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Part One: A90 V6.51 Lock Management Software

A90 V6.51 is the software developed by ADEL Company for Mifare card lock management. It is used together with the Mifare card encoder. The software serial number provided by ADEL Company MUST be kept confidential by an authorized person. The person who reveals the serial number to improper persons shall be full responsible for all the direct or indirect losses incurred by the serial number disclosure to the software user, any third parties and ADEL Company.

A valid registration period is set for A90 V6.51 lock management software. The user must register the software again with a new authorized ID code within 7 days after the software is installed. **We suggest that the user applies a new authorized ID code in 7 days.** Otherwise, ADEL Company will not be responsible for the losses because of your negligence.

Please refer to step 1)-3) of 5.2 for how to get a new authorized ID code.

1. Designate System Administrator

Before A90 V6.51 series lock management software is installed, a System Administrator must be designated by the hotel to charge the software administration and maintenance. The **System Administrator** is the **system operator** whose user ID is "SYSTEM". The default login password for the system administrator is "123". The system administrator has all the **authorities to issue and operate cards**. The system administrator should confirm the following details before this system is installed and debugged:

- 1) All the locks have been installed properly, the room numbers have been confirmed, the doorplates have been equipped, and all the places have been cleaned;
- 2) All the computers are prepared as required. The network edition user should also confirm the network is completed;
- 3) The list of all trainees and the courses are confirmed. The training plan is determined for the service hall department, the guest room department, the engineer department and the computer department. The authority and duty are set for every body;
- 4) The guest room areas, such as foreman zone, maid zone and floor zone, are defined;
- 5) The sequence number for the buildings (if the hotel has more than one building), the floor sequence number and the guest room sequence number, as well as the floor zone, maid zone, foreman zone and type for every guest room (including beds number), have been set;
- 6) The number of every kind of function card to be issued is confirmed;
- 7) According to the default setting, the lock information will be stored in sector 0 and sector 15 of the Mifare card. If you need sector 0 for multi-function card application, you can select any sector from sector 1 to sector 15 as the lock information storage sector. Please inform us of the sector designated so that we can initialize the sector;
- 8) If the Mifare cards are not provided by ADEL, they must be sent back to us for initializing the sector for lock information storage;
- 9) The encoder, lock software CD and all the necessary debug cards have been prepared.

- 10) If you don't use sector 0 as the lock information storage sector as default, you will need a special System Card and a special Layer Card offered by ADEL Company (These two cards cannot be issued by yourself).

The duty of the system administrator:

- 1) Guide ordinary operators to use the lock management software.
- 2) Timely maintain and backup the A90 V6.51 database.
- 3) Manage and maintain the whole lock system (including all hardware and software).
- 4) Manage and maintain the locks, and check the lock clock timely.

2. Hardware and System Requirements for the A90 V6.51 Installation

2.1 A90 V6.51 Software: Individual Edition

2.1.1 Hardware

- 1) Pentium 4 1.7G or above;
- 2) One valid 9-PIN COM Port at least (If there's no 9-PIN COM Port, you can buy a cable for USB port to 9-PIN COM Port, and make sure the connection is normal);
- 3) VGA color display (true color 32 digits, 800*600 or above resolution);
- 4) 512MB RAM or above; 4G or above hard disk space available;
- 5) One built-in or external modem (For users who need remote maintenance service).

2.1.2 System Requirement

- 1) Internet Explorer 6.0 or above;
- 2) Operation System: WINDOWS 2000 Professional/WINDOWS XP Professional;
- 3) Database software: SQL SERVER 2000 individual edition;
- 4) **Other irrelevant software is not recommended to install in the same computer for the sake of system stabilization.**

2.2 A90 V6.51 Software Network Edition

2.2.1 Requirements for the Server Computer

2.2.1.1 Hardware

- 1) Pentium 4 2.6G or above;
- 2) VGA color display (true color 32digits, 800*600 or above resolution);
- 3) 512MB RAM or above;
- 4) 4G or above hard disk space available;
- 5) Network card with TCP/IP protocol and a fixed IP address. The computer name and the IP address should not be modified.

2.2.1.2 System

- 1) Internet Explorer 6.0 or above;
- 2) Operation System: WINDOWS 2000 Server;
- 3) Database software: SQL SERVER 2000 standard edition.

2.2.2 Requirements for the Client Computer(s)

2.2.2.1 Hardware

- 1) Pentium4 1.7G or above;

- 2) One valid 9-PIN COM Port at least (If there's no 9-PIN COM Port, you can buy a cable for USB port to 9-PIN COM Port, and make sure the connection is normal);
- 3) VGA color display (true color 32digits, 800*600 or above resolution);
- 4) 256MB RAM or above;
- 5) 2G or above hard disk space available;
- 6) Network card connected with the server by TCP/IP protocol;
- 7) One built-in or external modem (For users who need remote maintenance service).

2.2.2.2 System

- 1) Internet Explorer 6.0 or above;
- 2) Operation System: WINDOWS 2000 Professional / WINDOWS XP Professional;
- 3) Other irrelevant software is not recommended to install in the same computer for the sake of system's stabilization.

✧ **Here we will take A90 V6.51 hotel lock management software as the sample to introduce the installation and operation of A series lock management software:**


3. A90 V6.51 Installation

3.1 Installation of A90 V6.51 Software (Individual Edition)

3.1.1 Pre-Installation Preparation

- 1) Individual edition is installed together with the database in the same workstation (computer).
- 2) Before A90 V6.51 software is installed, please confirm that the O/S, Windows 2000 Professional or Windows XP Professional, has been successfully installed in the computer.
- 3) Please refer to Title 1 in Part 3 for how to install Microsoft SQL Server 2000 database software (individual edition), and refer to Title 2 in Part 3 for how to start Microsoft SQL server.

3.1.2 Installation Steps

- 1) Insert the A90 V6.51 CD into the CD-ROM, the computer will run it automatically. If it doesn't run, enter into "My Computer", double click the symbol of CD-ROM (supposed that the CD-ROM symbol is G), and find the executive file . Double click the executive file, a dialog box will be shown as in Figure 1-1:

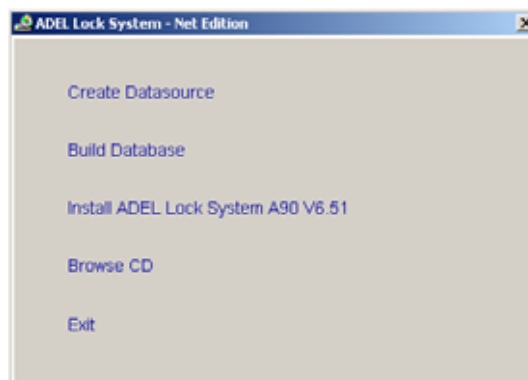


Figure 1-1

- 2) Click **Create Datasource**, a dialogue box will be shown as in Figure 1-2. Please retain the default SQL Server Name "(local)" and default SQL Server User "SA". Input the Password, which is the password set for logging in the SQL Server. Please ask the password from the computer administrator who installs the SQL Server.

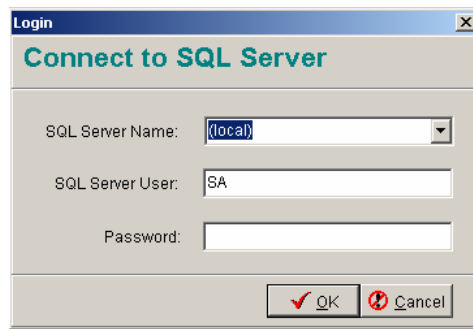


Figure 1-2

- 3) Click OK to connect with the SQL Server.
- 4) Click **Build Database** in Figure 1-1 after the connection is completed, the system initialization progress window appears;
- 5) When the initialization is successful, the SQL Server will build the lock system database ADEL9200 automatically. Click OK to return to Figure 1-1;
- 6) Click **Install ADEL Lock System A90 V6.51** in Figure 1-1, a system decompression dialogue box will be shown;
- 7) When the decompression is done, click Next to enter Figure 1-3;

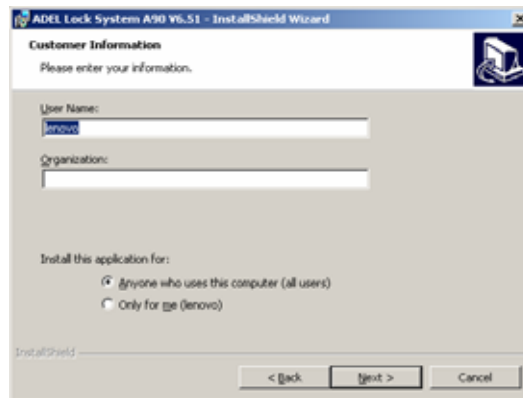


Figure 1-3

- 8) Input the “User Name” and the “Organization”, then click Next to enter Figure 1-4:

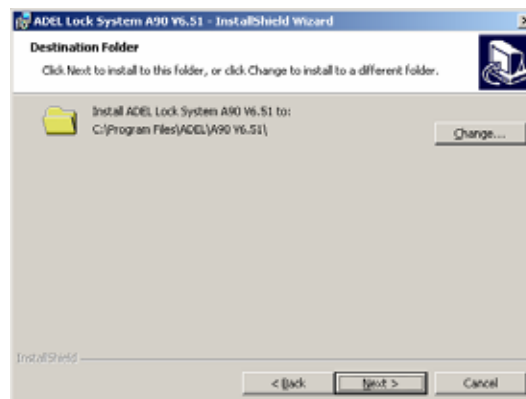


Figure 1-4

- 9) In Figure 1-4, you can see that the default installation path is **C:\Program files\ADEL\A90 V6.51**. If you want to change it, click **Change...** to enter Figure 1-5:

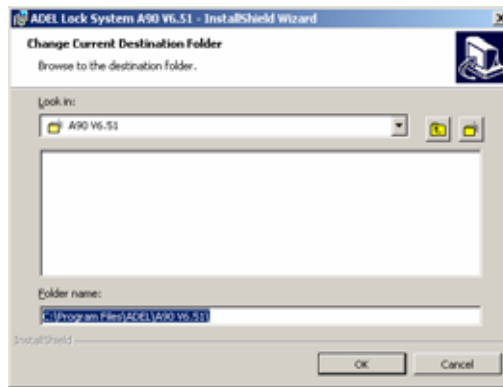


Figure 1-5

- 10) Change the default installation path under “Folder Name:” to: **D:\Program files\ADEL\ A90 V6.51**), click OK to confirm, and then return to Figure 1-4 (Please note that the default installation path in Figure 1-4 has been changed to the present path.);
- 11) Click Next in Figure 1-4 and click Install in the dialogue box, then the lock management software installation will start;
- 12) Click Finish to finish the installation and Figure 1-1 will appear again;
- 13) Click Exit in Figure 1-1, or click the cross on the up-right of the window to quit the installation.


3.2 Installation of A90 V6.51 Software (Network Edition)

➤ **This section is only for the user of A90 V6.51 software network edition. If you use the individual edition, you can skip this section.**

3.2.1 Pre-Installation Preparation

- 1) Network edition requires the database installation in the server computer and the lock management software in the computers connected with encoders. Therefore, two or more computers can be used to encode cards or read information from the query cards.
- 2) Before the installation, please confirm that Windows 2000 Server and **Microsoft SQL Server 2000** standard edition (please refer to Title 1 of Appendix for the installation steps) have been successfully installed in the server computer, and make sure that the **Microsoft SQL Server** in the server computer has been started (please refer to Title 2 of Appendix for how to start the SQL Server) and the client computer has been installed with Windows 2000 Professional or Windows XP Professional;
- 3) Before installing the client computer(s), please make sure that they have been successfully connected with the server computer.

3.2.2 Installation in the Sever Computer

- 1) Insert the A90 V6.51 (Network edition) CD into the CD-ROM, the computer will run it automatically. If it doesn't run, enter into “My Computer”, double click the symbol of CD-ROM (supposed that the CD-ROM symbol is G), and find the executive file.  Double click the executive file, a dialog box will be shown as in Figure 1-6:

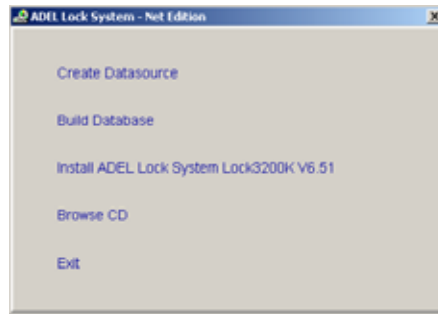


Figure 1-6

- 2) Click Create Datasource, a window will pop out as in Figure 1-7. The default SQL Server is (local). You can retain the default “local”, or change to the sever computer name or its IP address. The default “SQL Server User” is SA. Input the Password, which is the password set for logging in the SQL Server. Please ask the password from the computer administrator who installs the SQL Server.

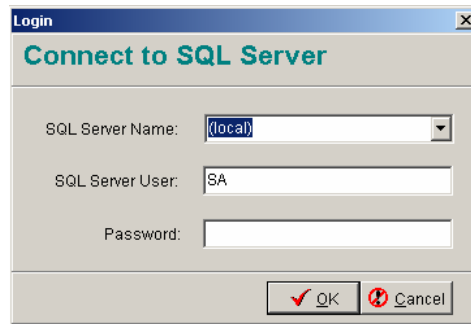


Figure 1-7

- 3) Click OK to connect with the SQL Server.
- 4) Follow Step 4)-13) in 3.1.2 to complete the installation.

3.2.3 Installation in Client Computer(s)

- 1) The first step is same as Step1) of 3.2.2;
- 2) Click **Create Datasource**, Figure 1-7 appears. The default SQL Server is (local). You can retain the default “local”, or change to the sever computer name or its IP address. The default “SQL Server User” is SA. Input the Password, which is the password set for logging in the SQL Server. You can obtain the password from the computer administrator who installs the SQL Server.
- 3) Follow Step3) of 3.2.2;
- 4) Follow Step 6)-13) of 3.1.2 to complete the installation.

NOTE: When you install the network edition in the client computer(s), please do NOT execute “Build system database”.

4. Connect Encoders and Fingerprint Readers

4.1 Connect the Mifare Card Encoder

When the lock management software has been successfully installed, please connect the Mifare card encoder to the computer intended to issue/read cards. The RD-MFD Mifare card encoder is used together with A90 V6.51 lock management software. Its shape and connection diagram are showed as Figure 1-8.

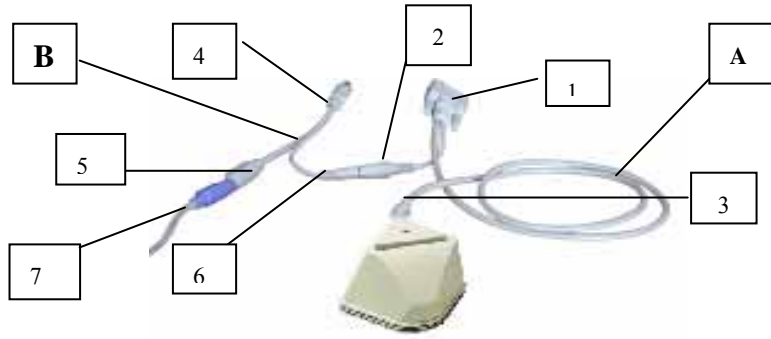


Figure 1-8

The connection process is as follows:

- 1) The encoder has a long line A and a short line B. Line A has a 9-PIN COM port “1”, a socket “2”, and a connector “3”, which has been fixed to the encoder. Line B has a PS/2 male connector “4”, a PS/2 female connector “5”, a plug “6”;
- 2) Connect “6” and “2”, connect “5” with the PS/2 male connector “7” of the keyboard line, and connect “4” with the PS/2 female connector in the computer;
- 3) Connect “1” to the 9-PIN COM port male connector in the computer and fasten the screws.

NOTE: Please refer to the guide book of RD -MFD encoder for the details.

4.2 Connect Magnetic Card Encoder

➤ **If you use A90 V6.51 or A30 V6.51 lock management software, please skip this section.**

When the lock management software has been successfully installed, please connect the magnetic card encoder to the computer intended to issue/read cards. The RD-MGC magnetic card encoder is used together with A50 V6.51 lock management software. Its shape and connection diagram are showed as Figure 1-9.



Figure 1-9

- 1) The encoder has a data cable and a power line. The data cable has a 9-PIN COM and a 25-PIN COM;
- 2) Connect the 25-PIN COM with the 25-PIN COM at the back of encoder, connect the 9-PIN COM with the 9-PIN COM in the computer, then fasten all the screws;
- 3) Connect the power line with the encoder and plug the other end with AC 220V, and then turn on the power switch at the back of encoder.

NOTE: Please refer to the guide book of RD-MGC encoder for the details.

4.3 Connect IC Card Encoder

➤ **If you use A90 V6.51 or A50 V6.51 lock management software, please skip this section.**

4.3.1 Connect built-in IC card encoder

- 1) As shown in Figure 1-10, the encoder has two connection lines: a long line A and line B. Line A has a 9-PIN COM port “1”, a socket “2”, a PS/2 connector “3”; line B has a PS/2 connector “4”, a PS/2 connector “5”, and a socket “6”.

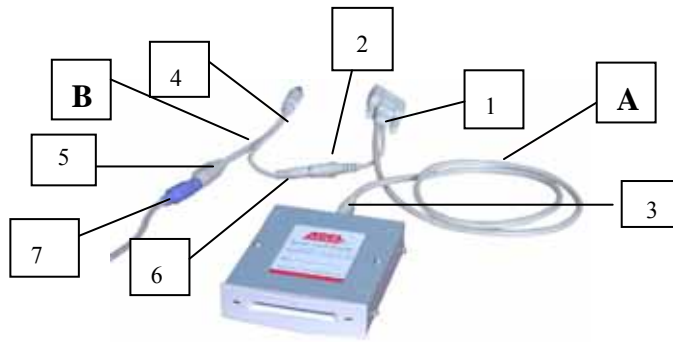


Figure 1-10

- 2) Install the encoder at the position for the floppy drive in the computer, and connect “3” to the back of the encoder;
- 3) Connect “2” with “6” and “5” with “7”, which is the connector of the keyboard line;
- 4) Connect “1” with the 9-PIN COM in the computer, and connect “4” with the PS/2 connector in the computer;
- 5) Fasten the two screws on the 9-PIN COM port to complete the encoder connection.

NOTE: The model number of the built-in IC card encoder is RD-ICA, please refer to the guide book of RD-ICA encoder for its details.

4.3.2 Connect automatic IC card encoder.

- 1) As shown in Figure 1-11, the encoder has a data cable and a power line. Both ends of the data cable are 9-PIN COM ports;

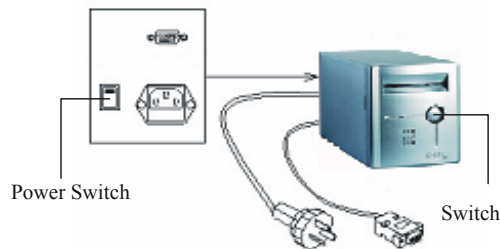


Figure 1-11

- 2) Connect one end of the data cable to the 9-PIN COM port at the back of encoder, connect the other end with the 9-PIN COM port in the computer, and then fasten all the screws;
- 3) Power the encoder with AC 220V by the power line.

NOTE:

- 1) **The model number of the automatic IC card encoder is RD-ICB. Please refer to the guide book of RD-ICB encoder for the details.**
- 2) **To use the encoder, please firstly turn on the power switch in the back side and then turn on the switch in the front side. To turn off the encoder, please turn off the front switch first and then turn off the power switch.**

4.3.3 Connect automatic IC card encoder

- 1) The shape of electromotion IC card encoder is shown as Figure 1-12:



Figure 1-12

- 2) The encoder has a data cable and a power line. Both ends of the data cable are 9-PIN COM ports;
- 3) Connect one of the 9-PIN COM ports to the encoder, and then other one with the computer, and then fasten all the

screws;

- 4) Power the encoder with AC90V~240V by the power cable.

NOTE:

- 1) The model number of the electromotion IC card encoder is RD-ICC. Please refer to the guide book of RD-ICC encoder for the details.
- 2) To use the encoder, please firstly turn on the power switch in the back side and then turn on the switch in the front side. To turn off the encoder, please turn off the front switch first and then turn off the power switch.


4.4 Connect Fingerprint Reader

➤ If you have not purchased fingerprint reader from our company, you can skip this section.

Please refer to the user manual in package box of the fingerprint reader for fingerprint reader connection and driver installation.

NOTE: We take fingerprint reader from ADEL Company for example in this user’s manual.

5. Run A90 V6.51 Lock Software for the First Time

- ◇ Suppose the hotel name is “ADEL”. It has two buildings: “01”and “02”. Building 01 has 6 floors. Each floor has 18 rooms. Rooms in floor 1-4 are standard rooms, rooms in floor 5 are luxury suites and rooms in floor 6 are 3-bed rooms. Every 3 floors belong to one foreman zone and one maid zone, and each floor is a floor zone. There is no layer zone (namely layer zone is “1”) in building 01. Building 02 has 3 floors. Each floor has 8 rooms which are all single rooms. Every 3 floors belong to one foreman zone and one maid zone, and each floor is a floor zone. There are three layer zones in building 02. Floor 1 and floor 2 have layer zones, and floor 3 is the office zone of the hotel.
- ◇ “Ticked” mentioned in this guide book means the symbol  before the related information.

5.1 Initialization

- 1) Click **Start**→**Program**→**ADEL Lock System V6.51**→**A90**, a dialogue box will be shown as in Figure 1-13:

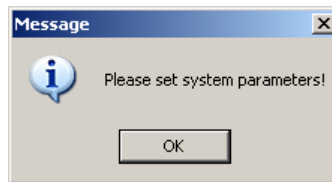


Figure 1-13

- 2) Click “OK”, a window will be shown as in Figure 1-4. Input the 30-digit serial number provided by ADEL.

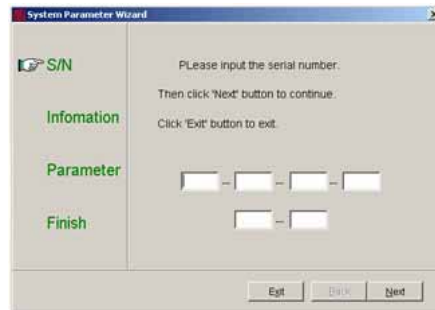


Figure 1-14

- 3) Click Next, a window will be shown as in Figure 1-15:

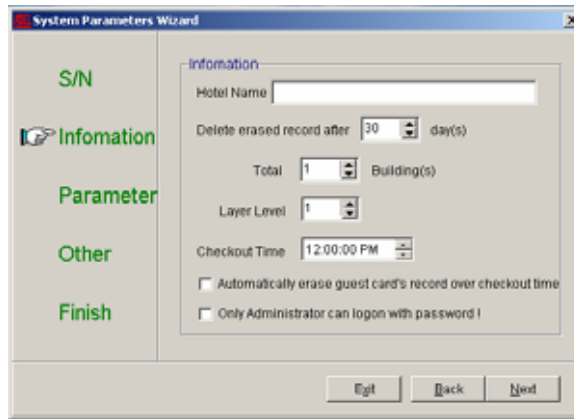


Figure 1-15

- a) **Hotel Name:** Input the hotel name (Here we input ADEL).
 - b) **Delete erased record after day(s):** It means how long the records of the erased cards will be saved in the computer. The default value is 30 days. You change choose between 1 to 180 days.
 - c) **Total Building(s).** The default value is 1 and the maximum is 89 (Here we select “2”).
 - d) **Layer Level Zone:** It shows the relationship among room entrance, room zone entrance or general entrance. The default value is 1 with 2 and 3 optional. If 2 or 3 is selected, a sub menu “Layer Zone Management” will be added in operation interface. Here we select 3.
 - e) **Check-out Time:** Default time is 12:00:00 at noon of next day. It can be changed according to the actual need between 00:00:00 to 23:59:59. Here we keep the default value.
 - f) **Automatically erase guest card over checkout time:** If this box is ticked, the guest cards will be automatically erased after the check-out time if they are not deleted manually by the operator and this room will be shown as “Empty” in the system. Here we tick it.
 - g) **Only Administrator (SYSTEM) can login by password:** If this box is ticked, only the system administrator can login the system with the password. Other operators must login system by fingerprint. If it is not ticked, all the operators can login the system by password or fingerprint. Here we do not tick it.
- 4) Click **Next**, a window will be shown as in Figure 1-16:

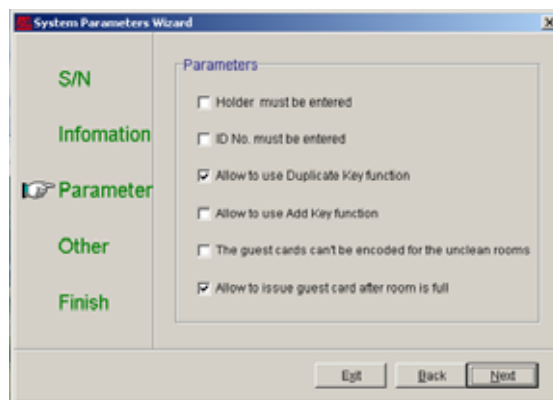


Figure 1-16

- a) **Holder must be input:** If it is ticked, the name of the “holder” must be input when you issue the cards. If it is not selected, you can input the holder name or not when issue the cards. This parameter is effective for all cards.
- b) **ID No. must be input:** If it is ticked, the ID No. must be input when you issue the cards. If it is not selected, you can input the ID No. or not when you issue the cards.
- c) **Allow to use the Double Key function:** If it is ticked, new guest cards can be issued by **Double Key function** for the same room which a guest card has already been issued for. If not selected, you can not use this function.
- d) **Allow to use the Add Key function:** If it is ticked, new guest cards can be issued by **Add Key function** for the

same room which a guest card has already been issued for. If not selected, you can not use this function.

- e) **The guest cards can't be encoded for the unclean rooms:** If this is ticked, you cannot issue a card for an “unclean room”. If not ticked, you can issue cards for the unclean room.
- f) **Allow to continue to issue guest card after room is full:** If it is ticked, more cards can be issued even if the room is full. If not ticked, you cannot issue more cards than the number of beds in one room.

✧ **In this manual, c), d), e) and f) have all been ticked to introduce the software.**

NOTE:

1. **The difference between Double Key function and ADD Key Function: Both the card holder's name and the ID number are different from the initial guest card. However, cards issued by Double Key function have the same valid period with the initial guest card; while cards issued by ADD Key Function can have a different valid period and one bed will be added to the room in the system.**
 2. **ADD Key Function is for hotels which can rent beds in room.**
- 5) Click “NEXT” in Figure 1-16 to enter into Figure 1- 17;

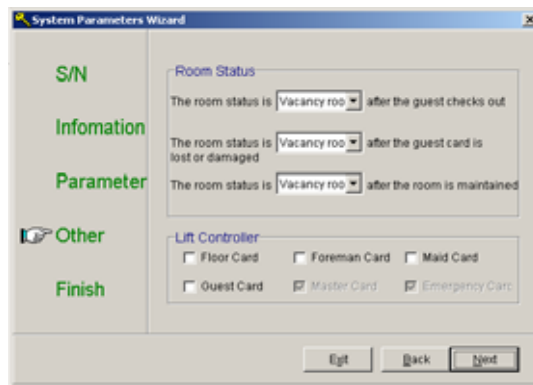


Figure 1-17

- a) **Room Status:** The default values are “Vacancy Room”. You can select “Vacancy Room” or “Unclean Room” for the first entry and the third entry. Here we select “Unclean Room” for entry 1 and entry 3, and select “Vacancy Room” for entry 2;
- b) **Lift Control:** The cards which can start lift controller include Floor Card, Foreman Card, Maid Card, Guest Card, Master Card and Emergency Card. Here we select the Guest Card.

NOTE: If you have not purchased the lift controller from our company, you do not need to set this option.

- 6) Click “NEXT” in Figure 1-17 to enter Figure 1-18:



Figure 1-18

- 7) Click OK and then click OK again to complete the setting.

5.2 Register a New ID for the Lock Management Software

- 1) A hint box as shown in Figure 1-19 will appear when you complete the first setting or after a period of time.

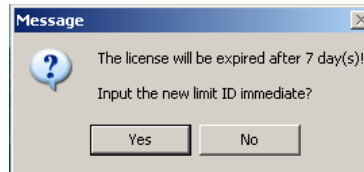


Figure 1-19

- 2) Click No to enter Figure 1-22 directly or click Yes to enter Figure 1-20:



Figure 1-20

- 3) Please offer the 14-digits “Your System ID” in Figure 1-20 to us. We will create a new valid ID according to your old system ID. Input this new ID after “Input Limit ID” in Figure 1-20 and click on OK, a window will be shown as in Figure 1-22;
- 4) If you fail to register a new valid ID after 7 days, a dialogue box will be pop out as in Figure 1-21.

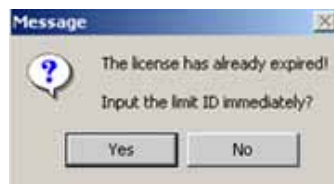


Figure 1-21

- 5) Click Yes to enter Figure 1-20, and execute step 3), or click No to quit the lock management software.

5.3 Initial Login

- 1) After completing step 5.2, a **System Login** dialogue box will be shown in Figure 1-22. Input SYSTEM at User ID and 123 at password, and then click OK to enter into operation interface of the software;



Figure 1-22

6. Set Basic Info

6.1 Set System Parameters

Main Function: Set **System Parameters, Room Status Parameters, Running Parameters, and Lift Control.**

- 1) On the operation interface, click **System--System Parameters**, a dialogue box will be shown as in Figure 1-23;

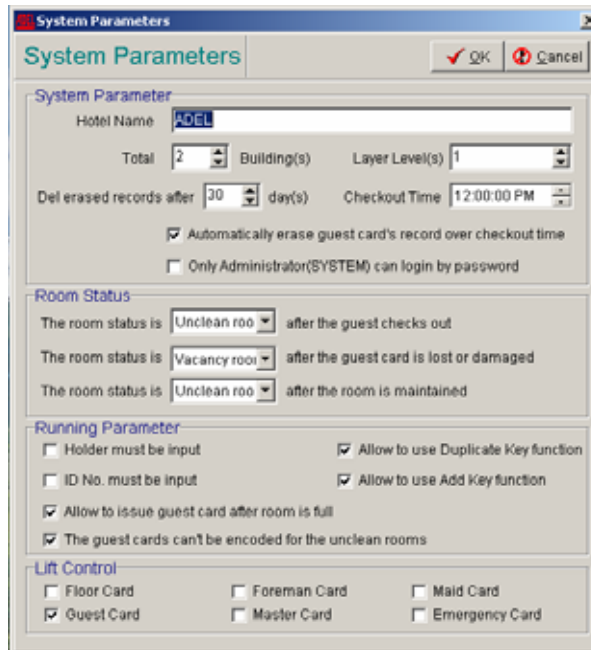


Figure 1-23

- 2) Refer to step 3, 4 and 5 of 5.1 for setting the System Parameters according to your hotel requirement. Then click OK to confirm the modification or click Cancel to cancel the modification and return to the operation interface.

NOTE: The parameters displayed in Figure 1-23 are the same with those you input in step 3, 4 and 5 in 5.1.

6.2 Set Encoder

Main Function: Set the communication port and the query card type.

- 1) On the operation interface, click **System--Encoder**, a dialogue will be shown as in Figure 1-24:

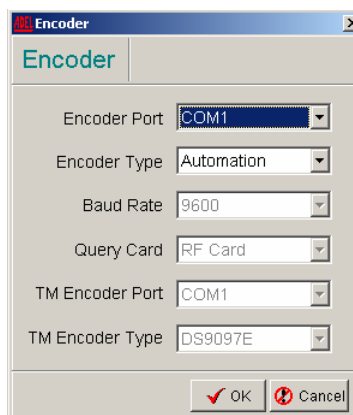


Figure 1-24

- 2) **Encoder Port:** The default port is COM1. Click the button, a pull-down menu will be shown with 10 ports (USB and COM1--COM9). Select one. Here we keep the default port COM1.
- 3) **Encoder Type:** For the Mifare system, it is unnecessary to select this option, as there is only manual encoder.
- **Both manual encoder and automatic encoder are available for A30 V6.51 lock management software, and**

manual encoder, automatic encoder and MSR206 are available for A50 V6.51 lock management software.

- 4) **Baud Rate:** Only effective for A50 V6.51 lock management software.
 - **The default baud rate for A50 V6.51 lock management is 9600. Baud rate 2400, 4800, 9600 and 19200 are optional. Please don't change the baud rate, or contact our company if you want to change. Otherwise, we will not take any responsibility.**
- 5) **Query Card:** The default query card for A90 V6.51 is RF Card. If the type is TM Card, TM encoder port and TM encoder type will be activated. Here we keep the default option.
 - **Only IC Query Card is available for A30 V6.51 lock management software and only TM Query Card is available for A50 V6.51 lock management software.**
- 6) **TM Encoder Port:** The default port is COM1. You can select any port from COM1 to COM9. Here we keep the default port;
 - **This option is not available for A30 V6.51 lock management software.**
- 7) **TM Encoder Type:** The default type is DS9097E. DS9097U is optional. Here we keep the default type.
 - **This option is not available for A30 V6.51 lock management software. TM Card encoder is available for A50 V6.51 and A90 V6.51 as the Query Card reader.**
- 8) Click OK to complete the settings.

6.3 Set Multi-function Card

Main function: It is to make an issued guest card not only able to open the room, but also available for other occasions, such as car parks, shops and restaurants, that is to say a guest card with multi-functions. In addition, with this function, ADEL lock management software can be integrated with the hotel management software with our PMS interface, hence a guest card can be issued by the hotel management software. Here we input the interface license code (as shown in Figure 1-26).

6.3.1 Set Written Area

Main function: Set the storage sector for unlocking data.

- **For A50 V6.51 lock management software, the option is to set the area for writing in basic guest information.**
- 1) Click **System--Multi-function card** on the operation interface, a dialogue box will be shown as in Figure 1-25:

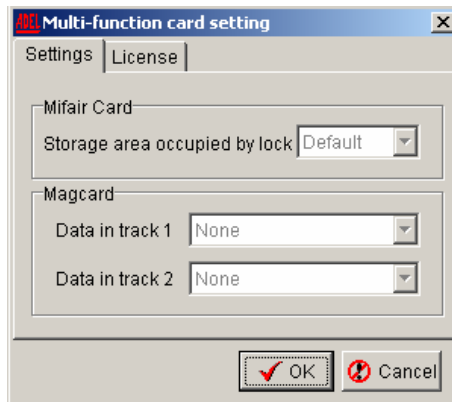


Figure 1-25

- a) **Storage area occupied lock:** There are altogether 16 sectors in one Mifare card, including one directory sector, sector 0, and other 15 sectors, sector 1 to sector 15. If Default is selected, the lock data will be stored in Sector 0 and Sector 15 (two sectors are occupied). If you select one sector from Sector 1 to Sector 15 as the storage sector, only one sector will be occupied. Here we select Default (sector 0 and 15);
- **For A50 V6.51 lock management software, Track 1 (only digits and capital letters can be written) or/and Track 2 (only digits can be written) will be used for writing in basic guest information, while Track 3 is written with encrypted unlocking data.**
- 2) Click OK to confirm.

NOTE: Figure 1-25 will be inactive after the System Card is issued. You will have to erase all cards if you want to activate it again. “Settings” in Figure 1-25 is only available for A50 V6.51 and A90 V6.51.

6.3.2 Interface License

- 1) Click on **License** in Figure 1-25 to enter into Figure 1-26;

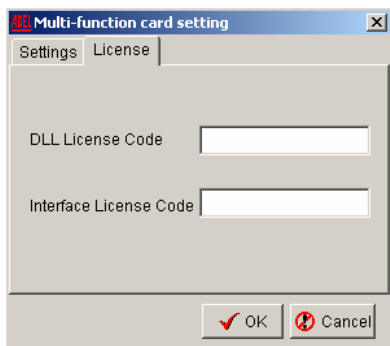


Figure 1-26

- 2) Here please input the **DLL License Code** or the **Interface License Code** provided by our company;
- 3) Click OK to confirm.

NOTE: An interface license code is required whatever the interface is. It must be generated according to the serial number of the lock management software. You can apply for the license code from ADEL Company. Interface types include Fidelio, File, Socket and RS232.

6.4 User Right Management

Main function: Add new users, set user names, set passwords, register fingerprints (only for hotels with ADEL fingerprint reader), edit or delete users, and add or change fingerprints (only for hotels with ADEL fingerprint reader).

- 1) **Add new user(s)**
 - a) Click **System--User management** on the operation interface, a window will be shown as in Figure 1-27 (a). You can see “Card Type Right” and “Operation Right” of the system manager. If the check box on the left of a function is ticked, this user is authorized to execute this function. In Figure 1-27 (a), all the check boxes are ticked, which means that the system manager is authorized with all the rights.

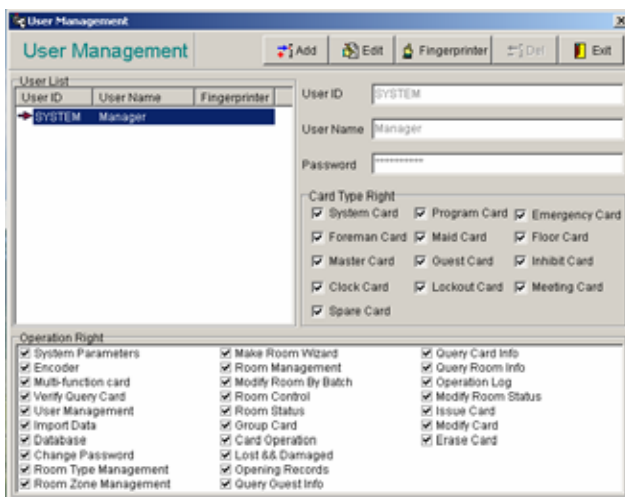


Figure 1-27 (a)

- b) Click Add, a window will be shown as in Figure 1-27 (b):

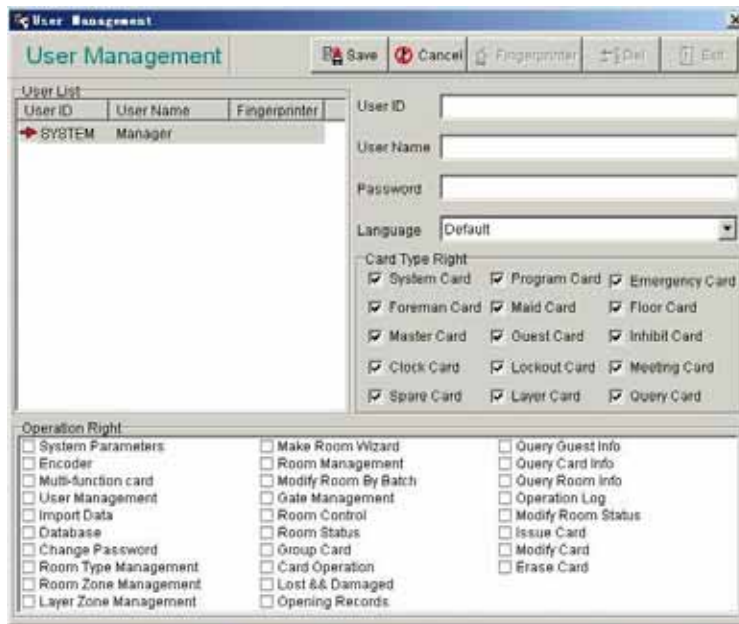


Figure 1-27 (b)

- c) Input **User ID**, **User Name** and **Password**.
- d) Tick the **Card Type Right(s)** for the new user.
- e) Tick the **Operation Right(s)** and click Save;
- **Please follow Step f, g and h if you are a fingerprint reader user. Otherwise, please skip these steps.**
- f) When Figure 1-28 pops out, put the finger on the reader to enrol the fingerprint.

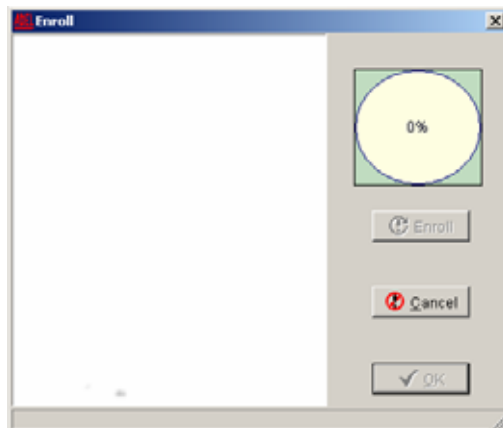


Figure 1-28

- g) When the fingerprint enrolment complete, Figure 1-29 will appear:

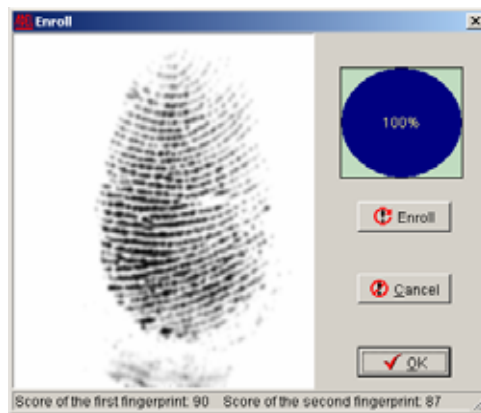


Figure 1-29

- h) Click OK to return to the **User Management** interface. As shown in Figure 1-30, there is a symbol ✓ if a fingerprint is enrolled for the User ID.

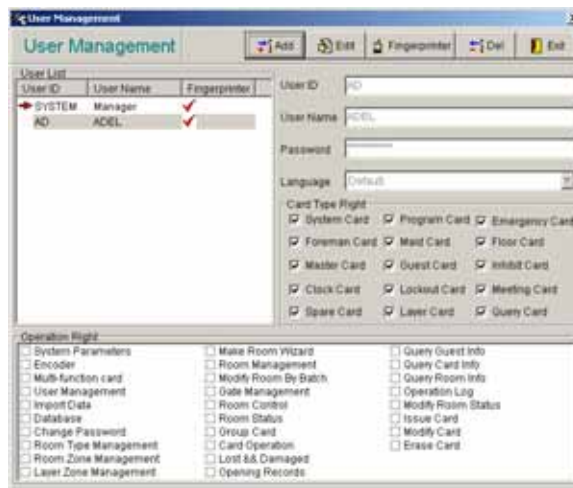


Figure 1-30

- i) If you do not have an ADEL fingerprint reader, the user information will be saved and return directly to Figure 1-30 after you click Save in step e).

2) Edit user information

- a) Select a user from the **User List** in Figure 1-30 and click Edit;
- b) Modify the information;
- c) Click Save to save the modification, or click Cancel to cancel the modification.

3) Add/Change Fingerprint

➤ **If you do not have an ADEL fingerprint reader, please skip this section.**

- a) **Add a fingerprint to “SYSTEM”:** Click on “SYSTEM” at the User List in Figure 1-30, then click Fingerprint and refer to step f, g and h in 1) to finish fingerprint enrolment.
- b) **Change user’s fingerprint:** Click on the user at the User List in Figure 1-30 and then click Fingerprint, a dialogue box will be shown as in Figure 1-31:

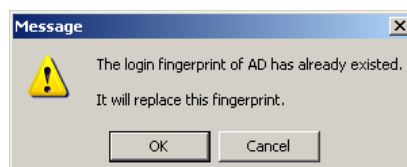


Figure 1-31

c) Click OK and refer to step f, g and h in 1) to enrol a different fingerprint.

4) Delete user

a) Click on a user at the **User List** in Figure 1-30 and then click Delete, a dialogue box will be shown as in Figure1-32:

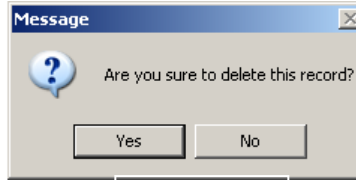


Figure 1-32

b) Click Yes to delete the user, or No to cancel.

5) Click Exit in Figure 1-30 or click the cross on the up-right of the window to quit **User Management**.

NOTE:

1. **System Manager** and its user name **SYSTEM** should never be deleted.
 2. **Card Type Right** must be selected when you add or edit users.
 3. **Operation Right** must be selected when you add or edit users.
 4. Operators except **System Manager** who have User Right can authorize operators of lower grade but not the higher grade.
- **Please skip 5 and 6 if you do not have an ADEL fingerprint reader.**
5. You can add or change fingerprint by Fingerprint button.
 6. If your computer is not connected with a fingerprint reader and the driver is not installed, Figure 1-28 will not appear when you click Save after adding user's information. Instead, it will return to **User Management** interface and you cannot enrol fingerprints by clicking the Fingerprint button.

6.5 Change Password

Main function: Modify operator's login password.

◇ Here we take the default login password of "SYSTEM" as the sample to explain how to change the password:

1) Click **System--Change Password** on the operation interface, a window will be shown as in Figure 1-33:

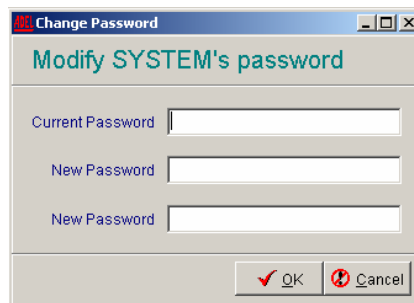


Figure 1-33

2) Input the current password and the new password;

3) Click OK to save the modification, or Cancel to cancel the modification.

6.6 Set Room Type

Main function: Add, edit, and delete room type.

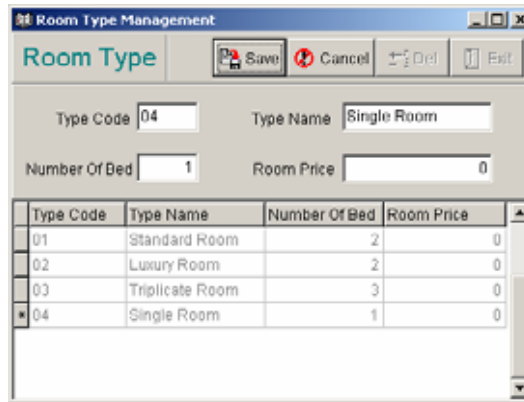


Figure 1-34

- 1) **Add room type**
 - a) Click **Room--Room Type Management** on the operation interface.
 - b) Click Add;
 - c) Input “01” at **Type Code**, “Single Room” at **Type Name**, “1” at **Number of Bed** and “0” at **Room Price**. **Number of Bed** is the max number of beds in the room, “0” stands for the price of the room.
 - d) Click Save to save the information input.
 - e) Repeat Step b), c) and d) to add “02”, “03” and “04”. Figure 1-34 shows the status after all the four room types have been set.
- 2) **Edit room type**
 - a) Click on the room type to be modified in Figure1-34;
 - b) Click Edit;
 - c) Input the new information at Type Code, Type Name, Number of Bed and Room Price;
 - d) Click OK to save the modification, or Cancel to cancel the modification.
- 3) **Delete room type**
 - a) Click on the room type to be deleted in Figure1-34;
 - b) Click Delete, a dialog box will be shown as in Figure1-32;
 - c) Click Yes to confirm the deletion, or No to cancel the deletion.

6.7 Room Zone Management

Main function: Add new **Foreman Zone(s)**, **Maid Zone(s)** and **Floor Zone(s)**, or edit/delete the existing zones.

6.7.1 Foreman Zone

- 1) **Add foreman zone**
 - a) Click **Room--Room Zone Management** on the operation interface, and then click on **Foreman Zone**;
 - b) Click Add;
 - c) Input “A001” at **Zone Code** and “floor 1-3 in building 1” at **Foreman Zone**;
 - d) Click Save to save the added information.
 - e) Repeat b), c) and d) until all the foreman zones are added (as shown in Figure 1-35).

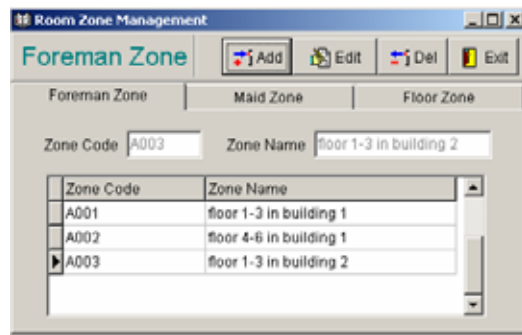


Figure 1-35

- 2) **Edit foreman zone**
 - a) Click on the foreman zone to be edited in Figure 1-35;
 - b) Click Edit;
 - c) Please refer to step c) and d) of 2) in 6.6 for completing the edition.
- 3) **Delete foreman zone**
 - a) Click on the foreman zone to be deleted in Figure 1-35;
 - b) Please refer to step b) and c) of 3) in 6.6 for completing the deletion.

NOTE:

1. The letter “A” at **Zone Code** cannot be modified or deleted. A **Zone Code** must be formed by “A” and three digits;
2. More than one foreman card can be issued for one foreman zone;
3. If you want to delete a foreman zone, you must make sure:
 - 1) No foreman card has been issued for this foreman zone;
 - 2) No guest rooms have been designated to this foreman zone.

6.7.2 Maid Zone

- 1) **Add Maid Zone**
 - a) Click on **Maid Zone** in Figure 1-35;
 - b) Click Add;
 - c) Input “C001” at Zone Code and “floor 1-3 in building 1” at **Zone Name**;
 - d) Click Save to save the added information.
 - e) Repeat b), c) and d) until all the maid zones are added (as shown in Figure 1-36).

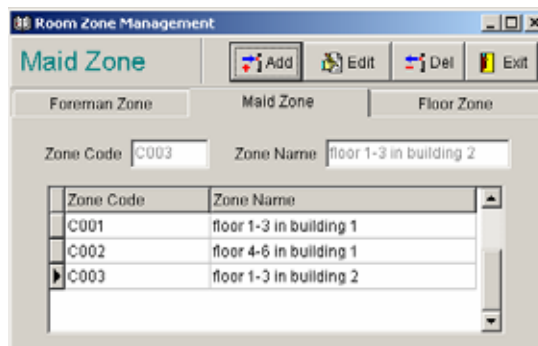


Figure 1-36

- 2) **Edit maid zone**
 - a) Click on the maid zone to be edited in Figure 1-36;
 - b) Click Edit;

c) Please refer to step c) and d) of 2) in 6.6 to complete the edition.

3) **Delete maid zone**

- a) Click on the maid zone to be deleted in Figure 1-36;
- b) Please refer to step b) and c) of 3) in 6.6 to complete the deletion.

NOTE:

- 1. The letter “C” at Zone Code cannot be modified or deleted. A Zone Code must be formed by “C” and three digits;
- 2. More than one maid card can be issued for one zone;
- 3. If you want to delete a maid zone, you must make sure:
 - 1) No maid cards have been issued for this maid zone;
 - 2) No guest rooms have been designated to this maid zone.

6.7.3 Floor Zone

1) **Add floor zone**

- a) Click on Floor Zone in Figure 1-36;
- b) Click Add;
- c) Input “B001” at Code and “Floor 1 in building 1” at Zone Name;
- d) If Lift Control is selected for the floor zones except floor 1, then Lift Control of these floor zones in floor zone list will have “True” to show they are selected, and “False ” to show they are not selected;
- e) Click Save to save the information added;
- f) Repeat b), c), d) and e) until all the floor zones are added (as shown in Figure 1-37).

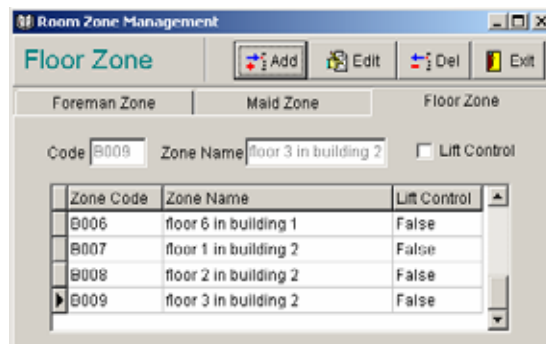


Figure 1-37

2) **Edit floor zone**

- a) Click on the floor zone to be edited in Figure 1-37;
- b) Click Edit;
- c) Then refer to step c) and d) of 2) in 6.6 to complete the edition.

3) **Delete floor zone**

- a) Click on the floor zone to be deleted in Figure 1-37;
- b) Then refer to step b) and c) of 3) in 6.6 to complete the edition.

4) Click Exit in Figure1-37 or click the cross on the up-right of the window to quit.

NOTE:

- 1. The letter “B” at Zone Code cannot be modified or deleted. A Zone Code must be formed by “B” and three digits;
- 2. **We highly recommend that one floor zone is only for one floor;**
- 3. More than one floor cards can be issued for one zone;
- 4. If you want to delete any floor zone, you must make sure:
 - 1) No floor cards have been issued for this floor zone;

- 2) No guest rooms have been designated to this floor zone.

6.8 Room Info Building

Main function: Set the sequence number for rooms at the same zone (floor zone, foreman zone and maid zone) of the same building, and generate guest rooms sequence number automatically.

6.8.1 A room sequence number consists of a 6 Arabic numerals. Here we take Room 301 of Building 01 as the sample. Its room sequence number is “010301” as shown in Figure1-38:

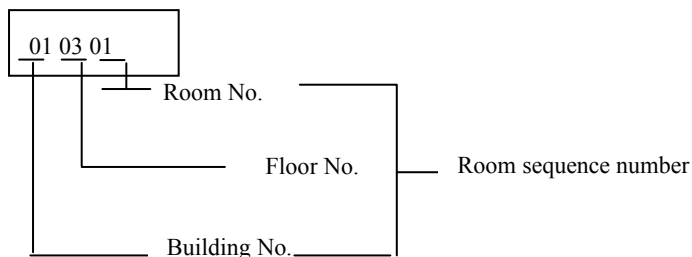


Figure 1-38

6.8.2 Please refer to the following steps for setting the room sequence number:

- 1) Click **Room--Make Room Wizard** on the operation interface:
- 2) Click Next, a window will be shown as in Figure 1-39. Set the Building No., Floor Zone, Foreman zone and Maid Zone.

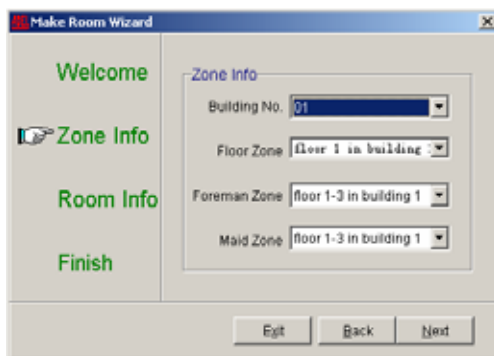


Figure 1-39

- 3) Click Next to enter into Figure 1-40.



Figure 1-40

- a) Select the **Room Type**;
- b) Input **Room No.** Here we input “0101”to “0118” as there are 18 rooms in this floor;
- c) **Length of room name:** The default value is 4, and 3, 5 and 6 are optional. We suggest that you keep the default

value.

NOTE:

1. We suggest that you keep the default “Length of room”, which includes the 2-digit Floor Number and the 2-digit Room Number as shown in Figure 1-34.
- 4) Click Next and then OK, a dialogue box will be shown as in Figure 1-41:

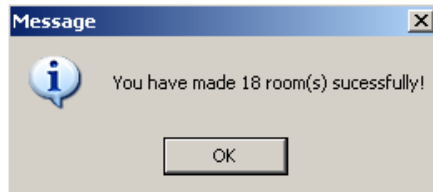


Figure 1-41

- 5) Click OK, a dialogue box will be shown as in Figure 1-42:

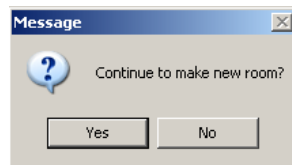


Figure 1-42

- 6) Click Yes to continue the setting;
- 7) Repeat 2)-6) till all the rooms are set.

6.9 Layer Management

- If ADEL locks are only installed for guest rooms in your hotel (The locks for the main gates, the floor gates and other areas are mechanical locks.), you do not need to set layer zones. Please skip this section.

Main function: Set, edit or delete Layer Zones.

6.9.1 Set Layers

- ✧ Suppose you live in a room in Building 02 of “ADEL Hotel”, it is required that you use your guest card to open the **General Gate**, the **Gate of Floor 1** or **Gate of Floor 2** (depends on which floor you live in) and the **Door of Guest Room** (your room door). The General Gate, the Gate of Floor 1 (or Gate of Floor 2) and the Door of Guest Room belong to 3 layers (three levels). Please refer to the following steps for how to set layers for Building 02:

- 1) Click **Room--Layer Zone Management** to enter Figure 1-43;

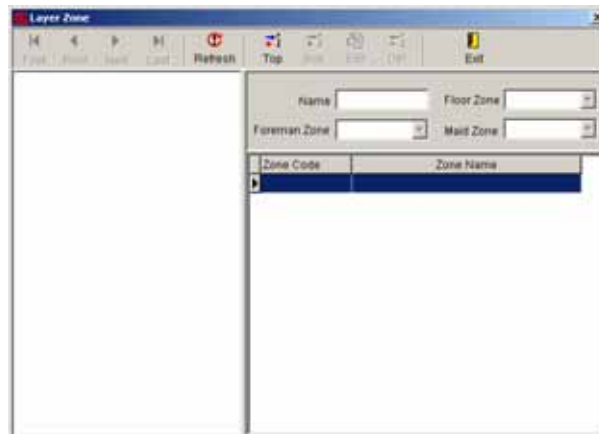


Figure 1-43

- 2) Click Top to set the top layer;
- 3) Input “General Gate” at **Name** and select its **Floor Zone**, **Foreman Zone** and **Maid Zone**;

- 4) Click Save, a window will be shown as in Figure 1-44:

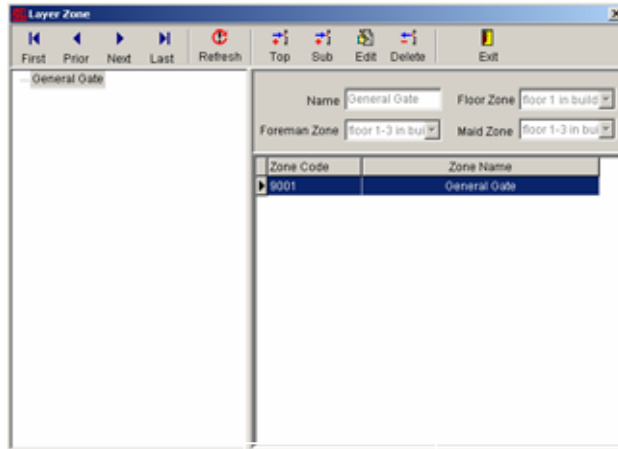


Figure 1-44

- 5) Click on “General Gate” and then click Sub;
 6) Input “Gate of Floor 1” at **Name** and select its **Floor Zone**, **Foreman Zone** and **Maid Zone**. Then click **Save** to return to the **Layer Zone** interface.
 7) Refer to step 5) and 6) for setting the layer of “Gate of Floor 2”;

NOTE: You can also click “Gate of Floor 1(suppositional)” and click Same to set the layer of “Gate of Floor 2”.

- 8) Click “Gate of Floor 1” and then Sub, a window will be shown as in Figure 1-45:

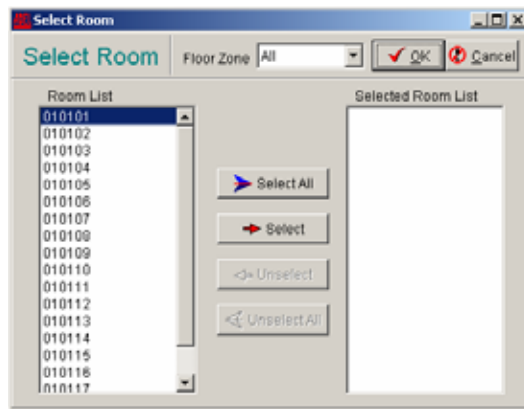


Figure 1-45

- 9) Select “010101” to “010108” in the Room List as shown in Figure 1-46:

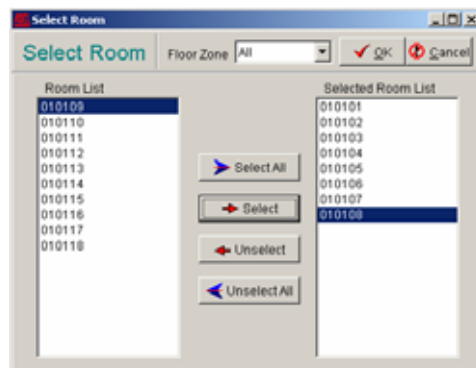


Figure 1-46

- 10) Click OK, the selected rooms will be set as the sub-layer of “Gate of Floor 1”;
 11) Refer step 8), 9) and 10) to set “010109” to “010118” as the sub-layer of “Gate of Floor 2”.

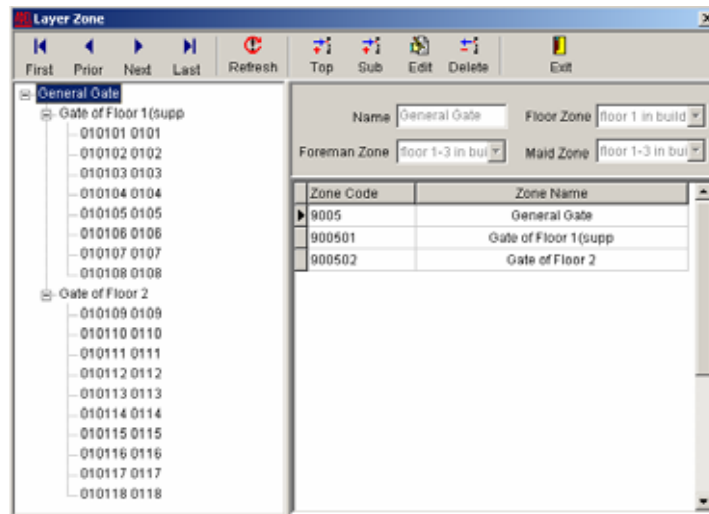


Figure 1-47

NOTE:

1. The max number of rooms in guest room layer is 31.

6.9.2 Edit layers

- 1) Click the layer to be edited in Figure 1-47, then click Edit
- 2) Edit the layer information;
- 3) Click Save to confirm or Cancel to quit.

6.9.3 Delete layers

- 1) We take the deletion of “Gate of Floor 1” as the sample. Click on “010101” in Figure 1-47;
- 2) Click Delete, a dialogue box will be shown as in Figure 1-32;
- 3) Click Yes to confirm the deletion of “010101”;
- 4) Repeat step 1)-3) to delete all rooms under “Gate of Floor 1”;
- 5) Click on “Gate of Floor 1” and click Delete, a dialogue box will be shown as in Figure 1-32;
- 6) Click Yes to confirm the deletion.

NOTE:

1. If you want to delete a higher layer, you will have to delete the affiliated lower layers first.
2. If layer level is set as “1”, there will be no Layer Zone Management.

6.10 Gate Management

➤ **If ADEL locks are only used for the guest rooms, please skip this section.**

Main function: Set gate information.

6.10.1 **Common Gate:** A common gate is supposed to be opened by all the effective door-opening cards. It is generally installed at places such as the hotel main door and car parks. The operation is as follows:

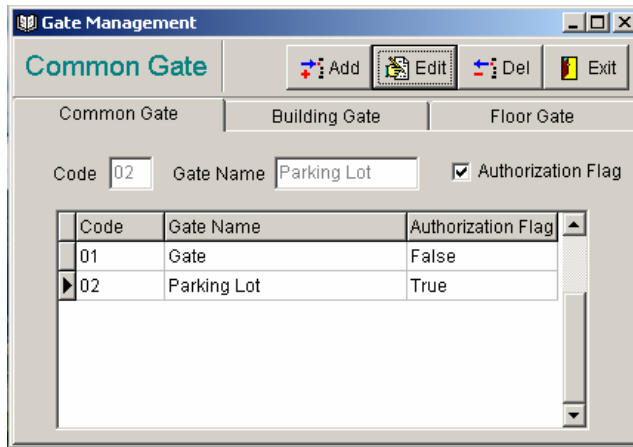


Figure 1-48

1) **Add a Common Gate**

- a) Click **Room--Gate Management** on the operation interface.
- b) Click Add.
- c) Input “01” at **Code** and Gate at **Gate Names**, and then tick **Authorization**.
- d) Click Save;
- e) Repeat Step b), c) and d) to complete the setting of “Parking Lot”.

NOTE:

1. If “Authorization Flag” is ticked for a Common Gate, it will be shown as “True” as in Figure 1-48. Otherwise, it will be shown as False.
2. Whether or not you tick the “Authorization Flag” for a “Common Gate”, you can authorize or prohibit a card to open this gate when encoding the card.

2) **Edit common gate information**

- a) Click the common gate to be edited in Figure 1-48;
- b) Click Edit;
- c) Edit the common gate information.
- d) Click Yes to confirm the modification, or click No to cancel.

3) **Delete common gate**

- a) Click the common gate to be deleted in Figure 1-48;
- b) Follow step b) and c) of 3) in 6.6 to complete the deletion.

NOTE: A Common Gate can be set for more than one lock.

6.10.2 **Building Gate:** It is the gate through which to enter a building. The setting is as follows:

1) **Add a building gate**

- a) Click on Building Gate in Figure 1-48;
- b) Click Add.
- c) Input “11” at **Gate Code** and “Gate of Building 1” at **Gate Names** separately, and select “01” at Building;
- d) Click Save;
- e) Follow Step b), c) and d) to complete the setting of “Gate of Building 2”.

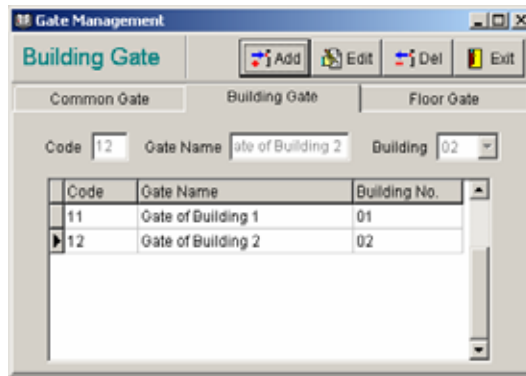


Figure 1-49

- 2) **Edit building gate**
 - a) Click on the Gate to be edited Figure 1-49;
 - b) Click Edit and input the new information for this gate, and then click Save to confirm.
- 3) **Delete building gate**
 - a) Click the Gate to be deleted in Figure 1-49;
 - b) Click Del and then OK to delete.

NOTE:

1. One **Gate Name** can be used for more than one building gate;
2. All the valid unlocking cards belonging to a building are able to access its **Building Gate**.

6.10.3 **Floor Gate:** It is the gate through which to enter a floor. The setting is as follows:

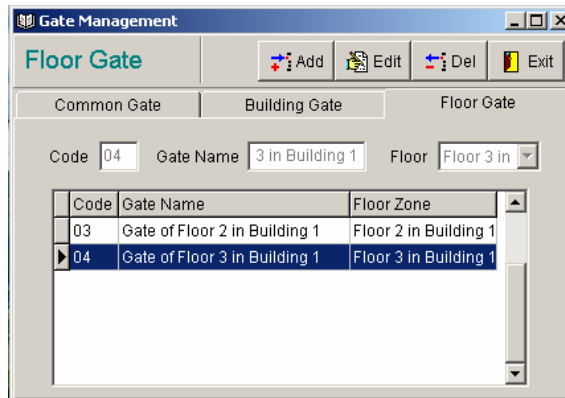


Figure 1-50

- 1) **Add a floor gate**
 - a) Click Floor Gate in Figure 1-49;
 - b) Click Add;
 - c) Input “03” at Code and “Gate of Floor 2 in Building 1” at **Gate Names**, then select “Floor 2 in Building 1” at Floor;
 - d) Click Save;
 - e) Follow Step b), c) and d) to set “Floor 3 in Building 1”.
- 2) **Edit floor gate**
 - a) Click on the floor gate to be edited in Figure 1-50;
 - b) Click Edit and then input the new information for this floor gate. Click Save to confirm.
- 3) **Delete floor gate**
 - a) Click the floor gate to be deleted in Figure 1-50;
 - b) Click on Del and then OK.

NOTE:

1. A **Gate Name** can be used to set more than one floor gate;
2. **Floor Gate is authorized to all valid unlocking cards in default option.**
- 4) Click Exit in Figure 1-50 or the cross on the right-up side to quit **Gate Management**.

NOTE:

A **Gate Code** consists of two digits. Altogether 15 gate codes can be set in A30 V6.51 and A90 V6.51, and 11 gate codes in A50 V6.51. The gate codes must be different from each other.

7. Upgrade the Old Edition Database

Main function: Import the database of V5.2 or older into the database of V6.51. Therefore, you do not need to set the system again.

The steps are as follows:

- 1) Click **System--Data Import** on the operation interface, a dialogue box will be shown as in Figure 1-51;

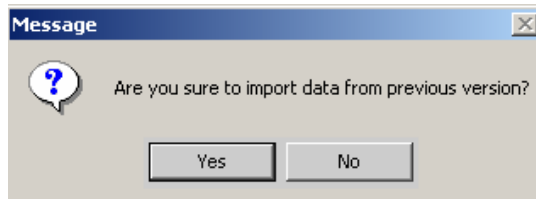


Figure 1-51

- 2) Click Yes to import the database or No to cancel;
- 3) After data are imported, click OK to return to the operation interface.
- 4) If no database of V5.2 or the older version exists, a dialogue box will be shown as in Figure 1-52 when you execute Step 1):

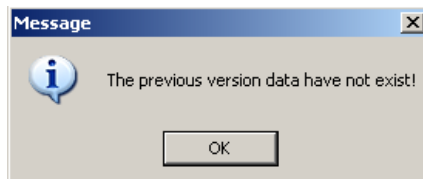


Figure 1-52

- 5) Click OK to return to the operation interface.

8. Logoff System

Main function: Logoff the system and re-login with another user name.

8.1 Here we take “Logoff System” as the sample.

- 1) Click **System--Logoff System**, or **Logoff**, on the operation interface, a dialogue box will be shown as in Figure 1-53:

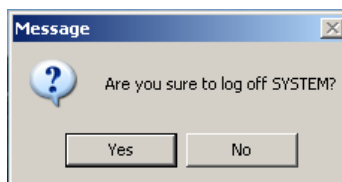


Figure 1-53

- 2) Click Yes;

➤ **If you do not use ADEL fingerprint reader, please skip step 3) and 4).**

3) Figure 1-54 will be shown as follows:



Figure 1-54

4) Put the enrolled finger on the fingerprint reader for verifying. If the fingerprint is invalid, the operation interface will be shown. If you fail to login with your fingerprint, please click Password in Figure 1-54 to enter into Figure 1-22. Then you can input the correct ID and password to enter into the operation interface.

8.2 Notes for users who login by fingerprint.

1. If a fingerprint is set for a user (please refer to 6.4), this user must login by fingerprint every time he (or she) start the software;
2. If “Only Administrator (SYSTEM) can login by password” is set in **System Parameters**, the system will shift to the interface of login by password if a user fail to login by fingerprint in 5 minutes, no matter the user is system manager or ordinary operator. Then, only the system manager (ID No.: SYSTEM) can login by password.

8.3 Note for users who login by password.

1. When ordinary operators login the system for the first time, the system manager should provide the User ID and the initial password to them.
2. If you input wrong password for three times in succession, the lock management software will be closed automatically.

9. Issue Cards

Issue System Card, Program Card, Layer Card, Clock Card, Foreman Card, Floor Card, Maid Card, Guest Card, Master Card, Emergency Card, Lock-out Card, Inhibit Card, Meeting Card, Spare Card and RF Query Card (RF Query Card can be only issued in A90 V6.51).

9.1 Issue System Card

System Card: It is not for unlocking, but for initializing the locks and setting Layer Card and Program Card. Please set the System Card as follows:

1) Click **Card-Issue Card**, or **Issue**, on the operation interface, a window will be shown as in Figure 1-55;



Figure 1-55

- 2) Input cardholder's name at **Holder** and cardholder's ID No. at **ID No.** You can keep these two options blank if you set the system parameters as in Step 4) in 5.1. It is recommended to input these information;
- 3) Tick **System Card With Clear Function**, the system card will be able to clear all the data stored in the lock. Otherwise, the system card will not be able to clear the data. Here we tick this function.
- 4) Insert a Mifare card into the encoder and click OK;
- 5) Click OK in the pop out dialogue box to confirm.

NOTE:

1. The **System Card** must be issued before issuing other cards.
2. Only one **System Card** can be issued in the Lock Management Software. After the **System Card** is issued, it will not be available at **Card Type**.
3. A **System Card** with clear function can only clear the data from the locks set by itself. If a lock has already been set by a system card issued in another system, the data in the lock can only cleared by a mechanical key. If you fail to set a lock by the **System Card**, please turn all the latches into the mortise with the mechanical key and, at the same time, touch the system card to clear the data.
4. If the default sectors (Sector 0 and Sector 15) are occupied for other applications, the System Card must be specially initialized.

9.2 Issue Program Card

Program Card: It is not for unlocking, but for setting Foreman Card, Floor Card, Maid Card and Guest Card. It is issued as follows:

- 1) After the System Card is issued, the Card Type in Figure 1-55 will shift to Program Card automatically.
- 2) Input the cardholder's name and ID Number;
- 3) Insert a new card into the encoder and click OK;
- 4) Click OK in the pop out dialogue box to confirm.

NOTE:

1. Only one **Program Card** can be issued for one system. After issuing the **Program Card**, it will not be available at the Card Type.

9.3 Issue Layer Card

Layer Card: It is not for unlocking, but for setting the locks installed in Gates (Common Gate, Building Gate and Floor Gate), and indicating these locks which sector in the Mifare Card to read.

Select **Layer Card** at **Card Type** as shown in Figure 1-56:

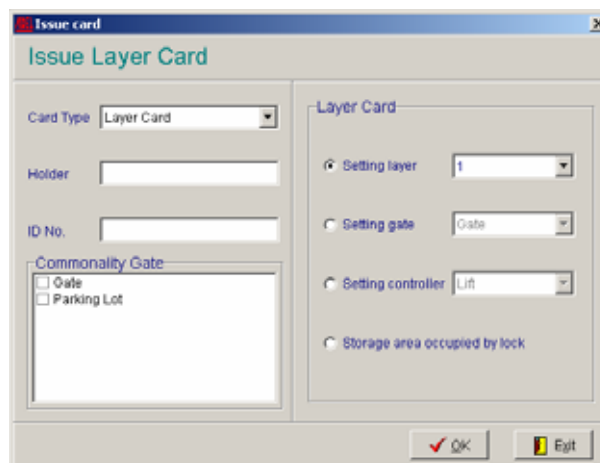


Figure 1-56

9.3.1 Set Layers

➤ **If locks in your hotel have no layers (namely the layer is 1), please skip this section.**

- 1) Input cardholder's name and ID No.;
- 2) Tick Setting layer and select 3;
- 3) Insert a new card into the encoder and click OK;
- 4) Click OK in the pop out dialogue box to confirm;
- 5) Refer to step 1)–4) to issue layer cards of layer 2 and layer 1.

9.3.2 Set Gate Locks

➤ **If ADEL locks are only installed for the guest rooms in your hotel, or the locks installed at the gates are not provided by ADEL Company, please skip this section.**

- 1) Select Layer at Card Type in Figure 1-55 and input the cardholder's name and ID No.;
- 2) Select "Gate" at **Setting Gate**;
- 3) Insert a new card into the encoder and click OK;
- 4) Click OK in the pop out dialogue box to confirm;
- 5) Refer to step 1) - 4) to issue layer cards for setting other gates.

9.3.3 Set Output Control

➤ **If you do not have the lift controller or the access control provided by ADEL, please skip this section.**

- 1) Select Layer at Card Type in Figure 1-55 and input the cardholder's name and ID No.;
- 2) Select "Lift" at **Setting Controller**;
- 3) Insert new card into encoder and click OK;
- 4) Click OK in the pop out dialogue box to finish the issue;
- 5) Refer to step 1)-4) to issue layer cards for the access control.

9.3.4 Set storage area of Mifare Card

➤ **Please skip this section if you use A30 V6.51 or A50 V6.51. If you use the default storage area (namely the lock data is written in sector 0 and 15 of a Mifare Card), please also skip this section.**

- 1) Input the cardholder's name and ID No.;
- 2) Insert a new card into the encoder and click OK;
- 3) Click OK to finish the issue.

NOTE: 1. Only when the default storage area of Mifare Card is changed as in 6.3, the Mifare Card storage area of the lock (lift controller) needs to be set by the Layer Card.

2. If the default sectors (Sector 0 and Sector 15) are occupied for other applications, the Layer Card must be specially initialized.

9.4 Issue Clock Card

Clock Card: It is for setting or adjusting the clock in the locks.

- 1) Select **Clock Card** at **Card Type** in Figure 1-56, a window will be shown as in Figure 1-57:

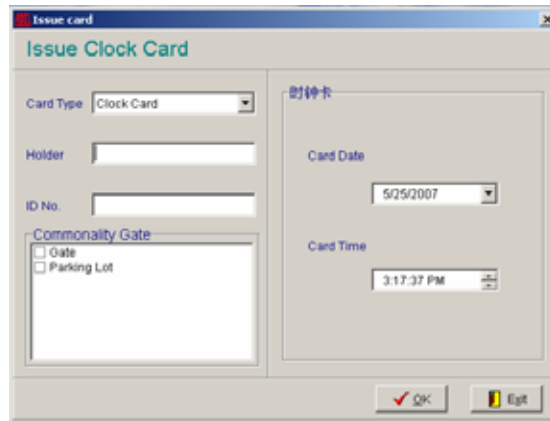


Figure 1-57

- 2) Input cardholder's name and ID No.;
- 3) Set **Date** and **Time**. Please note that **Date** and **Time** here are the date and time to which you want to set or adjust the lock clock.
 - a) **Set Date:** Click the arrow at **Card Date**, a window will be shown as in Figure 1-58 appears. Click or change the month. You can also click on the month (May in Figure 1-58) directly, and select the month in Figure 1-59. You can also click on the year (2007 in Figure 1-58) and adjust the year by click on .

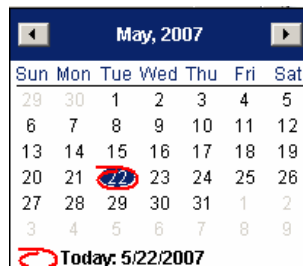


Figure 1-58

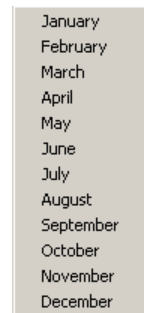


Figure 1-59

NOTE: The date and time selected in Figure 1-58 will be the default time of computer system.

- b) **Set Time:** Click on "hour", "minute" and "second" in sequence and adjust them by clicking on the arrow icons.
- 4) Insert a new card into the encoder and click OK;
- 5) Click OK in the pop out dialogue box to confirm.

NOTE: The time and date in the Clock Card remains the same as you set. To avoid too much difference between the lock time and the actual time, please issue a Clock Card for each floor and set the Clock Card in the locks as soon as possible.

9.5 Issue Foreman Card

Foreman Card: A Foreman Card can unlock all locks belonging to the Foreman Zone without time limit. However, it is invalid if the deadbolt is used or the lock is in lockout status.

- 1) Select **Foreman Card** at **Card Type** in Figure 1-57:

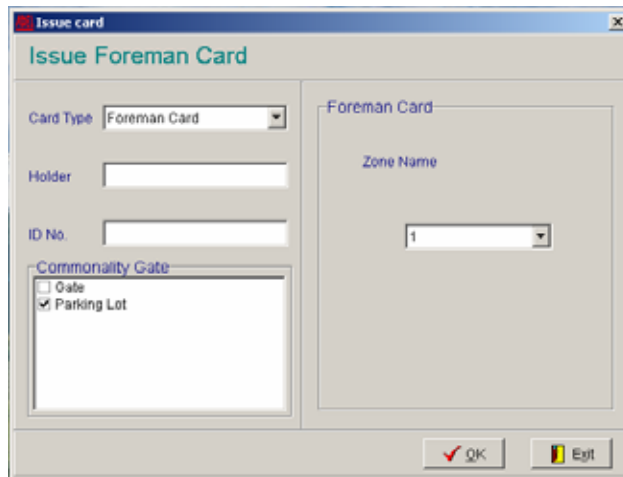


Figure 1-60

- 2) Input the cardholder's name and ID No.;
- 3) Tick Gate and Parking Lot at Commonality Gate, which enables the Forman Card to unlock the selected common gates.
- 4) Select the foreman zone at **Zone Name**;
- 5) Insert a new card into the encoder and click OK;
- 6) Click OK in the pop out dialogue box to confirm.
- 7) Refer to Step 2)--6) to issue the foreman cards for other foreman zones.

9.6 Issue Floor Card

Floor Card: A Floor Card can unlock all locks belonging to the Floor Zone without time limit. However, it is invalid when the deadbolt is used or the lock is in lockout status.

- 1) Select **Floor Card** at **Card Type** in Figure 1-60:

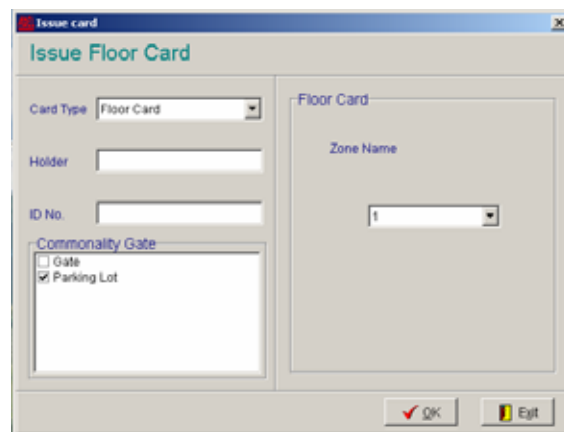


Figure 1-61

- 2) Input the cardholder's name and ID No.;
- 3) Tick "Gate" and "Parking Lot", which enables the Floor Card to unlock the selected common gates.
- 4) Select the floor zone at **Zone Name**;
- 5) Insert a new card into encoder and click OK;
- 6) Click OK in the pop out window to confirm;
- 7) Refer to Step 2)--6) to issue floor cards for other floor zones.

9.7 Issue Maid Card

Maid Card: A Maid zone can unlock all locks belonging to the Maid Zone during the valid time set for it in the system. However, it is invalid when the deadbolt is used or the lock is in lockout status.

- 1) Select **Maid Card** at **Card Type** in Figure 1-61:

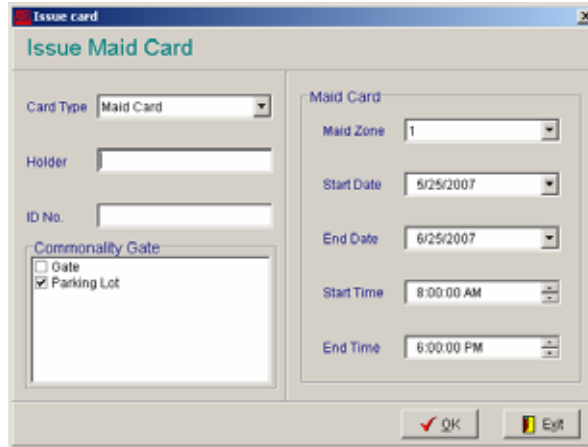


Figure 1-62

- 2) Input the cardholder's name and ID No.;
- 3) Tick common gate "Gate" and "Parking Lot", which enables the Maid Card to unlock the selected common gates.
- 4) Select maid zone of the maid card.
- 5) Set the Start Date, End Date, Start Time and End Time for the maid card according to your actual needs;
- 6) Insert a new card into the encoder and click OK;
- 7) Click OK in the pop out dialogue box to confirm;
- 8) Refer to Step 2) to 8) to issue maid cards of other maid zones.

NOTE: When a Maid Card expires, it can still unlock gate locks until 12 o'clock in the day of its expiration.

9.8 Issue Guest Card

Guest Card: The room number is set in a Guest Card. After the clock is set in a lock, a guest card can unlock the relevant lock during the valid check-in time. However, it is invalid when the deadbolt is used or the lock is in lockout status.

- 1) Select **Guest Card** at **Card Type** in Figure 1-62:

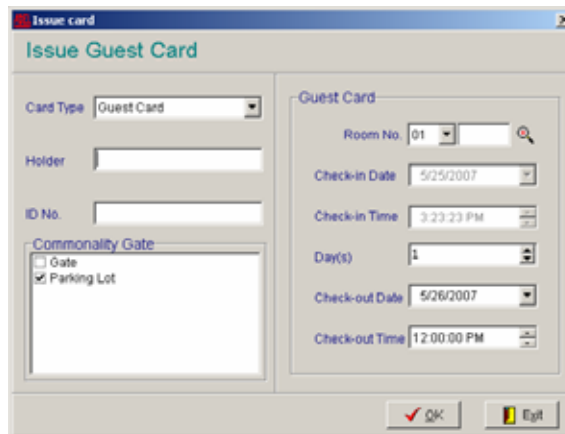
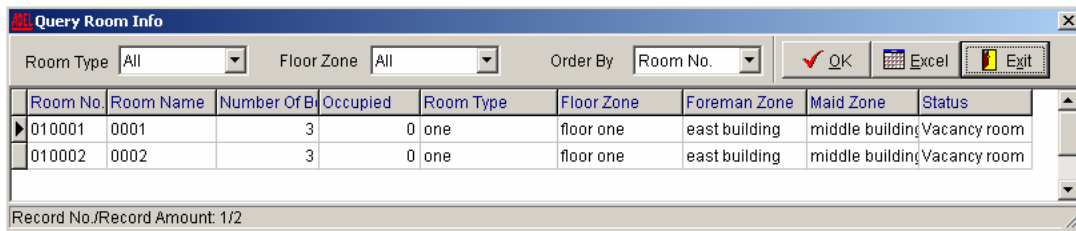


Figure 1-63

- 2) Input the cardholder's name and ID No.;
- 3) Tick common gates "Gate" and "Parking Lot", which enables the Guest Card to unlock the selected common gates.

- 4) Input the room number at **Room No.**, or click  enter Figure 1-64, select a room number in the list, and then click OK to confirm;



Room No.	Room Name	Number Of B.	Occupied	Room Type	Floor Zone	Foreman Zone	Maid Zone	Status
010001	0001	3	0	one	floor one	east building	middle building	Vacancy room
010002	0002	3	0	one	floor one	east building	middle building	Vacancy room

Figure 1-64

NOTE: Only **Vacant Room** and **Occupied Room** can be displayed in Figure 1-64.

- 5) Select the staying days for the guest at **Day(s)**.
- 6) Set **Check-out Time**, or keep the default 12:00:00;
- 7) Insert a new card into the encoder and click OK;
- 8) Click OK in the pop out dialogue box to confirm.

NOTE:

1. The **Check-in Time** and **Check-in Date** cannot be changed when issuing a Guest Card;
2. If Guest Card expires, it can still unlock gate locks until 12 o'clock in the date of expiration.

9.9 Issue Master Card

Master Card: A Master Card can unlock all locks without time limit. It is also valid even if the deadbolt is used or the lock is in lockout status.

- 1) Select **Master Card** at **Card Type** in Figure 1-63;
- 2) Input the cardholder's name and ID No.;
- 3) Insert a new card into the encoder and click OK;
- 4) Click OK in the pop out dialogue box to confirm.

NOTE: More than one Master Card can be issued in the system.

9.10 Issue Emergency Card

Emergency Card: It can unlock all locks without time limit. It is also valid even if the deadbolt is used or the lock is in lockout status. When a lock is unlocked by an Emergency Card, it will be in Passage Mode. The buzzer in the lock will keep beeping for alarm, and the red indicator will keep flashing, till another card is used on the lock or the batteries run out.

- 1) Select **Emergency Card** at **Card Type** in Figure 1-63;
- 2) Input the cardholder's name and ID No.;
- 3) Insert a new card into the encoder and click OK;
- 4) Click OK in the pop out dialogue box to confirm.

9.11 Issue Inhibit Card

Inhibit Card: It is used together with a Floor Card to clear the information of the guest cards from the locks.

- 1) Select **Inhibit Card** at **Card Type** in Figure 1- 63;

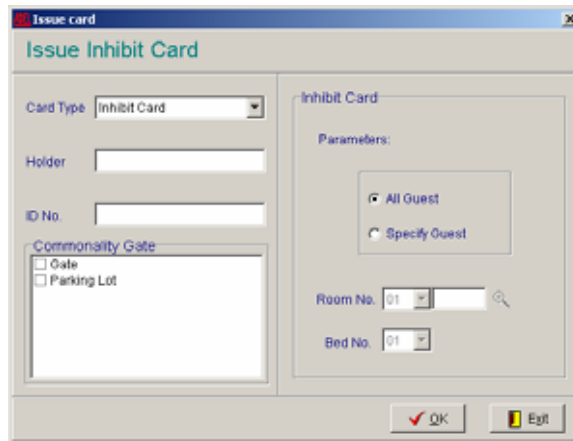



Figure 1-65

- 2) Input cardholder's name and ID No.;
- 3) Set **Parameters**:
 - a) **All Guest**: If it is ticked, this Inhibit Card will be able to clear all the guest cards information from a lock. Therefore, all the guest cards for this will become invalid.
 - b) **Specify Guest**: Click  Figure 1-66 appears. Select the guest to be cleared, double click or click OK to confirm;

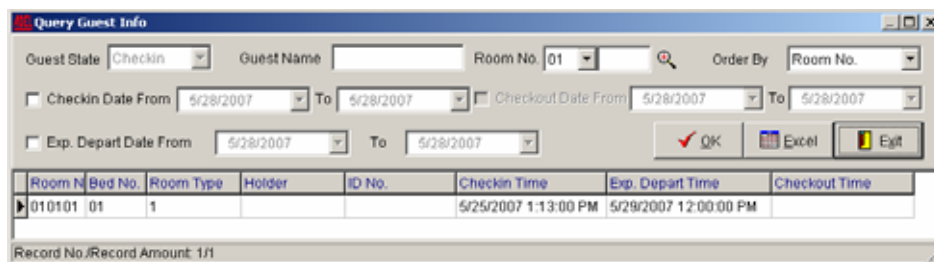


Figure 1-66

- 4) Insert a new card into the encoder and click OK;
- 5) Click OK in the message to finish the issue of **Inhibit Card**.

9.12 Issue Lockout Card

Lockout Card: It is not for unlocking, but used together with a Floor Card to turn a lock into “Lockout Status”. A lock in lockout status can only be unlocked by the Master Card, the Emergency Card or the Mechanical Key. If you want to cancel the lockout status, you need to use the Floor Card and the Lockout Card again.

- 1) Select **Lockout Card** at **Card Type** in Figure 1- 65;
- 2) Input cardholder's name and ID No.;
- 3) Insert a new card into the encoder and click OK;
- 4) Click OK in the pop out dialogue box to confirm.

9.13 Issue Meeting Card

Meeting Card: It is used together with a Floor Card to turn the lock into “Passage Mode”. Under the Passage Mode, the lock's green indicator will flash once every 3 seconds. You can cancel the Passage Mode by applying any valid unlocking cards on this lock.

- 1) Select **Meeting Card** at **Card Type** in Figure 1- 65;
- 2) Input the cardholder's name and ID No.;
- 3) Insert a new card into the encoder and click OK;

- 4) Click OK in the pop out dialogue box to confirm.


9.14 Issue Spare Card

Spare Card: It can unlock the guest room it is designated without time limit. When the encoder computer cannot issue a guest card due to power failure in the hotel or computer problems, a spare card can be used as the guest card. It is invalid when the deadbolt is used or the lock is in lockout status. Maximally 10 spare cards can be issued for each guest room at most. If any one of these 10 spare cards is lost (it is set as lost card), the other 9 spare cards are still valid.

- 1) Select **Spare Card** at **Card Type** in Figure 1- 65;



Figure 1-67

- 2) Input the cardholder's name and ID No.;
- 3) Tick common gate "Gate" and "Parking Lot", which enables the Spare Card to unlock the selected common gate;
- 4) Click  behind **Room No.** and select a room No. in the list, then click OK;
- 5) Insert a new card into the encoder and click OK.
- 6) Click OK in the pop out dialogue box to confirm.

NOTE:

1. Foreman cards, floor cards, maid cards and guest cards must be set into the lock by the program card before using. Other cards can be used directly after the System Card is set in a lock.

9.15 Issue RF Query Card

➤ **This is only for A90 V6.51 lock management software.**

RF Query Card: It is used to extract unlocking records from locks.

- 1) Select **Query Card** at **Card Type** in Figure 1-67:



Figure 1-68

- 2) Input cardholder's name and ID No.;

- 3) **Serial Number:** Only two effective Query Cards, 1 and 2, can be issued in this lock management software;
- 7) Insert a new S70 card into the encoder and click OK.
- 4) Click OK in the pop out dialogue box to confirm;
- 5) Refer to step 2)--5) to issue another Query Card with the serial Number “2”.

NOTE: One RF Query Card can extract 414 unlocking records at most. The Query Card with serial number “1” will extract the latest 414 records, and the Query Card with serial Number “2” will query the records 415~828.

10. Set Locks

NOTE: For magnetic card locks (A50 V6.51) and IC card locks (A30 V6.51), the card needs to be inserted for use; for Mifare card locks (A90 V6.51), the card only needs to be touched on the sensing area for use. This user guide takes A90 V6.51 as the sample.

10.1 Set Locks Without layers

Locks without layers are locks which belong to layer 1. Here we take Building 01 of ADEL Hotel as the sample to introduce how to set locks:

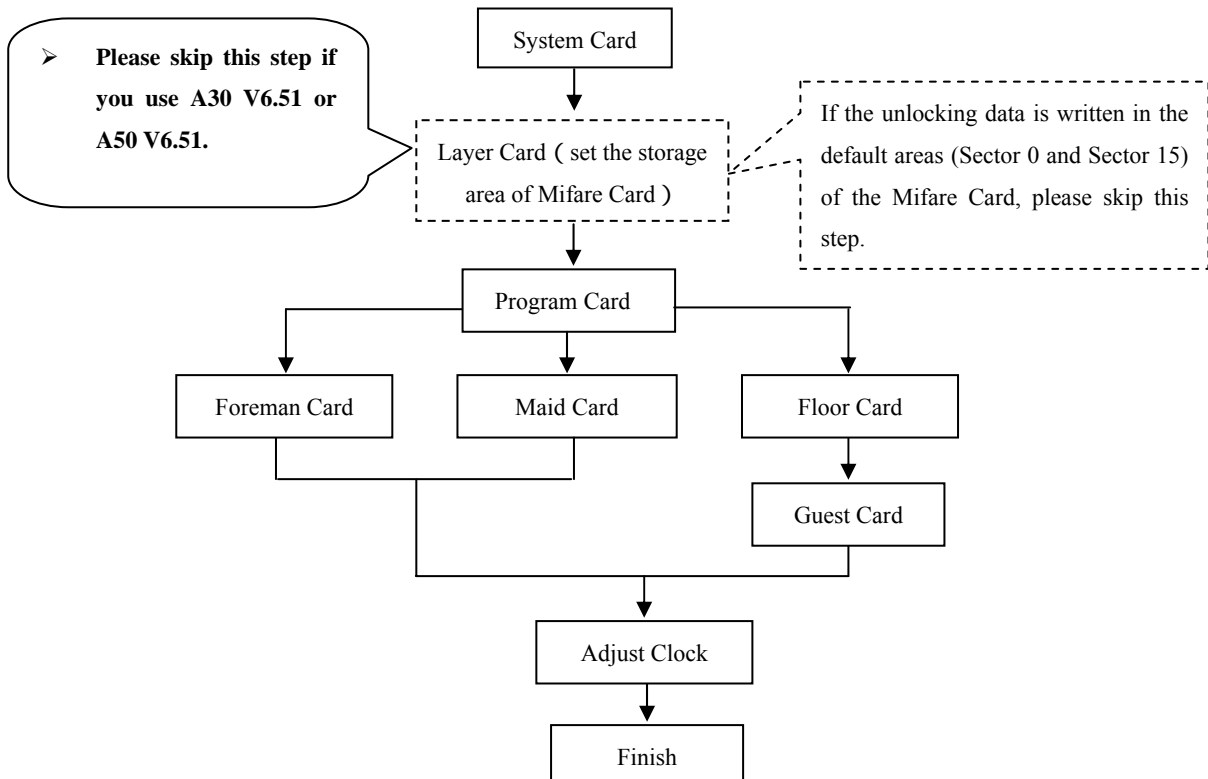


Figure 1-69

The setting is as follows:

1) Set System Card:

If the lock is a new lock without system information, you can set the lock by System Card directly: Touch the System Card on the induction area, the lock will beep once with the green indicator flashing once, which indicates that the system information is successfully set in the lock. If there are existing data in the lock, please set as follows:

- a) Take off the cylinder cover, insert the mechanical key and turn all the latches into the mortise, the lock will beep

once and the green indicator will flash once. Retain this position;

- b) Touch the System Card on the induction area of the lock, the lock will beep once with the green indicator flashing once, which indicates that the new system information is successfully set in the lock;
- c) Remove the System Card and take out the mechanical key.

NOTE: A lock can be initialized by a System Card either with or without clear function. If you do not want to clear the data existing in the locks, please use the System Card without clear function.

- 2) **Set storage area of Mifare Card:** Touch the Layer Card which can set storage area of Mifare Card on the induction area of a lock, the lock will beep once with the green indicator flashing once, which indicates the setting is successful;
 - **Please skip the above step if you use A30 V6.51 or A50 V6.51.**
- 3) **Set Program Card:** Touch the Program Card on the induction area of a lock, the lock will beep once and the green indicator will keep on. Remove the Program Card, the green indicator will keep on and the red indicator will flash, which indicates the Program Card is successfully set.
- 4) **Set Foreman Card, Maid Card and Floor Card.**
 - a) Touch the Program Card on the lock, the green indicator will keep on with the red indicator flashing (if the indicators turn off, please repeat step 3 to set the Program Card);
 - b) Touch the Foreman Card and a beep will be heard. Remove the Foreman Card and the green indicator and the red indicator will flash alternatively;
 - c) Repeat step a) and b) to set Maid Card and Floor Card.
- 5) **Set Room No.**
 - a) Touch the Program Card on the lock, a beep will be heard and the green indicator will keep on with the red indicator flashing;
 - b) Touch the Guest Card on the lock, a beep will be heard. Remove the Guest Card, the green indicator will keep on with the red indicator flashing, indicating the room number is successfully set in the lock.
 - c) If the red indicator keeps on when touching the card, and turns off when the card is removed, it indicates that the setting has failed. Please repeat a) and b) again.

NOTE: After all locks are set by Guest Cards, all these Guest Cards should be set invalid.

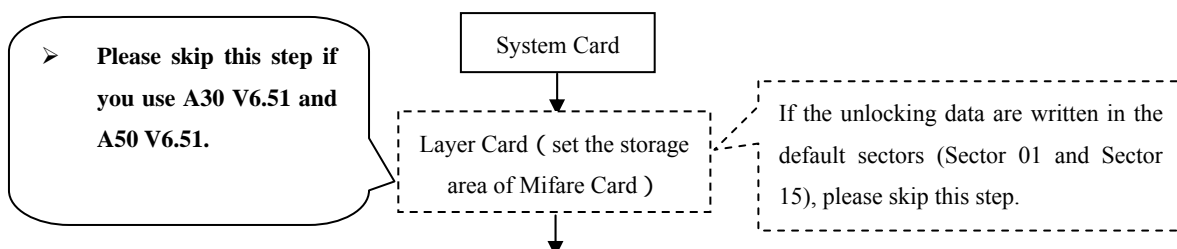
- 6) Repeat Step 1)—5) to set all other locks.
- 7) **Adjust lock clock:** Because Maid Cards and Guest Cards are set to unlock in a certain period of time. Therefore, it is necessary to set the clock in the locks.
 - a) Touch the Clock Card on the induction area of lock, the lock will beep once and the green indicator will flash once;
 - b) Repeat Step a) to set all the locks.

NOTE: Clock in the lock should be adjusted every quarter at least to keep the clock accurate.

10.2 Set Locks With layers

➤ **If no layer zones are set for the locks, please skip this section.**

Here we take Building 02 of ADEL Hotel as the sample to introduce how to set locks. Please refer to 6.9.1 for the layer structure.



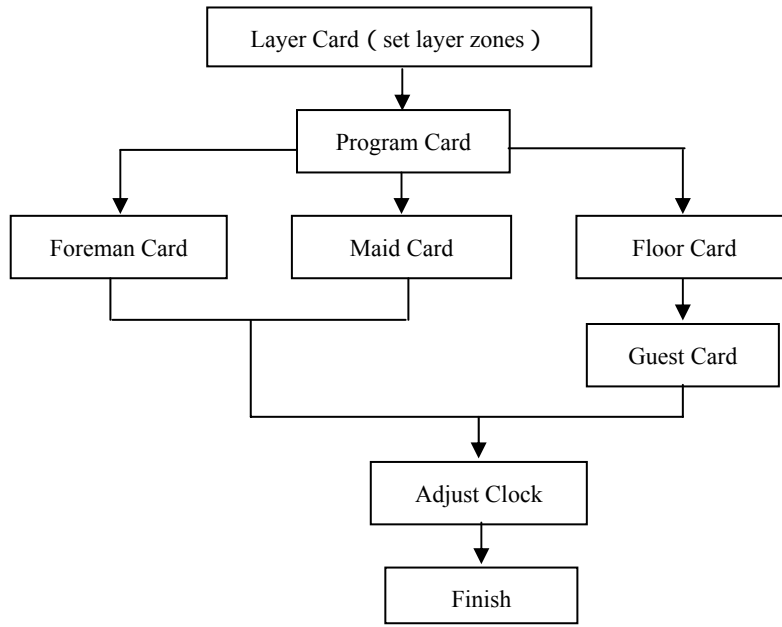


Figure 1-70

Please set as follows:

- 1) **Set System Card:** Same as Step 1) in 10.1;
- 2) **Set storage area of Mifare Card:** Same as Step 2) in 10.1;
- 3) **Set layer zones:** Touch Layer Card on the induction area of the lock, the lock will beep once and the green indicator will flash once.

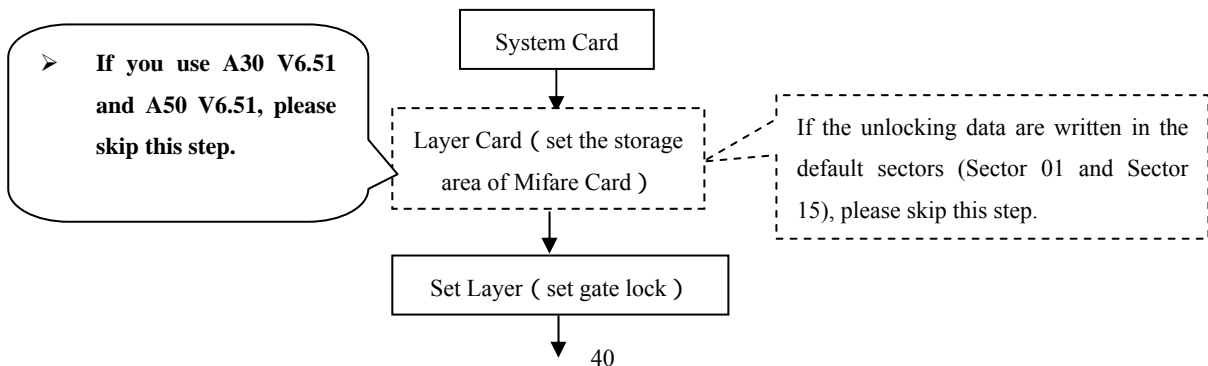
NOTE: The top layer is set by Layer Card of layer 3, the middle layer is set by Layer Card of layer 2, and the bottom layer is set by Layer Card of layer 1.

- 4) **Set Program Card:** Same as Step 3) in 10.1;
- 5) **Set Forman Card, Maid Card and Floor Card:** Same as Step 4) in 10.1;
- 6) **Set Room No.:** Same as Step 5) in 10.1;
- 7) Repeat step 1)--6) to set other locks;
- 8) **Set Clock Card:** Same as Step 7) in 10.1.

NOTE: The room No. of the highest layer or the middle layer can be set by any Guest Card of the same layer.

10.3 Set Gate Locks by Layer Card

➤ **If there are no gate locks in your hotel, please skip this section.**



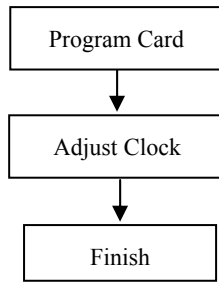


Figure 1-71

Please set as follows:

- 1) **Set System Card:** Same as Step 1) in 10.1;
- 2) **Set storage area of Mifare Card:** Same as Step 2) in 10.1;
- 3) **Set gate lock:** Touch the layer card on the induction area of the gate lock, the lock will beep once and the green indicator will flash once;
- 4) **Set Program Card:** Same as Step 3) in 10.1;
- 5) Repeat step 1--4) to set other gate locks;
- 6) **Set Clock Card:** Same as Step 7) in 10.1.

NOTE:

1. Master Cards and Emergency Cards can unlock all the gate locks. Floor Cards, Foreman Cards, Maid Cards, Guest Cards and Spare Cards can unlock gate locks in their zones.
2. 15 gate names can be set in A30 V6.51 system and A90 V6.51 system and 11 gate names can be set in A50 V6.51. One gate name can be used to set more than one lock.

10.4 Set Lift Controller or Access Control by Layer Card

➤ Please skip this section if you do not have ADEL lift controller or access control.

Flow chart of circuit board and lift controller is as figure 1-72:

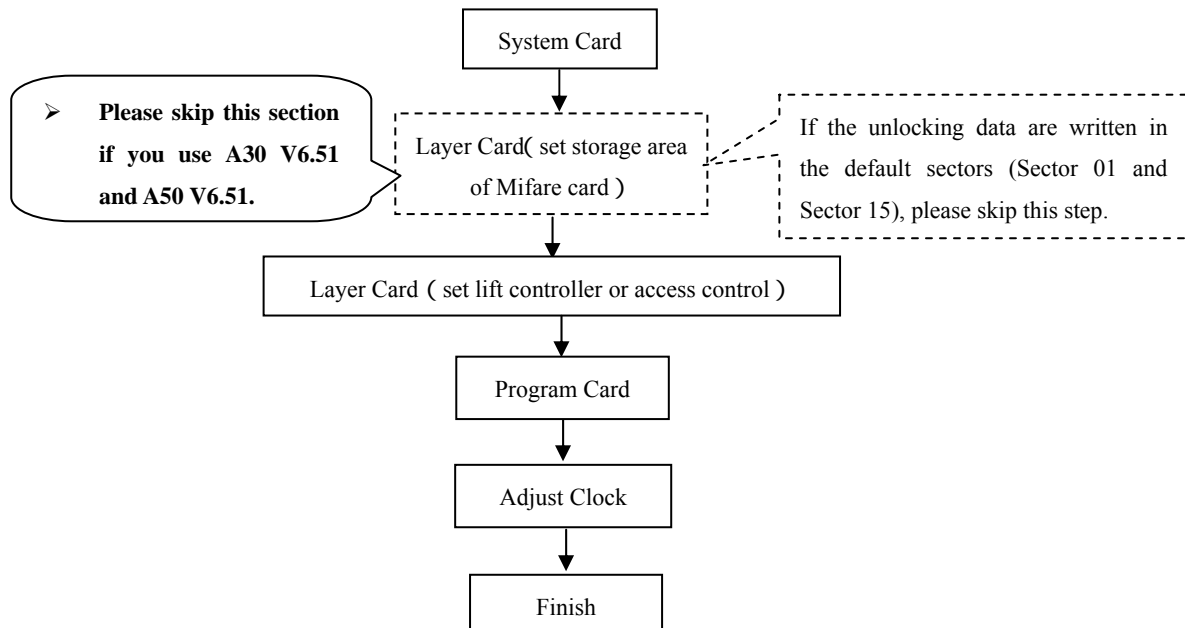


Figure 1-72

Please set as follows:

- 7) **Set System Card:** Same as Step 1) in 10.1;

- 1) **Set storage area of Mifare Card:** Same as Step 2) in 10.1;
- 2) **Set circuit board type:** Touch the layer card on the induction area of lift controller, the controller will beep once and the green indicator will flash once.
- 3) **Set Program Card:** Same as Step 3) in 10.1;
- 8) Repeat Step 1)--4) to set other gate locks;
- 4) **Set Clock Card:** Same as Step 7) in 10.1.

11. Issue Guest Card

In A90 V6.51 lock management software, you can issue Guest Card by **Issue Card**, **Group Card** or **Room Status**.

NOTE: A Guest Card is able to open the gate lock before 12 PM on the check-out day, no matter when is the check-out time.

11.1 Issue Guest Card by “Issue Card”

We have introduced how to issue a Guest Card in 9.8. Here we introduce how to issue 2 or more Guest Cards for one guest room.

We take room “010102” as the example:

- 1) Issue the first Guest Card for room “010102”. Please refer to 9.8;
- 2) Select “010102” again;
- 3) Input the cardholder’s name and ID No.;
- 4) Insert the second new card into the encoder;
- 5) Click OK, Figure 1-73 appears;

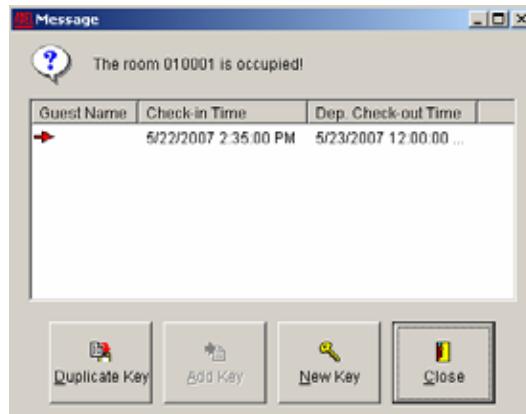


Figure 1-73

- a) **Duplicate Key:** Click **F5** or **Duplicate Key** to copy the existing card. All the information in this new issued card will be the same with the first card (This function is available if All to Use Duplicate Key Function is set in System Parameters);
- b) **Add Key:** Click **F6** or **Add Key** to add a new card (This function is available if Allow to Use Add Key Function is set in System Parameters);
- c) **New Key:** If guest information exists in a guest room (For example, the guest has checked out, but the Guest Card has not been erased), the card will be issued as a new guest card and the existing guest information will be erased automatically. Press **F7** or **New Key** to issue a new Guest Card;
- d) Click **Close** in Figure 1-70 or the cross on the right-top side to return to Issue interface.

NOTE:

1. **Add Key** is for the hotels which will offer extra beds in a guest room for new guests;
2. If the cardholder (guest) loses the card or the guest has already checked out but his or her guest card has not been

erased, you can issue a guest card by New Guest.

3. If you issue guest cards by New Guest, all the existing guest cards will be erased automatically and will be shown as **Check-out** in **Query-Query Card Info**. When they expire, they will be shown as **Auto Erased**.
- 6) Select a button and click OK to issue the second Guest Card.

11.2 Issue Guest Card by “Group Card”

With the “Group Card” function, you can issue guest cards in sequence quickly.

- ✧ Suppose that 8 persons from ADEL Company will stay in the ADEL Hotel for a meeting for 4 days, and each two persons will share one room.
- 1) Click **Card-Group Card** on the operation interface, a window will be as in Figure 1-74;

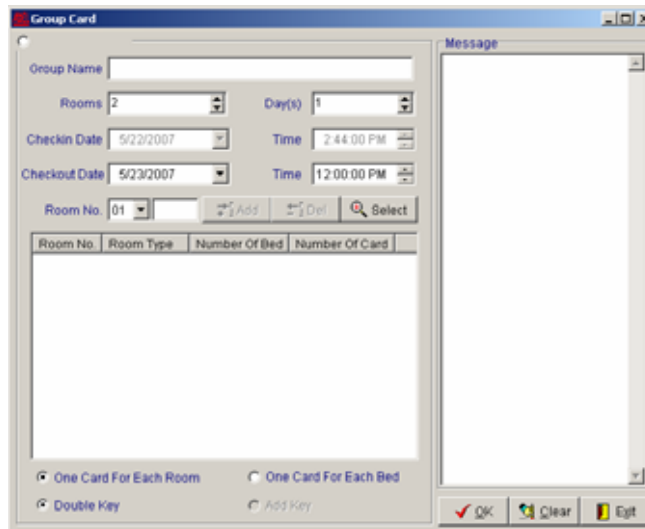


Figure 1-74

- 2) Input “ADEL meeting” at **Group Name**. Input “4” at **Rooms** and **Day(s)**.
NOTE: The name of the group must be input. Otherwise, the cards can’t be issued.
- 3) Input Room Numbers and click Add to add the rooms one by one. Or click Select and select the rooms from the pop out dialogue box, and click OK to confirm. If you input the number of a used room or an unclean room (if unclean room is set not to be issued), it cannot be added.
- 4) **One Card For Each Room** or **One Card For Each Bed:**
 - a) **One Card For Each Room:** If it is ticked, you can issue only one guest card for a room no matter how many beds (guests) are in this room. The default option is **One Card For Each Room**. Here we keep the default value;
 - b) **One Card For Each Bed:** If it is ticked, you can issue as many cards as the number of beds in the room.
- 5) Duplicate Key or Add Key:
 - a) **Duplicate Key:** If you select **One Card For Each Bed**, all the cards issued will have the same information. The default option is **Duplicate Key**. Here we keep the default value;
 - b) **Add Key:** If you select **One Card For Each Bed**, one bed number will be added automatically when you issue a new card. However, other information of the new cards will be the same with the first one.

NOTE:

1. If **Allow to use Duplicate Key function** and (or) **Allow to use Add Key function** are not set in **System Parameters**, the **Duplicate Key** and (or) **Add Key** functions in Figure 1-74 will not be available;
2. If **Duplicate Key** and **Add Key** functions are not available, **One Card For Each Bed** will not be available, either.

- 6) Tick “Gate” and “Parking Lot” (Refer to step 6.10.1), which enables the Guest Card to unlock the selected gates;
- 7) When all these have been completed, click OK to enter into Figure 1-75:



Figure 1-75

NOTE:

1. If the rooms selected in step 3) are more than four as we actually need, Figure 1-76 will pop out. Click Yes, the software will delete the extra rooms automatically and return to Figure 1-75; Or you can click No and then delete the extra room manually.



Figure 1-76

2. If the rooms selected in step 3) are less than four as we actually need, Figure 1-77 will pop out. Click OK to return to **Group Card** interface and then add rooms as required;





Figure 1-77

- 8) Insert a new card into the encoder and click Yes in Figure 1-75 to start issuing cards;
- 9) Figure 1-78 will pop out when the Guest Card for room “010101”is issued;



Figure 1-78

- 10) Take out the issued card, insert a new one, and then click Yes to issue the next Guest Card;

NOTE: When **One Card For Each Bed** is selected and there are two beds or more in one room, the icon before this room number will be  if the guest cards of this room are not all issued; when all the guest cards are issued, the icon will be 

- 11) Continue till Figure 1-78 appears;

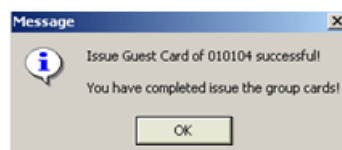


Figure 1-79

- 12) Click OK to return to Figure 1-80:

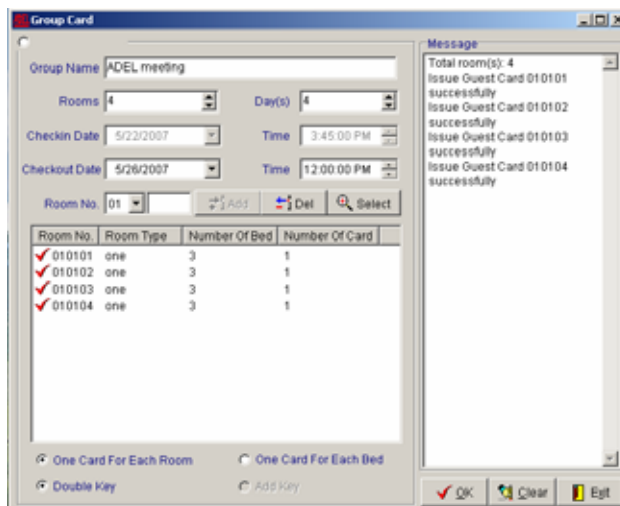


Figure 1-80

NOTE:

1. If you want to add a guest card for a certain room after all the group cards are issued, please insert a new card into the encoder and double click the room number in Figure1-80, and then click OK to issue;
2. If you want to issue group cards for another group, please click **Clear** in Figure 1-80 and start from Step 2).

11.3 Issue Guest Card by “Room Status”

You can issue guest cards for one room or a batch of rooms by “Room Status”

11.3.1 **Issue Guest Cards for one room:** Here we take room “010102” as the sample:

- 1) Click **Room--Room Status** on the operation interface;
- 2) Right click on “010102” and then click **Issue Card**, a window will be shown as in Figure 1-81:

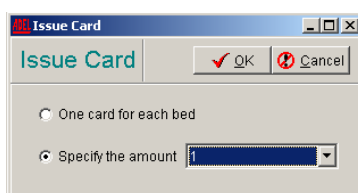


Figure 1-81

- 3) Tick **One card for each bed** or **Specify the amount**;
 - a) **One card for each bed:** The number of issued card can be the same with the number of beds in the room;
 - b) **Specify the amount:** Click the arrow and you can select from 1 to 9 in the menu. Here we select “2” in the menu.
- 4) Click OK, the Issue Guest Card window will pop out.

NOTE: The room No. in the **Issue Guest Card** window is now “010102” and cannot be changed.

- 5) Issue the first guest card (Please refer to 9.8);
- 6) Issue the second guest card (Please refer to 11.1).

11.3.2 **Issue Guest Cards for a batch of rooms:** Here we take the case in 11.2 as the example.

Press and hold “Ctrl” button on the keyboard, and then click 0101, 0102, 0103 and 0104 one by one. Release “Ctrl” button and right click on any of the selected rooms, a window will be shown as in Figure1-82 shows:

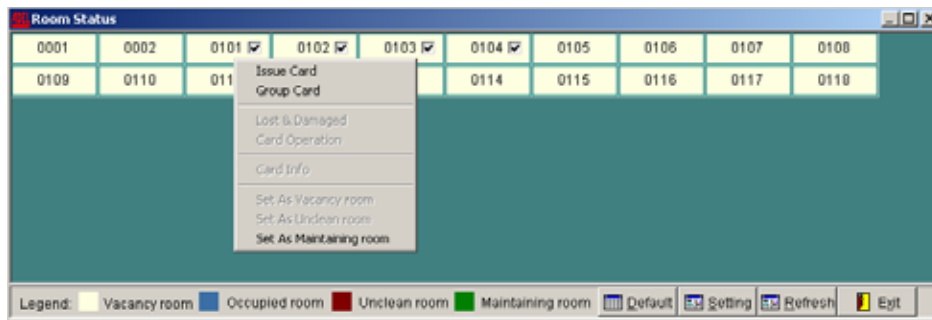


Figure 1-82

1) **Issue Card:**

- a) Click **Issue Card** to enter into Figure 1-81;
- b) Tick **One card for each bed** or **Specify the amount**;
- c) Input the cardholder's name and ID No. and complete other information on **Issue Guest Card**.

NOTE: The room No. in **Issue Guest Card** is "0101" now and can't be changed.

- d) Refer to 9.8 to issue the guest card of room "0101";
- e) If more cards need to be issued for this room, please refer to 11.1.

NOTE: When the guest cards of room "0101" are issued, it will turn to room "0102" automatically, and then to room "0103" and room "0104".

2) **Group Card**

- a) Click **Group Card**, a window will be shown as in Figure 1-83:



Figure 1-83

- b) Input "ADEL meeting" at Group Name and select 4 at **Day(s)**;
- c) Refer to Step 4) ~12) in 11.2 to issue group cards.

NOTE:

- 1. You can only issue cards for **Vacancy Room** and **Occupied Room**;
- 2. If you want to issue cards for Unclean Room, the option "guest cards can't be encoded for the unclean rooms" in **System Parameters** cannot be ticked;
- 3. Please refer to Figure 1-82 for the colours of **Vacancy Room**, **Occupied Room**, **Unclean Room** and **Maintaining Room**.

12. Common Problem Solution

12.1 Emergency

If emergency happens in hotel, you can unlock any locks by the Master Card, the Emergency Card or the mechanical key.

12.2 Failed to Issue Card

If power failure happens in the hotel or the encoder is damaged, you can use the Spare Card or hotel employees' cards to unlock the guest room for a guest.

NOTE: Hotel employees' card is the valid unlocking card for hotel employees, including the Foreman Card, the Maid Card and the Floor Card.

12.3 Passage Mode of Lock in Meeting Room

When there is a meeting in a room, the lock will be used frequently. For the sake of convenience, you can set the lock to Passage Mode. Therefore, people can enter the room without using the cards. The operation is as follows:

- 1) Touch the effective Floor Card on the induction area of lock, the lock will beep once and the green indicator keep on.
- 2) Touch the Meeting Card on the induction area of lock when the green indicator is still on, the lock will beep once and then green indicator begin to flash every 3 seconds, which indicates that the room is in Passage Mode. To terminate the Passage Mode, please touch any effective unlocking cards on the induction area of this lock.

12.4 Turn Guest Room to Office

In some occasions, guest rooms are used as hotel offices or leased to other companies as office rooms. It is supposed here that guest rooms in Floor 3 of Building "02" will be turned to office rooms:

- 1) Click **Room--Room Control** on the operation interface, a window will be shown as in Figure 1-84;

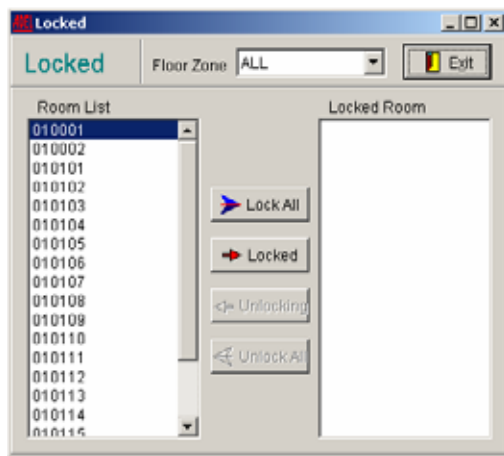


Figure 1-84

- 2) Select room "020301~020308" in the list and click **Locked**;
- 3) Click **Exit** to confirm and quit.

NOTE:

1. If a room is "Locked", a lock icon will be shown on the room number when you check the room status (Room-Room Status);
2. An operator needs to be authorized to use the Room Control function;
3. Any operation is invalid for the "Locked" locks;
4. If you want to "Unlock" a locked room, please click on the room in the Locked Room list and then click **Unlocking**, or click **Unlock All** to unlocked all the rooms.

12.5 Room In Repair

“Room in repair” is the room that needs to be repaired and cannot be used for a certain period of time. Please set a room to “Room In Repair” status as follows:

- 1) Click **Room-Room Status** on the operation interface, a window will be shown as in Figure 1-82;
- 2) If one room is to be set, please right click on this room and select “Set As Maintaining Room”. If more rooms are to be set, please press and hold “Ctrl” key on the keyboard, click to select these rooms, and then right click and select “Set As Maintaining Room”;

12.6 Lost Card

If a card (especially unlocking card) is lost, system manager should set the card as a lost card as soon as possible.

12.6.1 Make the Lost System Card Invalid

- 1) Click **L&D** on the operation interface, a window will be shown as in Figure 1-85;

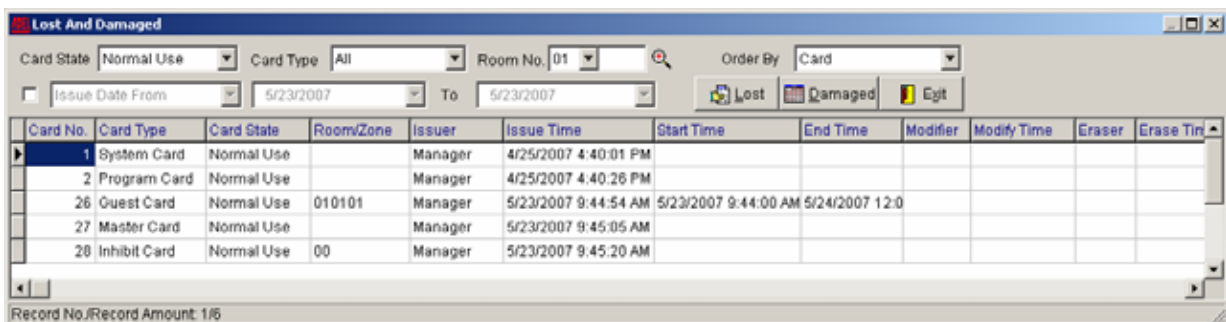


Figure 1-85

- 2) Click on **System Card**.
- 3) Click **Lost**, a dialogue box will be shown Figure 1-86:

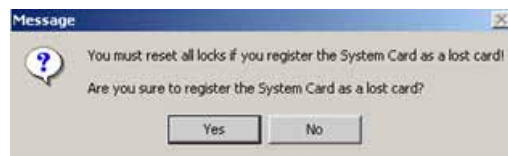


Figure 1-86

- 4) Click **Yes**, a dialogue box will be shown as in Figure 1-87:



Figure 1-87

- 5) Click **OK** to confirm and return;
- 6) Refer to 9.1 to issue a new System Card without clear function;
- 7) Set all locks with the new issued System Card according to step 1) in 10.1. Then the lost System Card is invalid.

12.6.2 Make the Lost Program Card Invalid

- 1) Click on **Program Card** in Figure 1-85;

- 2) Click Lost, a dialogue box will be shown as in Figure 1-88:



Figure 1-88

- 3) Click Yes, a dialogue box will be shown as in Figure 1-89:



Figure 1-89

- 4) Click OK to confirm and return;
- 5) Refer to 9.2 to issue a new Program Card;
- 6) Insert the System Card into the encoder, press F5 or click **Card--Card Operation**, and then click Read, a window will be shown as in Figure 1-90:



Figure 1-90

- 7) Un-tick “System Card With Clear Function” and click **Modify**, a dialogue box will be shown as in Figure 1-91:



Figure 1-91

- 8) Click Yes, a dialogue box will be shown as in Figure 1-92:



Figure 1-92

- 9) Click OK to confirm;
- 10) Set all locks with the modified System Card WITHOUT clear function according to Step 1) of 10.1, the lost Program

Card is invalid and the new Program Card will be effective.

12.6.3 Make the Lost Layer Card, Meeting Card and Lockout Card Invalid

The operation to make the lost Layer Card, Meeting Card and Lockout Card Invalid is quite the same. Here we take the Layer Card as the sample:

- 1) Select **Layer Card** at **Card Type** in Figure 1-85, all the Layer Cards will be shown in the list;
- 2) Click on the lost layer card (s) and click Lost, a dialogue box will be shown as in Figure 1-93:

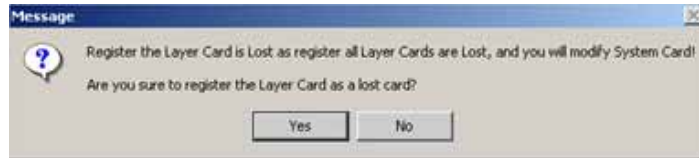


Figure 1-93

- 3) Click Yes, a dialogue box will be shown as in Figure 1-94:



Figure 1-94

- 4) Click OK to confirm and return;
- 5) Reissue all the Layer Cards;
- 6) Refer to Step 6)~9) in 12.6.2 to modify System Card WITHOUT clear function;
- 7) Set all locks by the modified System Card WITHOUT clear function according to Step 1) of 10.1, all the lost Layer Cards are now invalid and the new cards are effective.

NOTE: The operation to make the lost Meeting Card and Lockout Card invalid is the same with Layer Card.

12.6.4 Make the Lost Clock Card, Master Card, Emergency Card and Inhibit Card Invalid

The operation to make the lost Clock Card, Master Card, Emergency Card and Inhibit Card Invalid is quite the same. Here we take Clock Card as the sample:

- 1) Select **Clock Card** at **Card Type** in Figure 1-85, then all the Clock Cards will be shown in a list;
- 2) Select the lost Clock Card and click Lost , a dialogue box will be shown in Figure 1-95:

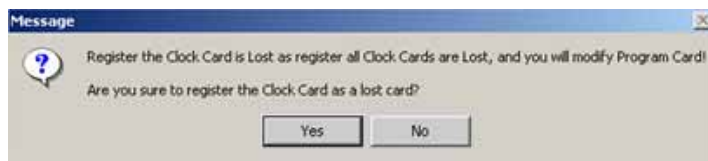


Figure 1-95

- 3) Click Yes, a dialogue box will be shown as in Figure1-96:

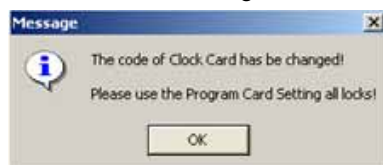


Figure 1-96

- 4) Click OK to confirm and return;
- 5) Issue a new Clock Card;
- 6) Refer to step 6)~9) in 12.6.2 to modify the Program Card;
- 7) Refer to step 3) in 10.1 to set all locks with the modified Program Card, then the lost Clock Cards are invalid and the new Clock Card is effective.

NOTE: The operation to make the lost Master Card, Emergency Card and Inhibit Card invalid is the same with Clock Card.

12.6.5 Make the Lost Foreman Card, Maid Card and Floor Card Invalid

The operation to make the lost Foreman Card, Maid Card and Floor Card Invalid is quite the same. Here we take Foreman Card as the sample:

- 1) Select **Foreman Card** at **Card Type** in Figure 1-85, all the Foreman Cards will be shown in a list;
- 2) Select the lost Foreman Card and click Lost, a dialogue box will be shown as in Figure 1-97:



Figure 1-97

- 3) Click Yes, a dialogue box will be shown as in Figure 1-98:

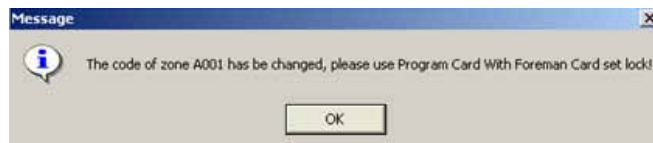


Figure 1-98

- 4) Click OK to confirm and return;
- 5) Reissue all the Foreman Cards in the same foreman zone;
- 6) Refer to step 4) in 10.1 to set all locks by the new Foreman Card, then all the lost Foreman Cards are invalid.

NOTE: The operation to make the lost Maid Card and Floor Card invalid is the same with Foreman Card.

12.6.6 Make the Lost Guest Card Invalid

When a Guest Card is lost, the hotel can take the one of the following solutions:

- 1) By **Lost and Damaged**:
 - a) Select **Guest Card** at **Card Type** in Figure 1-85, all the Guest Cards will be shown in a list;
 - b) Select the lost Guest Card and click Lost, a dialogue box will be shown as in Figure 1-99:



Figure 1-99

- c) Click Yes, a dialogue box will be shown as in Figure 1-100:



Figure 1-100

- d) Click Yes to enter **Issue Guest Card** interface, click OK to issue a new guest card and click OK again to confirm and return.
- e) Unlock the room by the new Guest Card, the lost Guest Card will be invalid.

NOTE: If the lost Guest Card has been used on the lock, you can erase the information of the lost Guest Card from the lock by an Inhibit Card. The lost Guest Card will be invalid.

2) By **Room Status**

- a) Click **Room--Room Status** on the operation interface to enter Figure 1-82;
- b) Right click on the room which the lost guest card is intended to open;
- c) Click **Lost and Damaged** in the pop out menu to enter **Lost and Damaged**;

NOTE: Now only the Guest Cards of the selected room will be displayed in **Lost and Damaged** interface.

- d) Refer to Step b) ~ e) of 1) to complete the setting.

3) Inhibit the room by Floor Card and Inhibit Card, then issue a new Guest Card:

- a) Touch the Floor Card on the induction area of the lock, the lock will beep once and the green indicator will keep on;
- b) While the green indicator is still on, touch the Inhibit Card on the induction area of the lock, the lock will beep once and green indicator will turn off. The lost Guest Card is invalid now;
- c) Refer to 9.8 to issue a new Guest Card for the room and unlock the room by the new Guest Card.

NOTE:

- 1. If the lost Guest Card is issued by Duplicate Card, all the Guest Cards of the room will be invalid if this card is set to be invalid. If the new Guest Card has unlocked the room, other Guest Cards will not be able to unlock the room;
- 2. If the lost Guest Card is issued by Add Card, other Guest Cards for the room will still be valid after it is set to be invalid.

12.6.7 Make the Lost Spare Card Invalid

- 1) Select **Spare Card** at **Card Type** in Figure 1-85, all the Spare Cards will be shown in a list;
- 2) Select the lost Spare Card and click Lost, a dialogue box will be shown as in Figure 1-101:



Figure 1-101

- 3) Click Yes to make the lost Spare Card invalid;
- 4) Refer to 9.14 to issue a new Spare Card;
- 5) Unlock the room by the new Spare Card. The lost Spare Card will be invalid.

NOTE:

- 1. When a Spare Card is set to be invalid, other Spare Cards for the same room will still be valid.
- 2. Even if the Master Card, Emergency Card, Foreman Card, Floor Card and Spare Card are set invalid as lost, they CAN STILL unlock gate locks. The Maid Card and Guest Card which are set invalid as lost card can still unlock gate

locks until 12 PM in the check-out day.

12.7 Damaged Card

When a card is set to be damaged, the password will not be changed. The operation to set any cards as damaged is the same. Here we take the Guest Card as the sample:

- 1) Select **Guest Card** at **Card Type** in Figure 1-85, all the Guest Cards will be displayed in the list;
- 2) Select the damaged Guest Card and click Damaged, a dialogue box will be shown as in Figure 1-102:



Figure 1-102

- 3) Click Yes to confirm;
- 4) Refer to 9.8 to issue a new Guest Card.

12.8 Change Room Status

Room status can be set to show which room is unclean, vacant or in repair.

- 1) Set a room as a maintaining room. Please refer to step 1), 2) and 3) in 12.5;

NOTE: Spare room or unclean room can be set as maintaining room.

- 2) Set a room as an unclean room
 - a) Confirm that the maintaining work has been completed in the maintaining room;
 - b) Click **Room--Room Status** to enter Figure 1-82;
 - c) If only one room is in repair, please directly right click on the room number; if more than one rooms are in repair, please press and hold "Ctrl" key and click on the room numbers to be set, and then right click;
 - d) Click **Set As Unclean Room** in the pop out menu.

NOTE: Only maintaining room can be set as unclean room.

- 3) Set a room as a vacancy room
 - a) Confirm that the unclean room has been cleaned;
 - b) Click **Room--Room Status** to Enter Figure 1-82;
 - c) Refer to step c) of 2) to select the unclean rooms and then right click on the selected room (s);
 - d) Click **Set As Vacancy Room** in pop out menu.

NOTE: If guest cards have been issued for a room, it cannot be set as an unclean room or a maintaining room.

12.9 Change or Renew Room

12.9.1 Method One

- 1) Insert the Guest Card into the encoder;
- 2) Click **Card--Card Operation** to enter the **Card Operation** interface and click Read, or press F5 directly, a window will be shown as in Figure 1-103:

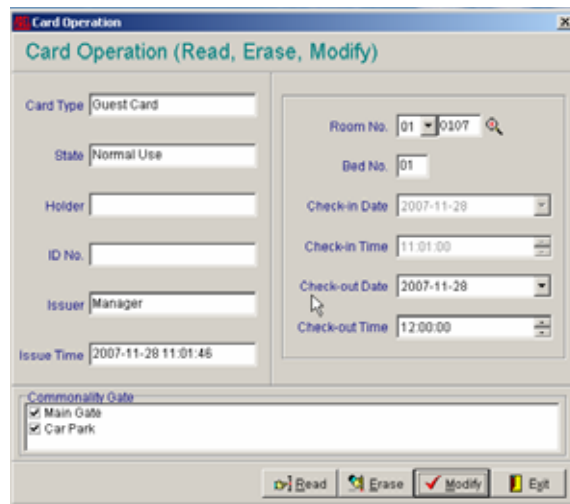


Figure 1-103

- 3) Click Erase and then click Yes in the pop out dialogue box;
- 4) Click OK to confirm;
- 5) Refer to 9.8 to issue a new Guest Card as guest requirement.

NOTE: All kinds of cards can be erased in **Card Operation**.

12.9.2 Method Two

- 1) Same with step 1) and 2) in 12.9.1;
- 2) Change the Room No. or extend the End Date (please refer to 9.8);
- 3) Click Modify;
- 4) Click Yes to confirm.

12.10 Check Out

12.10.1 Check Out in Advance

- 1) **The Guest Card is returned:** If the guest checks out in advance (namely the card is returned before checkout time), please refer to step 1) ~ 5) in 12.9.1 to erase the Guest Card.

NOTE: Please refer to **Card Operation** in Figure 1-103 to confirm if the guest checks out in advance.

- 2) **The Guest Card is not returned:**
 - a) Click **Query--Query Guest Info** on the operation interface to confirm if the guest checks out in advance;
 - b) Refer to 1), 2) or 3) in 12.6.6 to operate.

NOTE:

1. If the Guest Card erased by Lost is issued by **Duplicate Card**, you will have to issue new guest cards for other guest(s) in the same room;
2. If the Guest Card erased by Lost is issued by **Add Card**, please inhibit the room by an Inhibit Card.

12.10.2 Check Out Normally

If the option “**Automatically erase guest card’s record over checkout time**” is selected in **System Parameters**, the guest can check out normally no matter the Guest Card is returned or not. If the option is not selected, you can operate as follows:

- 1) **The Guest Card is returned:** If the guest checks out in advance (namely the card is returned before checkout time), please refer to step 1) ~ 5) in 12.9.1 to erase the Guest Card.

NOTE: Please refer to **Card Operation** in Figure 1-103 to check the checkout time of the guest.

- 2) **The Guest Card is not returned:**
 - a) Click on **Query--Query Guest Info** to confirm if the guest checks out in advance;
 - b) Refer to 1) or 2) in 12.6.6 to operate.

12.11 Guest Owe Fees

If a guest owe fees, or a guest doesn't renew his (or her) room or check out when the guest staying time expires, or the hotel wants to inhibit a guest's room in advance, please refer to 12.6.6 to operate.

12.12 Query Unlocking Record

There are three types of Query Cards: RF Query Card, TM Query Card and IC Query Card. **A RF Query Card must be encoded by an encoder before using, while TM query cards and IC query card can be used directly without being issued.** RF and TM Query Card are used for A90 V6.51, TM Query Card for A50 V6.51, and IC Query Card for A30 V6.51.

12.12.1 RF Query Card

➤ **Only used for A90 V6.51.**

- 1) First, touch the No. 1 RF Query Card on the induction area of a lock;

NOTE: If No. 2 query card is used first, it will extract from the 415th unlocking records. If there are less than 415 records in the lock, the lock will beep twice and the red indicator will flash, which indicates the query fails.

- 2) The green indicator turns on and the lock beeps once. Keep the card where it is, till a long beep is heard. The green indicator turns off and the query is completed. Then touch the No. 2 RF Query Card;
- 3) Insert the Query Card to the encoder;
- 4) Click **Query-Opening Record** on the operation interface;
- 5) Click Read and a window will be shown as in Figure 1-104:

The screenshot shows a software window titled "Opening Record". At the top, there are input fields for "No." (set to 1), "Date From" (5/23/2007), and "To" (5/23/2007). Below these are buttons for "Read", "Report", "Excel", and "Exit". The "Record Info" section includes "Amount" (6), "Query Card" (The First Query Card), "Lock Info" (Name: 010101, Layer: 1, Lock Time: 5/23/2007 2:39:53 PM). The main part of the window is a table with the following data:

No.	Opening Time	Card type	Card No.	State	Holder	ID No.	Issuer	Issue Time	Eraser	Erase Time	Modifier
6	5/23/2007 2:34:00 PM	Spare Card	50	Normal Use			Manager	5/23/2007 3:05:48 PM			
5	5/23/2007 2:33:00 PM	Floor Card	49	Normal Use			Manager	5/23/2007 3:02:53 PM			
4	5/23/2007 2:33:00 PM	Guest Card	46	Normal Use			Manager	5/23/2007 2:44:28 PM			
3	5/23/2007 2:32:00 PM	Master Card	48	Normal Use			Manager	5/23/2007 2:54:14 PM			
2	5/23/2007 2:32:00 PM	Guest Card	46	Normal Use			Manager	5/23/2007 2:44:28 PM			
1	5/23/2007 2:23:00 PM	Machine Key	0								

Figure 1-104

- a) **No.:** It is the sequence number of the extracted records.

NOTE: The lock management software will save the records extracted in the latest 30 times (No. 1 to No. 30).

- b) **Date:** Tick it and select the period at From and TO, then only the records in the selected period will be shown;
- c) **Record Info:** Amount is to how many times the lock has been unlocked; Query Card is to show which query card (No. 1 or No. 2) the records are read from;
- d) **Lock Info:** Name is room number of the room, Layer shows which layer zone this room belongs to, and Lock Time indicates when the records are extracted from the lock;

- 6) **Report:** Click it and Figure 1-104 will turn into the following "Report Format";

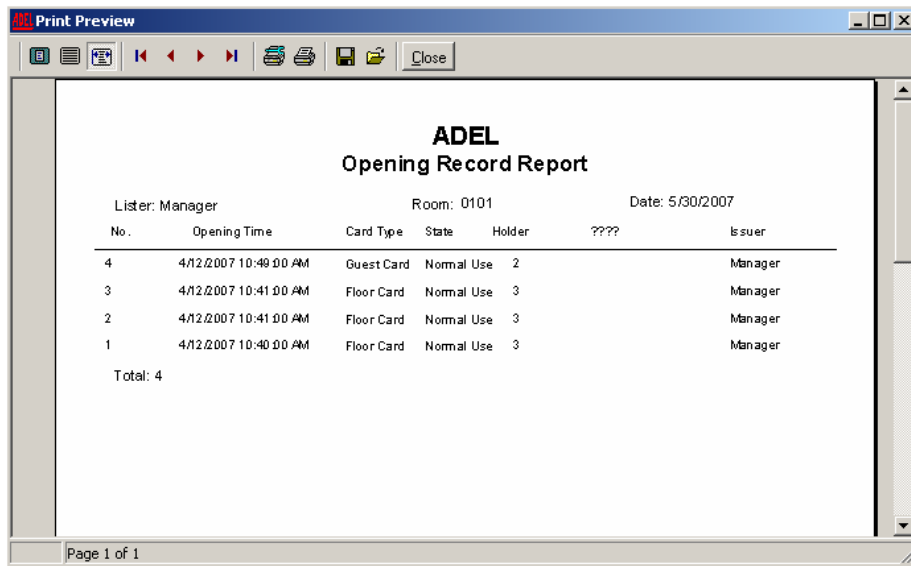


Figure 1-105

- 7) **Excel:** If EXCEL is installed in your computer, click and the report will be shown in EXCEL format;
- 8) **Exit:** Click it or the cross on the top right of the window to quit **Opening Record**.

12.12.2 TM Query Card

There are two kinds of TM Query Cards: Handle Type and Card Type

12.12.2.1 Handle Type

➤ **It is only used for A90 V6.51.**

- 9) Devices:
 - a) A TM 6DF-TUD-1 encoder as in Figure 1-106:



Figure 1-106

- b) A connector Box as in Figure 1-107:



Figure 1-107

- c) A 9097E connector as in Figure 1-108.



Figure 1-108

- d) A 1996TM Query Card as in Figure 1-109:



Figure 1-109

- 1) Extract Data:
 - a) Connect the RJ plug of the TM 6DF-TUD-1 encoder to the RJ socket of the connector box;
 - b) Press the 1996TM Query Card on the TM 6DF-TUD-1 encoder;
 - c) Insert the 3P solid pin of the connector box into the communication hole on the back of lock or in mortise, the lock will beep once and the green indicator will flash once, indicating that the card is extracting unlocking records. After a while, the lock will beep again and the green indicator will flash again, indicating that the extraction is completed;
- 2) Read Data:
 - a) Connect the RJ plug of the TM 6DF-TUD-1 encoder with the RJ socket of the DS9097E connector;
 - b) Press the 1996TM Query Card on the TM 6DF-TUD-1 encoder;
 - c) Connect the 9097E connector with the 9-PIN COM of the computer, and fasten the screws;
 - d) Refer to step 4) ~ 9) in 12.12.1.

NOTE:

1. A TM Query Card can extract the latest 864 records in the lock.
2. The TM Query Card can extract unlocking records directly without being issued.

12.12.2.2 Card Type

➤ **It is used for A50 V6.51 lock management software.**

- 1) Devices
 - a) A reader as in Figure 1-110;



Figure 1-110

- b) A TM Query Card as in Figure 1-111:

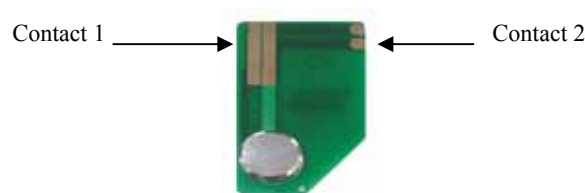


Figure 1-111

NOTE: Contact 1 is for reading records from the “insert” type magnetic lock, while Contact 2 is for reading records from the “swipe” type magnetic lock.

- 2) Query unlocking record

Insert the TM Query Card in the correct direction into the lock, a beep will be heard with the green indicator flashing once, indicating the card is querying the unlocking records. After a while, the lock will beep again and the green indicator will flash again, indicating that the extraction is completed.

- 3) Read unlocking records
 - a) Connect the reader with the 9-PIN COM port in the computer;
 - b) Select TM encoder COM port and TM encoder type in Encoder;
 - c) Insert the Query Card;
 - d) Please refer to step 4) ~ 9) in 12.12.1 to read the records.

12.12.3 IC Query Card

➤ **It is only used for A30 V6.51.**

- 1) Insert the IC Query Card into the lock, a beep will be heard with the green indicator flashing once, indicating the card is extracting unlocking records from the lock. After a while, the lock will beep again and the green indicator will flash again, indicating the extraction is completed;
- 2) Insert the IC Query Card into the IC Card encoder;
- 3) Please refer to step 4) ~ 9) in 12.12.1 to read the records.

NOTE:

- 1) An IC Query Card can extract the latest 864 records in a lock.
- 2) IC Query Card can extract unlocking records directly without being issued.

12.12.4 Verify Query Card

➤ **Only the TM Query Card and the IC Query Card Can Be Verified.**

If a Query Card fails to extract records, or cannot be read, but there is no problem with the connection, you can test it by “Verify” function. You can also erase the data from a Query Card by the “Verify” function.

- 1) Insert the Query Card in correct direction;
- 2) Click **System--Verify Query Card** on the operation interface, a dialogue box will be shown as in Figure 1-112:

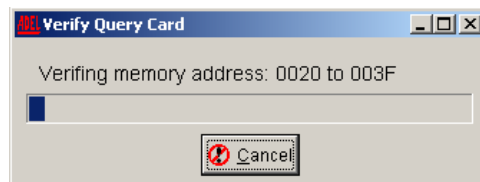


Figure 1-112

- 3) If you want to cancel the operation, click Cancel and a dialogue box will be shown as in Figure 1-113:

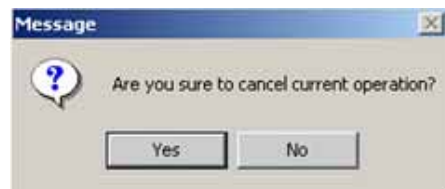


Figure 1-113

- 4) Click Yes to confirm;
- 5) If the Query Card is not damaged, a dialogue box will be shown as in Figure 1-114;

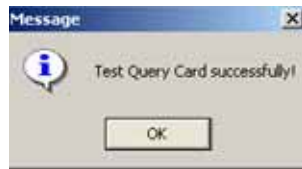


Figure 1-114

- 6) Click OK to return to the operation interface;
- 7) If any sector of the Query Card is damaged, a dialogue box will be shown as in Figure 1-115. Click Abort to quit, click Retry to verify again, or click Ignore to verify the next sector.

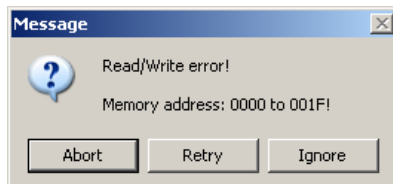


Figure 1-115

NOTE:

- 1) If you use TM Query Card, the **Verify Query Card** entry will be shown in the **System** menu.
- 2) All the information in a Query Card will be erased after the verification.

12.13 Guest Accident in Hotel

If a guest's property is lost or other accident happens in the guest room, please refer to the following steps to handle:

- 1) Close the guest room by a Lockout Card:
 - a) Touch the Floor Card on the induction area of the lock, a beep will be heard and the green indicator will turn on;
 - b) Touch the Lockout Card on the induction area of the lock when the green indicator is still on, a beep will be heard and the green indicator will turn off, indicating that the guest room is in lockout status.
- 2) Confirm the time and other information of the accident and report to police;
- 3) Extract and read the unlocking records according to 12.12, and hand over these records to the police.

12.14 When Login Password Is Forgotten

If the system manager or an ordinary operator forgets the login password, you can solve the problem as follows:

- 1) If the system manager's login password is forgotten, you can regain the initial password "123":
 - a) Insert the **System Card** in the encoder;
 - b) The login window will be shown as in Figure 1-22;
 - c) Click **Forget Password**, a dialogue box will be shown as in Figure 1-116:



Figure 1-116

- d) Now the initial login password for System "123" is regained. Click OK to enter into the operation interface.
- 2) If an ordinary operator's password is forgotten:
 - a) The system manager login the software and enter into **System--User Management**;
 - b) Click the operator in the User List and change the password according to step 2) of 6.4;

13. Notice for Ordinary Operator

- 1) Please DO NOT change the time of the computer installed with the lock management software.
- 2) Please DO NOT change the computer's name and its IP address;
- 3) Please DO NOT use the computer for personal purpose or delete any system files in the computer;
- 4) Please maintain cards, encoders and readers (if readers are purchased) at a daily basis.

14. Manage Lock Management System

14.1 Maintain Database

- 1) Click **System--Database** on the operation interface, a dialogue box will be shown as in Figure 1-117;

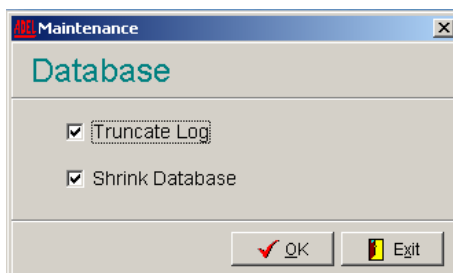


Figure 1-117

- 2) Tick **Truncate Log** and/or **Shrink Database**. Here we tick both of the two options;
- 3) Click OK to maintain database;
- 4) Click OK in the pop out dialogue box to return;
- 5) Click Exit or the cross on top right of the window to quit **Maintenance**.

14.2 Manage Guest Room

14.2.1 Add a small quantity of guest rooms: This operation is to add a small quantity of guest rooms by **Add in Room Management**.
If a lot of rooms need to be added, please add by **Make Room Wizard**.

- 1) Click **Room--Room Management** on the operation interface, a window will be shown as in Figure 1-118;

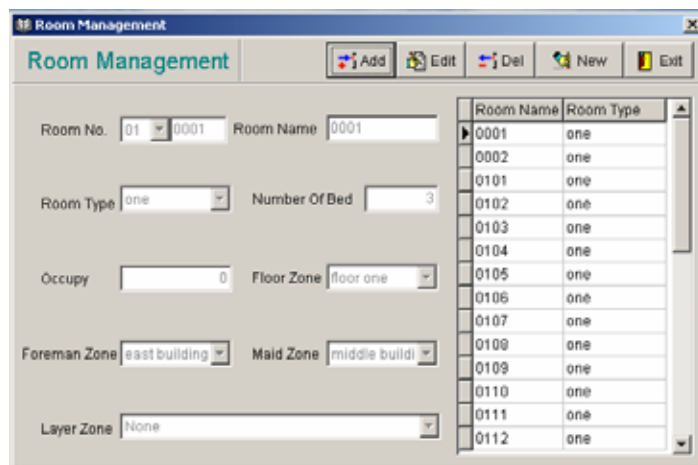


Figure 1-118

- 2) Click Add;
- 3) Input Room No. and Room Name, and select Room Type, Floor Zone, Foreman Zone, Maid Zone and Layer Zone for

this room;

- 4) Click Save to confirm, or click Cancel to cancel the operation.

14.2.2 Edit Guest Rooms:

- 1) Click on the guest room to be edited in Figure 1-118;
- 2) Click Edit;
- 3) Edit the information of this guest room;
- 4) Click Save to confirm, or click Cancel to cancel the operation.

14.2.3 Delete guest rooms:

- 1) Click on the guest room to be deleted in Figure 1-118;
- 2) Click Delete, a dialogue box will be shown as in Figure 1-32;
- 3) Click Yes to confirm the deletion or click No to cancel.

14.2.4 Reset the lock of a guest room: If a Guest Card/Spare Card is lost, or a guest owes fees and refuses to pay, you can reset the lock of the guest room:

- 1) Click on the guest room in Figure 1-118;
- 2) Click New, a dialogue box will be shown as in Figure 1-119:



Figure 1-119

- 3) Click Yes;
- 4) Click OK in the pop out dialogue box to return;
- 5) Click Exit or the cross on the top right of the window to quit.

14.3 Modify Room Info By Batch

- 1) Click **Room--Modify Room By Batch** on the operation interface, a window will be shown as in Figure 1-120;

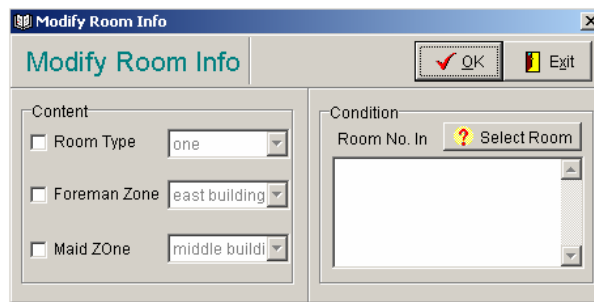


Figure 1-120

- 2) Tick and then select Room Type, Foreman Zone and Maid Zone in Figure 1-120;
- 3) Click “Select Room”, a window will be shown as in Figure 1-45. Select the room numbers (The selected rooms will be displayed 1-120).
- 4) Click OK;
- 5) Click OK in the pop out dialogue box to return;

- 6) Click Exit or the cross on the top right of the window to quit **Modify Room By Batch**.

14.4 Query Guest Room

Query guest rooms information of different conditions:

- 1) Click **Query--Query Room Info** on the operation interface, a window will be shown as in Figure 1-121;

Room No.	Room Name	Number Of B	Occupied	Room Type	Floor Zone	Foreman Zone	Maid Zone	Status
010107	0107	2	0	1	floor1 of building	floor1-3 of buildi	floor1-3 of building	Vacancy room
010108	0108	2	0	1	floor1 of building	floor1-3 of buildi	floor1-3 of building	Vacancy room
010109	0109	2	0	1	floor1 of building	floor1-3 of buildi	floor1-3 of building	Vacancy room
010110	0110	2	0	1	floor1 of building	floor1-3 of buildi	floor1-3 of building	Vacancy room
010111	0111	2	0	1	floor1 of building	floor1-3 of buildi	floor1-3 of building	Vacancy room
010112	0112	2	0	1	floor1 of building	floor1-3 of buildi	floor1-3 of building	Vacancy room
010113	0113	2	0	1	floor1 of building	floor1-3 of buildi	floor1-3 of building	Vacancy room

Record No./Record Amount: 13/24

Figure 1-121

- 2) **Room Type:** Select **All** at **Room Type**, the rooms of all types will be displayed;
- 3) **Floor Zone:** Select **All** at **Floor Zone**, the rooms of all floor zones will be displayed;
- 4) **Order By:** The rooms can be displayed by **Room No.**, **Room Type**, **Floor Zone**, **Number of Guest** and **Room Status**;

14.5 Query Guest Information


Query the information of guests staying in the hotel, or used to stay in the hotel:

- 1) Click **Query--Query Guest Info** on the operation interface, a window will be shown as in Figure 1-122;

Room No.	Bed No.	Room Type	Holder	ID No.	Checkin Time	Exp. Depart Time	Checkout Time
010101	01	1			5/25/2007 1:13:00 PM	5/28/2007 12:00:00 PM	
010102	01	1			5/25/2007 1:13:00 PM	5/28/2007 12:00:00 PM	

Record No./Record Amount: 1/2

Figure 1-122

- 2) **Guest State:** Options **All**, **Checkin** and **Checkout** are available:
 - a) **Checkin:** To display all the guests who have not checked out;
 - b) **Checkout:** To display all the guests who have checked out;
 - c) **All:** To display all the guests no matter they have checked out or not.
- 3) **Guest Name:** Input the guest name here and then click Enter to search relevant information;
- 4) **Room No.:** You can query a certain room here. Select the building number (here is 01 or 02) and input the room number or click  to select the room number, the information of this room will be displayed.
- 5) **Order By:** The information can be displayed by **Room No.**, **Checkin Date**, **Exp. Depart Date**, **Checkout Date**, **Room Type** or **Guest Name**;
- 6) **Checkin Date, Exp. Depart Date and Checkout Date:** Tick the checkbox and set the time to check the information in a certain period. **Checkout Date** will be available when **Guest State** is **All** or **Checkout**.

14.6 Query Issued Card

To query the information of any issued cards:

- 1) Click **Query--Query Card Info** on the operation interface, a window will be shown as in Figure 1-123;

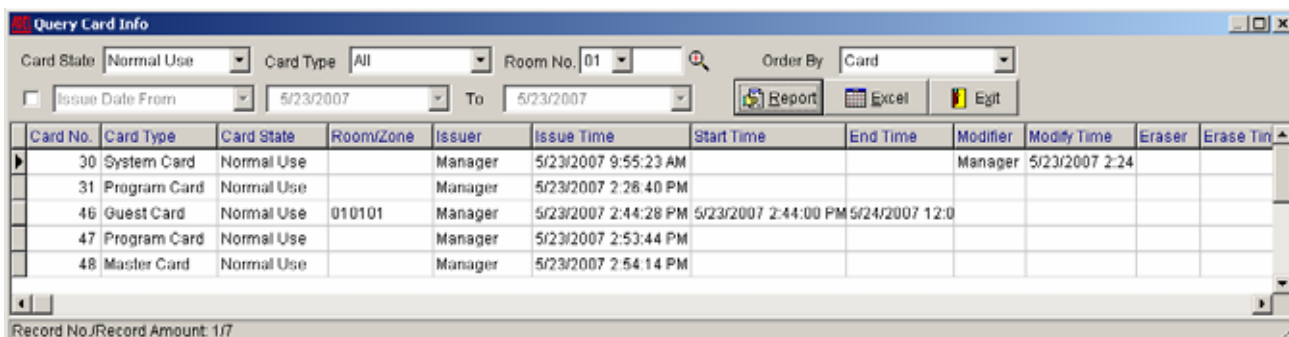


Figure 1-123

- 2) **Card State:** Here to select the state of the cards which you want to display:

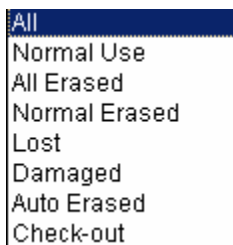


Figure 1-124

- 3) **Card Type:** Here to select the type of cards which you want to display:

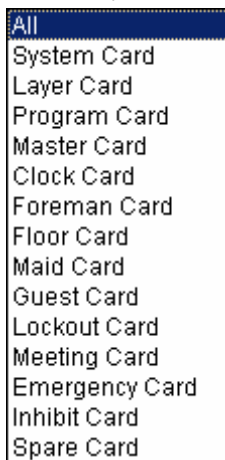


Figure 1-125

- **“Query Card” is only available at Card Type in A90 V6.51.**
- 4) **Room No.:** Here to select the room which you want to display.
 - 5) **Order By:** The card information can be displayed by **Card, Card Type, Card State, Issue Time, Issuer, Modify Time, Modifier, Erase Time and Eraser.**

14.6 Operation Log

To query when the operator logins and logoffs the system:

- 1) Click **Query--Operation Log** on the operation interface, a window will be shown as in Figure1- 126;

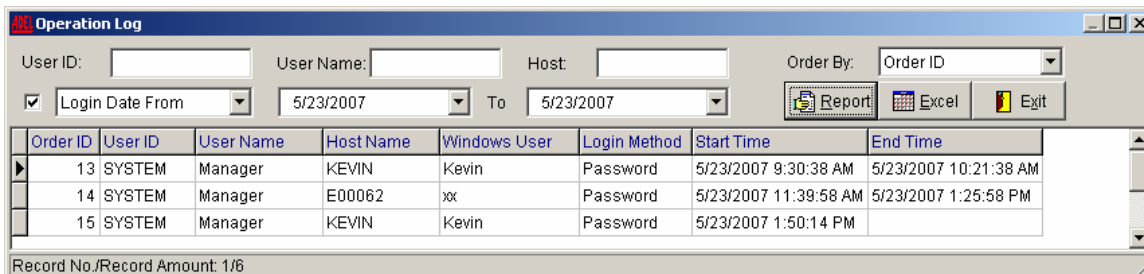


Figure 1-126

- 2) Un-tick the checkbox at “Login Date From”, all the login records will be displayed. If you want to query the records in a certain period, please tick the checkbox and set the start date and end date. Therefore, only the records in this period will be displayed;
- 3) You can input the **User ID**, **User Name** or **Host** to query;
- 4) **Order By**: The records can be displayed by **Order ID**, **User ID**, **User Name**, **Host Name**, **Windows User**, **Login Time** and **Logout Time**;

15. Other Guides

15.1 Hide and Display Toolbar

Toolbar contains the tools frequently used.

- 1) Click **View** on the operation interface;
- 2) You can see **Toolbar** in drop menu, click it. If there is a √ ahead of it, the homepage of lock software will display **Toolbar**. Otherwise, the **Toolbar** will be hidden.

15.2 Set the Interface Background of Lock Software

It is to change the background picture of the system. You can replace the system background picture with any pictures in bmp or JPG format.

- 1) Click **View—Background** on the operation interface, a menu will be shown as in Figure 1-127:

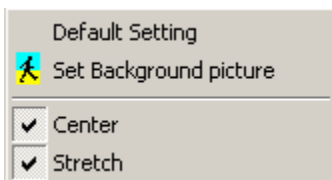


Figure 1-127

- 2) **Default Setting**: Click it and the default background picture will be resumed;
- 3) **Set Background Picture**: Click it, then a list of bmp format files for lock software will be opened, you can select one of them as the system’s background picture;
- 4) **Center**: If it is ticked with a √, the background picture will be placed in the central of the screen;
- 5) **Stretch**: If it is ticked with a √, the background picture will be stretched to full screen.

15.3 Get Help Info

If you want to solve certain problems about the software, please click Help-Help on the operation interface.

15.4 Get the Software Version and System ID

If you want to know the software version and system ID, please click Help-About, these information will be displayed as in Figure 1-128.



Figure 1-128

15.5 List of Shortcut Key for Checking

- 1) Shortcut Keys for operation interface:

ALT+S	System
ALT+R	Room
ALT+C	Card
ALT+P	Query
ALT+V	View
ALT+H or F1	Help
→	To move right
←	To move left
↓	To move down
↑	To move up

- 2) Shortcut Keys for **Issue Card**

ALT+C	To confirm
ALT+X	To exit

- 3) Shortcut Keys for **Group Card**

ALT+C	To confirm
ALT+N	To clear the messages of the last group
ALT+X	To exit

- 4) Shortcut Keys for **Duplicate Card (Figure 1-97)**

F5	To issue card by Duplicate Card
F6	To issue card by Add Card
F7	To issue card by New Card

5) Shortcut Keys for **Card Operation**

R or F5	To read card (for Magnetic Card)
R or F6	To read card (for TM Card)
E or F7	To erase card
C or F8	To modify
X or F3	To exit

6) Shortcut Keys for **Lost and Damaged**

ALT+L	To make a lost card erased
ALT+D	To make a damaged card erased
ALT+X	To exit

7) Shortcut Keys for **Opening Record**

ALT+R	To read card
ALT+P	To turn to report format
ALT+E	To turn to EXCEL format
ALT+X	To exit

8) Shortcut Keys for **Query Guest Info/Query Card Info/Query Room Info**

ALT+R	To turn to report format
ALT+E	To turn to EXCEL format
ALT+X	To exit

9) Shortcut Keys for **Room Status**

ALT+S	To set display colours and size
ALT+X	To exit
ALT+R	To refresh
ALT+D	To return to the default option
ALT+C	To confirm

10) Shortcut Keys for **Make Room Wizard**

ALT+P	To turn to the last step
ALT+N	To turn to the next step
ALT+X	To exit

Part Two: Extended Applications

ADEL Company can provide not only the standard hotel solutions (include locks, software and encoder) but also a series of extended applications.

1. Layers

Villa hotel is becoming more and more popular. “Layer” function in ADEL software is designed for villa hotels. It describes the relationship among room entrance (the guest room), zone entrance (the building gate) and general entrance (the gate to enter the villa zone). For more details, please refer to Part One.

2 Gate Management

Gate solution project from ADEL Company can prevent the persons who are not authorized to enter gates. The solution can manage all the common gates, building gates and floor gates and make them more secure and convenient. For more details, please refer to Part One.

3 All-In-One Management

It is a special solution for special customers: The basic information of guest can be written in other areas of card but not in area of unlocking data (only for magnetic card lock management software), so the Guest Card can not only unlock but also be identified by other management software of hotel (unlocking data is encrypted and can't be identified by other management software). All-in-one card extended lock solution thus is very convenient for your hotel management, for more details please refer to part one.

4 Interface of Hotel Management Software

It is to connect hotel lock management software provided by ADEL Company with the hotel management software (such as Fidelio) by interface. Therefore, the hotel management software is able to issue guest cards directly (other cards must be issued by hotel lock management software).

5 Bed Control Interface

It should be used with network energy saver from ADEL company, network energy saver reads the card type, card No. and other information of inserted card, and send the information to bed control system, bed control system can identify the card type to decide whether to provide power to room. Bed control can interview lock database by interface function to collect information of card holder.

6 Access Control

When the reader of access control is replaced by circuit board from our company, a card can start the access control and unlock the room. The control principle: Reader identify the validity of card, then transfer a signal to access control, access control will control the switch after receiving the signal.

7 Elevator Controller

It is an extended product of hotel smart lock. It is often used in elevators of hotel. Elevator controller can make elevators be used more efficiently and securely.

8 Energy-Save Switch

It is a kind of energy save product designed for illumination system of guest room, there are two kinds: individual energy saver and network energy saver, individual energy saver can cut off power by card, network energy saver can cut off power with bed control system by long distance control.


If you are interested in any project of them, you can contact us:

Address	6/F, A2 Bldg., Xili Nangang Second Industrial Park, Songbai Rd., Nanshan District, Shenzhen, China
Post Code	518108
Service Line	+86 755 27657755 Ext.8840/8850/8851
Fax	+86 755 27652282
Website	http://www.adellock.com
E-mail	service@hotel-lock.com , adelcsc@163.com
Online Service	MSN : adelcsc@hotmail.com

PART THREE: APPENDIX

1. Install SQL Server 2000

1.1 Notice before Installation


- 1) Two editions are available for Microsoft SQL Server 2000: Personal Edition and Standard Edition. The Standard Edition is used for O/S of Server Edition, and the Personal Edition is used for O/S of Professional Edition.
- 2) The O/S of computer which will install SQL Server 2000 should be Windows 2000 or Windows XP or above. If you want to install SQL Server2000 software in win98, please execute  SQL Server 2000 Prerequisites in Figure 2-1 and start the installation from Step 1.2.

1.2 Installation of SQL Server2000

- 1) Insert the installation disc of SQL Server 2000 in CD-ROM, the installation will start automatically. If the installation fail to start automatically, please double click the CD-ROM symbol “G”(suppose that the CD-ROM symbol is “G”) to start the installation:



Figure 2-1

- 2) Click  **SQL Server 2000 Components** to enter Figure 2-2:

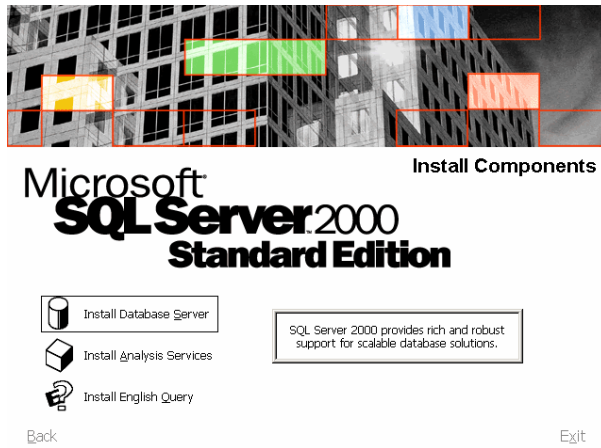


Figure 2-2

- 3) Click  **Install Database Server**, Figure 2-3 appears:



Figure 2-3

- 4) Click **Next**, Figure 2-4 appears. Select the computer in which SQL Server 2000 will be installed. Here please select “Local Computer” to install the software in the current computer.



Figure 2-4

- 5) Click **Next**, Figure 2-5 appears. Select “Create a new instance of SQL Server, or install Client Tools”.



Figure 2-5

- 6) Click **Next**, **User Information** appears. Here please input User’s name and company.



Figure 2-6

- 7) Click **Next** to enter Figure 2-7:



Figure 2-7

- 8) Click **Yes** and input the 25 digits valid serial number. Then click **Next** to enter Figure 2-8 appears. Select “Server and Client Tools”



Figure 2-8

- 9) Click **Next** to enter Figure 2-9:



Figure 2-9

- 10) Click **Next** to enter Figure 2-10 and select “Typical”:

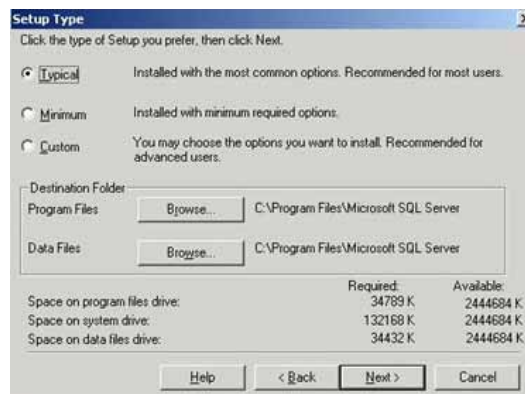


Figure 2-10

- 11) If you want to change the installation path, please click Browse and select the path you want. Then click OK to confirm the change or click Cancel to cancel and return to Figure 2-10.
- 12) Click **Next** in Figure 2-10 to select the options.

- 13) Click **Next**, **Authentication Mode** appears. Select “Mixed Mode”, the options below it will be activated. Select “Blank Password” as in Figure 2-11:



Figure 2-11

- 14) Click **Next** to start the installation, as shown in Figure 2-12:



Figure 2-12

- 15) Click **Finish** to complete the installation.

2. Start-up SQL Server Service Manager

- 1) Click **Start—Program—Microsoft SQL Server—Service Manager** to start the SQL Server Service Manager as shown in Figure 2-13:



Figure 2-13



- 2) When **Service Manager** is started for the first time, the name of the computer installed with SQL Server will be shown at **Server**, as in Figure 2-13. You can also change the computer name to the fixed IP address.
- 3) Select SQL Server at **Services**;
- 4) Tick “Auto-start service when OS starts”;
- 5) Click  in Figure 2-13 to enter into Figure 2-14. Now the SQL Server Service Manager is started.



Figure 2-14

- 6) Click  on the top right quit.

3. Backup and Restore Database

3.1 Please backup the database after all the parameters are set and all the cards are issued as required. Here we introduce two methods to backup and restore the database.

3.1.1 Set a maintain plan in Microsoft SQL Server to make Microsoft SQL Server software backup lock software in the designated time. To realize his function, the computer O/S should be server edition such as WINDOWS 2000 Server, and the database software should also be server edition such as Microsoft SQL SERVER 2000 standard edition.

1) Backup data

- a) Start “SQL Server Agent”.
- b) Click **Start—Program—Microsoft SQL Server—Enterprise Manager**, and enter into **Console Root Catalogue**.
- c) Select **Database Maintenance Plans of Management** in **Console Root Catalogue**.
- d) Right click **Database Maintenance Plans**, a menu will be shown as in Figure 2-15:

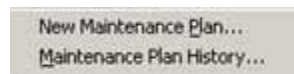


Figure 2-15

- e) Click “New Maintenance Plan” in Figure 2-15 to enter into Figure 2-16:



Figure 2-16

- f) Click **Next**, tick “These databases” and then select “ADEL9200” in the database list in Figure 2-17:

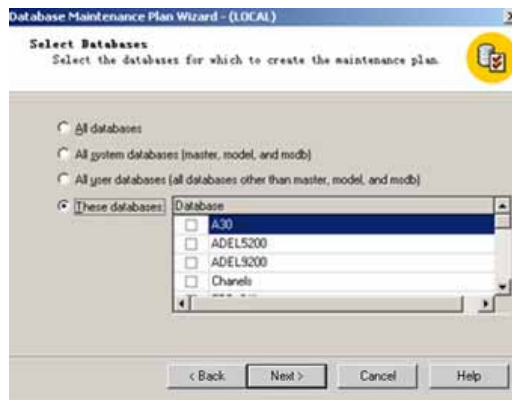


Figure 2-17

- g) Click **Next** till Figure 2-18 appears:

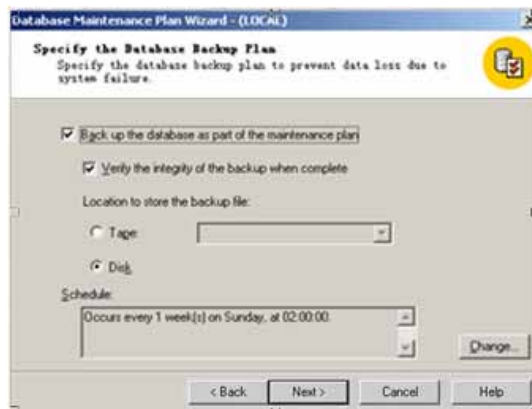


Figure 2-18

- h) Click **Change**, “Edit Recurring Job Schedule” will be shown as in Figure 2-19. Set Occurs (date), **Daily frequency** (time) and **Duration** (start date and end date).

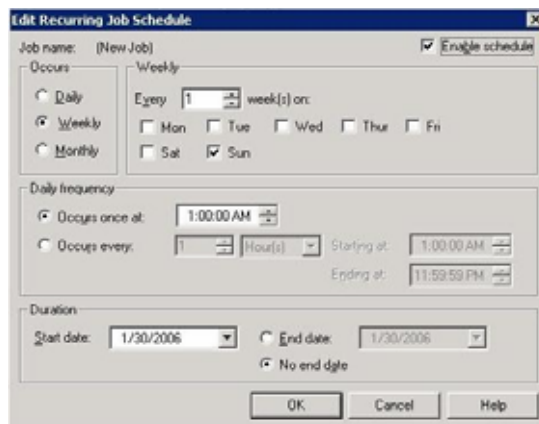


Figure 2-19

- i) Click **OK** to return to Figure 2-18.

- j) Then click **Next** and select “Use this directory”. You can change the default backup path. Tick “Remove files older than” to change the time setting.



Figure 2-20

- k) Click **Next** till Figure 2-21 appears:

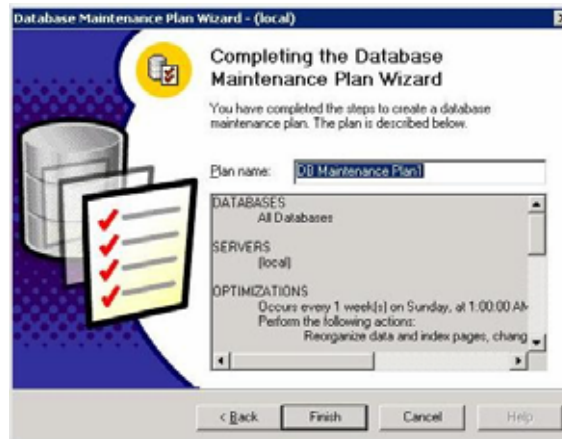


Figure 2-21

- l) Input the name of maintenance plan in the blank behind “Plan name” and then click Finish.
- m) Click OK to complete.

2) Restore Database:

- a) The same with step b) in 1).
- b) Select **Lock9200** of **Database** in **Console Root Catalogue**.
- c) Right click on ADEL9200 and select All Tasks in the pop out menu, a sub menu will be shown as in Figure 2-22 appears:

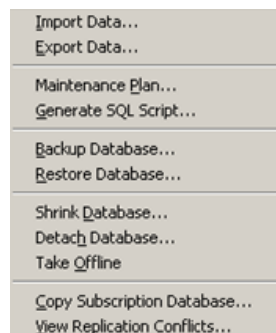


Figure 2-22

- d) Click **Restore Database**, **Restore Database** appears. Select **General**, then select “From device”.
- e) Click **Select Device** to enter Figure 2-23:



Figure 2-23

- f) Click Add to enter **Choose Restore Destination** as in Figure 2-24:



Figure 2-24

- g) Click **...** **Backup Device Location** appears. Find the path of the ADEL9200 software backup and select the backup file in the backup folder as shown in Figure 2-25:



Figure 2-25

- h) Click OK to return to **Restore Database**.

- i) Select **Options**, tick **Force restore over existing database**, and input the correct restore path under **Move to physical file name**:

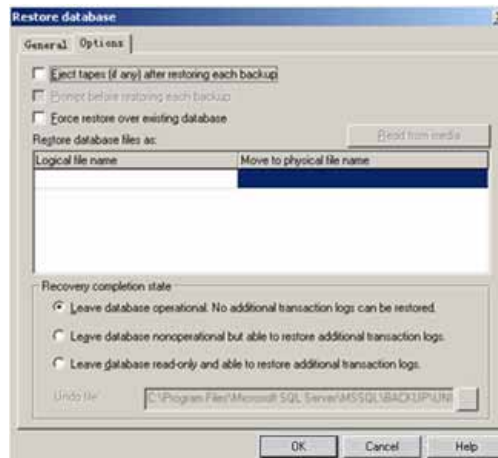



Figure 2-26

- j) Click OK to start the database restore.
- k) Click OK to quit SQL Server enterprise manager.

3.1.2 Backup and restore the lock data by the data backup and data restore function of Microsoft SQL Server:

1) **Backup data**

- a) Start **Enterprise Manager** by step b) of 1) in 3.1.1 to enter **Console Root Catalogue**.
- b) The same with step b) and c) of 2) in 3.1.1.
- c) Select **Backup Database** as in Figure 2-22.
- d) Click Add to enter **Select Backup Destination**, and then click  to enter **Backup Device Location** as seen in Figure 2-25.
- e) Select "F:\bakeup\" and input "ADEL9200_data" at **File name**.
- f) Click OK, "F:\bakeup\ADEL9200_data" will be displayed under "Backup to". Delete other backup paths.
- g) Click OK.
- h) Click OK to quit SQL Server Enterprise Manager.

2) **Restore data**, Restore data by step 2) of 3.1.1.

4. The Reason and Solution of "Database Communication Failed"

- 1) The SQL Server service manager is not started before installation. Solution: Install lock software after the SQL Server service manager is started.
- 2) When SQL Server is installed, user logins in Windows. Solution: User logins in SQL Server. Please refer to operation introduction of SQL Server.
- 3) Wrong computer name is input. For example, input "0" as "O". Solution: Input the correct computer name. Please input (local) if the computer name is unknown.
- 4) The computer name is changed after the lock software is installed. Solution: Resume the previous computer name.
- 5) The operation is forbidden by anti-virus function of WINXP. Solution: Stop anti-virus function or lower the protection grade of anti-virus function and install lock software.

- 6) The user of network edition doesn't know the server administration password "SA". As a result, the database cannot be accessed. Solution: Get the server's SQL Server login password from server administrator or check the connection of net lines in hotel.
- 7) The edition of MDAC is too old so that MDAC decompression happens frequently. The problem often happens in some exceptional XP O/S with MDAC edition 2.0. Solution: Download MDAC Edition 2.8 from Microsoft website, restart the computer and install the lock software.
- 8) The edition of IE is too old. Solution: Download IE Edition 6.0 or above from Microsoft website and install it in the computer.
- 9) The software can't be installed in some Win2000 O/S. Solution: Download an amendment program sp4 of Win2000, install it in the computer and install the lock software.

5. Restore Database after Software Is Reinstalled

5.1 After SQL Server is reinstalled or the computer is changed, the database of the previous software system should be restored. The operation is as follows:

- 1) Backup the software system's database by backup files. Please refer to 3.1.1 and 1) of 3.1.2.
- 2) Uninstall SQL Server or install SQL Server after O/S is reinstalled.
- 3) Reinstall lock software.
 - a) Step One: Build database communication.
 - b) Step Two: Build system database.
 - c) Step Three: Install ADEL lock software.
- 4) Restore database by Step 2) of 3.1.1.