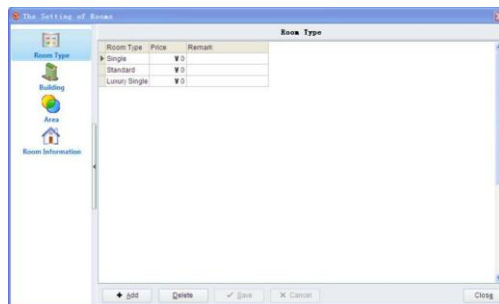
- When you put a valid card on the reader, the card information will appear on the Card information area.

7. System Maintenance: the interface for system maintenance is as below, including System Setting, Register Encoder, Read authorized card, Operator Management, and Language Package Editor.



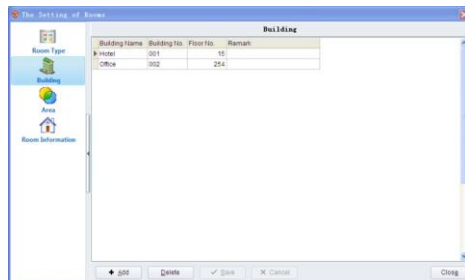
8. Room Define: operations for add, modify, delete etc. for Room Type, Building, Area and Room Information.

Room Type: click "Rooms Define→Room type" to enter the following interface.



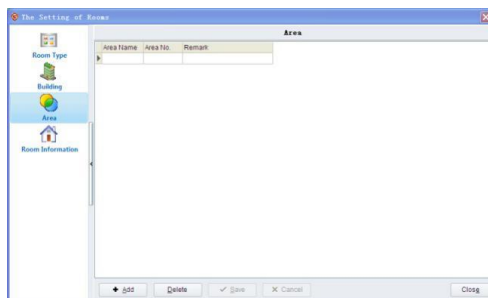
Add: Click "Add" to input Room Type, Price, and Remark, and then save the data.

Building: Click "Rooms Define→Building" to enter the following interface.



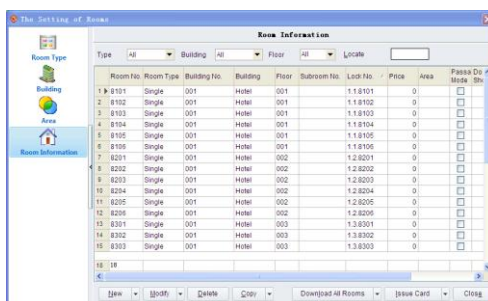
Add: Click "Add" to input Building Name, Building No. Floor No. and Remark, and then save the data.

Area: Click "Rooms Define→Area" to enter the following interface.



Add: Click "Add" to input Area Name, Area No. and Remark, and then save the data.

Room Information: Click "Rooms Define→Room Information" to enter the following interface.



a) Click "New" to enter the following interface.

- b) Choose Building, and Floor.
- c) Choose Room Type, e.g. Single or Standard.
- d) Choose Area, and Passage Mode or not, etc.
- e) Set Room No. You can input it by yourself or automatically. We suggest the Room No. by auto, which has its own regular.
- The last digit for the Room No. will be generated automatically according to your sample.

f) Lock No. can be generated according to Room No. If the Room No. is consist with numbers, the automatic Lock No. shall be the last four digits of the Room No. you can also press F9 to input the lock number by yourself by clicking "Customize" .

[Explanation]

- Lock No. will be encoded into the lock and card, which is consisted with 3 digits of Building No., 3 digits of Floor No. and 5 digits of Lock No. e.g. "001.002.00015" . If there is a Subroom, then the Subroom No. shall be included, e.g. "001.002.00015.A" .
- Room No. is for showing the room status, which can be input by hand, as well as automatic.
- **Price:** the price varies according to Room Type. You can set it, but it will not be synchronous with the rest rooms.
- **Passage Mode:** If the Passage Mode is on, you will need to swipe the card to unlock the door, and swipe again to lock the door, which means that the door will not lock automatically.
- **No Display in Room Status:** If it is on, there will be no Room Status in the main interface, and you will not able to issue Guest Card for this room.
- **Note:** Please add Room Type, Building, and Are info before you add room info.

Modify: choose the room you need to modify.

Batch Update : Press Ctrl or Shift to choose the rooms you need to modify, and click



"Batch Update" to enter the following interface.

Choose the info that you need to modify, and then click "OK" to save the data.

Delete

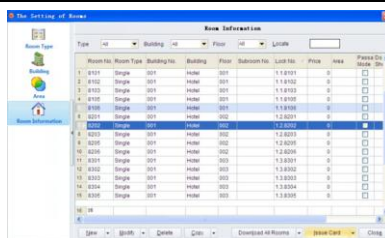
Press Ctrl or Shift to choose the rooms that you need to delete. Rooms that have been checked in cannot be deleted.

Issue Installation Card [function]

Swipe Installation Card to encode Building No., Floor No. and Lock No. in the lock.

[Operation]

Select the room, and put a blank card on the encoder, and then click " Issue Card" . You can also press Ctrl or Shift to choose several rooms, and then click "Issue Card" .



[Explanation]

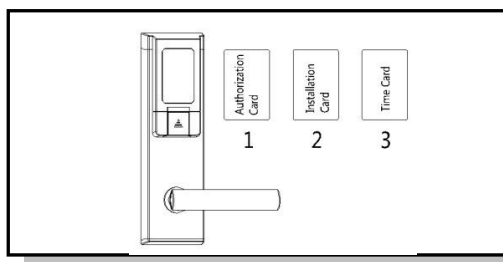
- Swipe the Installation Card on the lock. If the lock has been swiped by Installation Card before, and you need to revise Lock No. you will need to swipe Clear Room Setting Card first, or Swipe Authorization Card and then swipe Installation Card.
- We would like to recommend the LCD PDA, in which you do not need to issue so many Installation Cards when you need the Batch Update. Besides, with the help of LCD PDA, it can set the Room No. as well as time synchronously.

9、Special Card

You can issue special card in the below interface except Guest Card.



- 10、 Please issue corresponding Installation Card, and Time Card to set the lock. Swipe Authorization Card first, and then Installation Card and Time Card to complete the setting. (in the Electronic Lock system, you just need to swipe Authorization Card and Installation, because time will be set automatically when you swipe Installation Card.)



- 11、 If you swiped the wrong Installation Card, you will need to issue a Clear Room Setting Card to clear the data, and then swipe the right Installation Card.

The instruction manual mainly introduces the basic operation and usage of hotel lock, including walk-in and check-out of the guests, card reading, card recovery, Control the distribution of Master Card, Floor Card and Building Card. Please read the help file to get the operating instructions in details.

1. Check-in:

- Select a room, and then click "Check-in" in the menu.
- Double click the room.
- Search a room above the Room Area, and press Enter to the following interface.

Room No.	Card Quantity	Room Type	Price	Building	Floor	Remark
1 8205	1	Single		0 Hotel	002	

- a) Input Guest Name, ID, Staying Day, Guest Type, Valuation, etc.
- b) Please input time when the Valuation is Hour Room, or revise the check-out time.
- c) If you need more rooms, please click "Add Rooms" .
- d) If you need to issue several cards for one room, please revise it directly.

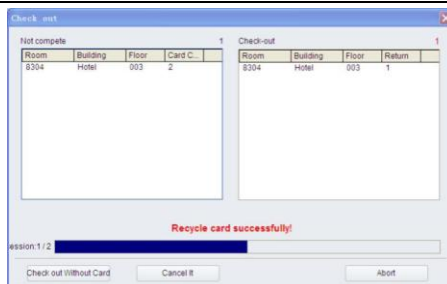
Room No.	Card Quantity
1 8205	2

- e) If you do not need the Area function, then choose the area and then delete.
- f) If you need to revise several rooms card' s quantity, press Shift and click the room No. and then click "Batch Updates" .

2. Check-out

When the customer needs to check out, the room will change into Start Cleaning status, and the Guest Card need to be recycled.

- a) Put the Guest Card on the encoder.
- b) Click "Recycle Card" , and the room will change into Start Cleaning status.
- c) If there are several Guest Cards for one room, there will be a interface as below when you click "Recycle Card" .

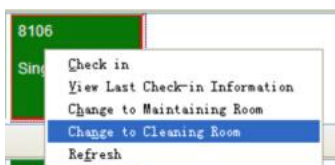


Note:

Check out Without Card : You can choose this when the Guest Card has been lost. The room changes into Start Cleaning status. Since the card has not been recycled, it can still unlock the door.

Cancel it : Cancel check-out.

- d) If the customer has left or the Guest Card is lost, you will need to check out without card. Choose the room and then "Check out" , and then click "Check out Without Card" . Or you can also click the room and choose "Change to Cleaning Room" .



- e) After check-out without card, the Guest Card is workable if the valid period. At this time, please swipe a Check-out card, or swipe a new Guest Card to replace the earlier one.

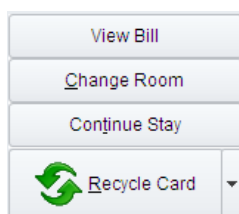
[Note]

Please do not forget to erase the Guest Card after check-out without card.

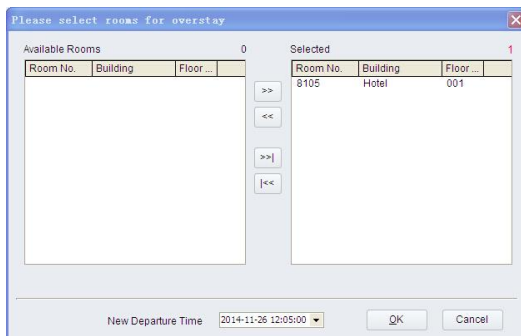
3、 **Over stay**: Change Departure Time.

[Operation]

- a) Put the card on the Encoder and see the items in the Card Info Area.



- b) Click "Continue Stay" to enter the following interface.



- c) Please set Departure Time. You can select several rooms to operate at one time.
- d) Click "OK" to complete the operation.

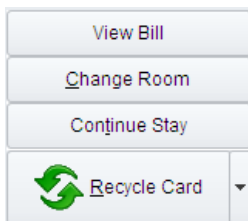
3. Change Room.

The simplest way for changing room is to check out the earlier Guest Card, and then issue a new Guest Card.

For a better record of the customer, our system also support Change Room function.

【Operation】

- a) Put the card on the Encoder and see the items in the Card Info Area.



- b) Click "Change Room" to enter the following interface.



- c) Select the room you need to change into, and click "OK" to finish the operation.

4. **Several Cards for one room:** If you need several cards for one room, you can also issue the second card the same way as you do for the first card to enter the following interface.

The 'Bill Viewer' window displays the following information:

- Bill No: B1411250003
- Guest Type: Individual Guest
- State: Partial checkout
- Guest: [Empty]
- Voucher Type: ID
- Voucher No: [Empty]

Room	Room Type	Building	Floor	State	Check in Time	Departure Time	Actual Check-out Time	Card QTY	Recyc	Price
8203	Single	Hotel	002	partial checkout	14-11-25 11:43	14-11-26 12:35		2	1	0

At the bottom, there is a summary row: 1 unrecycle: 1, 2, 1, 0.

Click "Reissue" to enter the following interface, and then click "OK" to finish it.

The 'Re-issue card' dialog box contains the following fields and options:

- Select Room: 8203
- Card Quantity: 1
- Cancel the old card
- Buttons: OK, Cancel

5. **Master Card:** to unlock all the doors. There are no more than 5 Master Card for one system. Operation:
- a) Click "Special Card" → "Master Card", to enter the following interface.

The 'Issue Special Card' dialog box shows the 'Master Card' configuration with the following details:

- Open Lo...: [Dropdown]
- Master Card: [Selected]
- Validate Time: 2014-11-27
- Card Holder: 0 - admin
- Remark: [Empty]
- Passage Mode
- Can Open Deadlock
- Old card is set as lost automatically
- Remark: this card can open all locks in the system
- Buttons: Issue, Exit

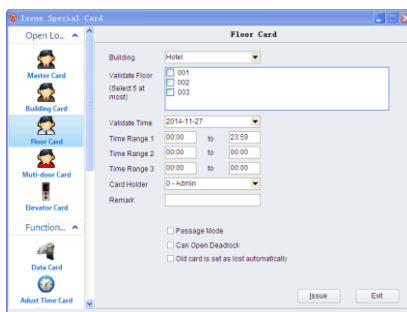
- b) Set the Validate Time, and click "Issue" .
- c) If you have lost a Master Card, and you are not sure which card you have lost, please choose "Old card is set as lost automatically" . In this way, all the old Master cards are invalid after swiping this new Master

Card.

[Explanation]

If you choose Old card is set as lost automatically, you will need to swipe the new Master Cards on all locks.

- 6. Building Card or Floor Card:** It is for opening the doors in the building or the floor. Building Card can open all the doors in the building, while the Floor Card for the doors in the floor. Click "Special Card→Floor Card", to enter the following interface



Set the Validate Time, Time Range, and Valid Floor, and the click "Issue".

[Explanation]

- There are no more than 5 floors.
- There are 3 Time Ranges. If you do not need Time range, you just need to set the time 00:00~23:59.

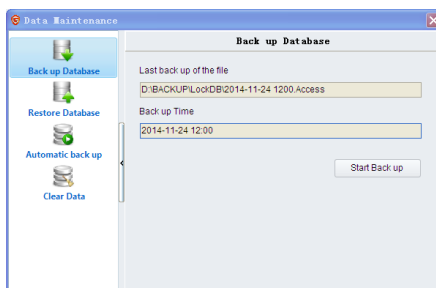
7. System Backup.

Back up the data for future use. If the system is standalone version, the file form is yyyy-MM-dd.Access.

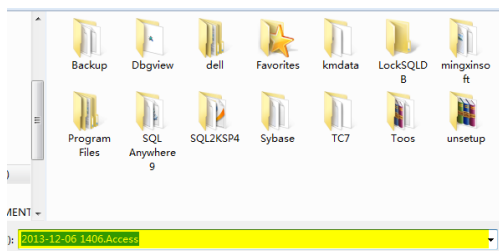
And if it is Internet version, the form is yyyy-MM-dd.SQL.

[Operation]

- a) Click "Data Maintenance→Back up Database" to enter the following interface.



- b) Click “Start Back up” to enter the following interface, and then save it in the computer.

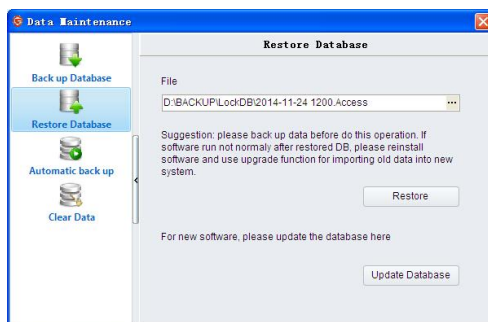


【Note】

- It is for standalone version. If it is internet version, you will need to back up in the server.

8. Restore Database

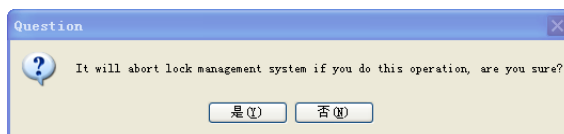
- a) Click “Data Maintenance → Restore Database” to enter the following interface.



- b) There will be the latest backup file, or you can also click “...” to choose the data.
 c) Click “Restore” to enter the following interface, and then choose “Y” to complete it.



- d) You can also click “Update Database” to enter the following interface.



- e) Click “Y” to complete it.

【Explanation】

- You should better backup the current database before you update the database.

Common Problems and Solutions

1 , It sounds normal and you can also hear the voice of the motor, but still cannot open the door normally?

- Forget to install the square shaft of the front panel;
- Arrow on the lock body must be aligned to the noted arrow;

2 , Fail to open the door with the guest card?

- Give an alarm for one time: the wrong time or the overdue card, make the Time card again or resend the guest card.
- Give an alarm for two times: the door is double locked or the Insurance tongue switch is abnormal normally closed, unlock it or change the lock body.
- Give an alarm for three times: the wrong room number, make a Clear Room Setting Card to modify the room number (Smart Card Management → Special Card → Clear Room Setting Card)
- Give an alarm for four times: the card was reported to loss, just cancel the reporting loss of the card.

3 , There are starting alarms continuously when plug in?

- The battery is packed wrongly or out of power; there will be continuous alarms when the voltage is around 3V.

4 , The red light on panel is on, but no reaction after swiping the card

- If the red light is on all the time when plug in, then the coil was broken and you need to change the motherboard, if the red light was always on after swiping the card, it' s out of power and please change the batteries

5 , What to do when lost the card ?

- Two ways: 1. Issue a Check-out Card, and then swipe it one the lock. 2. Make a new card to replace the lost card, including the Master card, Building card, Floor card etc. When making a new card, choose "Cancel the old card" , and swipe the new card on the right door lock.

6、 Reissue an Authorization Card .

- If you have lost the Authorization Card, please prepare a Master card or Floor card, put it on the Reader, choose " System Maintenance" → "System Setting" → "Read authorized Card" , press F9, send the random code back to the supplier, and they need to input the random code to resend a card. Please do not close the computer window before input the verified code. Enter the system directly after the above operation.

