

Chapter 1: The Software Installation

Please read this instruction carefully

1. The card encoder should be plugged into the USB port of your computer.
2. Start the computer and boot into Windows as normal.
3. Insert the CD into the CD-Rom drive and download Encoder Software and System software
4. Please Keep Special TEMIC card safety.

The Special TEMIC card is to active your software. Your software will ask for manufacture authorization# automatically before 5 days to expiration within 6 months. You need this Special TEMIC card # to get permanent authorization # from manufacture.

5. Please use **4 x AA** batteries for the lock.
6. Please do not use mechanical key to open the lock. It is for emergency use only. If you use your mechanical key to open the lock, Please use the mechanical key to turn the cylinder back to lock position.

Chapter 2: Running the Software

I. The initial defining in lock management system.

- 1.Run the software by pressing “DigiLock” on the computer desk.
2. Input the code and password then to click “ok” to enter main

menu. (Initial code is: 0 (zero), the password is in blank)



3. The main menu will appear



4. Put the “Special TEMIC card “ on the encoder, this card is supplied with the locks.

5. Press the “Card? “ tab below the menu to bring up the setup menu of the “special TEMIC card”.



Digiper

Digiper IC Card Lock System

Level A Password 0 Hotel Name

Level B Password 0 Start Card No.

Level C Password 0

OK Record Operator

8. Enter meaningful passwords as above for the Level A, B, C security levels. The hotel name should also be entered, as well as the operator’s code and password. Press OK to SAVE. The “Record” button recalls the current and previous access passwords for A and B security levels.

9. Press the “Operator” button to record or modify the list of authorized operators and receptionists. Press the Add button after each new entry. When finished, press “Save” to exit. After inputting Level A, B and C Password, Hotel Name and Operator, click ‘OK’ to save the information. Remove the “Special TEMIC card” from the encoder.



Click the “Room Define” -----enter into the menu of the room define, can change the building name, but the buildings’ number cannot be amended on the” building’s list”-----define the rooms on the “rooms’ list”, especially note the rooms’ number must be four digits. For example: define the room 101, must input the room number is 0101. Click ‘Add Floor ‘ to add the floors and click ‘Add Room’ to add the rooms.



(Remarks: The above defining steps just like to copy all the

construction of the hotel into the system, so that the operator at the reception can manage all the buildings and rooms in the system.)

How to program the locks ?

c) Make Room setting card: when you define all the rooms in accordance with your requirements, enter Level B on the main menu, and click " Room Define"-----Make room setting card (there is "Issue Card" button following every room number)-----click "Issue Card" to make the Room setting card. **(Remarks:** Each lock needs one room number setting card. The operator should label the correct room number on the setting card so that it can be put into the lock for the corresponding room. After finishing the room setting, those cards can be re-used as Guest Cards)

d) Make the " Time Card ": (Click the" Time Card " on the menu of the Level B----appear the picture for Time Card-----Input all the required information in the Time Card and click "Issue". After that, insert this "Time Card" into all of the locks within half an hour, One Time Card can be used on many locks and also can be reused. **(Remarks:** The function of this card is to authorize the current time to the locks so that the time in the locks can be the same as the one in the computer)

Remarks:

Operator should bring the “Reset Card” (This card is already programmed by Manufacture) first before sweeping the “Room Setting Card” and “Time Card”. Every new lock must experience the following steps before they finish their initialization.

Reset card-----Room Setting card-----Time card

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

II. Daily Practical Operation

A. The operation in main menu:

1. Making Guest Card (Opening Card)

1). Each box in the main menu indicate each room and the room No. is showing in the box. To make a card for the guest, please click one time on the box which you want to use. The making card menu will show. Put the RF Card onto the Encoder ,put in the guest name and the days will live in. Then click “IssueCard” button. “Issue Ok” showing means the issuing successful.

Re: The columns for the name of the guest and the days to live in cannot be blank however the ones for the other

information can be. For example, the receptionist want to assign room 0301 to a guest, they can click 0301 box, put in guest's name and days to live in, click "IssueCard" button and the issuing successes. This issued card can open the door locks for 0301.

2). If one room already has guest to live in, the box indicating that room will be in Blue color. If the rooms are not to be assigned, the boxes will be in gray color. The receptionist can know which room is available to be assigned to the guest by verifying the color for the boxes.

2. Check-out

1). The guest will turn the card to the receptionist when they want to check-out, and the receptionist can put the card onto the encoder, click the "check-out" button on the bottom of the main menu. The check- out menu will show on, then click the check-out button to finish.

2). In case the guest lost their card key or you found the guest dose not check out and the room is cleaned. please issue a new card with the same information as the lost card for the guest and check-out with this new card.

3. Check Room No.

Checking the room No. by guest name: Click "Inquiry" on the

bottom of the main menu, put in guest name, click “confirm” and the result will be showed on

4. Check Card

Put the card onto encoder and click “Check Card”, the No. and the type of the card will be showing.

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

1. Click “Level B” on the button of the main menu. Put into the password of the level B and enter into the level B menu,

2. Make Floor Card

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

3. Make Waiter Card.

Click “Waiter Card” to show the issuing menu, put into waiter name, building No. and floor No.

Re: The floor No. must to be in two digits and there must be

a comma between the building No. and floor No. For example, The correct way to put into the No. for the third floor of building one is “1,03”,then click “issue” to finish.

4. Make Cleaner Card.

Click ‘Cleaner Card’ and it will show the issuing card picture, please input Name and Floor number and click ‘Issue’ to finish issuing cards successfully.

5. Make Limit Card

If Guest Cards, GM Cards, Guard Cards and Waiter Cards, Cleaner Cards and Floor Cards are lost, you should issue a Limit Card to make all the lost cards invalid: Put a new RF card onto the encoder, click ‘Limit Card’ and it will show the picture with the information for all cards. Find the card number for lost card in the picture and double click ‘Memo’ to issue the Limit Card successfully. Insert the limit card into the lock whose cards are lost, then the lost cards will become invalid. Whenever you find back the lost cards, you can reuse them as new cards.

C. Operation of Level A picture

1. Start up ‘Level A’ under the main picture and input the password ‘0’ of Level A to enter. Then you can look up ‘Login Record’ and ‘Issue Record’ and print login records and issue

records.

2. Make GM Card(General Manager Card):

Put a new card onto the encoder, click 'GM Card ', input Name of card holder, click 'OK ', then you issue the card successfully. (The GM Card can open all the locks of hotels except those locks with deadbolt in work.)

3. Make Guard Card:

Put a new card onto the encoder, click 'Guard Card', input Name of card holder, click 'OK', then you issue the card successfully. (The guard card can open all the locks of hotels including those locks with deadbolt in work.)

4. Make Bldg. Card:

Put a new card onto the encoder, click 'Bldg. Card', input Holder Name and Bldg. No., then click 'Issue' to make a Bldg. Card. (The Bldg. Card can open all the locks of hotels except those locks with deadbolt in work.)

5. Make Villa Card:

If you want to issue one card to open several locks (At most 2 locks) . Select Building first , then Floor . Go to the Level B. Click Villa Card. Put Holder name, room #, then click add, One by one. After click add. It shows building# , floor# and room#. Then click issue.

6. Make Limit All Card

Put a new card onto the encoder, click 'Limit All Card' to issue. The Limit All Card can make all of the former Guest Cards invalid. When you sweep it in front of a lock, the Guest Cards issued and ever used on this lock will be invalid and cannot open this lock.

How to use POS audit trail machine to get record from the lock ?

The operation for Prox Card Lock. (For Trail Audit)

- (1) Connect wire to the POS machine.
- (2) Connect the wire to the lock and open the power of the POS.
- (3) Use one white paper staying at the sense area for 3 seconds,
the lock red and green light will flash one by one. The audit trail record will start to load.
- (4) After the loading process is done, the lock will make one long sound. This sound means the loading is done.
- (5) Change to use another wire to connect the POS to the computer,
enter our card system "level B" and click the " Open record" button, then the audit trail will be shown on the screen

- In case any mistake occurs during your operation, please power off your computer and re-start it one minute later, then this software system can be entered again.
- If your software can not communicate with encoder, please go to level B, Click System index to change the port . after changed the port, please exit the software and log in again to try until they can communicate.

- Maintenance:

We suggest you to buy extra encoder to back up for not to break your daily operation.

Please back up your data everyday in case your computer broken down.

Click My computer . Click C: drive. Find out Digilock folder and open it. Right Click Data file Select copy then paste to USB removable memory.