

FLOCK V3.0

User manual





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0. Software registration



1. System Overview

1.1. System components

1.1.1. The door locks



1.1.2. General Lock Features

When a guest occupies a room, their complete privacy is insured by extracting a deadbolt. The deadbolt can only be retracted from outside the room with the (metal) Emergency Key (for locks with cylinders), a keycard with authorized deadbolt override,

Both the deadbolt and latch bolt can be retracted by use of a keycard authorized for deadbolt override. If no deadbolt override is assigned to the card, the indicator on the outside escutcheon, just above the card insertion slot, displays a yellow light when the card is inserted

1.1.2.1. Deadbolt override

A keycard can be authorized to override the deadbolt. Certain User Groups can be pre-defined to always have Deadbolt override. For Guest Keys it is also possible to set Deadbolt override as a tick off item in the Common Door list box. This means that the card is able to override the Privacy function (unlock when door is dead bolted).

The lock can always be opened by pressing the inner handle even if the deadbolt is extracted. This serves as an emergency exit

A new guest card automatically locks out the keycard of the previous guest. This is accomplished by assigning a start time to the card. When the card is issued, the system writes the present time onto the card.



Employee keycards work in parallel with the guest keycards. The employee keycards also are valid only for a specified amount of time. However, it is usually for a longer time than a guest keycard. Employee keycards are normally issued for access to one or several sections of rooms, depending on the hotel's needs, but keycards for bellboys can easily be encoded to allow access to individual rooms, like guest keycards. Employee access keycards do not override guest keycards and therefore do not affect a guest's access

1.1.2.2. Cylinder for Mechanical Override

Most locksets may be equipped with a mechanical cylinder operated by the metal Emergency key (EMK). This cylinder will withdraw both latch and deadbolt when operated, and represents a dual independent emergency opening system, totally separated from the electronic lock controller.

The metal cylinder is recordable. Recoding of the cylinder requires use of the special Recode key which is included in the system package.

1.1.2.3. Common Doors

Common Doors are typically perimeter doors, garage, health club, pool, VIP floors etc. This access is assigned automatically when the keycards are issued based on the settings in the System Setup Module. Access to Common Doors is given in addition to doors that are specifically selected when the keycard is issued and up to 16 Common Doors can automatically assigned to a keycard when it is issued. For example, all Guest keycards might automatically include access through exterior entrances and parking

1.1.2.4. System Events

The BIS system keeps a constant log of every computer transaction. The log is recorded to the hard disk. The log may be recalled from computer memory at any time by running a system event report. Reports may include every computer entry or may be limited to a given room or a given user. Logged data are time of event, name of operator and details about the command issued.

1.1.2.5. Lock Modes

Locks can be set to operate in 2 different modes.

Normal Mode—the door is locked and unlocks when a valid key card is withdrawn.

Manual Mode—the door will alternate between locked and unlocked whenever a valid key card is inserted

1.1.2.6. Time-control

All keycards include a start and expiration date

1.2. RFID card encoder

It is used for reading and writing cards, just plug into the computer, no need to install driver.





1.3. Hand held unit

The Hand held unit brings information from Flock database to the locks when the system is started for the first time (configuration and initialization) and brings information from the lock to Flock when you want to see the information of the lock.

1.4. Flock V3.0

The software can be installed on any PC running Windows XP, Vista, Win 7, Win 8, Window 10, Win sever 2003, Win server 2008, Win server 2012

1.4.1. Hardware requirements

Most common brand PCs that meet the requirements for Windows XP, Vista, Win 7, Win 8, Window 10, Win sever 2003, Win server 2008, Win server 2012 can be used

1.4.2. The requirements for the PCs OS are:

Windows XP, Vista, Win 7, Win 8, Window 10, Win sever 2003, Win server 2008, Win server 2012.,



2. Software installations

Find out installation	3.0.1.exe "exe" file and double click.
FLock v3.0 - InstallShield Wizard	×
Welcome to the Inst for FLock v3.0 The InstallShield Wizard(TM) will your computer. To continue, computer.	help install FLock v3.0 on ck Next. Click Next
< Back	Next > Cancel
Choose Setup Language	
Select the language for this installation from the choices below.	
English Cancel	noose language of the software
InstallShield Wizard	
FLock v3.0 Setup is preparing the InstallShield? Wi will guide you through the rest of the setup process	zard, which Please wait. Cancel
InstallShield Wizard Customer Information Please enter your information. Please enter your name and the name of the company for whom you work. User Name: Hotel Company Name: Innt	Enter the use name and company name.
InstallShield < Back Next > Can	el



Install Chield Wiz	ard]
Select folder w	here Setup will install files.	
Setup will insta	I Smart Hotel Lock System v3.0 in the following folder.	
T o install to this another folder.	s folder, click Next. To install to a different folder, click Browse and select	
		Click "Next
_ Destination F	older	
D:\FOCUS	Browse	
InstallShield ——		
	< Back Next > Cancel	_
InstallShield Wiz	ard X	
Setup Type Select the Setu	up Type to install.	
Click the type of	of Setup you prefer, then click Next.	
C Typical	Program will be installed with the most common options. Recommended for most users.	
C Compact	Program will be installed with minimum required options.	
Custom	You may choose the options you want to install. Recommended for advanced users.	
le dell'Objette		
misidiioriiela	< Back Next > Cancel	
InstallShield Wi	zard X	6

all.	
stall, and clear the components you do not wan Description Smart Hotel Lock Syste Either Microsoft SQL Se Microsoft Access can b	t to m. rver or e use.
11696 K 67670988 K	
	tall. stall, and clear the components you do not wan Description Smart Hotel Lock Syster Either Microsoft Access can be Microsoft Access can be 11696 K 67670988 K



InstallShield Wizard	X
Select Program Folder Please select a program folder	
Setup will add program icons to the Program Folder listed below. You may type a n name, or select one from the existing folders list. Click Next to continue.	ew folder
Program Folders:	
Smart Hotel Lock System	
Existing Folders:	
360安全中心	^
Accessibility Accessories	
Administrative Tools	
Amb Settings Apowersoft	
AutoCAD 2014 - 简体中文 (Simplified Chinese) Autodesk	
Autodesk ReCap	~
InstallShield	
< <u>B</u> ack <u>Next</u> >	Cancel
InstallShield Wizard	
InstallShield Wizard Complete	
Setup has finished installing Smart Hotel Lock Systery your computer.	em v3.0 on



Finish

Cancel

< Back

After installation, you will see the icons

•

3. Load software



Double click the icon,

Select Application Language Select the language below for this applie	× cation:
English <u>N</u> ext >> <u>C</u> anc	Select the application language.
Don't show this dialog again.	
Database Login Information]
MS Access SQL Server	
Database File Name: [flock30.mdb]	The dialogue will not pop up if select "Don't show this dialog again" There are two databases available for this locking system, "Microsoft Access" and "SQL Server",Before using SQL severs, you have to install SQL database first.
Login	
FOCUS	
Login ID:	Click "OK", you will see the screen shows as below
Login Name Password: Login <u>E</u> xit	If you did not setup the operator, then you can continue as clicking "Login", you will see as below





4. Before programming a lock

4.1. Software Configurations

Let's get into "Setting" to know something base setting of the software.

FLOCK	KV3.0.1																\times
段 Setting	Doors	2 Staffs	<u>O</u> per	2 rators	II Data	Check	k- <u>in C</u> h	Q eck Card	O Clear Card	Help L		ige	U xit	•			
Building	S			All Ro	com St	atus Cl	© ean Vac	ant Nor	(Konstant) Clean Vacar	t Operal	ting O		I Fo	Ø			
Current C	Operator:	1											The	e softwa	re us	e expe	cts .



Options	
Reader General Guest Others Mobile Key	
Reader Model FE-01(S9) ~	Reader
To select the correct encoder module	i Cauci
	To select the correct encoder model of software.
<u>O</u> K <u>C</u> ancel	
Q Options X	
Reader General Guest Others Mobile Key	
Show language selections on program startup	
Show database selections on program startup	
Backup database before exiting	
Automatically refresh room status	Note:
Refresh interval(s): 30	
	Do not check the box on "Reset system password (need
Wait Time(Min): 10	to restart) when running the software, otherwise you can
Reset system password (need to restart)	not issue cards. And there will be error when issuing
	cards.
OK Cancel	
Q Options ×	
Reader General Guest Others Mobile Key	

 Reader General Guest Others Mobile Key

 The Cut-off time for guest check-in:

 4:00:00 ÷

 Default Check-out time for guest:

 12:00:00 ÷

 Enable double lock for guest card

 Enable Energy Saver

If you want the guest card enable double lock, please check the box "Enable double lock for guest card"

If you want enable room specified function ESU, please check the box "Enable Energy Saver"



😥 Options			×
Reader General Guest	Others	Mobile Key	
Total alarm records:		250	
Total open records:		1700	
Rotated length:	160	~ (ms)	
Open duration:	6	~ (s)	
Open delay:	10	~ (s)	
Enable latch alarm			
	(<u>0</u> K	Cancel

😥 Options						Х
Reader	General	Guest	Others	Mobile K	(ey	
🗆 Ena	ble Mobile	Key				
User N	lame:					
Passw	vord:					
				Т	est Connection	
			<u></u>	<u>)</u> K	<u>C</u> ancel	

If you want to active Mobile key function, please check the box "Enable Mobile Key"

(Please check the mobile key function user manual for more information)



4.2. Configure Hotel Guest Rooms



😥 Door Management	— 🗆 X
Check Close	
	Rooms
Base Settings	Room Name Room ID Link ID Ble ID
1.	
Create Building	😥 Create Building — 🗆 🗙
Create Rooms	Building No: Building no 1 V
	Building Name: My Hotel 2.
Create Room Type	OK 3. Cancel
Cat Deam Information	< >>
Set Room information	Common Doors
•	ame Room ID Link ID Start Room ID End
System Settings	
PDA	< >



😥 Door Management						Х			
Check Close									
	My Hotel	Rooms							
Base Settings		Room Name	Room ID	Link ID	Ble ID				
	😥 Create Room		- 0	×					
Create Building	Building No:	1 My Hotel		-					
	Floor No:	1							
Create Rooms	Room Name Templa	ite: 0001##							
Courte Davas Tara	Start Room No:	1		•					
Create Room Type	Room Count:	20		*					
Set Room Information		<u>O</u> K <u>C</u> an	cel			>			
		ame Room I	D Link ID	Start R	toom ID	End			
· ·									
System Settings									
PDA		<				>			







4.3. Setup the room type

					-	
Door Management						<
Q (U)						
Check Close	😥 Room Type		- 0	×		
Base Settings	Type ID Type N	ame		1.12	D1 10	
-	1 Single			nk ID	Ble ID	î
<u></u>	2 Room Type 1			0101		
Create Building	Room Type 2 Room Type 3			10102		
•	Room Type 4			0103		
Create Rooms	Room Type 6			10104		
	Room Type 7 Room Type 8			10105		
Create Room Type	Room Type 9			10100		
A	Room Type 11			10106		~
Set Room Information	Room Type 12 Room Type 13				>	_
	Room Type 14	-		ak ID	Start Roor	ml
•	Type ID: Room Type 1	V Type Name:			000101	
Curture Cattinue			E vit	-	000101	
System Settings	Add _		Exit			
PDA						
						-
-						
😥 Door Management					-	>
Door Management					-	>
Door Management					-	>
Door Management	My Hotel	Rooms		-	-	>
Door Management	My Hotel	Rooms Room Name	Room ID	Link ID	Ble ID	>
Door Management	My Hotel	Rooms Room Name	Room ID 000101	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 3F Fr 4F	Rooms Room Name 000101 000102	Room ID 000101 000102	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 3F Fr 4F 8 Set Room Informal	Rooms Room Name 000101 000102	Room ID 000101 000102 ×	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 3F R Set Room Informal	Rooms Room Name 000101 000102	Room ID 000101 000102 	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 3F Fr 4F Set Room Informal Door Name:	Rooms Room Name 000101 000102 tion -	Room ID 000101 000102 × ×	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 3F Fr 4F Set Room Information Door Name: Room Type:	Rooms Room Name 000101 000102 000101	Room ID 000101 000102 	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 4F Set Room Information Room Type: Door Name	Rooms Room Name 000101 000102 tion 000101	Room ID 000101 000102 	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 4F Set Room Information Door Name: Room Type: Door Name	Rooms Room Name 000101 000102 000101 000101	Room ID 000101 000102 	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 3F Fr 4F Set Room Information Door Name: Room Type: Door New Name Link ID:	Rooms Room Name 000101 000102 tion 000101	Room ID 000101 000102 	Link ID	Ble ID	>
Door Management	My Hotel Fr 1F Fr 2F Fr 3F Fr 4F Set Room Informat Door Name: Room Type: Door Name Link ID: BLE ID:	Rooms Room Name 000101 000102 tion 000101 Image: Single Image: Twin 000101	Room ID 000101 000102 	Link ID	Bie ID	> > E
Door Management	My Hotel Fr 1F Fr 2F Fr 3F Fr 4E Room Informat Door Name: Room Type: Door New Name Link ID: BLE ID:	Rooms Room Name 000101 000102 tion 000101 Image: Single Image: Twin 000101	Room ID 000101 000102 	Link ID	Bie ID	> > E
Door Management Check Close Base Settings Create Building Create Rooms Create Room Type Set Room Information Set Room Information System Settings	My Hotel Fr 1F Fr 2F Fr 3F Fr 4E Room Informat Door Name: Room Type: Door New Name Link ID: BLE ID:	Rooms Room Name 000101 000102 tion 000101 Image: Single Image: Twin 000101 Image: Twin 000101	Room ID 000101 000102	Link ID	Bie ID	> E
Door Management Check Close Base Settings Create Building Create Rooms Create Room Type Set Room Information Set Room Information Create Set System Settings	My Hotel Fr 1F Fr 2F Fr 3F Fr 4E Sot Room Information Door Name: Room Type: Door New Name Link ID: BLE ID:	Rooms Room Name 000101 000102 tion 000101 Image: Single Image: Twin 000101 Image: Single Image: Twin 000101	Room ID 000101 000102	Link ID	Bie ID	> E

create the room type at the hotel guest rooms

😥 Door Management						
Check Close						
	My Hotel	Rooms				
Base Settings		Room Name	Room ID	Link ID	Ble ID	Room Type
	2F	000101	000101	000101		Twin
Create Rooms		000102	000102	000102		Twin
	······································	000103	000103	000103		Single
Create Room Type		000104	000104	000104		Single
•		000105	000105	000105		Single
Set Room Information		000106	000106	000106		Single
		000107	000107	000107		Single
Create Inner Doors		000108	000108	000108		Single
Create Public Doors		000109	000109	000109		Single
		000110	000110	000110		Single
System ID		000111	000111	000111		Single
		Common Doors				
Working Sections		Room Name	Room ID	Link ID	Start Room	ID End Room ID

4.4. Create Public Doors

Check Close							
Base Settings	My Hotel	Rooms	Daram ID	Link ID	Dia ID	•	
			R00m ID	000101	BIE ID		
Create Room Tune			000101	000101	_		
Create Room Type	4F 🕄 Create Co	mmon Door	-				
Set Room Information	Building N	lo: 1	My Hotel	~			
	Floor No:	1		•			
Create Inner Doors	Room Na	me Template: 0	101##				
	Start Roo	m No: 2	1	÷		~	
Create Public Doors	Room Co	unt: 1		•		>	
	Start Doo	r l	000101		Start Ro	oml	
•	End Door		000120		Diartitio		
System Settings			000120	_			
		<u>O</u> K	Cancel				
PDA		<				>	
nformation	×						
niormation	~						
	确定						
	确定						
Door Management	确定					- 0	-
Door Management	确定					- 0	ī
Door Management Coor M	確定 Rooms Room Name Roo	ım ID Link ID 101 000101	Ble ID Room Type Twin			- 0	-
Door Management	確定 Rooms Room Name Roo 100101 000 000102 000	m ID Link ID 101 000101 102 000102	Ble ID Room Type Twin Twin			- 0	-
Door Management	確定 Rooms Room Name Roo 000101 000 000102 000 000103 0000 000103 0000	m ID Link ID 101 000101 102 000102 103 000103 104 000104	Ble ID Room Type Twin Twin Single Sinde			- 0	-
Door Management	確定 Rooms Room Name Roo 1000101 0000 1000102 0000 1000103 0000 1000104 0000 1000105 0000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105	Ble ID Room Type Twin Twin Single Single Single			- 0	-
Door Management Check Close Base Settings Create Room Type E Create Inner Doors Create Inner Doors	確定 Rooms Room Name Roo の00101 0000 の00102 0000 の00103 0000 の00104 0000 000105 0000 000105 0000 000105 0000 000105 0000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000105	Ble ID Room Type Twin Twin Single Single Single Single			① :: 二五光 H语 (◆ Q, 0)	Set working section for
Door Management	確定 Rooms Room Name Roo 1000101 0000 000102 0000 000103 0000 1000103 0000 1000105 0000 1000105 0000 1000105 0000 1000105 0000 1000105 0000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000106 106 000106 107 000107 108 000108	Ble ID Room Type Twin Twin Single Single Single Single Single Single			- 0 ■ 五梁拼唱 ♥ Q、前	Set working section for
Door Management	確定 Rooms Room Name Roo 000101 0000 000102 0000 000103 0000 000105 0000 000105 0000 000105 0000 000105 0000 000106 0000 000108 0000 000108 0000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000106 107 000107 108 000108 109 000109	Ble ID Room Type Twin Twin Single Single Single Single Single Single Single Single			- 0 • 五光照音 ◆ Q 00	Set working section for Common Doors (make sur
Door Management	確定 Rooms Room Name Roo © 000101 0000 © 000102 0000 © 000103 0000 © 000105 0000 © 000105 0000 © 000106 0000 © 000109 0000 © 000109 0000 © 000109 0000 © 000109 0000 © 000110 0000 © 000101 0000 © 000100 0000 © 000100 © 000100 © 00000 © 000100 © 00000 © 000100 © 00000 © 00000 © 000100 © 00000 © 000000 © 00000 © 000000 © 000000 © 00000 © 000000 © 000000 © 000000 © 000000000 © 0000000000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000106 107 000107 108 000108 109 000109 110 000111	Ble ID Room Type Twin Twin Single Single Single Single Single Single Single Single Single			- ① ● 五製描館 ● へ、向	Set working section for Common Doors (make sur- working section of this com
Door Management	確定 Rooms Room Name Roo 100010 0000 100010 0000 100010 0000 1000105 0000 1000105 0000 1000105 0000 1000106 0000 1000107 0000 100010 100010 100010 10000 100010 100000 10000000 1000000 1000000 1000000 10000000 100000000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000106 107 000107 108 000108 109 000109 110 000110 111 000111	Ble ID Room Type Twin Twin Single Single Single Single Single Single Single Single Single Single			- ① : 五葉相信 (◆ ○ 向)	Set working section for Common Doors (make sur- working section of this com door has been set)
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Door Management	確定 Rooms Room Name Roo © 000101 0000 © 000102 0000 © 000103 0000 © 000105 0000 © 000105 0000 © 000105 0000 © 000105 0000 © 000109 0000 © 000101 0000 © 000109 0000 © 000100 0000 © 00000 © 000000 © 00000 © 00000 © 00000 © 00000 © 000000 © 00000 © 00000 © 00000 © 00000 © 000000 © 00000 © 0000000 © 000000 © 000000 © 00000000 © 00000 © 000000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000106 107 000107 108 000109 109 000109 110 000110 111 000111 111 000111 121 Link ID 121	Ble ID Room Type Twin Twin Single Sin	D Working Wo tion	rking Ti Woo liid Irwa	- ① ▲ 全 雨 I I I I I I I I I I I I I	Set working section for Common Doors (make sur- working section of this com door has been set)
Door Management	確定 Rooms Room Name Roo P 00010 000 の0010 000 000102 000 000103 000 000105 000 000105 000 000105 000 000105 000 000106 000 000106 000 000107 000 000109 000 000101 000 Room Name Roo 000110 000 Room Name Roo Room Name Roo Right click to set w	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000106 107 000107 108 000108 109 000109 110 000111 m ID Link ID 121 working section of public	Ble ID Room Type Twin Twin Single Sin	D Working Wo	rking Ti Woo	- ① * 五彩相向 ¥ へ、向 (tid	Set working section for Common Doors (make sur- working section of this com door has been set)
Door Management	確定 Rooms Room Name Roo 000101 000 000102 000 000103 000 000105 000 000105 000 000105 000 000106 000 000107 000 000107 000 000109 000 000109 000 000111 000 Room Name Roo 000111 000 Room Name Roo Right click to set w	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000106 107 000107 108 000109 110 000110 111 000111 111 000111 111 000111 112 121	Ble ID Room Type Twin Twin Single Sin	D Working Wo	rking Ti Work	_ □ ■ 五式相当 ● Q n n Hang D	Set working section for Common Doors (make sur working section of this com door has been set)
Door Management	確定 Rooms Room Name Roo 000101 000 000102 000 000102 000 000103 000 000105 000 000105 000 000106 000 000106 000 000109 000 000110 000 000110 000 Room Name Roo Room Name Roo Room Name Roo Right click to set w	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000106 106 000108 107 000107 108 000108 109 000109 110 000110 111 000111 111 000111 111 000111 112 Uink ID 121	Ble ID Room Type Twin Twin Single Sin	D Working Wo	rking Ti Wor Iid Inva	- ⑦ ● 五梁抽輯 ● へ、前 Ind	Set working section for Common Doors (make sur- working section of this com door has been set)
Door Management	確定 Rooms Room Name Roo © 000101 000 © 000102 000 © 000103 000 © 000105 000 © 000105 000 © 000106 000 © 000106 000 © 000106 000 © 000108 000 © 000109 000 © 000109 000 © 000101 0000 © 000100 000 © 00000 © 0000 © 00000 © 0000 © 000 © 0000 © 00000 © 0000 © 0000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000108 107 000107 108 000109 109 000109 110 000110 111 000111 111 000111 121 121 vorking section of public	Ble ID Room Type Twin Twin Single Sin	D Working Wo tion	rking TL. Wor lid Inva	- (7) ▲ 五爻相册 ▲ ①、向 [white in the second secon	Set working section for Common Doors (make sur- working section of this com door has been set)
Door Management	確定 Rooms Room Name Roo 000101 000 000103 000 000103 000 000105 000 000105 000 000105 000 000106 000 000107 000 000110 000 Room Name Roo 000111 000 Room Name Roo Right click to set w	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000105 106 000106 107 000107 108 000109 110 000110 111 000111 111 000111 111 000111 112 vorking section of public	Ble ID Room Type Twin Twin Single Single Single Single Single Single Single Single Single Single Single Single Single Single Single Single Single Single Single	D Working. Wo	rking Ti Woo fild inva	_ □ ■ 五式相称 ● Q m	Set working section for Common Doors (make sur- working section of this com door has been set)
Door Management	確定 Room Name Roo 000101 000 000102 000 000103 000 000105 000 000105 000 000106 000 000106 000 000106 000 000106 000 000107 000 000109 000 000109 000 000101 000 000109 000 000101 000 00010 000 000	m ID Link ID 101 000101 102 000102 103 000103 104 000104 105 000106 107 000107 108 000108 109 000109 110 000110 111 000111 111 000111 111 000111 121 121 121 121 121 121 12	Ble ID Room Type Twin Twin Single Sin	D Working Wo tion	rking Ti Wor tid Inva	- ⑦ ◆ 五梁排編 ◆ ○、約 rking D Md	e Working D

At During this time duration, you need to tap cards to get into the public place.



😥 Door Management		_	×					
Check Close								
Base Settings Base Settings Set Room Information Create Inner Doors Create Public Doors System ID The system ID is System ID at the system ID is PDA	QK Cancel 00101 000121	Link ID Ble ID 000101 000102 000103 000104 000105 000106 Link ID Start 00010	> ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Enter (numbe	6 ers ol	digits nly)	system	password
System ID Setting Current Sector:	- 1		Afi red <mark>chan</mark>	ter you words nged	set :	a new : The sy	SID, you v stem ID	will see the <mark>has been</mark>
New Sector: New SID:	1		Note	e: 1. Ifyd	ou ju:	st test s	omething	of the lock,
Confirm New SID:	<u>O</u> K <u>C</u>	ancel	2	plea othe any 2. Issu	ase d erwis more uing	lo not cl e the ca e in new a sys	hange the ards can r software. stem ID	system ID, not be used card with
The system ID has bee	in changed.			cha	nging	g passv	word is n	ormally for

already.

4.5. Setup system ID

Explanation of System password: Software, key card, lock, and hand held, their original system password has been set; we call it "factory password". (However, clients no need to know what the original password is).

Why we need to change the system password?

Due to there are so many clients all over the world, all locks are with "factory password", they are not safe that we can open all doors as if we keep a general card, we have to issue a new system ID card to change the system ID, then new system is no more "factory password". The system ID is changed, and all relative components must be matched with system ID so that the whole system is working.

3. If you just test something of the lock, please do not change the system ID, otherwise the cards can not be used anymore in new software.



the hotel that has been completed

4.6. Working Sections



There are 6 working sections can be set. And this working section function can be used for common door, manager card, house keeping card

Informati	ion	×
1	The time section of Manager card, Floor card, Common door must b updated after time section is revised.	e
	确定	



4.7. Room sections

😥 Door Management					-	×
Check Close	😥 Room Sections				-	×
Base Settings	Section No:	Room Section 1	~	Add		
	Start Room ID:	Room Section 2 Room Section 3		_		
Create Public Doors	End Room ID:	Room Section 4 Room Section 5		Exit		
System ID Working Sections Room Sections	Section No	Room Section 6 Room Section 7 Room Section 8 Room Section 9 Room Section 10 Room Section 11 Room Section 12 Room Section 13 Room Section 14 Room Section 15	m Name			
System Settings						
PDA		<				>

Rooms sections is mainly used for Manager card

😥 Room Sections				<u></u>	Х
Section No:	Room Section 1	~	Add		
Start Room ID:	000101	~	-		
End Room ID:	000420	~	<u>E</u> xit		
Section No 1	Start Room Name 000101	End Room Name 000420			

The room list	informatio	on is done	e							
😥 FLOCK V3.0.1								_	٥	\times
Setting Doors Staffs Q	perators Data	eck-in <u>C</u> heck Card	Clear Card	p Language	-					
Buildings My Hotel	All Room Status	Clean Vacant Nor	😿 n Clean Vacant Op	erating Occupied	Ø Forbidden					
F _r 2F F _r 3F F _r 4F	All Room Types									
	000101	000102	000103	000104	000105	000106	000107	000108		^
	000109	000110	000111	000112	000113	000114	000115	000116		
	000117	000118	000119	000120	000201	000202	000203	000204		
	000205	000206	000207	000208	000209	000210	000211	000212		
	000212	000214	000315	000216	000317	000219	000310	000220		*
Current Operator:					The software use ex	xpects to still have a	27 days			

4.8. Set Hotel staffs

😥 FLOCK V3.0.1										_
Setting Doors Staffs Open	rators Da	ta Check-in	Check Card	O Clear Card	Help Language	U Exit				
My Hotel 	All Room	Status Clear Types	♥ Nacant Non	Clean Vacant	Operating Occu	pied Forbidden				
<u> </u>	00010	1	000102	O00103	000104	000105	000106	000107	0001	• 08
	00010	9	000110	000111	000112	000113	000114	000115	0001	116
Staff Mangagemer	nt									×
Check	ıp Ne	20 w <u>S</u> taff	Close							
Amaster Master		Staff Na	ame	Staff C	ode	Staff No	Card No			
A Manager										
Reeping										



2

Temporary

4.8.1. Set Master card

Master card is the high management level of the hotel, which can unlock all the locks anytime.

Staff Mangagement				3 <u></u> 2	×
Check New Group New Staff					
Master Man: Hous Hous Tem New Staff Delete Del Rename	Staff Code	Staff No	Card No		
😥 Create Group —					
Parent Group: Master					
Group Name: GM OK Cancel					
Information ×					
Create staff group successfully.					
确定					



Staff Mangagement			0 111 8	×
Check New Group New S	taff Close			
Master Sta Mana New Group Hous New Staff Temp Delete Del Rename	aff Name Staff Code Staff No Card No			
😥 Create Member		×		
Parent Group:Staff ID Template:00Staff Name Template:00Staff Count:2	GM Add ## OK ## Cancel			
Index Staff ID 1 0001 2 0002	Staff Name 0001 0002 Information × Create staff successfully. 確定			



Staff Mangagement					13-30	
Check New Group	New Staff					
A Master	Staff Name	Staff Code	Staff No	Card No		
GM Manager House Keeping	8 0001 8 0002	Master Card	Ctrl+E Del			
Lemporary		Rename				

4.8.2. Issue Master card

Double click the

😵 Staff Mangagement				
Check New Group Ne	Staff Close			
Master GM Manager Front desk Mana House Keeping Floor Temporary	Staff Name & 0001 & 0002	Staff Code 0001 0002	Staff No 1 2	Card No R Master Card — X New Card
🛓 тем				 ✓ Update Card No. ✓ Enable Double Lock Passage Mode Issue Cancel
			Informa	ation × Master Card issued, please take out the smart card.



4.8.3. Set Manager Card

Master card is the second management level of the hotel, which is limited by valid time and room section

😵 Staff Mangage	ement					- 🗆	\times
Check New C	S Broup Ne	2. U ew Staff Close					
2 Master		Staff Name	Staff Code	Staff No	Working Section	Working Ti.	W
SM GM							
Manager							
Hous	New Group	P					
	New Staff						
	Delete	Del					
	Rename						

Staff Mangagement					$ \Box$ \rightarrow	<
Check New Group	New Staff					
Master GM Manager House Keeping	Staff Name S	taff Code	Staff No	Working Section	Working Ti	V
Temporary	Parent Group	Mana	ger			
	Information	ОК Са	ancel			
	Crea	ate staff group succe	ssfully.			
	٢		确定			>



😥 Create	Member					1
Parent G	Group:	Front desk M	lanager		_	
Staff ID 1	Template:	10##		Add		
Staff Nar	me Template:	10##		OK		
Staff Co	unt:	4		Cancel		
			<u>[</u>			
Index	Staff ID	Staff Name				
1	1001	1001				
2	1002	1002				
3	1003	1003				
4	1004	1004	Information	×		
			1	1		
			Create staf	ff successfully.		
				确定		

Same way to create House keeping card and Temporary card, but make sure all the Staff ID is unique, so please change the number of staff ID template when create other staffs.

4.8.4. Issue Manager card

When issue the Manager card, you need to select the room section, means that all the rooms under this room section can be unlocked by that manager card.

Raster 8	Staff Name	Staff Code	Staff N	o W	orking Section	Working Ti	Working Days	
SM GM	8 1001	1001	3	W	orking Secti	00:0024:00	All Days	
& Manager	8 1002 8 1002	1002	Manager C	ard	larking Coati	00.00 24.00	X	
House Keeping	8 1003	1003	Valid Durat	ion				
Less Floor			From:	2020/10	D/11 🛛	0:00:00		
Temporary			To:	2021/10)/11			
			Doors					
			Room S	ection:	Room Sect	tion 1	~	
			Rooms:	000101		000420		
			Card Optio	ns				
				New	Card			
				🗹 Upda	te Card No.			
				Pass	age Mode			
				Enab	le Double Lock			
				Enab	le Temporary C	ard		



Information		×
Manager Card issued	, please take out the smart card.	I.
	确定	

4.8.5. Issue House keeping card

Staff Mangagement Q 23 2. 0 Check New Group New Staff Close 2 Master Staff Name Staff Code Staff No Working Section Working Ti... Working Days Bu SM GM 8 2001 2001 Working Secti... 00:00--24:00 7 All Days 8 2002 2002 Working Secti 00:00--24:00 All Davs Ranager 8 8 8 2003 2003 😥 House Keeping Card × Right Front desk Mana 8 2004 2004 Reeping Valid Duration 8 2005 2005 Read Floor 8 2006 2006 * From: 2020/10/11 . 0:00:00 Remporary 8 2007 2007 Reference Strength * To: 2021/10/11 0:00:00 8 2008 2008 Floors 8 2009 2009 8 2010 2010 Building: My Hotel Floor: 🖪 1F ----- 🚹 1F Card Options New Card Update Card No. Passage Mode Enable Double Lock Cancel Issue Information \times House Keeping Card issued, please take out the smart card. 确定

4.8.6. Issue Temporary Card

Temporary card works under authorization by Manger card.

You need to issue Manager card with enable Temporary card, and also available for the certain lock, tap the manager card to unlock the lock, then tap the manager card again, tap the Temporary card during the orange light is flashing, one beep and green light, the Temporary card is set to the lock, test the Temporary card and unlock the lock.

Master	Staff Name	Staff Code	Staff No	Card No		
😫 GM	\$ 3001	3001	17			
Manager	8 3002	3002	18			
Server Street Mana	8 3003	3003	19			
House Keeping	8 3004	3004	20			
Eloor	<mark>8</mark> 3005	3005	21			
	8 3006	3006	22			
Temporary	8 3007	3007	23			
EX TEM	<mark>8</mark> 3008	3008	24	- Malouri		
	<mark>8</mark> 3009	3009	25 Information	tion		X
	<mark>8</mark> 3010	3010	26			
				Temporary Card	issued, please take out the smart card.	

5. How to program a lock (With Cards)

5.1. Connect the encoder to computer

You will hear one beep when encoder is ready, driver of this encoder is not required.

5.2. Configuration card





😥 Door Management									đ	×
Check Close										
	Hotel	Rooms								
Base Settings	F. 1F	Room Name	Room ID	Link ID	Ble ID	Room Type				^
	2F	000101	000101	000101		Twin				
Create Building		000102	000102	000102		Twin				
		000103	000103	000103	1	Single				
Create Rooms		000104	000104	000104	:	Single				
		000105	000105	000105		Single				
Create Room Type		000106	000106	000106	6	Single				
		1 1 000407	000107	000407		0				
Set Room Information		000107	000107	000107		Single				
		000108	000108	000108		Single				
Create Inner Deerc		000109	000109	000109		Single				
		000110	000110	000110		Single				
			000110	000110		Siligie				
Create Public Doors		000111	000111	000111		Single				~
		Common Doors								
System ID		Room Name	Room ID	Link ID	Start Room ID	End Room ID	Working Working Ti	Working D		
		010121	000121		000101	000120	Working 06:00-20:00	All Days		
System Settings										
PDA										

	Hotel	Rooms						
E Base Settings	Fr 1F	Room Name	Room ID	Link ID	Ble ID F	Room Type		
System Settings	F 2F	000101	000101	000101	Т	win		
	r ۶۲ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰	000102	000102	000102	Т	win		
Configuration Card		000103	000103	000103	5	Single		
		000104	Configuration Card	000104		lingle		
Maintenance Card		000105	Doom Name:	00010	4	le		
A		000106	Room Name.		<u>u</u>	ile		
System ID Card		000107	Passage mode			le		
<u> (</u>		000108			_	le		
Clock Card		000109		Issue	Cancel	le		
Ëo		000110	000110	000110	S	Single		
Audit Trail Card		000111	000111	000111	S	Single		
B		Common Door	S			5		
Terminating Card		Room Name	Room ID	Link ID	Start Room ID	End Room ID	Working	W
E		010121	000121		000101	000120	Working	06

Select the room that you want to program, put a configuration card 9S50) on the coder (needs to encrypt 0-15 sectors)





Tap this Configuration card to the lock, one beep and blue light, the programming of the lock is done, then you can issue guest card to check the lock. Test the Master card, Manger card, House keeping card at the same time after the programming.



6. Assign member (Operator log in)

You can setup operator's permission

Set the permissions of operator.

According to customer's requirement, you can set the permissions of the user.



• No permission



You can operate all of the options in the software.

• With permissions

When you enter the operator that with permissions, so you will see there would be some options you can't run.



7. Issue guest card

7.1. Way 1: Double click the room



Select the room, and double click.

😥 Guest Card		- to-	-	
Room Name	000103			
Inner Room:				
Room Name	Room ID	-More Roo	ms	
Staying Days:	1			
Arrival Time:	2020/10/11	22:18:41	*	
Departure Time:	2020/10/12		•	
Guest Name:				
Passport / ID:				
Phone No:				
E-mail:				
New Card	Check Card			
O Duplicate Card	Issue	Check-out		Cancel



😥 Guest Card				-		×
Room Name	000103					
Inner Room:						
Room Name R	toom ID		More Room	IS		
Staying Days:	1	•				
Arrival Time:	2020/10/11		22:18:41	•		
Departure Time:	2020/10/12		12:00:00	•		
Guest Name:						
Passport / ID:						
Phone No:						
E-mail:						
O New Card	Check Car	rd			Canaal	
O Dupicate Galu	issue		Sueak-adi		Dancel	

😥 Guest Card				- 🗆	\times
Room Name	000103				
Inner Room:					
Room Name	Room ID		More Rooms 000101 000102		
Staying Days:	1	•	Enable Doub	le Lock	
Arrival Time:	2020/10/11		22:18:41		
Departure Time:	2020/10/12		12:00:00		
Guest Name: Passport / ID: Phone No: E-mail:					
 New Card Duplicate Card 	Check Card		Check-out	<u>C</u> ano	el

You can select two more rooms



7.2. Another way to Check-in

FLOCK V3.0.2								<u></u>
Setting Doors Staffs O	perators Data Ch	eck-in Check Card	Clear Card	lp Language	xit			
Buildings My Hotel	All Room Status	Clean Vacant Nor	😿 n Clean Vacant Op	erating Occupied	Ø Forbidden			
	All Room Types	Twin Single						
	000101	O00102	(iii)	000104	000105	000106	000107	000108
	000109	O00110	O00111	000112	© . 000113	© . 000114	000115	© [] 000116
	000117	O00118	000119	000120	000201	000202	000203	000204
😥 Guest Card			7.					
Room Name								
Inner Room:	My Hot	tel ^						
Room Name		000101 000102 000103 000104	More	Rooms				
Staying Days:		000105	÷ 🗆 Ena	able Double L	.ock			
Arrival Time:		000107	22:37:0)5 📮				
Departure Time:	2020/1	0/12		00				
Guest Name:								
Passport / ID:						Select	the room yo	ou want to
Phone No:						check-ii	n and issue.	
E-mail:								
New Card		Check Card						
O Duplicate Card	t	Issue	Chec	k-out	<u>Cancel</u>			

Guest card is done, then take this card to the corresponding room, try to open the lock. Green light and 1 beep, motor run from the lock, so you can push the handle.

8. Create Software Operators

😥 FLOCK V3.0.1								
Setting Doors Staffs C	Deperators Data	k-in <u>C</u> heck Can	Clear Card	Help Language	U Exit			
Buildings My Hotel	All Room Status	Clean Vacant No	n Clean Vaca	nt Operating Occu	pied Forbidden			
	All Room Types	win Single						
	000101	O00102	O00103	O O O O O O O O O O	000105	000106	000107	000108
	000109	000110	000111	000112	000113	000114	000115	000116
	000117	000118	000115	000120	000201	000202	000203	000204
😥 Assign Operat	ors						×	
<u>O</u> perate								
Group Code	Group	Name		Description				
Operator Code	Opera	ator Name		Description				



😥 Assign Operators			30 - 3	<u>-</u>	×
<u>O</u> perate					
U					
Group Code	Group Name	Description			
Right click					
	Create Group				
	Fresh	F5			
	Select All	Ctrl+A			
Operator Code	Operator Name	Description			

Operator Group Pro	operties ×
Group code:	1
Group name:	ADMIN
Description:	ADMIN
<u>O</u> K	Cancel
Operator Group Pro	operties X
Group code:	2
Group code: Group name:	2 FD
Group code: Group name: Description:	2 FD FD



😥 Assign Operators			1 <u>0</u> 11	×
<u>O</u> perate				
Group Code 1 2	Group Name ADMIN FD	Description ADMIN FD		
Operator Code	Operator Name	Description		

😥 Assign Operators			8 <u>8—7</u> 8		×
<u>O</u> perate					
C					
Group Code	Group Name	Description			
1	ADMIN	Create Group		<u> </u>	
2	10	Create Operator			
Select Grou	p Name and right click	Delete	Del		
		Rights			
		Properties			
Operator Code	Operator Name	Description			

Operator P	roperties	×
Operato	r code:	1
Operato	r name:	1
Descrip	tion:	1
Login pa	assword:	*
Confirm	passwor	n ×
	<u>O</u> K	Cancel

😥 Assign Operators				3 <u>2</u> 14	\times
<u>O</u> perate					
Group Code	Group Name	Description			
1 2	ADMIN FD	Create Group Create Operator			
Select Group name and right click		Delete Rights Properties	Del		
Operator Code	Operator Name	Description			





9. Back up database

When all of setup is done in the software, backup the database is necessary.



It is necessary to back up the database to another place, such as another computer or USB storage, in case that the computer is broken, you can get the back up in other place.



10. Software registration

Normally, there will be user register in 30 days after you install the software. In that case, you need to have the software registered; so please send this user code to Focus for a registered code. Otherwise, you can't use the software anymore out of 30 days.

11. Get Lock's access logs

Tap the Data card on the lock, you will hear a short tone beep, and see blue LED light is on and last around 45s, then you will send a long tone beep, download information is done. (Note: Pay attention to holding the card on the lock during downloading the data, do not move the card!!! otherwise it will be failed and get red led light)

Then go to the software and click doors,





Find out "Audit trail card"

😥 Door Management		e en el en el		<u> </u>		×
Check Close						
Base Settings System Settings System ID Card Clock Card Clock Card	My Hotel	Rooms Room Name 000101 000102 000103 000104 000105 000106 <	Room ID 000101 000102 000103 000104 000105 000106 Room ID	Link ID 000101 000102 000103 000104 000105 000106	Ble ID	× ×
▼ PDA		<	000121		000101	>

Put the data card on the encoder and click "Audit"

😥 Audit Trail Card		
🗈 Lock Information 🕒 Working Sections 🧭 Terminating Cards 🖙 Temporary Cards 🕞 Access	s Logs	
<u>A</u> udit <u>E</u> xcel	<u>(</u>	<u>C</u> ancel
Process		



😥 Audit Trail Card	<u></u>		<
🖪 Lock Information 🕑 Working Sections 🥝 Terminating Cards 📑 Temporary Cards 🕞 Acce	ss <mark>Log</mark> s		
<u>A</u> udit <u>Excel</u>		<u>C</u> ancel	
Process 7%			

After reading the data card, you will see all the information on the lock.

😥 Audit Trail Card	_		×
Room ID	000301		
Inner Door	Not Inner Door		
Room Name	000301		
Guest SN	0		
Emergency Card No	0		
Staff Card No	0		
Floor Card No	0		
Guest Card No	0		
Lock Time	1899/12/30		
Lock Information	Working Sections Terminating Cards Facess Lo	gs	
	Audit Rebuild Excel Print	<u>C</u> ancel	
rocess	0%		







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