

## Steps of installing card door lock system v30.0

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1. **Install the Encoder.** Connect the Encoder to the computer with USB cable. Setup the USB driver 'USB\_Drive' in the CD.
2. **Install the software.** Lock software is compatible with windows 98 or above. Please run 'Lock-Setup.exe' in the CD to finish the lock software installation. The default path is 'D:\HUNELock'. You can select the path to meet your need.
3. **Run the system.** After installing the software, double click the icon 'Lock' on the desktop to run the lock system. When you login the software at the first time, please keep User as vacant, and input Password as '12345'. Click <User> button on the main window to enter the 'User Management', you can add users and set different authorities of users there.  
*Caution: There must be an administrator that has all the authority to enter every sub-system.*
4. **Set the rooms information.** Click <Room> button on the main window to enter 'Room Management' and set the information of all the rooms in the hotel.
  - 4.1 **Set up the buildings.** In the 'Building' page, click <Add>, and input a name ('B1' as example) in the Building Name, then click <OK> to save. Building number will be created automatically.
  - 4.2 **Set up the floors.** In the 'Floor' page, select the building in which you want to add floor from Building Name, click <Add>, input a name ('F1' as example) in the Floor Name, then click <OK> to save. Floor number will be created automatically.
  - 4.3 **Set up the rooms.** In the 'Room' page, select the building and floor in which you want to add room from Building and Floor, click <Add>, input a name ('101' as example) in the Room Name, then click <OK> to save. Room number will be created automatically.
5. **Install the information of the locks.** When the locks are installed on the doors, you have to issue a serial of cards to install the information of the locks. Enter 'Room Management', choose page 'Room', select the building and floor from Building and Floor, click the record pointer '<- , ->' to select the room, put card into the Encoder; click <Initialization Card> to issue Initialization Card to set the corresponding lock, one room one Initialization Card.
6. **Set the clock of the locks.** After installing information of the locks, you have to issue a Clock Card to set the clock of the locks. Click the < Clock Card > button on the main window to issue a Clock Card. The time of the Clock Card should not be much different from the real time you set the locks. As all of the locks can share one Clock Card, you can continue to set more than one lock with the same Clock Card in a short time.(If it lasts for too long time since you set the last lock, you should redo the Clock Card in the system).
7. **Issue Administrator Card.** Select main menu 'Issue Key Card', then select sub-menu 'Master Card', 'Building Card' or 'Floor Card'; input owner's name and department; select the valid area and set the End Time; put card into the Encoder; click <Issue Card> to issue the Administrator Card. (The Master Card default is no time limit).
8. **Issue Guest Card.** Select main menu 'Issue Key Card', then select sub-menu 'Guest Card' (or click the shortcut button <Guest Card> on the main window) to popup the 'Guest Card' window. Input Guest name and Room name; set the End Time; put card into the Encoder; click <Issue Card>. The Guest Card will be invalid after the checkout time.  
*Caution: If the Guest Card is lost, please select main menu 'Issue Maintenance Card', then choose the 'Blacklist Card' to popup the 'Blacklist Card' window, find out the record of the lost card, put card into the Encoder then click <Add Blacklist> to issue the Blacklist Card, then take the Blacklist*

*Card to touch the locks that the lost card can open, the lost Guest Card will be terminated.*

9. **Get the unlocking record.** It needs Data Register to support this function.  
Put the Data Register into the Encoder. Select main menu 'System Management', then select sub-menu 'Lock Record' to popup the 'Lock Record' window. Click <Format Register> to clear the record; take the Data Register to touch the lock, and keep the Data Register close to the lock reader. The LED of the lock will flash in blue during the data transmission. After the lock finish flashing and give a 'tick', take the Data Register to the computer and put it into the Encoder; click <Read Record>, the record will be shown in list. (You can only read the record of one lock in one time).
  
  10. **Backup the Database of the system.** You should periodically backup the database 'HData' (default under the directory 'D:\HUNELock\DATA') to insure the safety of system data. It is strongly advised to backup the database to other computers or flash memory. You should backup the database 'HData' after you set the system.
- **Caution: process of installing lock's information: (the order can not be turned)**
- 1) Set by Initialization Card; (If successfully, the LED flashes in blue and there is a short 'tick' from the buzzer)
  - 2) Set by Clock Card; (If successfully, the LED flashes in blue and there is a short 'tick' from the buzzer)
  - 3) Issue key card (Master Card, Building Card, Floor Card, Guest Card) to open the door. (If successfully, the LED flashes in blue and there is a short 'tick' or music sound from the buzzer)

System operator should read the "Software Manual v30" in the CD carefully.



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