



## **Document Suite**










**Used in conjunction with the LMS-Platinum**

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# LMS-Platinum Lock Management System

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# **LMS - Platinum Reference Manual**

**Used in conjunction with the LMS-Platinum software**

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This Issue Date	
Latest Revision	<u>G1</u>

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## Revisions History

Details entered below reflect each revision; a revised copy of this page will accompany each release of manuals.

Revision	Date	Description
A	9 <sup>th</sup> February 2015	Upper Management User Manual Sample
B	9 <sup>th</sup> June 2015	Upper Management User Manual Draft
C	24 <sup>th</sup> June 2015	Reference Manual Draft
D	6 <sup>th</sup> July 2015	Reference Manual Updated Draft
E	20 <sup>th</sup> August 2015	Reference Manual FINAL DRAFT
F	1st September 2015	Reference Manual FINAL
<u>G</u>	<u>1<sup>st</sup> February, 2016</u>	<u>Reference Manual Update</u>

## Overview

This manual describes the features, implementation, detailed programming and operational use of the KAS Lock Management System for the LMS-Platinum. This manual is specifically intended for exclusive use by upper management personnel and their selected system administrator. Separate installation manuals are available for all hardware as detailed below in the Installation guide section:

LMS-Platinum documentation suite as follows:

### **LMS-Platinum Reference Manual**

This detailed reference manual is specifically designed for upper management and/or their system administrators. (This manual should be kept secured away from general staff, installers and the public).

### **LMS-Platinum Quick Reference Guide**

A summary of appropriate excerpts from the LMS Platinum Reference Manual will supply all necessary information required for day to day operations. This booklet can be freely available at your primary reception desk for general staff use

### **Installation Guides as follows:**

- **LMS-Platinum Lock Installation Guide** –for the tradesmen involved with the physical installation of these locks (Note: It is the system administrator’s reasonability to collect all the correctly labelled mechanical keys from each lock and for the subsequent security of such keys following the programming of all locks – the details for programming is found in the LMS-Platinum Reference Manual)
- **LMS-Access Control Module Installation Guide** – for the electricians involved with the physical wiring of the access control modules and card readers (ACR’s)
- **LMS-Lift Control Module Installation Guide** – for the electricians involved with the physical installation of the KAS lift access controllers and card readers to the existing lifts (LAC’s).
- **Energy Savings Device (ESD) Installation guide** – for the electricians involved with wiring in the ESD to their own supplied contactors and electrical sub-boards.

**THIS MANUAL REMAINS THE PROPERTY OF KAS AND HAS BEEN MADE AVAILABLE TO THEIR UPPER MANAGEMENT CLIENTS (AND THEIR RESPECTIVE SYSTEM ADMINISTRATORS) FOLLOWING THE COMPLETED PURCHASE OF THIS PRODUCT.**



**THIS MANUAL (OR ANY PARTS THEREOF) CANNOT BE DISTRIBUTED WITHOUT THE EXPRESS WRITTEN PERMISSION FROM KAS.**

**The Quick Reference Guide can be left freely available at reception for general staff to assist in their operation.**





## How to Use This Manual

This manual is designed to be a one-stop reference for the following:

- Fully understanding the capabilities of the LMS-Platinum Lock Managements System
- Programming and initialising instructions (following the physical installation of the hardware).
- Re-programming or altering any of the many special features available to the hardware or software.
- Hardware and software servicing and maintenance.
- The first point of call in solving any technical issues and/or supplier recommendations for this system.

This manual will be updated by KAS as amendments and changes are incorporated into our system; KAS client’s can be assured that they will be kept up to date on any such changes, updates or amendments.

Should this manual not resolve any questions or further clarification is required on any aspects of this system then please don’t hesitate to contact either your supplier and/or KAS.

	1300 939 669
	<a href="mailto:tech@kas.com.au">tech@kas.com.au</a>
	<a href="http://www.kas.com.au">www.kas.com.au</a>
	Unit 45 215 Brisbane Road, Biggera Waters QLD 4216 Australia
<b>Supplier Details:</b>	

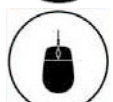
## Icons



Provides operator with information required to complete actions.



Provides additional information to the operator.



Use mouse (single left click) to complete instructions.



Stop / Warning – Informs operator of critical information / results from actions.

1

Numbered steps – used to indicate the order of input required.

## Introduction

The KAS Lock Management System has been designed specifically for use in lodging facilities (hotels, motels, resorts etc.) where key control is a major concern. This system replaces traditional mechanical keys and locks with reusable devices, such as cards, fobs, wristbands etc. These access devices are created at your front desk, to allow access to the specific guest room and/or any general common areas as required.

In addition to the key control benefits, the system includes an audit trail for both the user and issuers. These history trails allow management to review the time and date specific user access points and also who created each access device. Other benefits include automated timed access, allowing guests and staff access to only designated areas at specific times.

## Device Profile

To operate the KAS Lock Management System the Software and Encoder are required.

- Access Device Frequency 13.56 Mhz Mifare 1K

This system works in conjunctions with the LMS-Platinum room lock, access control system and lift control system etc.

## Operating System

The operating system required for software installation is Windows 7 & 8 (Internet connection is also required during the installation process and for software updates or externally controlled software modifications or technical assistance).

## Mobile Programmer



FOR SECURITY PURPOSES THIS DEVICE MUST ALWAYS BE KEPT SECURELY AWAY FROM ALL GUESTS AND GENERAL STAFF. OPERATING THIS DEVICE MUST BE UNDER THE COMPLETE CONTROL OF YOUR SYSTEM ADMINISTRATOR OR MANAGEMENT.

Mobile Programmer features:

- Used for programming all locks and access control modules
- Updating the clock in locks and access modules
- Confirms programming status and serial coding (assists technical analysis).
- Audit trail – review the last 512 entries per door and device
- Battery depletion status
- Error Diagnosis
- Re-program modifying capability



## Encoder

The encoder is connected to the computer (via a USB port) and links to the software to create the access cards. It also provides the link to the mobile programmer used for transferring programming information, updating device clocks and audit data transfer back to the mobile programmer

This device allows you to create, read and modify access cards

- When connected there is one constant blue LED.
- When a card is placed on the encoder correctly – the 2<sup>nd</sup> blue LED will also display.



## Access Control System

Access control systems are a hard wired structure most commonly used for high traffic areas such as main entrances, car parks, pool and gymnasium etc however can be used for guest rooms if desired.

Access is granted by placing the card over the reader, which sends an electric signal to the locking device. Unlocking and locking automation can be achieved with this system for guest and staff use.

## Lift Control Module

Lift control Modules are used for hotel elevators to enhance the security and safety of the site by restricting access to certain floors for guest and staff.

Lift control can be achieved by one or both of two separate devices and modes of operations as follows:

1. Lift call (using ACR as above) – Allows only valid card users to call the lift; restricting all except approved staff / guest lift access.



2. Advanced Lift Operations (using a separate Lift Control Module) –Allowing full control of all floors. Guests and staff have access to as follows:
  - The module is installed into the existing lift hardware
  - Preselects guest floors according to their room number
  - Assigns guests to go to other selected floors (e.g. if family or friends are located on a different floor)
  - Allows management to close off specific floors for maintenance, security, privacy etc

## Access Control Devices

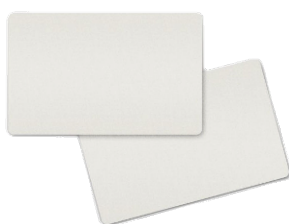


For reference in this manual access cards are used however there are several access devices available. Please contact your supplier for more options.

Access cards used in this system have many advantages over mechanical keys:

- Each time a room is rented, the lock is automatically rekeyed (i.e. preventing previous guests from gaining access)
- Access cards can be set with an expiry date so lost or stolen cards pose no threat to the security and access of the establishment.
- Access cards can also be cancelled at any time without dismantling the lock, or the requirement for using a locksmith.
- Access cards are inexpensive to replace.
- Returned access cards can be reused and reprogrammed many times.
- The information is encrypted on the cards so guests cannot create extra copies and there is no way of determining which room the card accesses without being read from the reception encoder.
- Magnetic fields will not erase the data on the Mifare 1K cards however bending; breaking or folding the card may make the card unreadable.
- The standard 0.030mm thick access cards are the most commonly used access device; however there are several other devices available such as FOB's, wristbands etc.

### Specifications:



- Mifare Classic 1K, RF Interface (ISO/IEC 14443 A)
- Contactless transmission of data
- Operating distance: Up to 20mm
- Operating frequency: 13.56MHz
- Data transfer: 106kbit/s



Cards are blank when first received. There is no accessing capability until encoded by the staff from the encoder at the front desk.

## Locking Management Software

### Installation

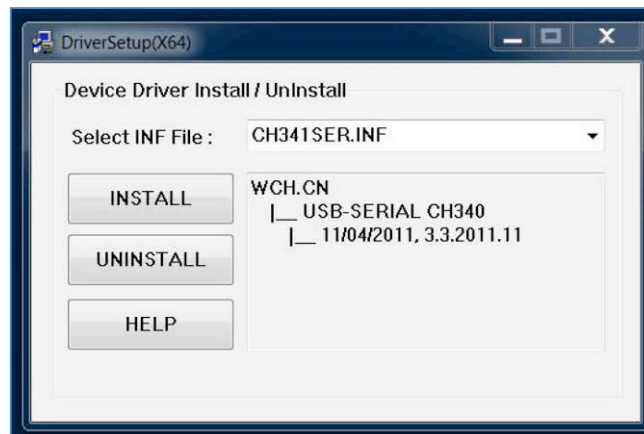
KAS will provide you with the Downloading details for your new LMS software. Run the installation file *Setup.exe* and complete installation according to on screen prompts.

Once installation is complete install the Encoder driver.



Select Install W-R reader USB Driver.

Select INSTALL.



Once installation is complete select OK.

Connect the encoder to the computer.



- 1 blue LED is always on, 1 blue LED flashing.
- When a card is placed on the encoder the 2<sup>nd</sup> blue light glows constantly.

## Start Up



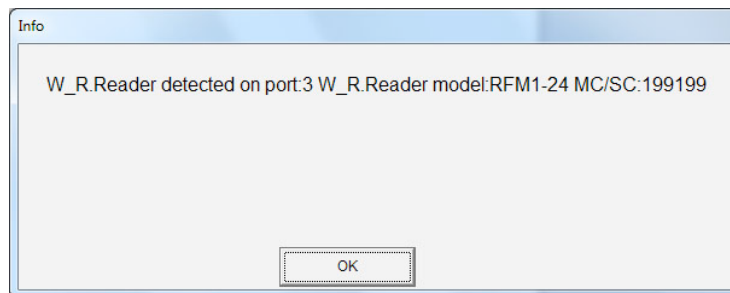
Open the KAS Lock Management Software from your start menu or from the shortcut created on the desktop.



Scanning for Encoder' message will appear.

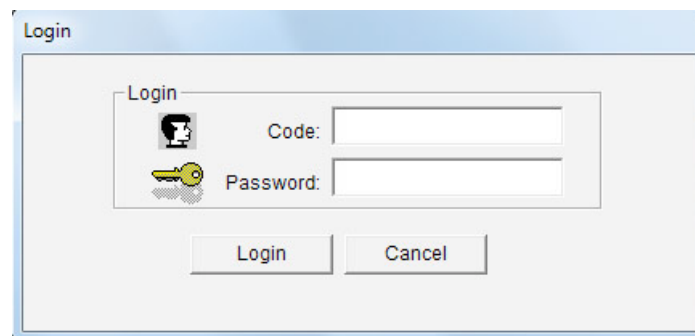


Once the encoder if found select OK



If the encoder is not found please check the encoders' connection to the computer, restart the software.

Using the login details provided, enter your password.



The System Administration log in details are as follows:

Code: 99 / Password: [Please contact KAS Technical Support for the Administration password if you require additional rooms or changes to your original system setup.](#)



You should not enter this System Administrator login unless completing major changes to the software and/or as instructed to do so by your supplier / KAS. This should only occur under the strictest guidance. **INADVERTANT ERRORS CASUED BY MIS-USE MAY RESULT IN EXTRA RE-PROGRAMMING REQUIREMENTS BY KAS TECHNICAL STAFF, WHICH MAY RESULT [LOSS OF DATA AND CHARGEABLE FEES BEING APPLIED.](#)**



While all care and diligence will always be taken by KAS staff, KAS in no way what-so-ever will be held responsible or liable for any lost data to any or all existing software or data (including non-KAS software and computer data), while installing, modifying and / or updating the client's software.

**KAS STRONGLY RECOMMENDS CREATING A REGULAR FULL HARD DISC BACK UP's** (in particular, before attempting to install, modify or update our software).

Software Interface

Functions

System Setting	Room Management	Lift System Management	Public Door System Management
	Function Room System Management	Query	Maintenance

Below displays all functions, please set the option/s according to requirements:

<p><b>System Setting</b></p> <ul style="list-style-type: none"> <li>➤ Setting Default Information</li> <li>➤ Setting Operator Information</li> <li>➤ Change Operator Password</li> <li>➤ Setting Hotel Name</li> <li>➤ <u>Setting Additional Features</u></li> <li>➤ <u>Issue ACR Control Card</u></li> <li>➤ Exit</li> </ul>	<p><b><u>Room Management</u></b></p> <ul style="list-style-type: none"> <li>➤ <u>Setting Building Number</u></li> <li>➤ <u>Setting Floor Number</u></li> <li>➤ <u>Setting Room Number</u></li> <li>➤ <u>Make lift control card</u></li> <li>➤ <u>Customize Staff Card Permission</u></li> <li>➤ <u>Make Emergency Management card</u></li> </ul>	<p><b><u>Lift System Management</u></b></p> <ul style="list-style-type: none"> <li>➤ <u>Set Lift Number</u></li> <li>➤ <u>Set Lift Controller</u></li> <li>➤ <u>Make lift port setting card</u></li> <li>➤ <u>Make lift control card</u></li> <li>➤ <u>Guest Card Default Lift Settings</u></li> <li>➤ <u>Staff Card Default Lift settings</u></li> </ul>
<p><b>Public Door System Management</b></p> <ul style="list-style-type: none"> <li>➤ Set Public Door Number</li> <li>➤ Set Public Door Associate</li> </ul>	<p><b>Function Room System Management</b></p> <ul style="list-style-type: none"> <li>➤ Set Function Room Number</li> </ul>	<p><b>Query &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>➤ Shortcuts</li> <li>➤ Query Latest records</li> <li>➤ Query Cleaned records</li> <li>➤ Maintain Records</li> <li>➤ Restore door lock system data</li> </ul>

## Software Setup

You are only required to complete these steps when creating your customised software setup.

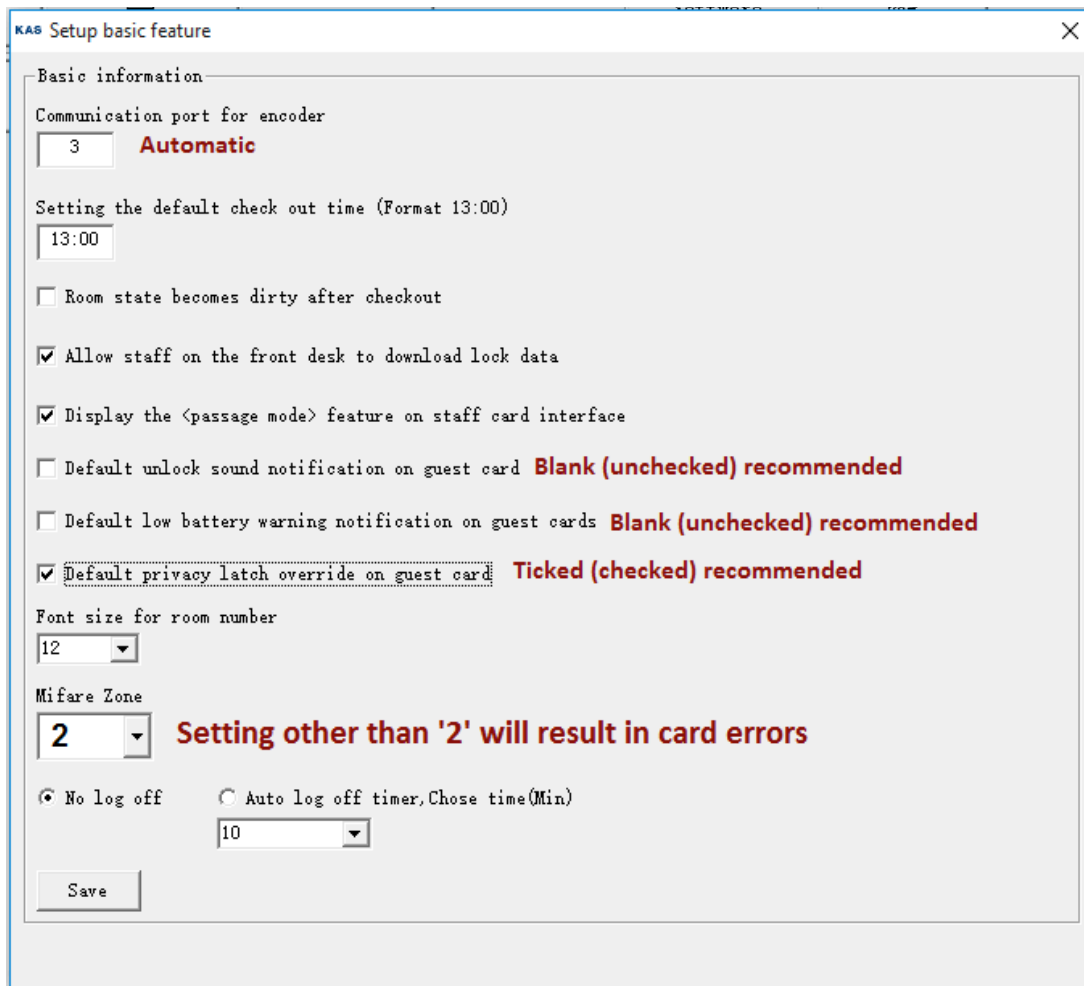
## System Settings

### Setting Default Information

This section allows you to change default settings such as 'check in time' etc



Select System Menu > System Setting > Setting Default Information



**KAS Setup basic feature**

Basic information

Communication port for encoder  
 **Automatic**

Setting the default check out time (Format 13:00)

Room state becomes dirty after checkout

Allow staff on the front desk to download lock data

Display the <passage mode> feature on staff card interface

Default unlock sound notification on guest card **Blank (unchecked) recommended**

Default low battery warning notification on guest cards **Blank (unchecked) recommended**

Default privacy latch override on guest card **Ticked (checked) recommended**


Font size for room number

Mifare Zone  
 **Setting other than '2' will result in card errors**

No log off     Auto log off timer, Chose time (Min)

Communication port for encoder

The connection port of the encoder is displayed.  
**DO NOT CHANGE THIS SETTING**

<u>Setting the default check out time (format 13:00)</u>	<u>The default checkout time is 13:00; asjust as required and save.</u>
<u>Room state dirty after checkout</u>	<u>Room state remains 'unclean' until changed on the software. If the room state is dirty after checking out then you cannot check-in a new guest until the status has been updated to 'vacant'</u>
<u>Allow staff on front counter to download lock data</u>	<u>If this option is selected, the operator can download door lock data to the mobile programmer. Downloading the Lock data is used for reprogramming LMS hardware</u>
<u>Display the &lt;Passage Mode&gt; feature on staff card interface</u>	<u>The first time you install the door lock system, there is no free passage function in the staff card window. If you need this function, select the option and save. The door lock can be set by the 'Free Passage' mode using the staff card with free passage function, allowing doors to remain in an 'unlocked state'</u> <u>** Used primarily for open meeting rooms etc.</u>
<u>Default unlock sound for guest card</u>	<u>Unlocking with valid guest card - the lock will give a sound noticed, otherwise sound notice will be silenced.</u>
Default Low battery for guest card	Low battery notification notice will sound when battery status is low following the presentation of a valid card. <i>KAS does not recommend this setting for short term guests/users (due to guest inconvenience).</i>
Default privacy latch override for guest card	Guest cards can access associated room doors even if privacy latch is engaged. (This can be disabled if so requested by the primary guest).
 Font Size (12) for Room Number can be adjusted here.	
Setting the Sector for Mifare card	Ensure sector 2 is selected, (unless otherwise liaised with KAS) Incorrect sector will cause issues with encoding all cards.
Log Off Setting	The system automatically logs of if inactive for the selected time period.
After selecting the function	Select Save and then click OK.

## Setting Operator Information

This area allows you to add software operators and allow certain users specific access and permissions.



Select System Menu > System Setting > Setting Operator Information:



When the software is installed there is a default ADMIN operator. Operator 'Admin' password and permission options. **MUST NOT BE CHANGED.**



When your software is initially set up by a KAS support member, a manager user will be created with the following defaults.

**Card Details**

Name:

Code:

Password:

Confirm password:

Card ID:

	Name	Code
1	Admin	99
2	General	02
3	Manager	01

**Permission Option**

- Setting Default Information
- Setting Operator Information
- Setting Hotel Name
- Setting Additional Features
- Making access control card
- Set Building Number
- Set Floor Number
- Set Room Type
- Set Room Number
- Make Emergency Administrate Card
- Customise Staff Card Permission
- Shortcuts
- Query Latest records
- Query Cleaned records
- Maintain Records
- Restore door lock system data
- Make Total Card
- Make Floor Card
- Make Customised Staff Card
- Make Limit Card
- Make Guest Card
- Change Room State
- Download Door Data
- Read Door Records
- Check out
- Erase Card
- Set Lift Number
- Set Lift Controller
- Make Lift Port Setting Card
- Make Lift Running Card
- Guest Card Default Lift Setting
- Staff Card Default Lift Setting
- Set Public Door Number
- Set Public Door Associate
- Set Function Room Number

### Adding a New Operator

Follow the steps below to add new operators:

- 1 Input new operator name (Supports letters, numbers, punctuation and special characters).
- 2 Input operator code (Supports letters and numbers).
- 3 Set a new password (Supports letters and numbers) for the Operator.
- 4 Permission: Each operator can have individual permissions and access levels. Select according to requirements.
- 5 Select Add. (Setting Operator Successfully window appears).



**NOTE:** Card details do not clear after adding an operator. Ensure that all fields are correct before adding the next operator

KAS Setting Operator Information
✕

**Card Details**

Name:

Code:

Password:

Confirm password:

Card ID:  Read Card ID

	Name	Code
1	Admin	99
2	General	02
3	Manager	01

ADD

Modify

Delete

Exit

**Permission Option**

<input type="checkbox"/> Setting Default Information	<input checked="" type="checkbox"/> Query Cleaned records	<input type="checkbox"/> Set Lift Number
<input type="checkbox"/> Setting Operator Information	<input checked="" type="checkbox"/> Maintain Records	<input type="checkbox"/> Set Lift Controller
<input type="checkbox"/> Setting Hotel Name	<input checked="" type="checkbox"/> Restore door lock system data	<input type="checkbox"/> Make Lift Port Setting Card
<input type="checkbox"/> Setting Additional Features	<input checked="" type="checkbox"/> Make Total Card	<input type="checkbox"/> Make Lift Running Card
<input type="checkbox"/> Making access control card	<input checked="" type="checkbox"/> Make Floor Card	<input type="checkbox"/> Guest Card Default Lift Setting
<input type="checkbox"/> Set Building Number	<input checked="" type="checkbox"/> Make Customised Staff Card	<input type="checkbox"/> Staff Card Default Lift Setting
<input type="checkbox"/> Set Floor Number	<input checked="" type="checkbox"/> Make Limit Card	<input type="checkbox"/> Set Public Door Number
<input type="checkbox"/> Set Room Type	<input checked="" type="checkbox"/> Make Guest Card	<input type="checkbox"/> Set Public Door Associate
<input type="checkbox"/> Set Room Number	<input checked="" type="checkbox"/> Change Room State	<input type="checkbox"/> Set Function Room Number
<input type="checkbox"/> Make Emergency Administrate Card	<input checked="" type="checkbox"/> Download Door Data	
<input type="checkbox"/> Customise Staff Card Permission	<input type="checkbox"/> Read Door Records	
<input type="checkbox"/> Shortcuts	<input type="checkbox"/> Check out	
<input type="checkbox"/> Query Latest records	<input type="checkbox"/> Erase Card	

## Editing Operator Permissions



Double click the operator name.

Edit > Adjust your selections.



Select Modify. (Setting Operator Successfully window appears).

**KAS Setting Operator Information** [X]

**Card Details**

Name:

Code:

Password:

Confirm password:

Card ID:

	Name	Code
1	Admin	99
2	General	02
3	Manager	01

**Permission Option**

<input type="checkbox"/> Setting Default Information	<input checked="" type="checkbox"/> Query Cleaned records	<input type="checkbox"/> Set Lift Number
<input type="checkbox"/> Setting Operator Information	<input checked="" type="checkbox"/> Maintain Records	<input type="checkbox"/> Set Lift Controller
<input type="checkbox"/> Setting Hotel Name	<input checked="" type="checkbox"/> Restore door lock system data	<input type="checkbox"/> Make Lift Port Setting Card
<input type="checkbox"/> Setting Additional Features	<input checked="" type="checkbox"/> Make Total Card	<input type="checkbox"/> Make Lift Running Card
<input type="checkbox"/> Making access control card	<input checked="" type="checkbox"/> Make Floor Card	<input type="checkbox"/> Guest Card Default Lift Setting
<input type="checkbox"/> Set Building Number	<input checked="" type="checkbox"/> Make Customised Staff Card	<input type="checkbox"/> Staff Card Default Lift Setting
<input type="checkbox"/> Set Floor Number	<input checked="" type="checkbox"/> Make Limit Card	<input type="checkbox"/> Set Public Door Number
<input type="checkbox"/> Set Room Type	<input checked="" type="checkbox"/> Make Guest Card	<input type="checkbox"/> Set Public Door Associate
<input type="checkbox"/> Set Room Number	<input checked="" type="checkbox"/> Change Room State	<input type="checkbox"/> Set Function Room Number
<input type="checkbox"/> Make Emergency Administrative Card	<input checked="" type="checkbox"/> Download Door Data	
<input type="checkbox"/> Customise Staff Card Permission	<input type="checkbox"/> Read Door Records	
<input type="checkbox"/> Shortcuts	<input type="checkbox"/> Check out	
<input type="checkbox"/> Query Latest records	<input type="checkbox"/> Erase Card	

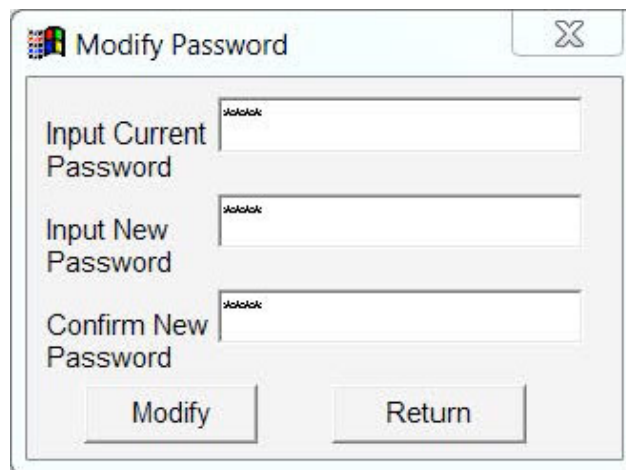
## Change Operator Password

This allows the operator to change / update their password.



Select System Menu > System Setting > Change Operator Password

Enter your current password; update the password twice as requested.



Select Modify.

If the password modify is successful; "Password changed, please quit the software and login again" will be displayed and program will automatically close.



Other users' passwords can be changed from 'Setting Operator information'.

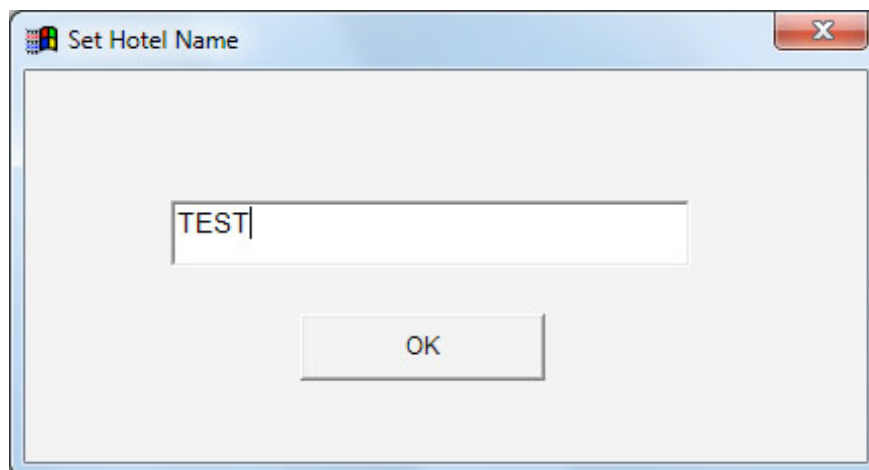
## Setting Hotel Name

Change or modify hotel name on software.



Select System Menu > System Setting > Setting Hotel Name

Enter the hotel name, select OK.



## Setting Additional Features

When setting the software you need to set the “Additional features setting”. Only the functions selected will be displayed.



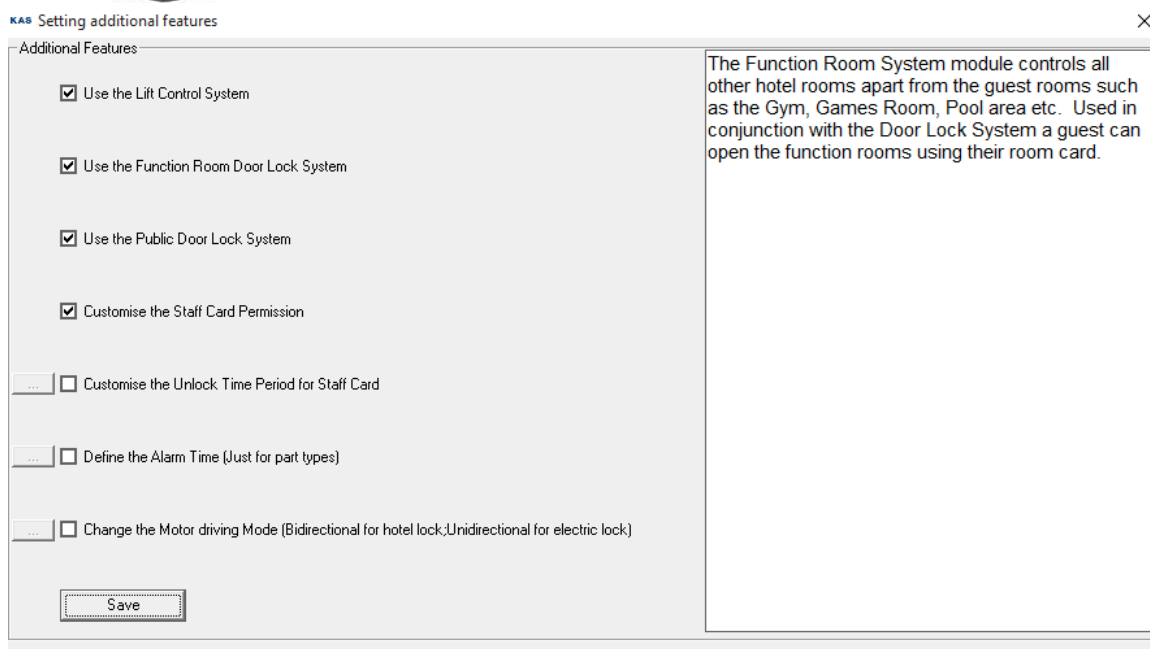
**WARNING:** Modifying these features can cause major complications which may result in the technical assistance of KAS resulting in the requirement to re-program some or all locks. (Technical assistance fees may apply).



Select System Menu > System Setting > Setting Additional Features.



Select the required functions and Save > **Save** to continue.



### Features

See below for customising options.

#### Lift Control System

The Lift Access Control module allows advanced integrations of lift access control options for both staff and guests to allowing a variety of different combinations of floor level access. The guest automatically gains access to their own appropriate correct lift floor level, or additional floor levels as selected by reception. You can set the lift information on the ‘lift setting’ window; if not selected, the lift setting window will not be displayed.

### Function Room Door Lock System

The Function Room System is a special system module to control hotel rooms but not guest rooms in combination with the door lock system; such as gymnasium and other special rooms. Guest can have access to some or all of these rooms depending on the selection made when creating the card. You can set the function room information on the function 'room setting' window; if not selected, the setting window will not be displayed.

### Public Door Lock System

The Public Door Lock System is a system module used to control hotel Public door locking; in combination with the door lock system. Public door lock includes hotel entrance door, entrance for each floor and entrance for villas. Guest can open these Public doors with guest cards  
Operator can set the public door lock information on the 'Public Door Lock' setting window; if not selected, the setting window will not be displayed.

### Customise the Staff Card Permission

The system can issue and identify guest, floor and total access cards automatically after the software has been installed. To issue access to a specific group of rooms (eg rooms 1,3,4 but not 2), a customised staff card will need to be created. If not selected, the function of customise staff card permission will be invalid. When customised 'staff card permission' is set operator will need to download the lock data again and reprogram the selected locks, otherwise the new staff card permissions will not be valid.

### Customise the Unlock Time Period for Staff Cards

Customise the specific Unlock Time Period for Staff Cards. The default unlock period is 24 hours after installation, meaning the access card can open the door at anytime using a valid card. The system supports eight periods of time.

### Define the Alarm Time (Just for part types)

Operator can define the time before alarm. If the door is not fully closed after use, the door lock will alarm to indicate to guest or staff to close the door (Intelligent alarm indication).

### Change the Motor Driving Mode; (Bidirectional for hotel lock; Unidirectional for electric lock)

Setting Motor working way: Do not change this option. If this option needs to be changed for other special function locks (Bidirectional for hotel lock; Unidirectional for electric lock), the default setting is Bidirectional.

### Issue ACR's Control Card

The ACR time period function allows operators to nominate 2 time periods for access or free passage.

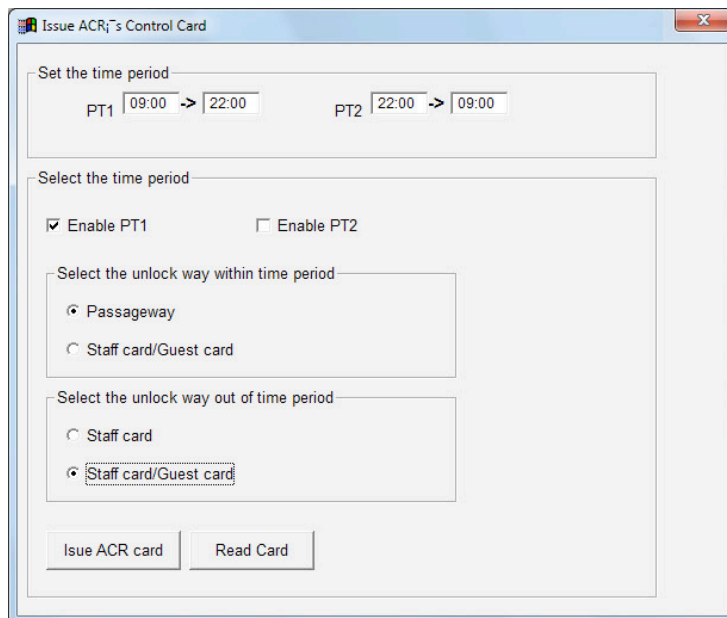
- During the allocated period anybody can gain access (*Free Passage*) or access requires a valid Staff Card/Guest Card.
- Movement outside of the allocated time period can be restricted to only staff or staff and guest holding valid cards only.



Select System Menu > System Setting > Issue ACR's Control Card.



The ACR Control Card must match the associated Public door and the related guest room to function correctly.



Set the time period

Enter the relevant time period required for control card movement.

(Use PT1 only if a single time period is required and PT2 if additional access restrictions are in place).

Select the time period

Enable PT1 and / or PT2 to allocate time frames to the card.

Within Time Periods

1. Free Passage: Allows access to anybody.
2. Staff card / Guest Card: All valid cards required to gain access.

Outside Time Periods

1. Staff Card: Only Staff (Not Guests) can gain access
2. Staff Card / Guest Card: All valid cards required to gain access.



Select Issue ACR card.

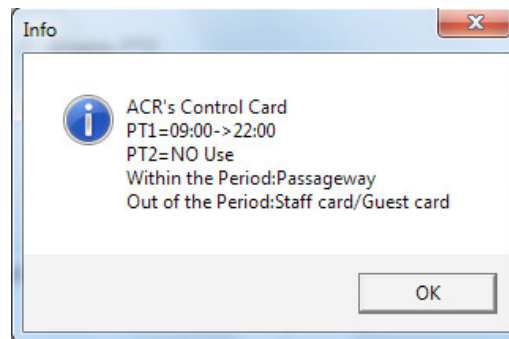
Place card on Encoder. (Two blue lights appear and Issue Card Successfully window appears). If you encounter a Read data block/operation failed 5F error, the card is not placed on the encoder correctly. Ensure that no lights are blinking on the encoder when you press 'Issue Card'



The card can now be used in the allocated time periods.



Selecting read card displays allocated time periods of card (see example below).



Match the associated Public door and the related guest rooms in Public Door System Management / set public door associates.

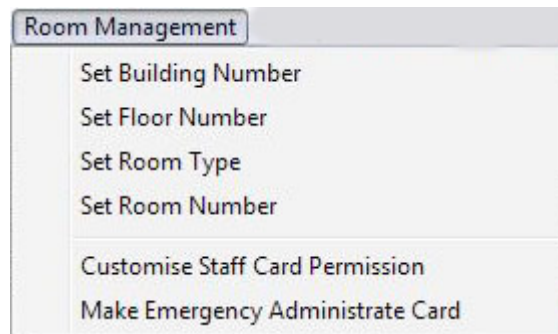
Connect the mobile programmer using the USB cable and select download door data (refer to programmer screen for confirmation of download).

Operator now proceeds with mobile programmer to load data on associated public door number/s and relevant guest rooms.



This card will now need to be presented to the induction area of the ACR/s which require this access setup  
 1 card can be used on several ACR if the same setting are required for each ACR

## Room Management



### Setting Building Number

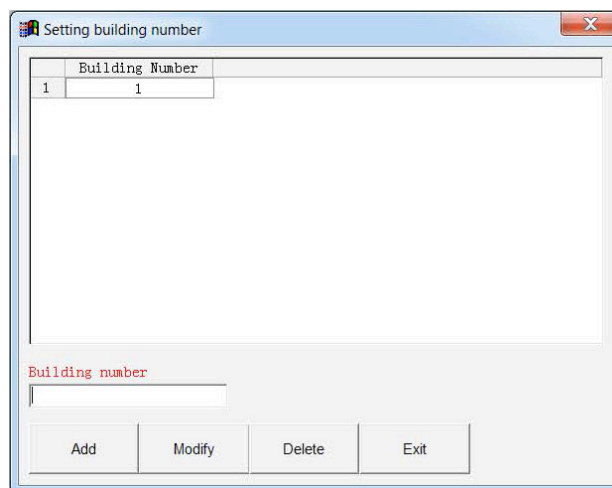


There is 1 building for most hotels. This is not the room number settings.



Select System Menu > Room Management > Setting Building Number.

Enter the building number starting from 1 and select add.



Continue to add the building numbers until all are added.



Select Exit once complete (Setting Floor Number window will automatically appear).

## Setting Floor Numbers



Select System Menu > Room Management > Setting Floor Number.

1

Building number: Select the building number you wish to add the floors to.

2

Floor number: Add the floor number (this can be a combination of letters & numbers i.e. Level 1).



Select Add.

	Building Number	Floor Number
1	1	1
2	1	2
3	1	3
4	1	4

Building Number  
1

Floor Number  
4

Add Modify Delete Exit



Continue to add the floor numbers and building description as required.



Select Exit when complete.

## Setting Room Type

Some default room types exist in the software. Delete and add room types as required.



Select System Menu > Room Management > Setting Room Type.



Enter room type details and select Add or select from default list.



To delete room type choose from list and select Del.

## Setting Room Numbers

**\*\* IMPORTANT NOTE:** If you require changes, additions or removal of room numbers you will need to contact the KAS support team. Failure to manage room numbers without proper guidance may result in data loss and incur additional costs.



Select System Menu > Room Management > Setting Room Number.

1

Build number: Select the building number.

2

Floor number: Select the floor number.

3

Room number: Add the room number;



Operator can add the room number one by one or add many continuous room numbers. For instance: entering “101-110” adds 10 room numbers at one time.

If required characters (prefixing, postfixing or other) can also be assigned to further identify room numbers.

4

Room Type: Select the room type from the list.



Select Add.

	Building ...	Floor Number	Room Number	Room Type	Char room
1	1	1	101	STANDARD APARTMENT	1
2	1	1	102	PERMANENT	2
3	1	1	103	STANDARD APARTMENT	3
4	1	1	104	PERMANENT	4
5	1	1	105	STANDARD APARTMENT	5
6	1	1	106	STANDARD APARTMENT	6



Once room numbers and type are added details will be displayed in the software interface.

\*\*\* KAS Lock Management System

System Setting Room Management Public Door System Management Function Room System Management Query Maintenance

03-23-2016 11:43:16

Staff Card Down Door Data Read Door Records Read card Erase Card Exit Lock System Registration Exit Login

Only Vacant

Total 10 Vacant 10 In Use 0 Cleaning 0 Servicing 0 Seized 0 Reserve 0 Usage 0.00%

102	103	104	105	106	107	108	109	110
-----	-----	-----	-----	-----	-----	-----	-----	-----

Room Type: Standard Double Room

Floor: 1

Guest Card Group Booking

Check Out Change Room State

User Name: KAS Demo Motel

11:43 AM 23/03/2016

## Customise Staff Card Permission

This feature is designed to create specific access cards that are not designated to a certain floor or area e.g. Floor 1 has as rooms 1-5 and a manager's office. The cleaner card permissions only allow access to rooms 1-5, not the managers' office.

**NOTE:** It is recommended that you do this step before programming the locks. If done after, any locks associated with the changes to rooms will need to be reprogrammed.



After creating a customised staff card, any / all entry points will need to be reprogrammed with the mobile programmer. We suggest creating all customized staff card setups before your final program / initialisation.



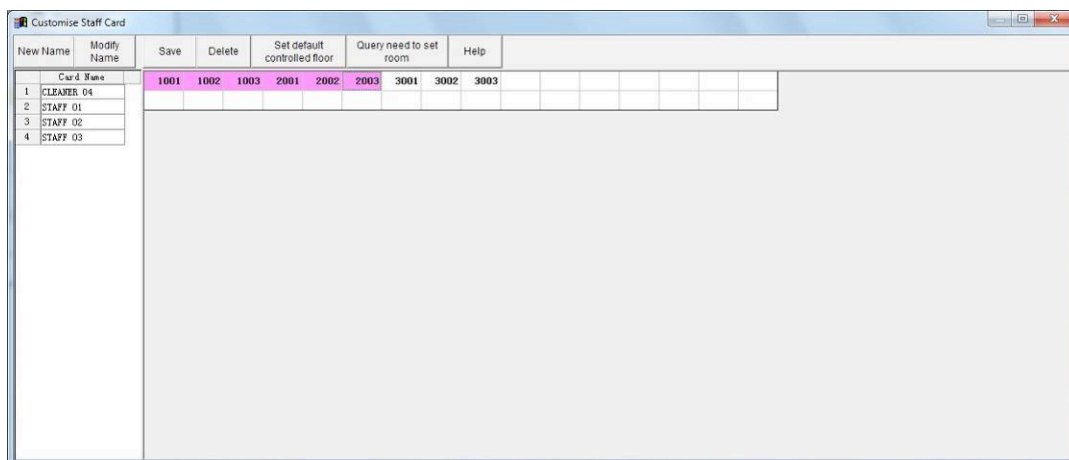
Select System Menu > Room Management > Customise Staff Card Permission.



Select New Name, enter details and Confirm.

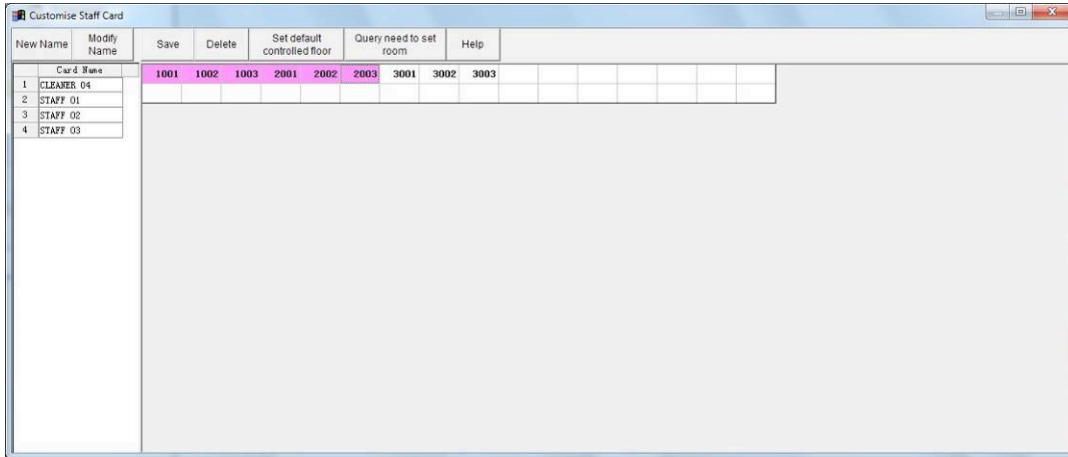


The added Card name will be displayed on the left window.





To define the permission select the card name then select the room numbers and public gates that the access card can unlock from the right window



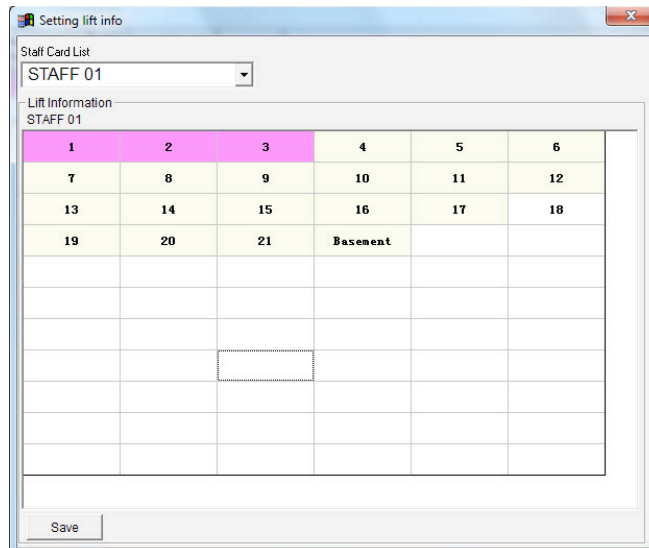
The rooms selected will become pink. (Operator can define the staff card type according to the actual situation).



Select Save to save the Staff Card Permission.



If the hotel uses the KAS lift access controller you can select the staff card name then select the "Set default controlled lift" to set the lift information.



## Emergency Management Card



Emergency Management Cards must be made in advance and cannot be used to open doors. The Emergency Management Card is used to create guest cards from the door lock.

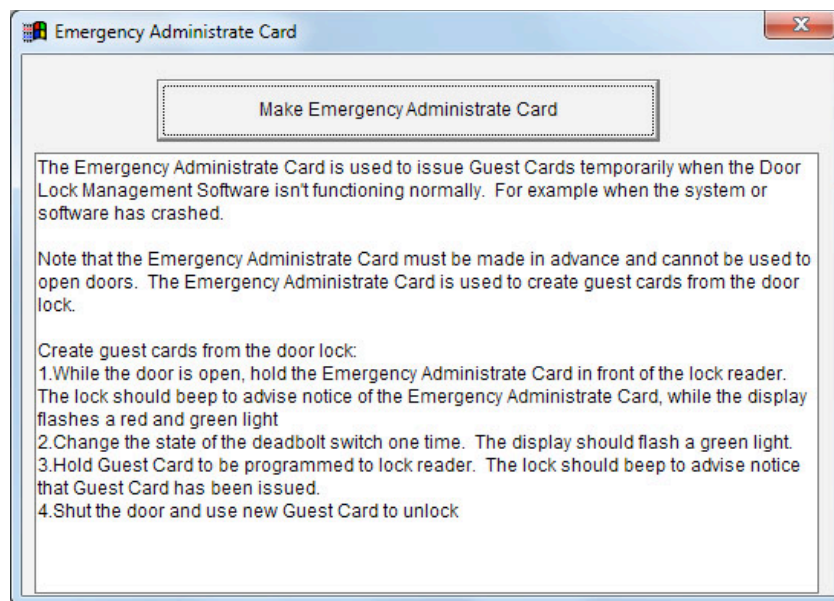
The Emergency Management Card is used to issue guest access cards without the lock management software. This card type is mainly used to issue guest cards temporarily if the door lock management software can't be used normally. If the software can't be used or the computer system crashes; use the Emergency Management Card feature to make the guest access card.



Select System Menu > Room Management > Make Emergency Administrate Card.



Emergency Management cards cannot open a door; they are used to make an emergency access cards only.



Once the Emergency Management Card has been created:

- 1 Unlock the door with a valid staff card.
- 2 First slide one emergency management card directing toward the lock induction area:
  - you will hear the activating sound
  - red and blue light will alternate flash
- 3 Change the state of the privacy latch one time.
  - a green light will then flash

- 4 Put the new/blank card to the induction area to make the new guest card.
- a sound notice will be given, when the card is issued successfully

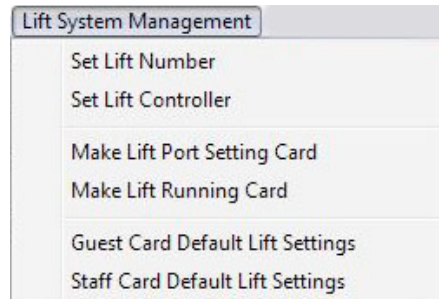
- 5 The door can now be unlocked with this card.



Operators should make the Emergency Management Cards in advance and store in a safe place until required.

## Lift System Management

If only the Lift Call feature is required operators will need to perform these steps. This feature is for controlling individual floors for staff and guests.



### Set Lift Numbers



Select System Menu > Lift System Management > Set Lift Number.

1

Lift No.: Add the lift number (the lift number can't be the same as room number) Suggested numbers are 1, 2, 3 and so on...

2

Lift Description: Add the description or leave empty.



To modify or delete lift numbers choose from list and select Del.

	Lift No.	Lift Name
1	001	MAIN
2	002	MAINTENANCE



Select Add.

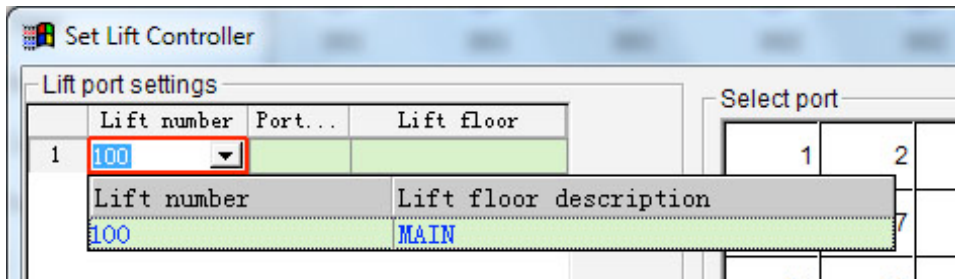
Continue to add the required lift numbers and descriptions. Select Exit when complete.

## Set Lift Controller



Select System Menu > Lift System Management > Set Lift Controller.

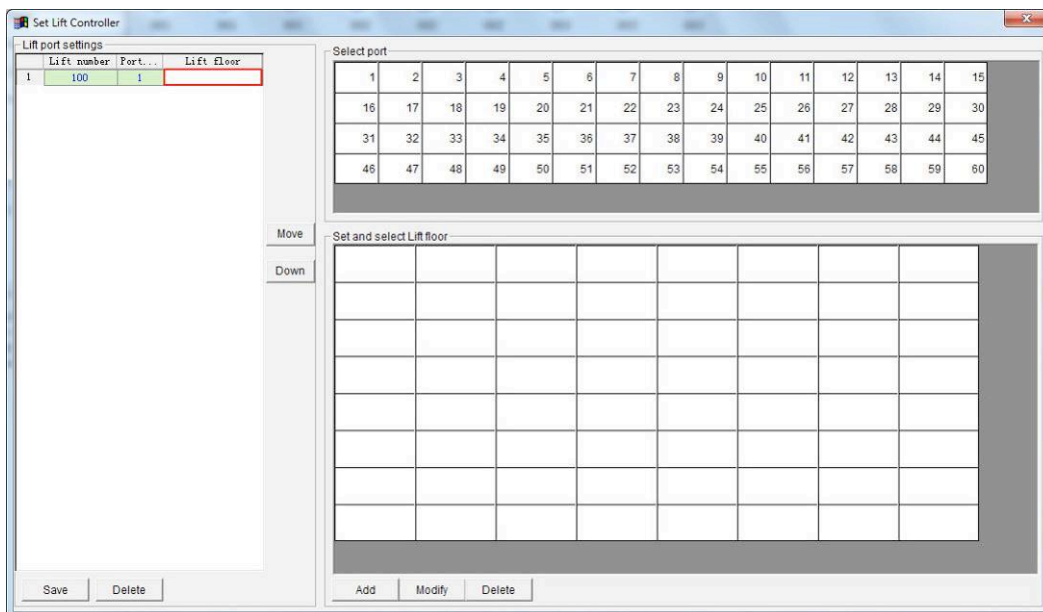
1 Select the lift number.



2 Set Lift Port: Double click the port number. (The lift port number [1~48] are displayed).



Suggestion: use the port 1 control: 1ST floor, port 2 control: 2ND floor, and so on. Set all the lift floors and port information according to this method.



3 Add Lift Floor: Select Add button to add the lift floor and click in the Set and Select Lift floor.



Any expression combination can be used: operator can use 1, 2, 3... which means 1ST floor, 2ND floor, 3RD floor; or use A1, A2, A3...which means 1ST floor, 2ND floor, 3RD floor.

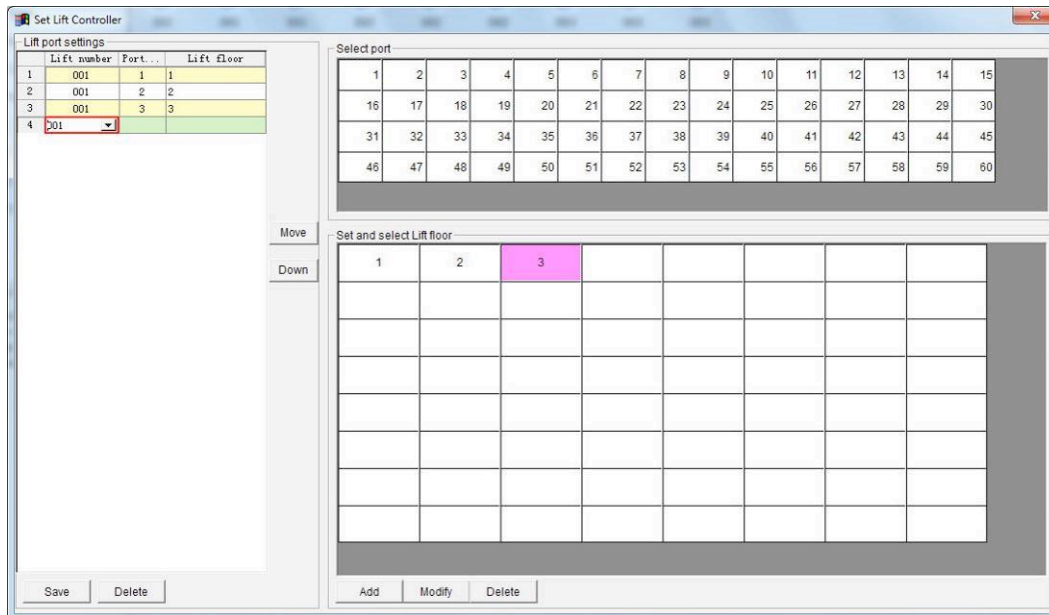
If you have a 10 floor lift, you need to add 10 expressions to express 10 floors.

Each expression is a floor. (If there is more than 1 lift, operators can use the same expression/floors for different lifts).



Continue to add the required lift floor numbers.

**4** Double click the lift floor in the right window.

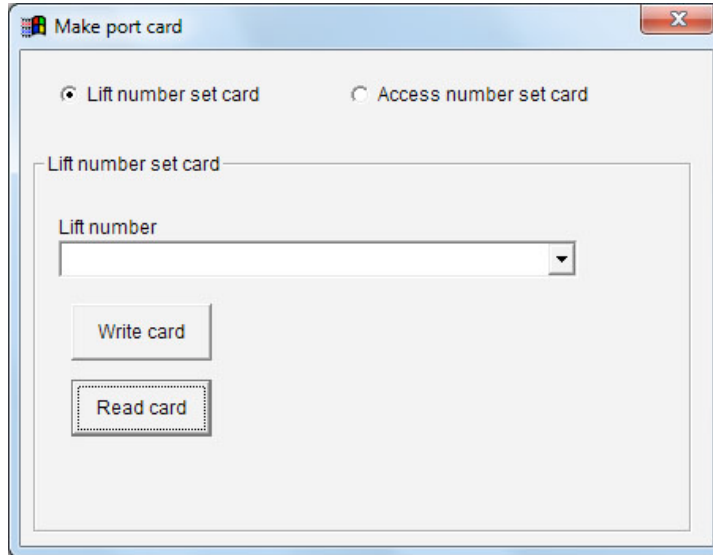


Select Save. (Save Successfully window will appear).

## Lift Port Setting Card



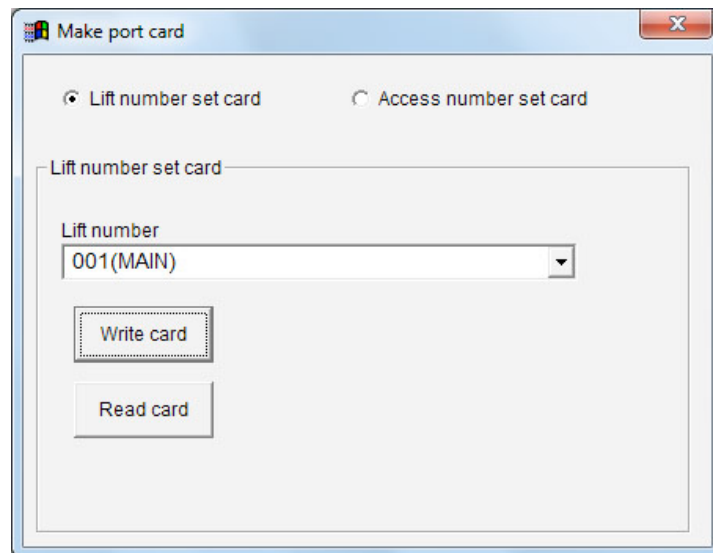
Select System Menu > Lift System Management > Make lift port setting card.



### Option 1

Lift number set card: Select lift number, then select Write Card to create card.

Place card on Encoder. (Two blue lights appear and Issue Guest Card Successfully window appears).



The Lift Port Setting Card will record the mapping relationship of lift floor and controller port, the card should be run on the elevator.



This card will now need to be presented to the induction area of the LCM/s which require this access setup  
1 card can be used on several LCM if the same setting are required for each LCM

## Lift Control Card

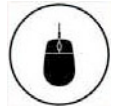
This function allows operators to control the floors a lift has access to.



Free Floor allows any lift user access to the floor while controlled floors allows specified guest / staff access. Floors can be selected when issuing cards.



Select System Menu > Lift System Management > Make Lift Running Card.

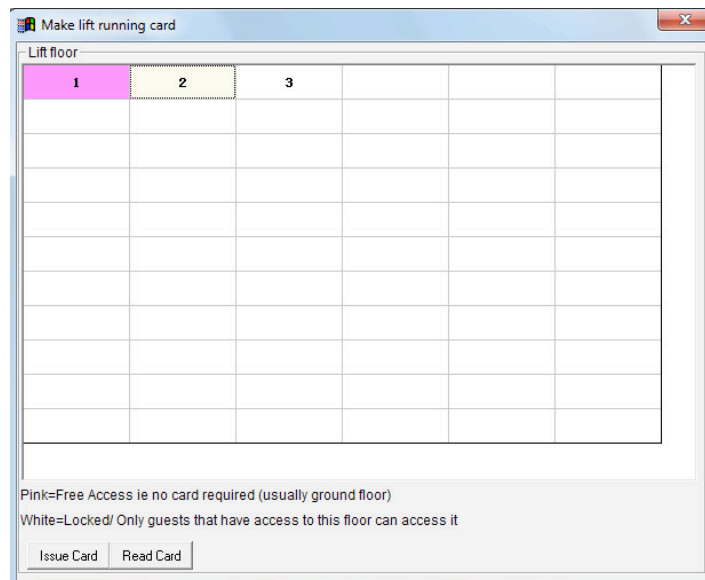


Select one lift number, then select Write Card to create card.



The elevator floors will be controlled by default after finished installation. See options below:

- 1 If all the elevator floors are to be controlled select no floors and Select Write Card to create the control card.
- 2 If all the elevator floors are not to be controlled select all, then Select Write Card to create the control card.
- 3 If floors 1 to 5 are to be controlled, and not floors 6-10 then select 6-10 (they will become pink), and Select Write Card, the card must be used on the elevator.



Place card on Encoder. (Two blue lights appear and Issue Guest Card Successfully window appears). Swipe card over lift control reader to activate.



To view a cards floor access select read card and place card on encoder. Access floors are displayed on screen.



This card will now need to be presented to the induction area of the LCM/s which require this access setup  
1 card can be used on several LCM if the same setting are required for each LCM

### Set Default Effective Lift Floor for Guest Card

This function allows operators to select the default controlled floors for each room.



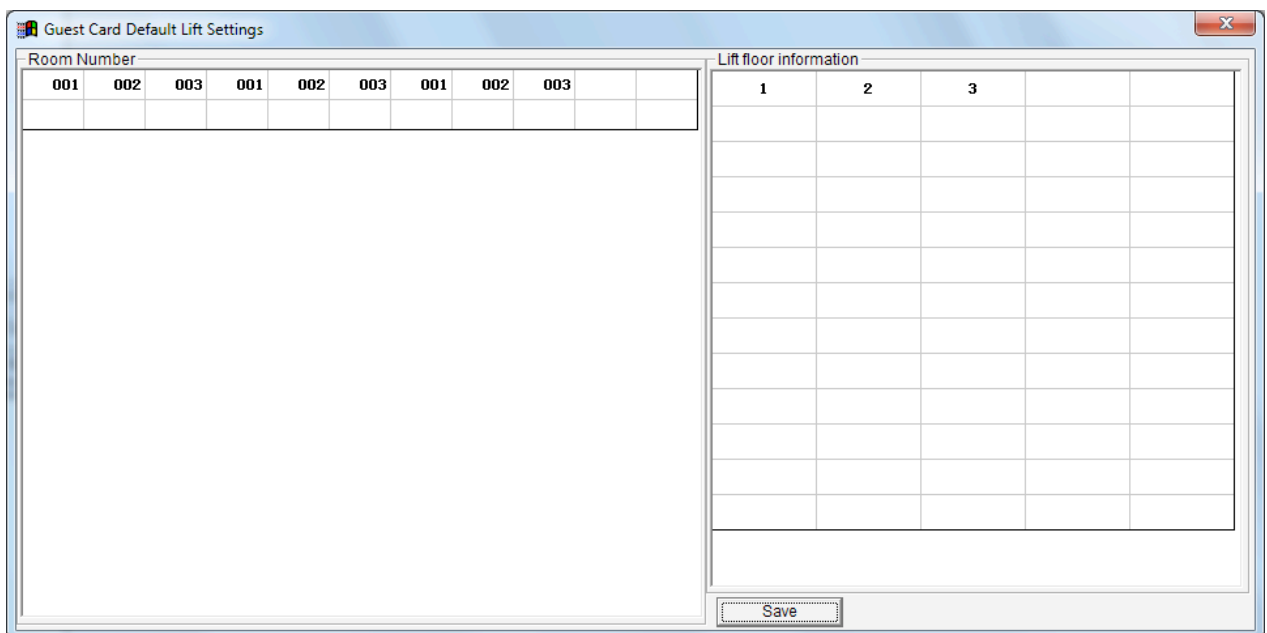
Select System Menu > Lift System Management > Guest Card Default Lift Settings.



Select the room number and lift floor, then select Save.



Room number is displayed on the left window.  
Lift floor is displayed on the right.



The guest room card can then be used with the lift floor that is selected (red). For instance: Click room 2001, and then click 1st floor and 9th floor. The issued guest card will give access to floor 1 & 2. This can be changed on “Guest Card” interface.



Extra floors can be added / removed when issuing cards if required.

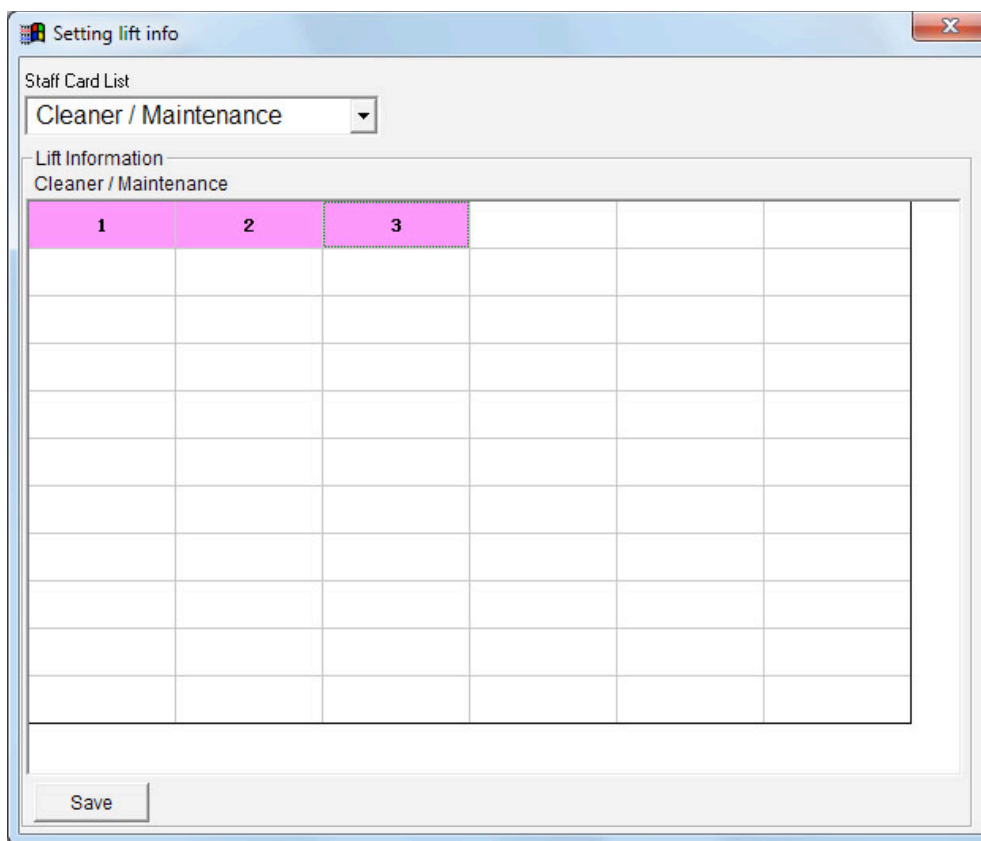
### Set Default Effective Lift Floor for Staff Card

As with guest cards this area allows operators to select default controlled floors for each customised staff card.



Select System menu Lift System Management > Staff Card Default Lift Settings.

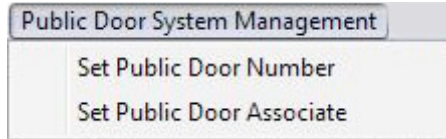
- 1 Select the staff card type from list.
- 2 Select floor access (Turns Pink).



Select Save

## Public Door System Management

This function is designed for all main door / common area entry points; where the room card is required to access other specified doors.



### Set Public Door Number



Select System Menu > Public Door System Management > Set Public Door Number.

1

Public gate No.: Enter the public gate number (the number can't be the same as room number).

2

Public gate Name: Enter the public gate name.



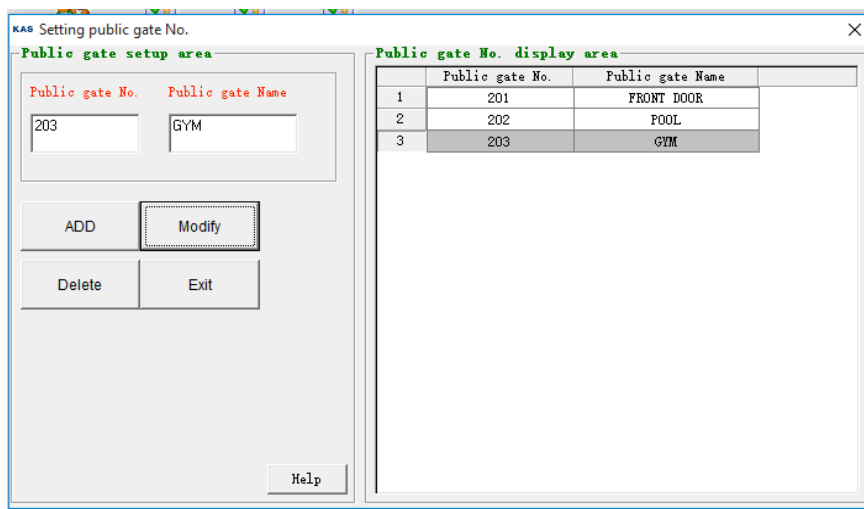
Select Add.



Continue to add the required Gate numbers and names. Select Exit when complete.



To modify or delete Public Gate Numbers choose from list and select Modify / Del.



## Set Public Door Associate

This function allows operators to select which room doors will access the created public doors.



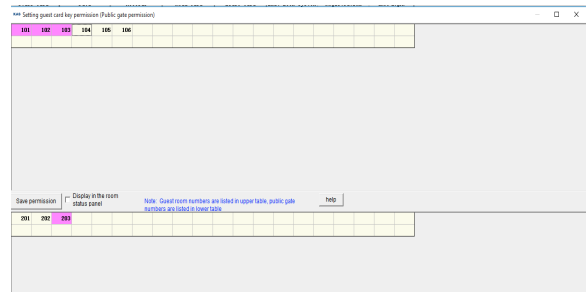
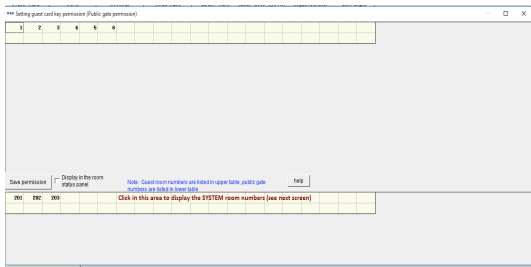
Select System Menu > Public Door System Management > Set Public Door Associate.



In the table you can see two display areas, the guest room number are displayed in the above and the public gate numbers are displayed in the below.



**Select the public gate number followed by the guest room numbers.** The number will become pink; select Save permission when finished.



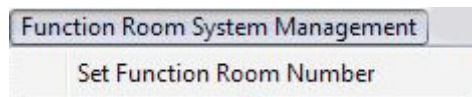
All the selected room number cards can unlock the **GYM**. If not selected, they can't unlock the **GYM**.



Operators can double click the public gate number to check the associated permission, if needed change the permission; then Select Save permission.

## Function Room System Management

Once established these rooms become selectable options when issuing cards. Common usage of these rooms are Gym, Day Spa, Conference rooms etc. The function rooms can be selected during the 'Issue Guest' card, allowing access as required.



### Set Function Room Number



Select System Menu > Function Room System Management />Set Function Room Number.

- 1 Room number: Enter the function room number (the number can't be same as guest room number).
- 2 Room Name: Enter the function room name (EG: Gymnasium, Dining Room).
- 3 Room Type No.: Select the Room Type No. (8 types function room are supported).

	Room Number	Room Name	Room Type No.
1	301	Conference Room	1
2	302	Day Spa	2
3	303	Theatre	3



Select Add.

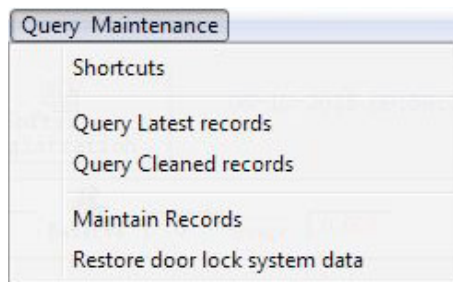


Continue to add the required Function Room numbers, names and allocating type. Select Exit when complete.



Check all the function room's information in the room display window. To modify or delete choose from list and select Modify / Del.

## Query & Maintenance



### Short Cuts



Select System Menu > Query & Maintenance > Short Cuts.



This function is for KAS in emergency situation only. Please ignore this feature.

## Query Latest Records



Select System Menu > Query & Maintenance > Query Latest Records.



Four query items can be selected: “Room number”, “Operator”, “Operate time” and “All”.

1

Select one item.

2

Enter a query value.



Select Query.

Room No.	Name	Gender	Credential No.	Address	Card Type	Arrival Date	Depart Date	Operate time	Operator	State	Remark	Card ID
1								2015-05-10, 12:09:38	99 (Admin)	Y		00110211
2		Male			Guest_Card	2014-06-19, 21:36	2014-06-19, 21:37:06	2015-05-10, 21:37:06	99 (Admin)	N	In_Card	74190842
3		Male			Guest_Card	2014-06-04, 14:00	2014-06-04, 14:12	2014-06-04, 14:09:55	99 (Admin)	N	In_Card	84000842
4		Male			Guest_Card	2014-05-26, 15:31	2014-05-27, 13:00	2014-05-26, 15:31:19	99 (Admin)	N	In_Card	44980742
5								2014-05-26, 13:28:42	99 (Admin)	Y		C5618905
6								2014-05-26, 13:27:21	99 (Admin)	N		C5618905
7								2014-05-26, 13:26:45	99 (Admin)	N		D4A07742
8								2014-05-26, 13:26:18	99 (Admin)	N		C5618905
9								2014-05-26, 13:23:48	99 (Admin)	N		C5618905



The records according to the query item will be displayed in the display window.



Select Report. (This information can be printed if required).

## Query Cleaned Records

This function allows operators to see records that were deleted from the previous clean.



Select System Menu > Query & Maintenance > Query Cleaned Records.



Four query items can be selected: "Room number", "Operator", "Operate time" and "All".

1

Select one item.

2

Enter a query value.



Select Query.

Room No	Guest Name	Gender	Credential No.	Card Type	Arrival Date	Depart Date	Operate time	Operator	St...	Remark	Card ID
---------	------------	--------	----------------	-----------	--------------	-------------	--------------	----------	-------	--------	---------



The records according to the query item will be displayed in the display window.



Select Report. (This information can be printed if required).

## Maintain Records



KAS strongly suggests only allowing the system administrator with software knowledge to assist in these functions.

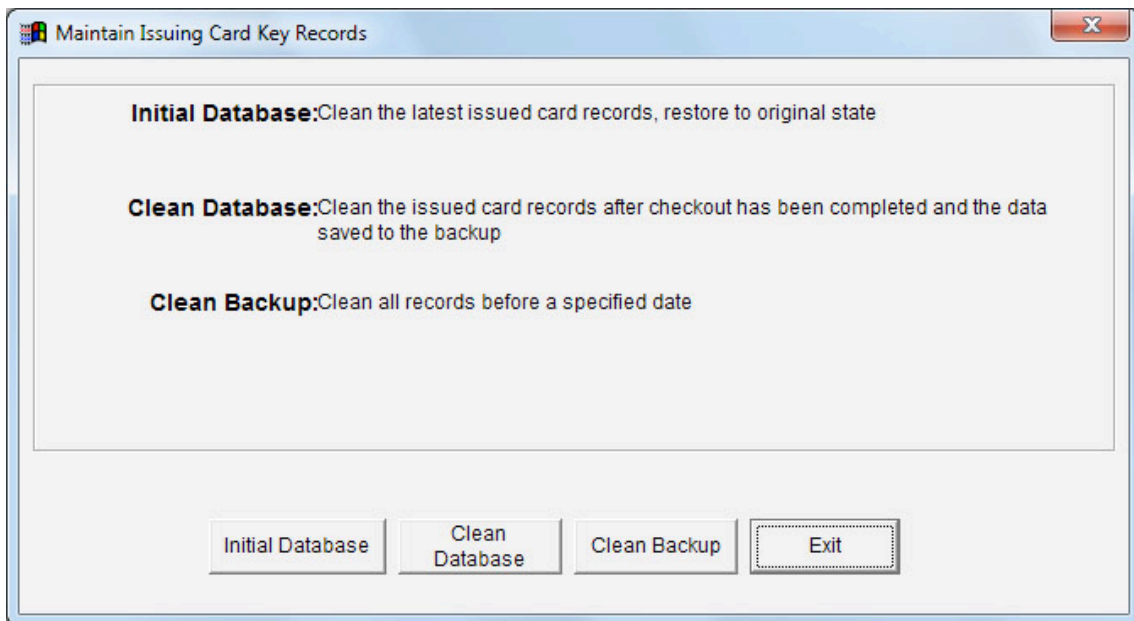


Select System Menu > Query & Maintenance > Maintain Records.

**Initial Database:** Cleans up the latest issue card key records and restores database to original state. **This operation is not suggested.**

**Clean Database:** Cleans up the issue card key records that checking out had been done and saves the cleaned records to the backup database at the same time.

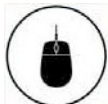
**Clean Backup:** Cleans up all the records before the specified date, once the operation is executed, the data cannot be restored.



## Restore Door Lock System Data

When the door lock management software can't be used normally for a period of time and guest cards can't be issued, the service personnel will issue the guest a card with the 'Emergency Administrative Card' that has been made in advance. After the door lock software is restored it can't be used normally.

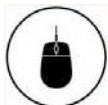
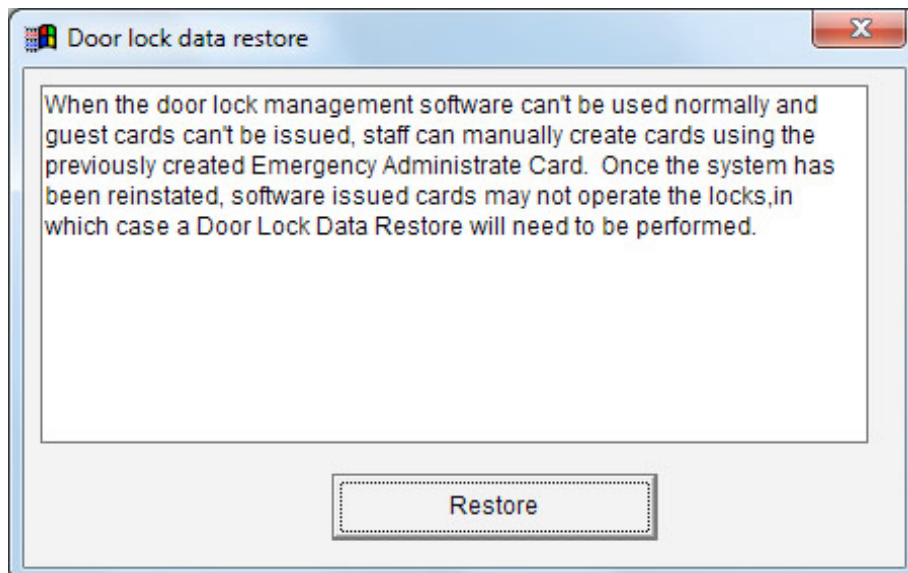
Door lock data restore operations need to be performed, otherwise the guest cards issued with the software won't unlock the door properly.



Select System menu Query & Maintenance > Restore Door Lock System Data.



Select Restore (Restore the Data Base? Confirmation window appears).



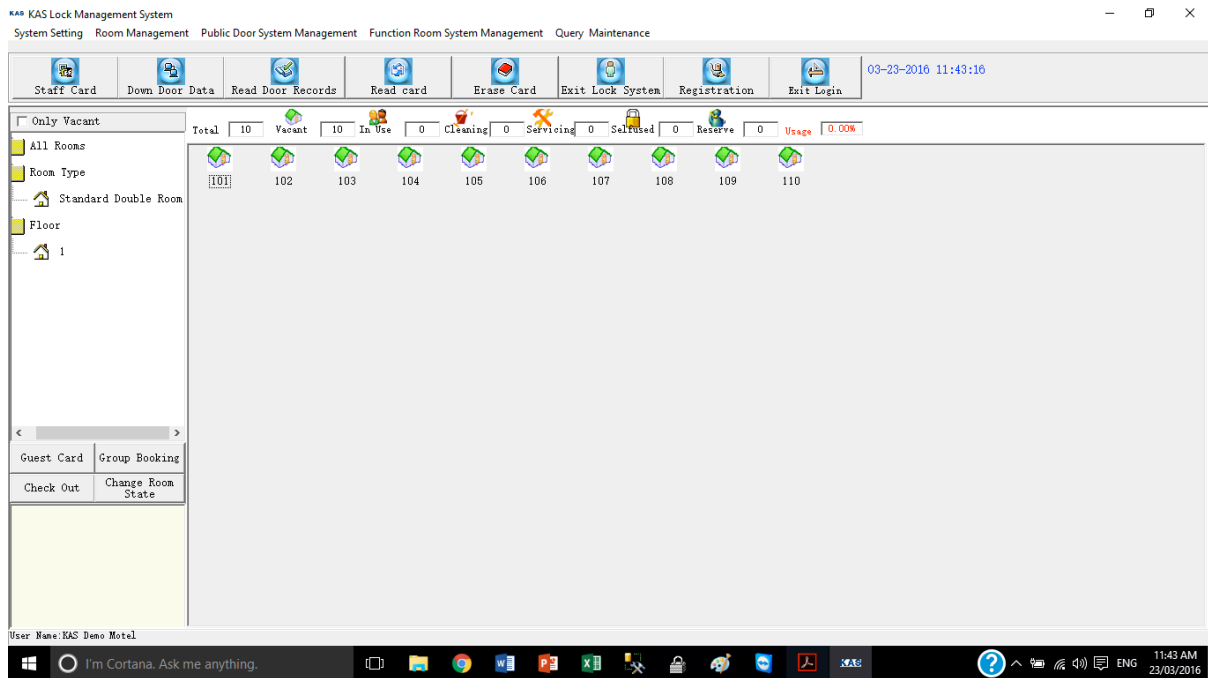
Select Ok (Continue to use the software as normal).

## Interface Functions

There are 8 buttons on the interface:



The room states are displayed with different icons. There are seven buttons on this interface.



**Guest Card:** This function is for issuing the guest card.

**Read Card:** Read the card information.

**Group Booking:** This is for booking in several guests in one action.

**Check Out:** Check out without guest card, this function is mainly for lost guest cards.

**Exit:** Close the interface.

**Change Room State:** There are six room states to be selected from. This function is mainly for changing the room state after checking out.

Erase Card:	The card will become a blank card and can be re encoded.
Staff Card:	Creates specific access for staff and / or maintenance personnel.
Download Door Data:	Downloads the latest software settings to the mobile programmer prior to the programming / reprogramming of associated hardware.
Read Door Record:	Once door locks have been read with the mobile programmer and connected to the encoder, this reads the lock data.
Exit Lock System:	Closes and exits the lock system.
Software Registration:	Registration of software is only required during the initial installation.
Exit Login:	Used to log out of current operator settings. (Please Log In window appears).

## Issue Guest Card

### Guest Card



Select Guest Card button.



Alternatively Double Click the room number to access the window.



Populate the Room Request Details. See below for functions:

**Room Number:** Enter the room number for card to be issued to. (The number will be present if room was selected from interface).

**Reserve:** Selecting this option requires the operator to enter the arrival time. This prevents other operators from issuing the same room.

**Arrival Time:** The default arrival time is the current system time.

**Days:** Enter the number of days required for the stay. (The system is defaulted to one day).



= The date and time display the end of the point of the room request.



Select the associated function room/s and lift floor access from the tabs on the right of the window.

Select the function room		Select lift function		
Select	Group No.	Room	Name	
<input type="checkbox"/>	1	301	Conference Room	
<input checked="" type="checkbox"/>	2	302	Day Spa	
<input type="checkbox"/>	3	303	Theatre	

**Guest will have access to the Day Spa but not the Conference room or Theatre.**

Select the function room		Select lift function	
Select	Floor	Location	
<input checked="" type="checkbox"/>		Basement	
<input checked="" type="checkbox"/>		Ground	



Place card on Encoder. (Two blue lights appear and Issue Guest Card Successfully window appears).



Select Issue Card to make card for guest



The guest can now use the card to unlock required doors.



If multiple cards are to be issued to the one guest room, select the Issue Card again and place another card on the encoder. (Additional cards can be created at any time).



Once a Guest Card is issued, icons on the software interface change to people indicating the room is in use.



If the success message does not appear, make sure that the card is placed on the encoder correctly and that both lights are blue and issue the card again.

## Read Card

Place card on Encoder. (Two blue lights appear and the Read Card Display window appears).



Select Read Card button, to access Guest Card details.

Room No.	Name	Number
302	Day Spa	2



Populate the Room Request Details. See below for functions:

**Check Out:** Selecting this option prevents the card from opening associated doors.

**Modify Card:** Selecting this returns the operator to the Make Guest Key Card window, edit fields required to extend visit or add further floor / door access.



Select Exit. (Remove card from encoder)

## Erase Card

The erase function is available directly from the interface button and in the Make Guest Key Card window.

### Option 1:

Place card on Encoder. (Two blue lights appear and Erase Card Success window appears).



Select Erase Card

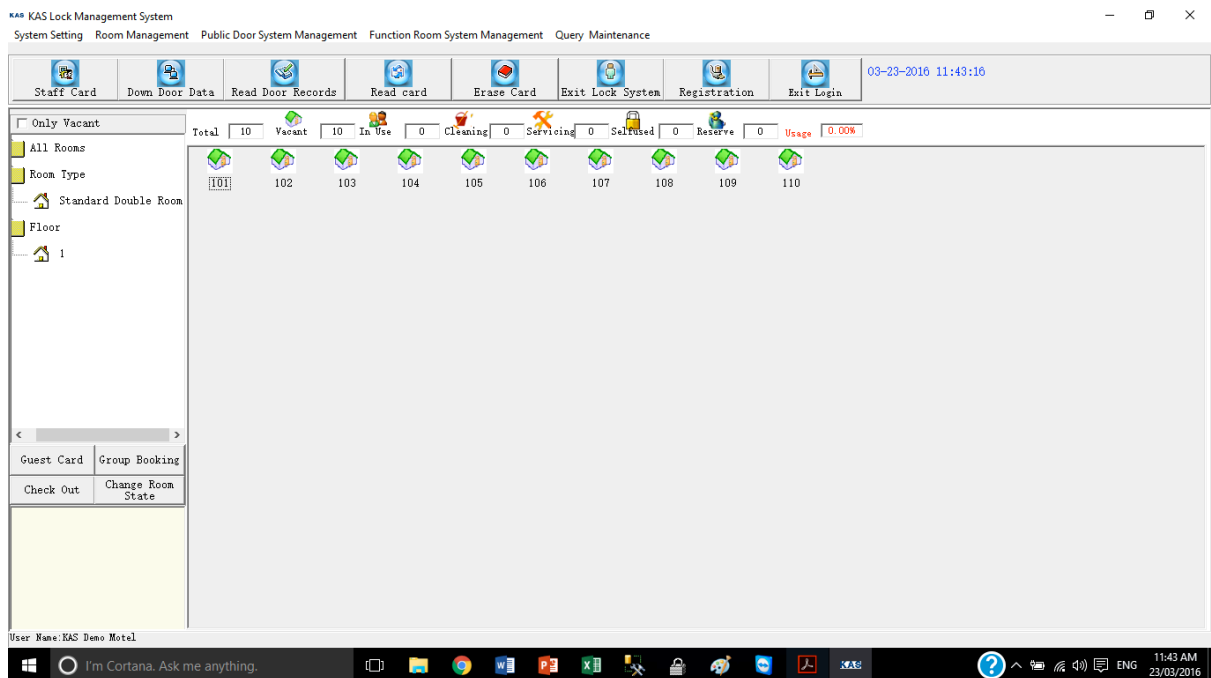


The guest can no longer use the card to unlock required doors.

### Option 2:



Select Room from software interface (Issue Guest Card window appears).





Select Erase Card (The Erase Card Success window appears).



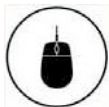
The guest can no longer use the card to unlock required doors.

## Group Booking

This function is to allow for several bookings in the one action.



Select Group Booking button.



Select Room Type



A list of vacant rooms appears in the pane.



Select the rooms you wish to book by double clicking on the room listed on the left (Selected rooms will be displayed on the right).

Populate the Room Request and Guest Information fields. (As per steps for issuing a Guest Card above).



Select the associated function room/s and lift floor access from the tabs on the right of the window.

Place card on Encoder. (Two blue lights appear and Issue Guest Card Successfully window appears).



Select Issue Card to make card for guest



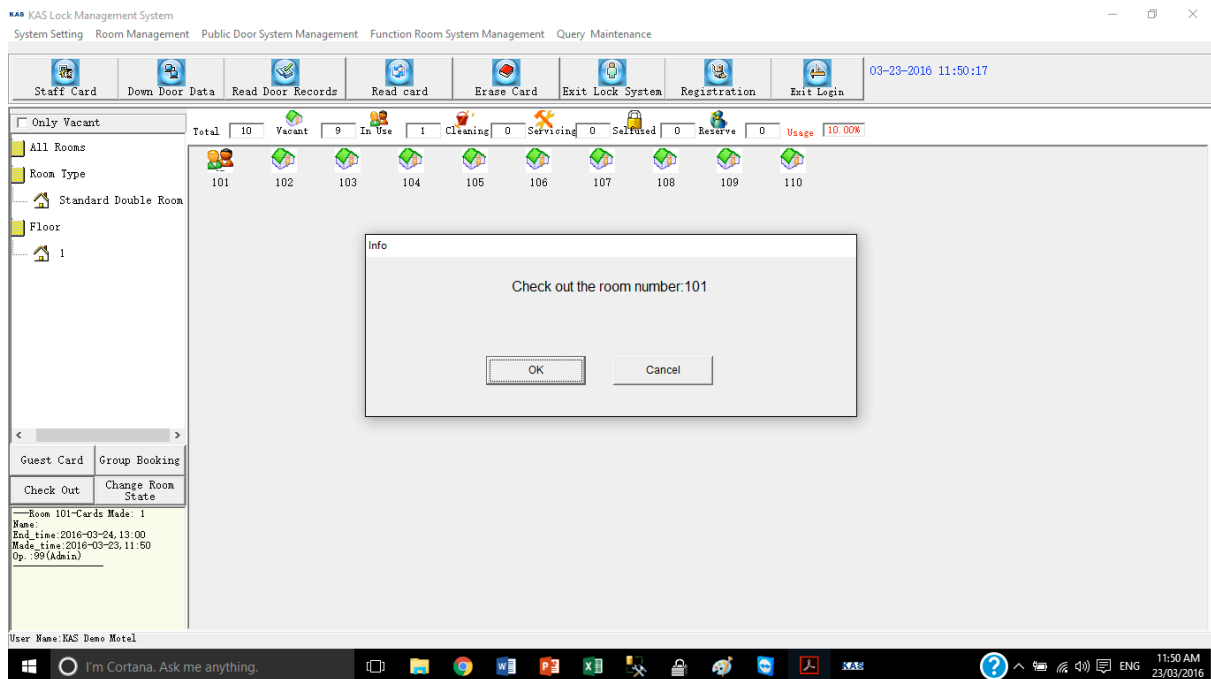
Guests can now use the card to unlock required doors.

### Check Out

Check out will automatically occur after booking is expired, however if a guest requests to leave early and does not have their card it can be done from here. This function is mainly for lost guest cards, allowing check out without guest card.



Select room icon from interface



Select Check Out Button



Check out the room number: xxx window appears



Select Ok



Room Check Out Complete confirmation windows



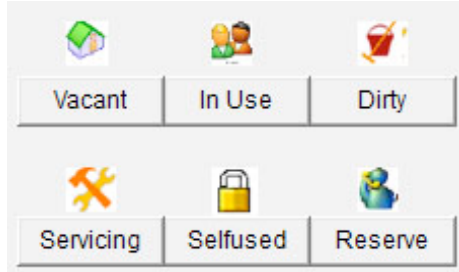
Select Ok



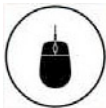
Existing Guest cards can no longer be used once a new guest card is presented to the lock.

## Change Room State

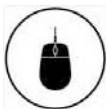
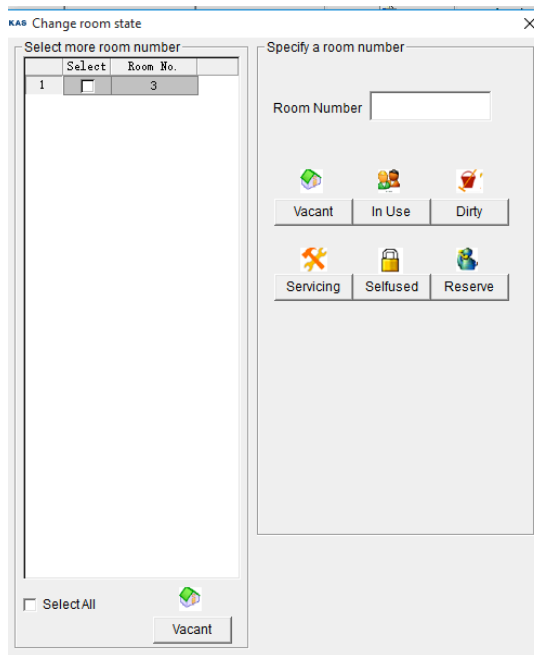
There are six room states to be selected from.



This function is mainly for changing the room state after checking out.



Select Change Room State button.



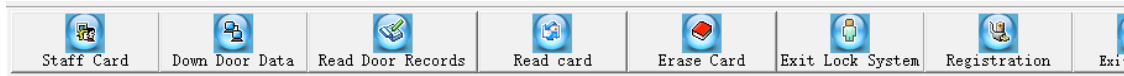
Select room number from list or enter manually on right of pane.



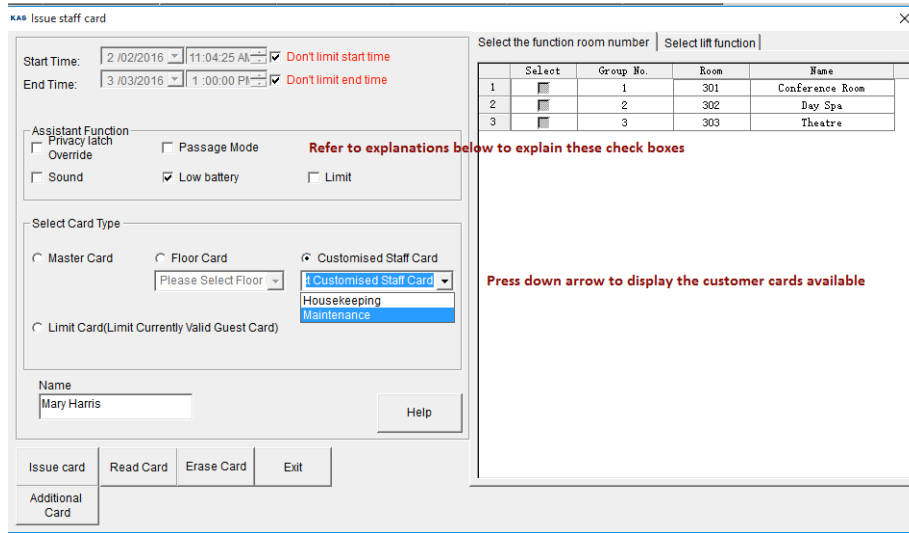
The state selected for the room is updated instantly and displayed in the software interface Room Summary Ribbon



## Issue Staff Card



Select Staff Card (Issue Staff Card window appears).



Don't limited start time:

If selected the staff card start time has no limit. If left unchecked operator is to set the start time.

Don't limited end time:

If selected the staff card remains valid indefinitely, times are not limited. If left unchecked operator is to set the start time.



Select Assistant Function options

Privacy latch override:

The card with privacy latch override function can open all the doors in all states. This function is mainly used for when the door is locked inside.

Passage Mode:

Sets the door lock in passage free mode. The door can be unlocked at any time without any card key. This function is mainly used in Meeting Rooms, Offices etc.

Limit:

Limits the guest card key; it can't unlock the associated room.

Sound:

To unlock the room with guest card key again, the room must be 'checked out' and a new guest card key issued. The lock will give a sound notice when staff open the door if this option is selected otherwise sound notice will be not given.

Low battery: This function is required for the staff card. When staff opens any door it will give an alarm when the power of battery is low. The door can still open door approximately 50 times.



Select Card Type



We suggest hotel administrators set staff cards for each staff with the Customise Staff Card function. So if your card is lost, it can be deactivated by using the simple card operations on the lock and the other staff's cards will not be affected. When you issue a staff card, click Issue Card.



There are 3 types of cards: Master Card, Floor Card and Limit Card (Limit currently valid guest card).

Enter Staff name / role.



Selecting help will display on screen instructions for creating staff cards.



Select Issue Card

Place card on Encoder. (Two blue lights appear and Card Successfully window appears).



If multiple cards are to be issued to the guest, select the New Card button and place another card on the encoder. (Additional cards can be created at any time).

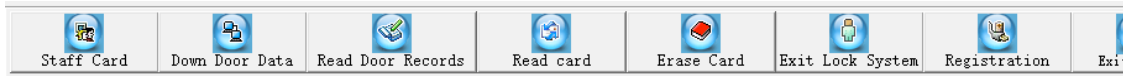
Issue Card:

This function is used to create a guest card. If a guest card is already in use the software will notify you. Issuing a new staff card, cancels any existing card. Only the latest card key is valid.

Additional Card:

This function issues additional cards for guest rooms. This is recommended where more than one key is required per room (E.g. Back packer situations).

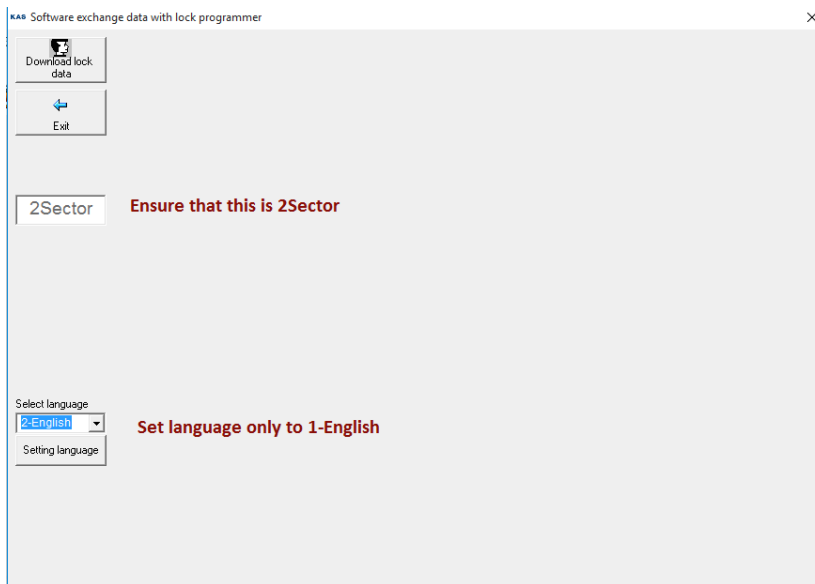
## Download Door Data



Select Download Door Data ( Software Exchange Data with Lock Programmer window appears)

Connect the Mobile programmer to the Encoder using the interface cable.

Connect the mobile programmer using the USB cable and select download door data (refer to programmer screen for confirmation of download).



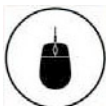
Ensure Language setting is as required.



Select Download Door Data



Data from your PC is downloaded to the **MOBILE PROGRAMMER**. Once downloading is complete the Download data success window appears.



Select Ok



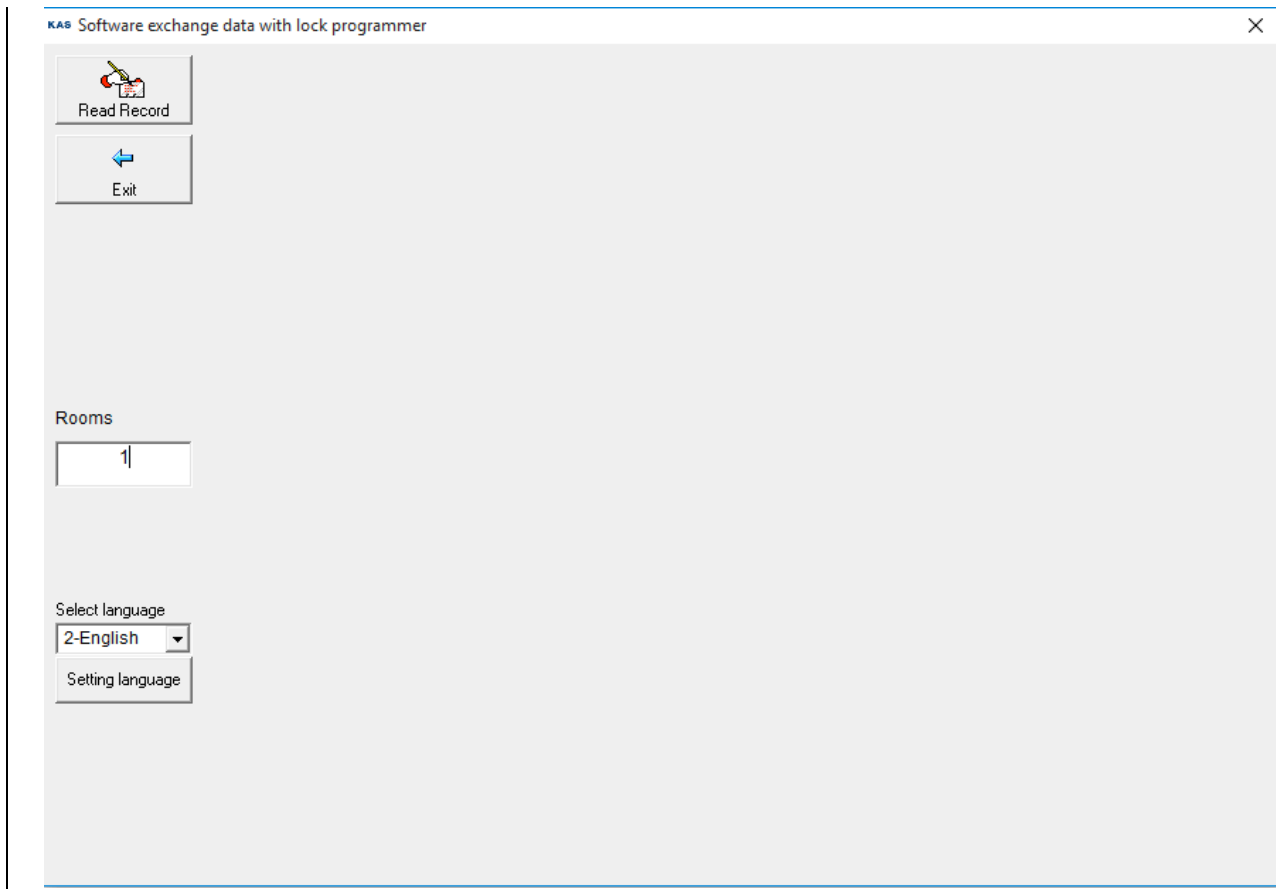
The **MOBILE PROGRAMMER** can now be used to download data to locks.

## Read Door Records

Please refer to Door Data Collection before beginning these steps.



Select Read Door Records (Software Exchange Data with Lock Programmer window appears).



Unlock Records will be uploaded from the lock programmer to the software and saved.

## Software Registration



Select Software Registration (Authorisation Code Version window appears).



The software must registered before use, otherwise the it will not operate correctly.

Enter the license details (provided by your supplier) into the following three fields:

- Software Version
- User Code
- MS/SC



Enter the Authorisation Code and select Confirm. (Authorisation Success window appears).

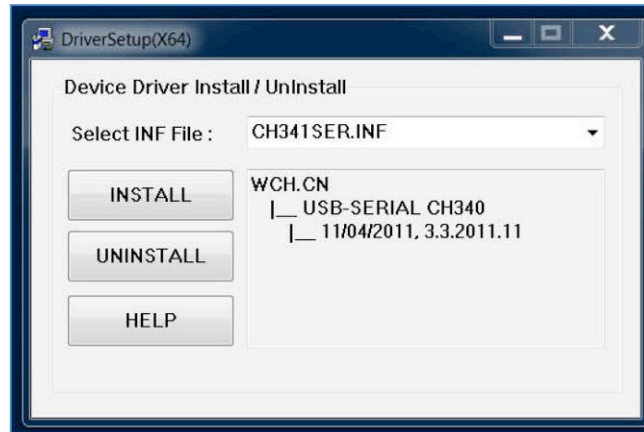
Restart the software.



Now the software is authorised the Additional Features Setting and Default Information Setting windows will not popup when restarting the software.

## Operation Flow

- 1 Install the Smart Lock management software (Driver Setup window will appear, Select INSTALL).



- 2 Connect the Encoder to the PC with USB interface.



The device driver is installed automatically. Encoder light indicator is always on:

- 1 blue LED is always on, 1 blue LED flashing.



The USB interface cannot be changed, otherwise the device driver needs to be installed again

- 3 Run the software (the software will scan the encoder on every start-up, once scanned the software and the encoder will operate normally).

- 4 Set the lock data details.  
(Refer to the LMS Platinum Reference Manual for these instructions).

- 5 Proceed with Software Registration.  
(Refer to the LMS Platinum Reference Manual for these instructions).

- 6 Connect the mobile programmer to the encoder with the Special line.



The screen will be black.

- 7 Select the DOWNLOAD button  
(Lock data now transfers to the mobile programmer).

8 Transfer the data to the Lock

Repeat the process for:



- room number information,
- time and date.

(Refer to the Mobile Programmer Manual for these instructions).

8 Use the software interface to issue required card/s key to unlock doors.

(Refer to door lock functions for these instructions).

## KAS Lock Functions

### Card Types

There are three types of access cards including guest cards, staff cards and mechanical key.

#### Guest Card

Allow the guest to access their rooms, any selected lift levels and common areas.

Features Include:

Start and End Date:	Guest can have access for a designated time/stay only after which the card is invalid.
Access Tone:	Access Granted/Denied sound can be switched on or off for each guest
Privacy Latch Override:	Allows guests to access their room if the privacy latch is engaged.

#### Staff Card

Allow access to selected areas only.

Features Include:

Start and end date optional:	Allows an expiry date to be allocated if access is short term.
Access Tone:	Access Granted/Denied sound can be switched on or off for each guest
Privacy Latch Override :	A card issued with the urgency function opens all the doors regardless of their state, even if the privacy latch is activated. This function is mainly for if the door was locked inside.
Free Passage:	Allows Staff Cards to set a lock in an 'unlocked' state for a required period of time. This function is for meetings/conferences rooms.

Room Inhibit: Using this card on the lock denies a valid guest card entry to their room. The guest card can't unlock the door and will need to be checked out and reissued.

## Emergency Mechanical Key

The separate emergency mechanical keys will allow you to unlock the door, without any battery power or in case of programming errors or some form of lock electrical system fault. The keys will never be used in normal situations but should be readily available to front desk staff in if emergency situation.



The System Administrator should mark and collect all the mechanical emergency keys during the installation process and have them secured safely away. They should only ever be used in an emergency situation. If lost, they will produce a security risk for the inhabitants of that particular room, and would then involve extra costs to have the lock barrels replaced by your supplier.



Each lock provided comes with 2 spare mechanical keys, uniquely different to all other locks. The locks do not come with a master key system, as this would create a significant security risk should the Master key be lost.

## Door Lock Features

Number of Cards:	Each individual lock can identify up to 1000 cards.
Emergency Management Card:	<p>When the software or computer system can't be accessed, the emergency management card can be used to create a guest card.</p> <p>Emergency management cards are to be made with the software in advance to ensure no interruption to the hotels normal operations.</p>
Low Battery Alarm:	An alarm sounds when the power of battery is insufficient and indicates the door will only remain operational for approximately 50 further uses.
Privacy Latch Override:	An engaged privacy latch prevents staff cards from entry to the room. Switching this feature on will allow access even with the privacy latch engaged for example to allow management staff to gain access in case of a medical emergency
Audit history:	Door locks are programmed to record use. The audit history function allows personnel to access recorded data and view associated details of lock use including who, times and door locations.
Intelligent Alarm Indication:	If the door handle is not turned after using the card to unlock it the door returns to its closed state automatically after 3 seconds.
Lock Clock:	All cards functions are limited and history recorded by the lock clock function, once past the allocated times the card will be invalid, the guest would then need to have the card reissued to continue use.
Number of Cards:	Each individual lock can identify up to 1000 cards.

## Smart Lock Management Software Features

The Lock Management Software has a friendly and intuitive interface, allowing simple operation of systems and language options.

The software includes the following functions:

Public Gate:	Allowing customised entry to common areas. This is suited for hotel's public facilities including main entrance doors etc
Time Limited:	Preventing the door from unlocking once the card has expired.
Room Reservations:	Allowing cards to be prepared in advance, this is convenient for group reservations.
Hour Room:	Guests can check up to specific hours, allowing easy management of late or early check ins.
Low Battery Alarm:	Selecting the low battery alarm will sound when the battery is insufficient and indicates the door will only remain operational for approximately 50 further uses
Unlock Sound Notice:	Selecting the sound notice option allows you to hear a sound notice on entry, if not selected audible notice is not given.
Function Room:	Guest can gain direct access to not only their room, but also the selected function rooms if selected by general staff E.g. Health club, gymnasiums, swimming pools, games rooms entertainment areas and conference rooms etc.
Cards Levels:	The software has flexible card levels; user permissions can be set according to the actual requirements.
Group Card:	The software support Group Card issuing, this function is used mainly for group reservations. Allowing the staff to issue a higher volume of cards quicker.

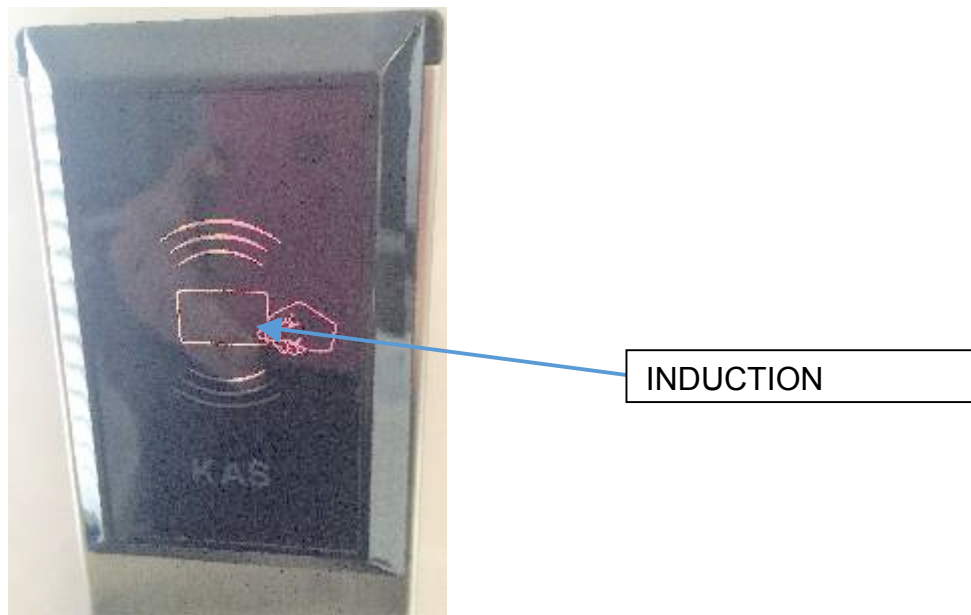
## Lock Operator Flow

### How to Use the Lock

#### Standard Operation

- 1 Unlock With Card - Swipe the card close to the induction area

Direct the programmer to the induction area / Beeps will sound every time the number changes on the programmer.



Induction Area: This area should be directed toward the door lock induction area, ensuring the communication between devices is successful



Blue led light is flashed and sound notice is issued, the door is now in an unlocked state whilst the blue light remains illuminated (approximately 3 to 5 seconds).

- 2 Turn the handle to open the door (the door will automatically re-lock again).

#### Door Lock States

Low Battery: Red and blue alternating light will flash for about 3 seconds and then grant entry.

Privacy Latch Engaged: Blue door light shines followed by 5 red flashes – access is denied for this card which had not been granted privacy access permission



If 'privacy latch override' has been selected on the management staff cards then access can still be gained with or without the privacy latch engaged. (This will only be use in a medical emergency)

Guest cards are usually defaulted to always have access to their own allocated rooms even if privacy latch is engaged. (Note: Staff cleaners and tradesmen (i.e. general staff) would normally not be given this privacy latch override permission)

Expired: Swiping the card over the lock results in a access denied tone and red light flashing

If this is a new installation ensure the lock has been correctly programmed.

TROUBLE SHOOTING  
 Door Not Physically Unlocking:

- On some occasions the lock may require up to 10 internal motor cycles, which is achieved by activating a valid card on the induction area (It is not necessary to physical open the door)

OR

Ensure the handle is in the correct fully horizontal position, The drop pin that engages the handle will not be aligning correctly unless the handle is fully up.

## Staff Card Special Features Operation

Ensure the required features are selected on the staff card when encoding the card, before attempting to activate the below features:

### Guest Room Inhibit Function

Guest Room Inhibit function cancels all guest cards associated to that room, meaning guests will need to visit front desk staff.

- 1 Swipe card over the lock induction area to open the door. Holding the door open, Swipe staff card over lock (red and blue light will flash).
- 2 Flick privacy latch 3 times to complete activation. 2 beeps will sound.



Old guest cards will be invalid and cannot access the lock anymore  
\*You must 'check out' the room to issue another guest card. Failure to do so will issue an invalid card.

### Free Passage Function



Free Passage Function puts door into a permanent unlocked state.

- 1 Swipe card over lock induction area to open the door. Holding the door open, swipe the staff card again (red and blue light will then flash).
- 2 Flick privacy latch 3 times to complete activation. 2 beeps will sound.



#### **Disable Free Passage Function**

- Flick the privacy latch 3 times to complete de-activation (2 beeps will sound).

### Emergency Management Access



When the software can't be used or the computer system has crashed, you can use the Emergency Management Card to program a new guest card to currently non-issued rooms.

To use this function the Emergency Management Card must be created in advance (before your computer problem occurring), and safely secured away.

- 1 Swipe card over lock to open the door.
- 2 Holding the door open, swipe the Emergency Management Card on the lock.  
The red and blue led will flash alternately in the induction area and a warning tone will be given).
- 3 Cycle the privacy latch once to initiate the guest card programming function.
- 4 Place the new guest card onto the induction area. (A confirmation tone will be heard confirming the successful encoding of the new guest card



**This method should only ever be used in an emergency as there is no other recorded information on the card such as name and validity period and therefore no useful audit history will be retained by the lock.**

## How to use the Access Control System (ACS)

The **Access Control Reader** (located on or near door) and **Access Control Module** (Preferably close to entrance door) make up the Access Control System.



The normal passive mode for the ACR is a red flashing LED (to assist finding the ACR in darkened areas, and to show that the ACR is correctly powered).

1

Swipe Card over the ACR



- Red flashing light turns blue when access granted
- Red flashing will turn constant red when access is denied

Whilst master cards will always work at all times, all staff cards and guest cards will only work during the card's correct validity period, and if the ACR is holding the correct current time (Note: after power interruption, the clock time may need to be reset into the ACR).

ACR's are time sensitive i.e. if your check out is at 10am that means all access controls and lifts will deny access after 10am.

## ACR Notes and Troubleshooting

Below are common reasons as to why staff cards/guest cards will not active the ACR:

ACR will not read card

- Invalid Guest Card.
  - Check the guest card is valid and has been correctly encoded to that particular access door (using the encoded software).
- Clock time is incorrect.
  - Reset the time using the Mobile Programmer.
- Original guest room was not check out correctly.
  - From the software 'Check out' and re-issue guest cards
- If above actions do not resolve card access – Restart the ACR by isolating the power for 5 seconds and restart, reprogram the ACR and update the time using mobile programmer.
- If the ACR has not been programmed correctly.
  - Read lock status using mobile programmer – Contact your supplier.

Constant Blue Light

- Indicates relay time needs to be set. Please issue ACR card from the software and swipe over the lock.
- May require power on and off. Contact KAS if this issues continues

## How to use the Lift Control System (LCS)

### 1 Swipe Card over LCS



#### Floor Selection

- Red flashing light turns blue when access granted
- Red flashing will turn constant red when access is denied

Swipe card on the reader, your floor and any other floors accessible with this card can now be selected (if no floor is selected – entire room floor will be selected).



Guest card WILL NOT WORK UNLESS A TIME IS ALLOCATED. Staff Cards will work at all times.

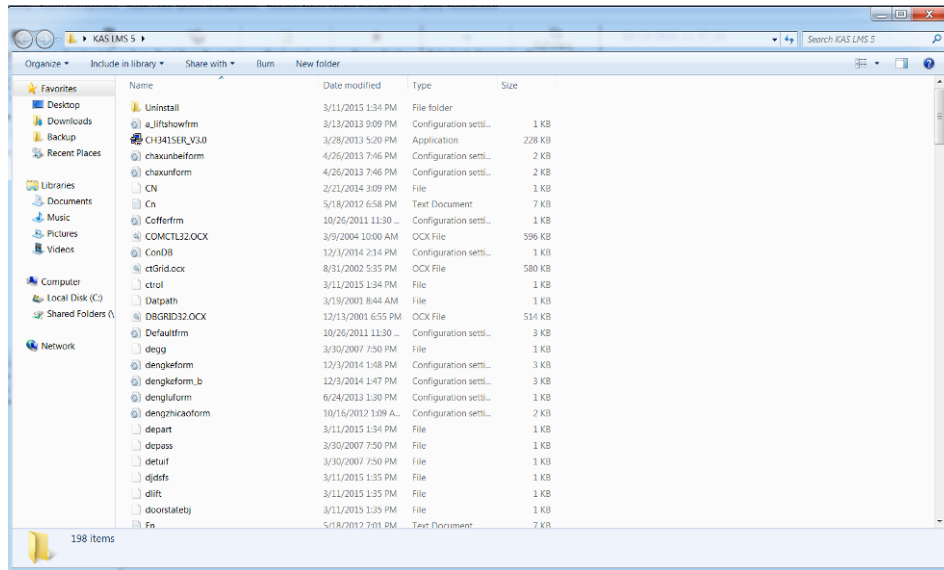
LCS's are time sensitive i.e. if your check out is at 10am that means all access controls and lifts will deny access after 10am.

Below are common reason to why access cards will not active the LCS:

#### Can't Access Lift Level

- Invalid Guest Card.
  - Check the guest card is valid and has been correctly encoded to that particular floor (using the encoded software).
- Clock time is incorrect.
  - Reset the clock time to the LCS using the mobile programmer.
- Original guest room was not check out correctly.
  - From the software 'Check out' and reissue guest cards.
- If above actions do not resolve a guest access – Restart the LCS by isolating the power for 5 seconds and restart, reprogram, set time using mobile programmer.
- If the LCS has not been programmed correctly - Read lock data using mobile programmer - Contact your supplier.

## Inserting Data Files into Computer



Prior to inserting the client's data file, ensure the software is installed on clients PC (following the instructions for installation at Operation Flow section of the manual). This will be an unregistered empty shell of the software.

- 1 Select and copy the file named RF2008.mdb from the relevant preset and registered software data.
- 2 Paste this file onto the client's computer into the KAS-LMS folder in Program Files.  
You will be asked to Replace or Make a copy - **REPLACE** the file

### On The Clients Computer

- 3 Open the folder containing the software files and find the KAS-LMS application.



Right click and select properties.

Select the tab Combustibility.

Select Run as administrator.

Select OK.

## Update Software

### On the Clients Computer:

- 1 Close the KAS-LMS software.
- 2 Download the appropriate files to the computer.  
Save in Program Files > KAS-LMSV?? (\*Version number).



Copy the RF2008.mdb file from the previous software.

Paste and REPLACE this file in the new KAS <Version> updated software.

Select the KAS-LMS application.

Right click and select properties.

Select the tab Combustibility.

Select Run as administrator.

Select OK.



**KAS STRONGLY SUGGEST MAKING A COPY OF THE KAS-LMS folder onto a USB prior to updating software.**

## Software Notes and Software Troubleshooting



After any install or disconnection and/or reconnection of either the encoder or programming tool. A full shutdown and reopening of the software should be completed.

Some operation systems may work without this however this does not guarantee the software's stability.

Login - The Administrators login details will be issued by the KAS Technical Team upon request.

**Changes to the original application by the end user could result in loss of data and additional charges for restoration.**

No staff member should be logged into this area as all features are switched on. Major software and programming issues can appear without full and proper knowledge of the software.

Always create a user login for each person using the software.

## Error Messages

<b>ctGrid.ocx</b>	<p>If the error ctGrid.ocx appears when opening the program right click on the software icon and use as the administrator.</p> <p>If you get a second error occurs reload the driver from software file CH341SER_V3.0.</p> <p>Depending on how your windows computer is configured, this error may appear several times before it does not show again.</p>
<b>Read data block error/Operation failed 5F</b>	<p>Card issue error, data is corrupt. Please try a new card.</p>
<b>Run-time error '339'</b>	<p>Software error regarding data input, please restart software. Please contact KAS if this error does not resolve it's self.</p>
<b>"set false code fail"</b>	<p>Encoder not found on start up. Close software and restart</p>
<b>'M1 card sector than wrong key'.</b>	<p>Cards or software are using the wrong Mifare sector, please check mifare sector System Settings &gt; Setting Default Information &gt; Ensure sector is 2 unless discussed with KAS.</p>
<b>Shortcut to software is being deleted</b>	<p>Check your antivirus software is not blocking any files associated with the software.</p>
<b>Selecting issue card and nothing happens</b>	<p>Antivirus Software is one of the major causes for software malfunction.</p> <p>Ensure you allow all files and connections to go through when installing the software or when installing any updates.</p>
<b>Select Issue &lt;Countdown message appears&gt;</b>	<ol style="list-style-type: none"> <li>1. Check the card is placed correctly on the encoder.</li> <li>2. Ensure the encoder is connected.</li> <li>3. Close the software, remove the encoder, connect the encoder again and re open the software.</li> </ol>

**Please Pull out setting control 55'**      Disconnect Mobile Programming

\*You may need to close the software and reopen depending how your windows software is configured.

**Moving the working files of the software**      If you want to move the software, you must right click and **open as administrator** this will fix and link any missing file pathways before opening.



If none of the above work. Most Errors can be fixed by closing the program, uninstalling the driver CH341SER\_V3.0 (in the software folder) and reinstalling  
Please contact your supplier or KAS for further technical support.

## Software Encoder Operations



### Issue Guest Card

1 Select Guest Card button.

2 Enter the room number.



The default arrival time is the current system time, if you wish to make a reservation card, select the option 'reserve'. You need to enter the arrival time, enter days, one day default and enter the guest information.

3 Enter the Arrival time.

4 Enter Guest Name and any other information relevant.

5 Select and extra floors or function rooms you want the client to have access to.

6 Place card on Reader, select: **ISSUE CARD**: This will override and stop any guest card that is already out in circulation.



If multiple cards are to be issued to the one guest room, select the **ADDITIONAL CARD** button and place another card on the reader. (Additional cards can be created at any time).

## Issue Staff Card

- 1 Select Staff Card button.
- 2 Select the Assistant features you wish the staff card to have on the card.

Privacy latch override:	The card with privacy latch override function can open all the doors in all states. This function is mainly used for when the door is locked inside.
Passage Mode:	Sets the door lock in passage free mode. The door can be unlocked at any time without any card key. This function is mainly used in Meeting Rooms, Offices etc.
Inhibit:	Limits the guest card key; it can't unlock the associated room. To unlock the room with guest card key again, the room must be 'checked out' and a new guest card key issued.
Sound:	The lock will give a sound notice when staff open the door if this option is selected otherwise sound notice will be not given.
Low battery:	This function is required for the staff card. When staff opens any door it will give an alarm when the power of battery is low. The door can still open door approximately 50 times.

Select the card type:

- 3
  - a) **MASTER CARD** – All access to all locks.
  - b) **FLOOR CARD** – Access to rooms associated with the floor.
  - c) **CUSTOMISED STAFF CARD** – These cards must be pre programmed into the software and into the locks.
- 4 Place card on Reader, select: **ISSUE CARD**.



If multiple cards are to be issued to the one guest room, select the **ADDITIONAL CARD** button and place another card on the reader. (Additional cards can be created at any time).

## Reading Cards

1

Place card on Encoder. (Two blue lights appear and the Read Card Display window appears).



Select Read Card button, to access Guest Card details.

This will display the details of the card including:



- Client's details
- Check in / Check out
- Common areas accessible
- Accessible Lift Levels

## Erasing Cards

The erase function is available directly from the interface button and in the Make Guest Key Card window.

1

Place card on Encoder. (Two blue lights appear and Erase Card Success window appears).



Select Erase Card



The guest can no longer use the card to unlock required doors. This will only clear the card. It will not check the guest out.

### Guest Check Out

Check out will automatically occur after booking is expired, however if a guest requests to leave early and does not have their card it can be done from here. This function is mainly for lost guest cards, allowing check out without guest card.



Select room icon from interface

Select Check Out Button



Check out the room number: xxx window appears



Select Ok



Room Check Out Complete confirmation windows



Select Ok



Existing Guest cards can no longer be used once a new guest card is presented to the lock.

### Changing Room States

There are six room states to be selected from. This function is mainly for changing the room state after checking out.



Select Change Room State button.



Select room number from list or enter manually on right of pane.



The state selected for the room is updated instantly and displayed in the software interface Room Summary Ribbon



## Group Booking

This function is to allow for several bookings in the one action.



Select Group Booking button.



Select Room Type



A list of vacant rooms appears in the pane.



Select the rooms you wish to book by double clicking on the room listed on the left (Selected rooms will be displayed on the right).

Populate the Room Request and Guest Information fields. (As per steps for issuing a Guest Card above).



Select the associated function room/s and lift floor access from the tabs on the right of the window.

Place card on Encoder. (Two blue lights appear and Issue Guest Card Successfully window appears).



Select Issue Card to make card for guest



Guests can now use the card to unlock required doors.

## Mobile Programmer Operations

### Download Door Data to Mobile Programmer.



Induction Area: This area should be directed toward the door lock induction area, ensuring the communication between devices is successful.

- 1 Connect the mobile programmer to the desktop computer encoder using the black headset jack.



Select DOWNLOAD DOOR DATA from the software ribbon.



Select DOWNLOAD DOOR DATA in new window (Download data success notice appears on completion).



Select OK



Disconnect the mobile programmer, close the software and reopen (allowing the software to communicate with the encoder correctly).

### Updating Time and Date

- 1 Press FUNC (x 1) Screen will display: **DD-MM-YY**  
**HH:MM:SS**

- 2 Press RUN.



Screen will display flashing **DOWNLOADING**.

3 Direct the programmer to the induction area / Beeps will sound.



Screen will display **DOWNLOAD COMPLETE**.



Red flashing light will appear and warning sound will indicate that programming has failed.



Long Beep will sound, wait for red flashing light to stop, turn blue, fade (Several beeps will be heard on completion).  
Constant flashing light will be present when device is on standby.

### Downloading Time and Date Troubleshooting



If the programmer does not show the correct time, you will need to connect the programmer to the encoder and download the door lock data.

## Lock Status

The following five functions can be achieved:

- Battery Life Check
- Date Time Check
- Room Identification Data
- Error Diagnosis
- Audit History

1 Press FUNC (x 2) Screen will display: R:?  
V:?  
DD-MM-YY  
HH-MM-SS

2 Press RUN.



Screen will display flashing **COLLECTING DATA.**

3 Direct the programmer to the induction area / Beeps will sound every time the number changes on the programmer.



Screen will display:

Record Quantity  
NNN



Download is complete.

### Read Lock Data on the Programmer:

4 Press FUNC (x 2) Screen will display: R: \*DISPLAY LOCK NUMBER  
V: \*BATTERY VOLTAGE  
DD-MM-YY  
HH-MM-SS

## Error Diagnosis

1 Ensure all steps from Lock Status instructions have been completed.

2 Press no 2

### 3 See Door Data Error Messages for more information

Error Code	Door Data Error Messages
0	<b><u>Card Number error</u></b> Wrong card was used i.e. 112 room card used on 202 Lock
1	<b><u>Code invalid</u></b> Card has been issued over i.e. ISSUE card not additional card has been used
2	<b><u>Time limited &lt;END&gt;</u></b> Card is expired or blank
3	<b><u>Locks on the other side</u></b> Privacy latch is engaged
4	<b><u>Start Time Error</u></b> Check the time clock on lock.
5	<b><u>Unlock period time error</u></b> Check period of time on key. Download door data and re-program lock
6	<b><u>Card invalid</u></b> Valid card has been stopped by limit card
7	<b><u>Data in card</u></b> Card with wrong MCSC/Lock with wrong MCSC
8	<b><u>Emergency administrator error</u></b> Issue the emergency administrator card again, or the door lock never unlock with the guest key.
9	<b><u>Card key can't unlock VIP room</u></b> The card key just can only unlock the guest room, without the VIP function
P	<b><u>No Error</u></b> Valid card used

## Lock Audit History

- 1 Ensure all steps from Lock Status instructions have been completed.
- 2 Connect the programmer to the encoder.

### From the software:



Select Read Data (a spread sheet will appear with the entry records. –This can be exported to an excel spread sheet).



This allows access to the last 512 entry records only.

## Programming and Initialising Locks

You will need to update your mobile programmers information before beginning the below steps. Please refer to Download Door Data

### Programming Locks

These steps will only need to be completed on new locks or if reprogramming is required.


Reprogramming may be required for the following reasons

- New lock set up and programming
- New or updated customised staff cards have been created
- Changing staff or guest access/restrictions

- 1 Press FUNC (x 3) Screen will display: **DOWNLOAD  
LOCK DATA?**
- 2 Press RUN.
- 3 Enter room number associated to the access point form software reference.



Refer to KAS programming reference numbers for your specific number sequence


- |   |   |                                     |
|---|---|-------------------------------------|
| 4   | Press RUN.  | <b>Downloading<br/>Counting 1~6</b> |
| 5   | Direct the programmer to the induction area / Beeps will sound every time the number changes on the programmer.   |                                     |
| 6   | Screen will display: <b>TURN THE KNOB ON BACK PLATE</b><br>Turn privacy latch 90 degrees and back to original position  |                                     |
|  | If successful screen will display: Download complete.<br>If un-successful: Red flashing light will turn red and harsh noise will sound – Please try again or see trouble shooting notes below |                                     |

### Programming Access Control Module

These steps will only need to be completed on new systems or if reprogramming is required.

Reprogramming may be required for the following reasons

- New system set up and programming
- New or updated customised staff cards have been created
- Changing staff or guest access/restrictions

- |   |   |                                     |
|---|---|-------------------------------------|
| 1   | Press FUNC (x 3) Screen will display:   | <b>DOWNLOAD<br/>LOCK DATA?</b>      |
| 2   | Press RUN.  |                                     |
| 3   | Enter room number associated to the access point from software reference.                                       |                                     |
|  | Refer to KAS programming reference numbers for your specific number sequence                                    |                                     |
| 4   | Press RUN.  | <b>Downloading<br/>Counting 1~6</b> |
| 5   | Direct the programmer to the induction area / Beeps will sound every time the number changes on the programmer. |                                     |

Screen will display: TURN THE KNOB ON BACK PLATE

6

- This is only required for the first initial programming – You will need to press the program button located on the PCB board for 1 second.
- For changes or updated ACR – Do nothing and wait 5-6 seconds



This will change the light on the PCB from alternating red/blue to a constant green

7

Set Time and Date: Press FUNC x 1 ( Time and Date will appear)  
Press RUN and hold programmer in front of the ACR

8

Issue ACR Card from software \* See Issue ACR's Control Card  
Swipe card over the lock Several beeps will be heard if accepted



ACR indication

If successful screen will display: Download complete.

From the ACR (reader): Blue light dims and several beeps are heard to confirm programming successful

From the ACM (Modula): Light will shine green then return to flashing red

If un-successful: Red flashing light will turn red and harsh noise will sound – Please try again or see trouble shooting notes below



If you wish to control access times for guests/staff and/patron please see Issue ACR's Control Card

## Programming Lift Control Module

These steps will only need to be completed on new systems or if reprogramming is required.

Reprogramming may be required for the following reasons

- New system set up and programming
- New or updated customised staff cards have been created
- Changing staff or guest access/restrictions



Before programming the lift you will need 2 specific cards from the software. Please refer to the manual to create the below cards prior to programming the lift.

- Lift Port Setting card
- Lift Control Card

1 Press FUNC (x 3) Screen will display: **DOWNLOAD LOCK DATA?**

2 Press RUN.

3 Enter lift number associated to the access point form software reference.



Refer to KAS programming reference numbers for your specific number sequence

4 Press RUN. **Downloading Counting 1~6**

5 Direct the programmer to the induction area / Beeps will sound every time the number changes on the programmer.

Screen will display: **TURN THE KNOB ON BACK PLATE**

- This is only required for the first initial programming – You will need to press the program button located on the PCB board for 1 second (with in 30 seconds of programming).
- For changes or updated LCM – Do nothing and wait 5-6 seconds



LCM indication

If successful screen will display: **Download complete.**

Blue light dims and several beeps are heard to confirm programming successful

If un-successful: Red flashing light will turn red and harsh noise will sound – Please try again or see trouble shooting notes below

- 7 Swipe Lift Port Setting Card on Induction area
- 8 Swipe Lift Control Card on Induction area

## Programming Warning Indications

Mobile Programmer has timed out

Indicates actions were not completed in designated time. Please retry steps

Programming failed.

Red flashing light will turn red and harsh noise will sound

- Retry steps
- Confirm room number associated to the lock in the software
- If you continue to receive this indication, please contact KAS
- Check dim switches are in the correct order – refer to ACR Wiring specifications – ACR ONLY

Mobile programmer will not program

- Check batteries in both the lock and the mobile programmer
- Check dim switches are in the correct order – refer to ACR Wiring specifications – ACR ONLY

Mobile programmer does not count to the number 6

- This occurs when the programmer is locked to an area and is being change. To remove the lock, programming is require several times. Retry programming steps approx. 6-10 time
- Contact KAS if issues continues

## Miscellaneous Operations

### Emergency Mechanical Keys

The separate emergency mechanical keys will allow you to unlock the door, without any battery power or in case of programming errors or some form of lock electrical system fault. The keys will never be used in normal situations but should be readily available to front desk staff in if emergency situation.



The System Administrator should mark and collect all the mechanical emergency keys during the installation process and have them secured safely away. They should only ever be used in an emergency situation. If lost, they will produce a security risk for the inhabitants of that particular room, and would then involve extra costs to have the lock barrels replaced by your supplier.



Each lock provided comes with 2 spare mechanical keys, uniquely different to all other locks. The locks do not come with a master key system, as this would create a significant security risk should the Master key be lost.

### Using the Emergency Mechanical Keys


- 1 Insert the correct key into the key barrel – located at the base of the front handle
- 2 Press the key up – If this is the correct key, the key will move up about 5mm
- 3 While holding the key up, turn the handle.



Mechanical keys should only be given to guest as a last resort- after troubleshooting has been attempted.



## Hardware Warning Indications

Constant BLUE Light	Indicates this card has approved access. Open the door while the Blue light is on.
Constant RED Light	Indicates a non-approved access card (therefore access will be denied).
BLUE Light Followed By 5 Flashing RED Lights	Indicates an approved card but no access currently allowed while the Privacy Latch is engaged (e.g. a Cleaner/Maintenance card would be denied access).
An Alternating RED BLUE (Repeating) Light	Indicates Low Battery Warning and a warning tone (if activated) will sound. Staff must bring these indications to the notice of management so they can organize replacement batteries for the locks.
	Battery life status check and battery change procedures can be found in this guide as well as in the Reference manual.

## Battery Change



Only replace with 3 x AA high-quality Alkaline Batteries.



You will not lose your lock programming or history data by replacing the batteries.



You must update the Date and Time of the lock or your guests will not be able to access their room until you do so (see 8.Updating Time & Date in this guide).

- 1 Loosen and remove the screw at the bottom of the Front Lock



- 2 Slide the Battery Cartridge downwards and remove/ replace the batteries (ensure you have the correct polarity).
- 3 Re-insert the battery cartridge.



You may have to push slightly 'away' from the lock barrel side to fully insert the cartridge.

- 4 Screw in the cartridge locking screw.
- 5 UPDATE the locks Date and Time using the Mobile Programmer (see 8.Updating Time & Date in this guide).

## Technical Notes, General Information and Troubleshooting

- 1 Always ensure you and other system operators are using their individual logins \*For more information on setting up individual logins please see LMS-Platinum Reference Manual.
- 2 Anytime a Staff card can gain access to a room and a Guest card cannot - the first step is the check the date/time on the Guest cards and/or the lock.
- 3 If a Guest card is still not working properly, always CHECK OUT the guest card and re-issue the card confirming correct access dates.
- 4 Ensure you place the cards correctly on the encoder (so you have two constant blue lights).
- 5 After changing the lock batteries, the lock Date/Time must be updated (otherwise the guests will not be able to re-enter the rooms).
- 6 The Mobile Programmer is connected to the computer software by using the cord supplied; connected to the encoder.
- 7 After using the Mobile Programmer, you may have to re-start the KAS software (and/or disconnect/reconnect the encoder software) to reuse the encoder.
- 8 Never leave any items covering the induction area of the locks, as this will rapidly deplete the lock batteries.
- 9 When the locks Privacy Latch is engaged - the default setting is to allow all other room guest cards access while preventing access to general cleaning and maintenance staff cards.
- 10 Emergency access can always be granted in an emergency by correctly encoding the management staff card to have 'Privacy Latch Override' feature selected.
- 11 All advanced details and programming operations can be found in the LMS-Platinum Reference Manual.  
**To take a screenshot and save it as a picture.**  
Click the window you want to capture. Press **Alt+Print Screen** by holding down the Alt key and then pressing the Print Screen key.
- 12 \*The Print Screen key is near the upper-right corner of your keyboard.  
These 2 keys only need to be pressed for a second to capture the image  
The image will be saved to your desktop

**Technical Assistance**

Please contact KAS or your supplier if an error continues with the software or hardware. Any and all information is helpful when diagnosing an issue that may arise.

**Lock Beep Codes**

Constant BLUE Light	Indicates this card has approved access. Open the door while the Blue light is on.
Constant RED Light	Indicates a non-approved access card (therefore access will be denied).
BLUE Light Followed By 5 Flashing RED Lights	Indicates an approved card but no access currently allowed while the Privacy Latch is engaged (e.g. a Cleaner/Maintenance card would be denied access).
An Alternating RED BLUE (Repeating) Light	Indicates Low Battery Warning and a warning tone (if activated) will sound. Staff must bring these indications to the notice of management so they can organize replacement batteries for the locks.
Purple	Passage mode has been ticked. Flick privacy latch three times to leave door in open mode

**Mobile Programmer Indications**

Mobile Programmer has timed out	Indicates actions were not completed in designated time. Please retry steps
Red flashing light will turn red and harsh noise will sound	Programming failed. Retry steps Confirm room number associated to the lock in the software If you continue to receive this indication, please contact KAS Check dim switches are in the correct order – refer to ACR Wiring specifications – ACR ONLY



### Read Lock Data on the Programmer:

- 4 Press FUNC (x 2) Screen will display:

R: \*DISPLAY LOCK NUMBER  
 V: \*BATTERY VOLTAGE  
 DD-MM-YY  
 HH-MM-SS

### Error Diagnosis

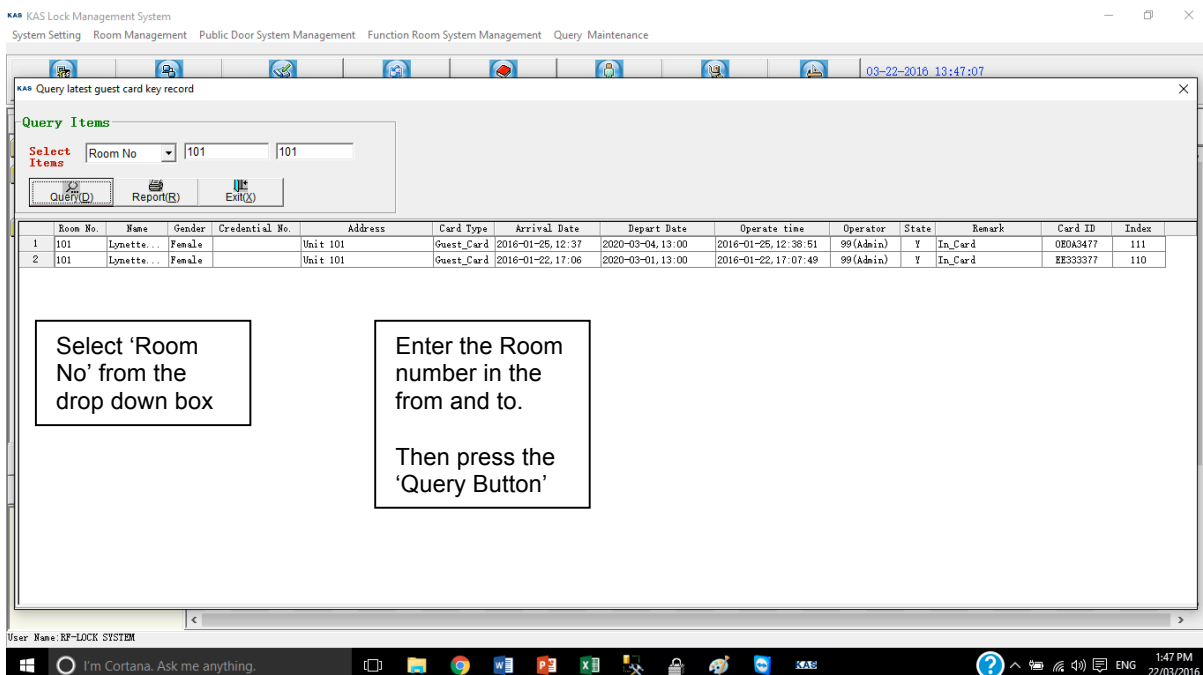
- 1 Ensure all steps from Lock Status instructions have been completed.
- 2 Press no 2
- 3 See Door Data Error Messages for more information

Error Code	Door Data Error Messages
0	<b><u>Card Number error</u></b> Wrong card was used i.e. 112 room card used on 202 Lock
1	<b><u>Code invalid</u></b> Card has been issued over i.e. ISSUE card not additional card has been used
2	<b><u>Time limited &lt;END&gt;</u></b> Card is expired or blank
3	<b><u>Locks on the other side</u></b> Privacy latch is engaged
4	<b><u>Start Time Error</u></b> Check the time clock on lock.
5	<b><u>Unlock period time error</u></b> Check period of time on key. Download door data and re-program lock
6	<b><u>Card invalid</u></b> Valid card has been stopped by limit card

<b>7</b>	<b>Data in card</b> Card with wrong MCSC/Lock with wrong MCSC
<b>8</b>	<b>Emergency administrator error</b> Issue the emergency administrator card again, or the door lock never unlock with the guest key.
<b>9</b>	<b>Card key can't unlock VIP room</b> The card key just can only unlock the guest room, without the VIP function
<b>P</b>	<b>No Error</b> Valid card used

Make a note of the error message, or take a photo of the screen display and follow the next steps.

- 1 Select 'Query Maintenance' from the menu selections at the top of the screen
- 2 Select 'Query Latest Records' from the drop down menu.



- 3 Take a screen shot of the report using 'ALT+PRINT SCREEN', hold the Alt Key and press the 'Print Screen' key on the top row of the keyboard. The image will be saved to your desktop
- 4 Place the card on the reader and press the 'READ CARD' button
- 5 Take a screen shot of the results.
- 6 Email the photo of the mobile programmer with the error code, the two screen shots from 3 & 4 and email them to 'support@kas.com.au'  
Please place the card in a safe place in case more investigation is needed.

PLEASE NOTE: Non urgent telephone technical support will be charged for outside of normal business hours



## **Reading Lock Information Mobile Programmer V2**

**Used in conjunction with the LMS-Platinum**

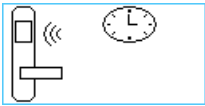




## 1. Mobile Programmer



## 2. Functions

Press digits 1~5 to select the function you need.

Below is the command of each function

Digit key	Function	Screen shows on the Programmer
1	Synchronous time on the door lock	
2	Collects Records	
3	DOWNLOAD DATA	
4	CHECK RECORDS	
5	Set Access Control	

Press the digit necessary, then press key “RUN” to enter the function screen.

### 3. Operations

- a. Synchronize clock between lock and PC.

Press “1”→ press “RUN”→ screen *Fig.1*

→ hold the Programmer against the screen of the lock

→ “beep, beep, beep” indicates downloading

→ “beep~” will sound and screen will display *Fig.2*

→ Time has successfully downloaded to lock

- b. Collect RECORDS from a lock

Press “2”→ press “RUN” → screen displays *Fig.3*

→ hold the Programmer against the screen of the lock

→ “beep, beep, beep” indicates the data being collected

→ press “CLR” to end the collection and exit.

The screen will display the basic data of the lock once data has finished collecting.

Check the other corresponding information.

Press “1~5”:

KEY “1”: Shows current room number and the opening

KEY “2”: Shows latest collecting time and the opening records

KEY “3”: Shows current time on the door lock

KEY “4”: Shows current battery voltage of the lock

KEY “5”: Shows MCSC and the sector number Exit

Press KEY “CLR”.

- c. Download DATA from PC to a lock.

Press “3”→ press “RUN” → screen displays *Fig.4*

→ hold the Programmer against the screen of lock

→ “beep, beep, beep” indicates downloading

→ “beep~” will sound and scree displays *Fig.5*

→ turn the deadbolt piece on the back panel 90 degrees, then turn back

→ data has successfully downloaded to lock

- d. CHECK and view RECORDS from a lock

Press “4”→ press “RUN” → screen displays *Fig.6*

→ enter the collected room number (e.g: Room 101 had been collected, enter “101”; if incorrect number is entered, press “CLR” to cancel, then re-enter the correct one)

→ press “RUN”

→ read the basic information of the door lock

Press “1~5” to check the other corresponding information,

- e. Set Access Control

Press “5”→ press “RUN” →screen displays *Fig.7*

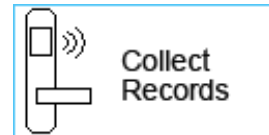


Fig.1

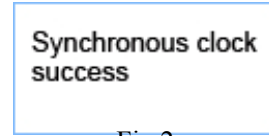


Fig.2

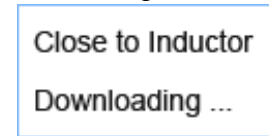


Fig.3

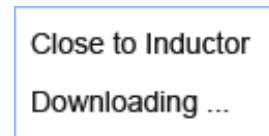


Fig. 4

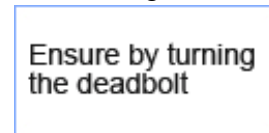


Fig.5

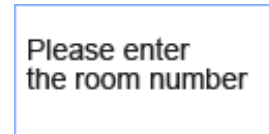


Fig. 6

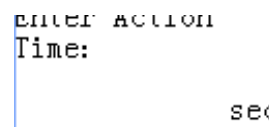


Fig. 7

- enter action time (3~60 seconds is available)
- press “RUN”→ screen displays *Fig.8*
- hold the programmer against the screen of the lock
- “beep, beep, beep” indicates data downloading
- “beep~” will sound and screen displays *Fig.9*
- Set the Access Control has been successfully set

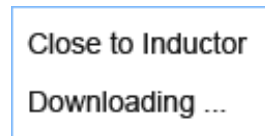


Fig. 8

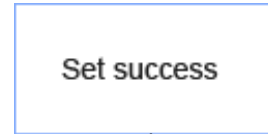


Fig. 9

#### 4. Download data from Computer to Programmer

Connect programmer to computer via USB port

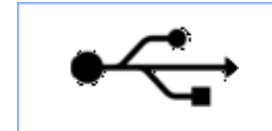


Fig.10

- screen displays *Fig.10* indicating connection successful
- download data (*operate on the management software*) and keep the programmer connected with the computer until downloading completed.

#### 5. Warning Information

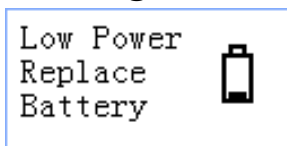


Fig. 11

: If this message shows (*Fig.11*), replace the batteries on lock, as they are flat

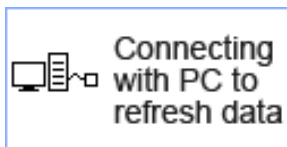


Fig. 12

: If this message shows (*Fig.12*), connect the Programmer with the Computer and Re-download the Data, as the original data in the Programmer has expired.

## KAS Support & General Information

Current as at: 8 January 18

Support	During Business Hours	After Hours	Notes
Telephone Tech Support Calls	FREE DURING WARRANTY PERIOD	FEES APPLY**	Please visit <a href="http://kas.com.au">kas.com.au</a> for current operating hours
Extra Installation / Re-installations / Networking	FEES APPLY BY APPOINTMENT ONLY*	FEES APPLY**	Please contact our office to book
Software & Hardware troubleshooting, online remote support and system set-up	FREE DURING WARRANTY PERIOD	FEES APPLY**	KSM will be required on site.
Order / Reorders	FREE	EMAIL	Please call our office or email <a href="mailto:sales@kas.com.au">sales@kas.com.au</a>

### General information

<b>Support</b>	<p>*All calls between standard business hours are free, however an appointment may be required to diagnose / rectify some situations.</p> <p>**If after hours or anytime on weekends, or holidays, emergency calls are billed at \$75 per 15 min.</p> <p>Non-urgent calls are billed at \$150 per 15 min.</p> <p>Please visit <a href="http://kas.com.au">kas.com.au</a> for current business hours.</p>
<b>KSM (KAS System Manager)</b>	<p>First point of contact for support should be with your assigned KSM.</p> <p>Contact should be with the assigned KSM and KAS Support Team thereafter (if required).</p> <p>KAS will make some allowances for situations where the KSM is unavailable. This will be under KAS discretion.</p>
<b>Extra Installation / Re-installations / Networking</b>	<p>Extra installation / Re-installation of software: \$140 per install.</p> <p>Networking: Please contact KAS for a quote.</p> <p>**If after hours or anytime on weekends, or holidays, emergency calls are billed at \$75 per 15 min. Non-urgent calls are billed at \$150 per 15 min.</p>
<b>Onsite Support</b>	KAS does not offer onsite support.
<b>Warranty</b>	All products supplied by KAS hold a 24-month warranty from date of dispatch. Please visit <a href="http://kas.com.au">kas.com.au</a> for full warranty details.
<b>Annual Fees / Subscription</b>	There are no on going or annual subscription fees.
<b>Emergency Access</b>	<p>Each lock will have an emergency mechanical key, allowing you to unlock the door without any battery power in case of programming errors or some form of lock electrical system fault (ACR's please consult your management for manual override instructions). The keys are not intended to be used in normal situations, but should be readily available to front desk staff in an emergency situation.</p> <p>For any dangerous and/or life threatening matters, you should always call 000.</p>

## Warranty Certification

Congratulations! You have made an excellent choice with this quality product. Our commitment to quality also includes our service. Should you, contrary to expectations, experience defects due to manufacturing faults, KAS will provide you with a warranty against defects as follows:

### Warranty

All products supplied by KAS hold a 24-month warranty. All technical support, software modifications and general assistance information is detailed in the KAS Support and General Information Sheet. A detailed and updated warranty description is as stated on our website: [kas.com.au](http://kas.com.au).

### Proof of Purchase

This warranty is valid from the original purchase and is not transferable. Please keep your purchase docket, tax invoice or receipt as the best proof of purchase, and as proof of date on which the purchase was made.

### Extent of Warranty

This warranty is limited to defects in workmanship or parts. All defective products or parts will be repaired or replaced. This warranty does not cover batteries or any other consumable items, and does not include any ongoing effects (either financial or otherwise) as a result of a failed access lock or security in general.

### Normal Wear and Tear

This warranty does not cover normal, daily wear & tear from usage and/or the environment to the products or its parts.

### Exclusions

This warranty does not cover:

- Any defects caused by an accident, misuse, abuse, improper installation or operation, lack of reasonable care, unauthorised modification, loss of parts, tampering or attempted repair by a person not authorised by the distributor.
- Any product that has not been installed, operated or maintained in accordance with the manufacturer's operating instructions provided with the product.
- Any product that has not been used for its correct purposes.
- Any damage caused by improper power input or improper cable connection.

### To Make a Claim

The warranty against defects is provided by KAS. If a defect in the goods appears within 24 months, you are entitled to claim a warranty, please contact or send all warranty claims to:

*KAS - Keyless Access Security*  
45/215 Brisbane Rd  
BIGGERA WATERS, QLD, 4216

**P** 07 55005580 | **E** [support@kas.com.au](mailto:support@kas.com.au)

When making a return, please ensure the product is properly packaged so as to ensure that no damage occurs to the product during transit. Please provide the original or a copy of the proof of purchase. Also, please make sure you have included an explanation of the problem. Please note that the costs of making a warranty claim, including any postage, may be covered by KAS depending on the issue. Upon receiving your warranty claim, the supplier will send (via the post or email), a repair and/or refurbished goods or parts notice. Please provide your email address, and advise the supplier if you wish to obtain a repair and refurbished goods or parts notice via email.

KAS  
Keyless Access Security

## WARRANTY DETAILS

Please return this page with your personal details attached to claim proof of warranty.

<b>Invoice Number</b>	
<b>Business Name</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Daytime Tel No</b>	
<b>Date of Purchase</b>	

(Trading Hours: As stated on our website)

## Card Printing Specifications & Requirements

### Design Preparation

We require the finished artwork format. Unfortunately we are not designers and can only print what is submitted.

*\*Please note: average turn around time is between 12-14 days from approval for card printing. Please make allowances for this when organising and submitting your artwork.*

### Options

Printing: Front and/or Back

Colour: Black & White or Full Colour

Card Type:



Standard Card



Cards with hole \*extra charges will apply

### Specifications

Card Type: Mifare s50 1k

Card Size: The international card printing standard is 85.5mm x 54mm x 0.76mm

### Requirements

Format requirement: JPG or PDF format

Resolution: Minimum 500 DPI

Manuscript size: 86 x 54 (full size: 88 x 56)

Bleed line: +3mm

Font and Line Thickness: Not less than 6pt and not less than 0.1mm thickness

Colourtone: 18%~85% is the most ideal range. The clarity may decrease if the brightness is less than 18% and the darkness higher than 80%

Borderline: All the words, symbols or logos should be placed 4mm within the borderline

Minimum Order Quantity: 200 Printed / 10 Blank

### Submission

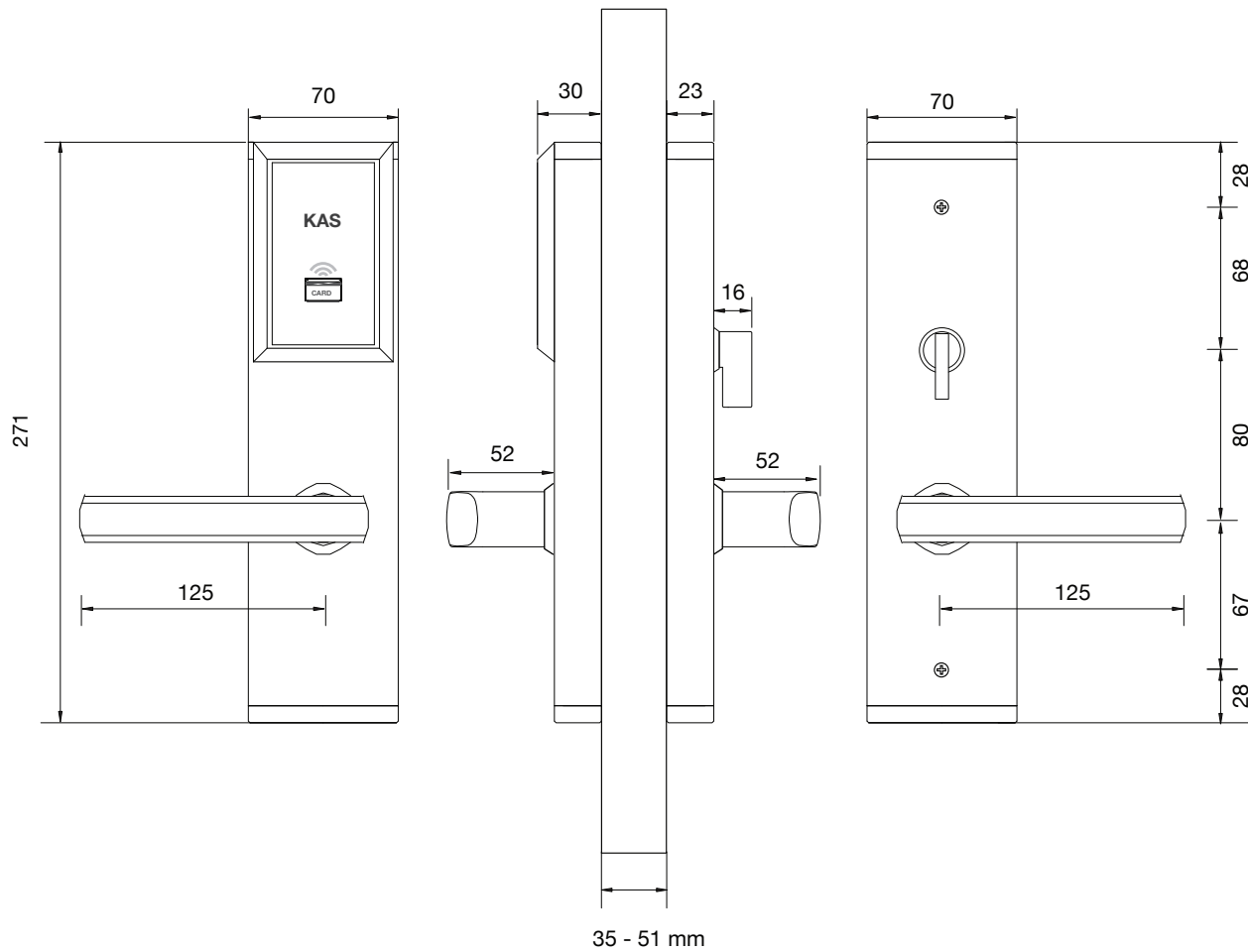
Please send your artwork to [sales@kas.com.au](mailto:sales@kas.com.au)

Once we receive your artwork, we will send out a 'placement' proof for your confirmation before we begin printing.

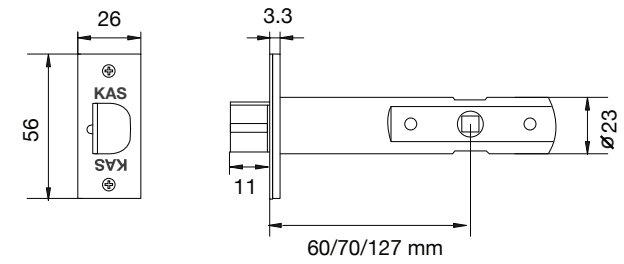
Whilst every care is taken in the preparation of the final artwork, it is the customer's responsibility to ensure that the proof is correct in all areas. Please be sure to double-check spelling, grammar, layout and design before approving artwork. KAS is not responsible for any error or omission not identified by the person providing final authorisation.

# KAS LMS Platinum

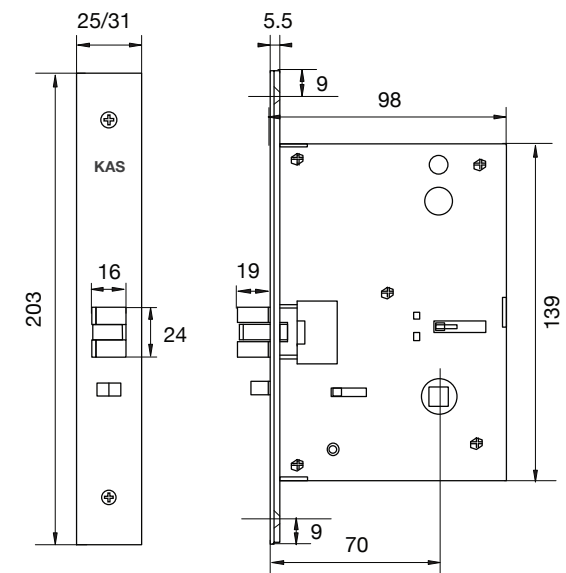
## Product Dimensions



### TL-Tubular Latch

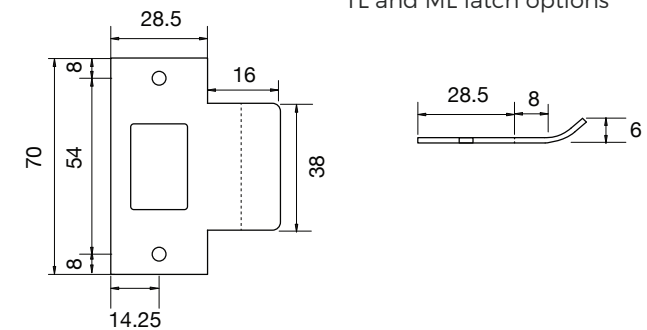


### ML-Mortise Latch



### Strike Plate

Supplied for both TL and ML latch options

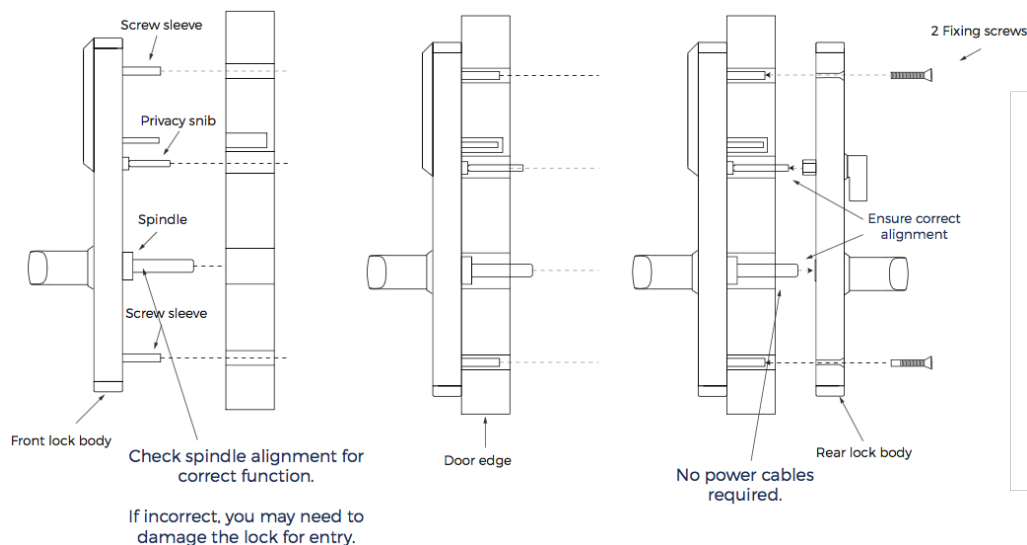


## KAS LMS PLATINUM QUICK INSTALLTION GUIDE

**Included:** Front Lock Body, Rear Lock body, Latch, Drilling Template, Screws, 3x AA Batteries and Mechanical Back Up Key

### Instructions:

- Using the drilling template provided prepare the door and drill as required.
- For latch selection use the drilling templates and insert the latch when ready. Note: Ensure that the latch tongue is aligned and in the correct direction and position to strike inside the door frame latch.
- Place the front face of the lock into the prepared door cutting holes taking note to ensure that the privacy latch spindle is vertically aligned
- Whilst holding the front face of the lock, attach the back plate and screw together.  
**Important:** Secure screws using a hand held screwdriver or a drill that is on a LOW TORQUE SETTING. DAMAGE TO THE SCREW SLEEVES WILL VOID PRODUCT WARRANTY.
- Test and label the mechanical backup key while installing the specific lock. Once tested label it to match its assigned room number and secure away in the case of an emergency.
- Strike Plate Adjustment (TL MODEL ONLY)  
Adjust the tongue where required to allow the latch to slip into the hole, but not the security bolt behind the latch. The round bolt behind the latch must not go inside the strike plate hole.
- Insert the batteries into the cartridge, which is located on the base of the front handle. To remove the battery cartridge, unscrew the small Phillips screw at the base of the lock then pull the cartridge in a downward motion.
- Remove the plastic film on the readers face and handles after installation
- The lock is now installed and you are ready to program the lock and set access permissions. Factory default position is UNLOCKED. To LOCK the door, you must program the lock and swipe an access to initialise with the client software.
- For more information on programming, please see the KAS Reference Manual.



### Notes:

- The Lock Management System (LMS) software will need to be installed by KAS prior to programming the locks.
- All locks (including access controllers) will require a final programming update using the Mobile Programmer. Use the Mobile Programmer to set the date and time to all devices following battery installation or power up for hard-wired devices.
- If retrofitting existing locks, backing plates are available. Touch up paint/painting is not included

# KAS<sup>®</sup>

KEYLESS ACCESS SECURITY

## Access Controller System

Used in conjunction with the LMS-Platinum software

- Components:**
- **Electrical Wiring Diagrams**
  - **Dimensions**

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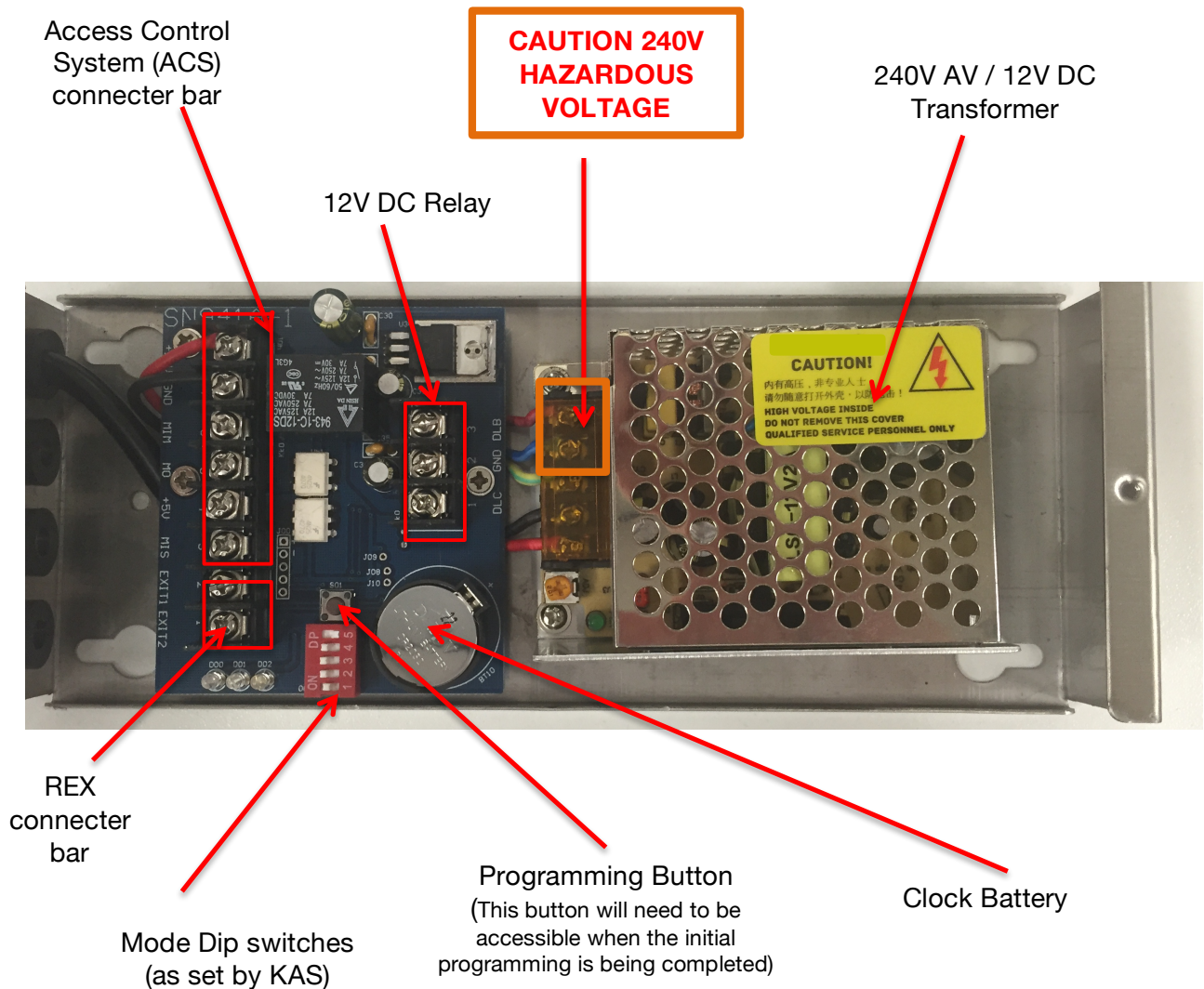
### **WARNING**

**THIS PRODUCT REQUIRES INSTALLATION BY A LICENCED ELECTRICIAN**

## 1 Access Controller Module (ACM) Components

The following diagram illustrates the components of the Access Control Reader and the Access Control Module. KAS will have already setup the mode switch according to the client's specifications; please do not change these mode switch settings.

\*The ACM must remain accessible after installation.



### Specifications:

- Working temperature: 0° to +50°C
- Storage temperature: -40° to +85°C
- Humidity: 30% to 95% RH
- Power: 240V AC transferred to a 12V DC operating system
- Current: <100mA

- Standard CAT5e cable has been tested up to 60m.
- KAS recommends up to 60m for each Reader to the module using standard CAT5e Cable.
- Dimensions: Large: 123L x 95W x 27H
- Reading distance: up to 20mm



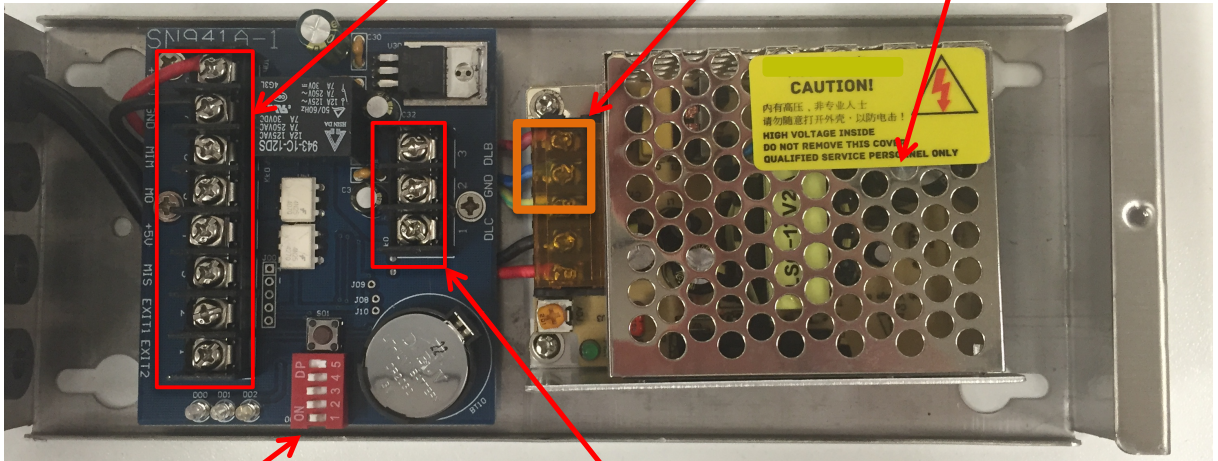
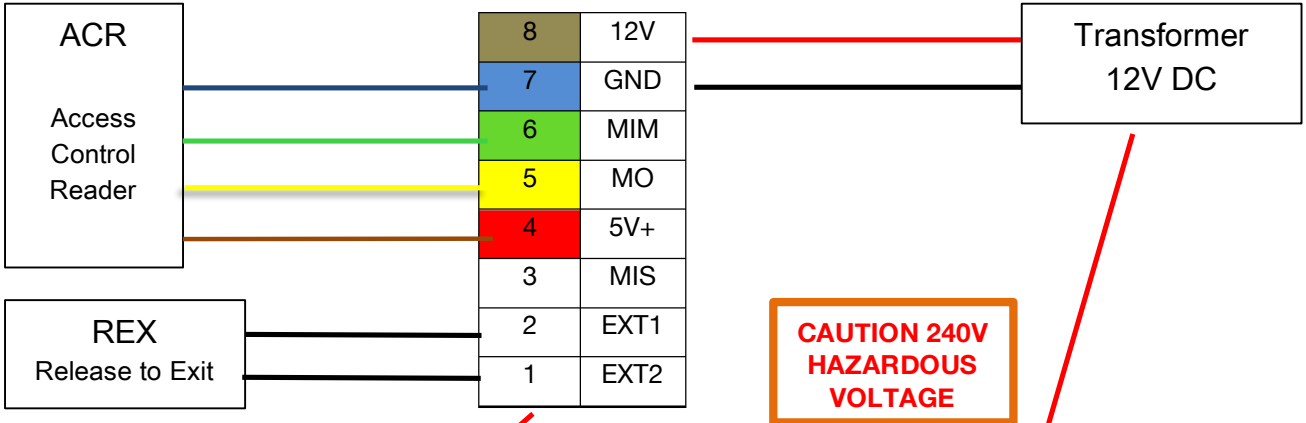
**WARNING**

THIS PRODUCT REQUIRES INSTALLATION BY A LICENCED ELECTRICIAN

V2

[www.KAS.com.au](http://www.KAS.com.au)

## 2 Wiring Diagram for Access Control System



### ACS Mode Settings

ACS DIP Switch's			DO NOT CHANGE		
Delay	1	2	3	4	5
1 sec	ON	ON	ON	ON	OFF
5 sec	OFF	ON			
10 sec	ON	OFF			
15 sec	OFF	OFF			

- To change the time delay: change dip switch 1 & 2 to the required setting.
- Do not change switches 3, 4, 5.

### ACCESS CONTROL WIRING

12V Relay – Normal Modes			REX / ACS Activation Modes		
		Naturally Closed (NC) <i>Constantly sending 12V DC to circuit</i>			Isolates 12V DC power to access device for 1, 5, 10 or 15 seconds
3	DLB		3	DLB	
2	GND	Ground	2	GND	Ground
		Naturally Open (NO) <i>No power to circuit</i>			Sends a 12V DC current to access device for 1, 5, 10 or 15 seconds
1	DLC		1	DLC	

NOTE: A 24V DC system will require a 24V Transformer, or an additional cold relay actuated by this 12V ACM (Relay not supplied by KAS)



**WARNING**

THIS PRODUCT REQUIRES INSTALLATION BY A LICENCED ELECTRICIAN

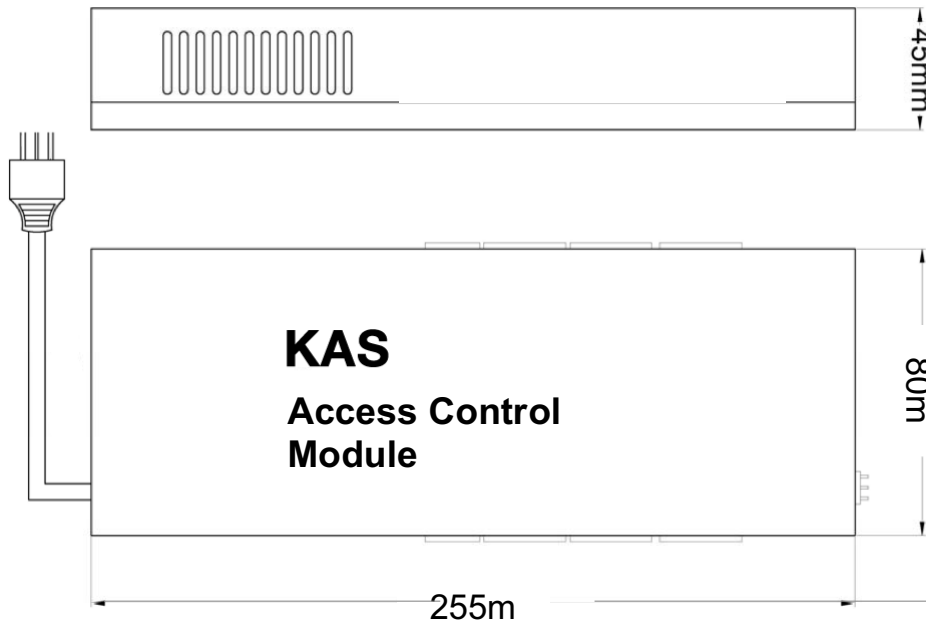
V2

www.KAS.com.au

### 3 Access Control Module Dimensions

The following diagram shows the dimensions of the Access Control Module:

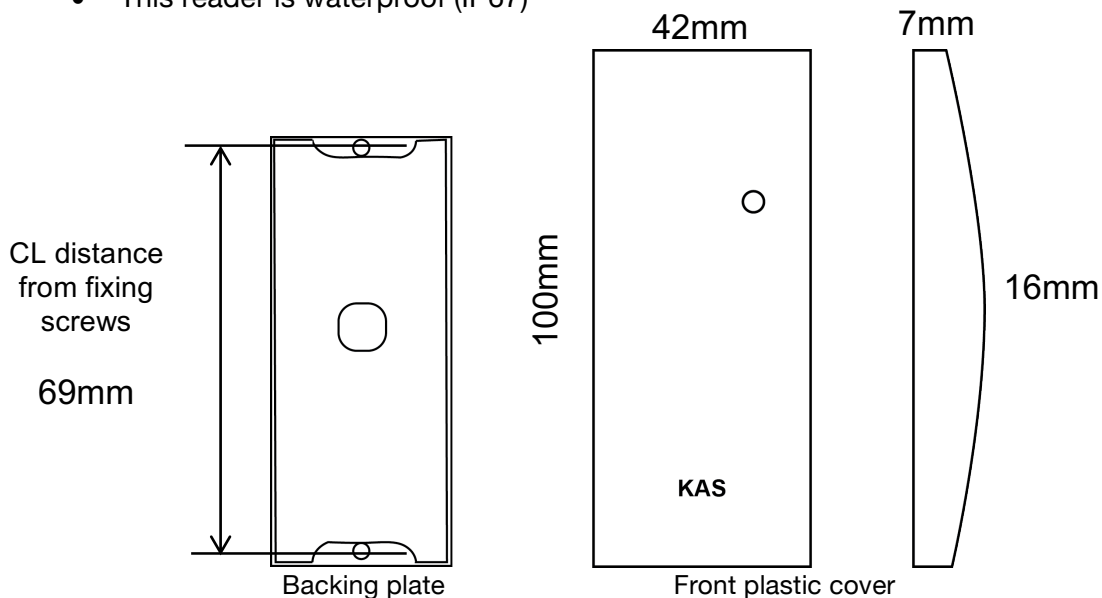
- This module is NOT waterproof and must be installed in a weather proof area. This device carries 240V AC.  
*For example: an accessible wall cavity*
- You need to access this module to program the access control reader, so it must be accessible/reachable during programming.



### 4 Access Control Reader Dimensions

The following diagram shows the dimensions of the Access Control Reader:

- This reader is waterproof (IP67)



**WARNING**

THIS PRODUCT REQUIRES INSTALLATION BY A LICENCED ELECTRICIAN

V2

[www.KAS.com.au](http://www.KAS.com.au)



# Lift Control System

Used in conjunction with the LMS-Platinum software & the LCS-Lift Control System

This system is designed to operate with lifts that have independent physical push button access to floors and may not be compatible with touch screen lifts

**Components:**

- Lift Control System Dimensions
- Measurements
- Electrical wiring diagram

## VERSION: PUSH BUTTON LIFT

**Revision Date: 16 January 2018**

### **Copyrights**

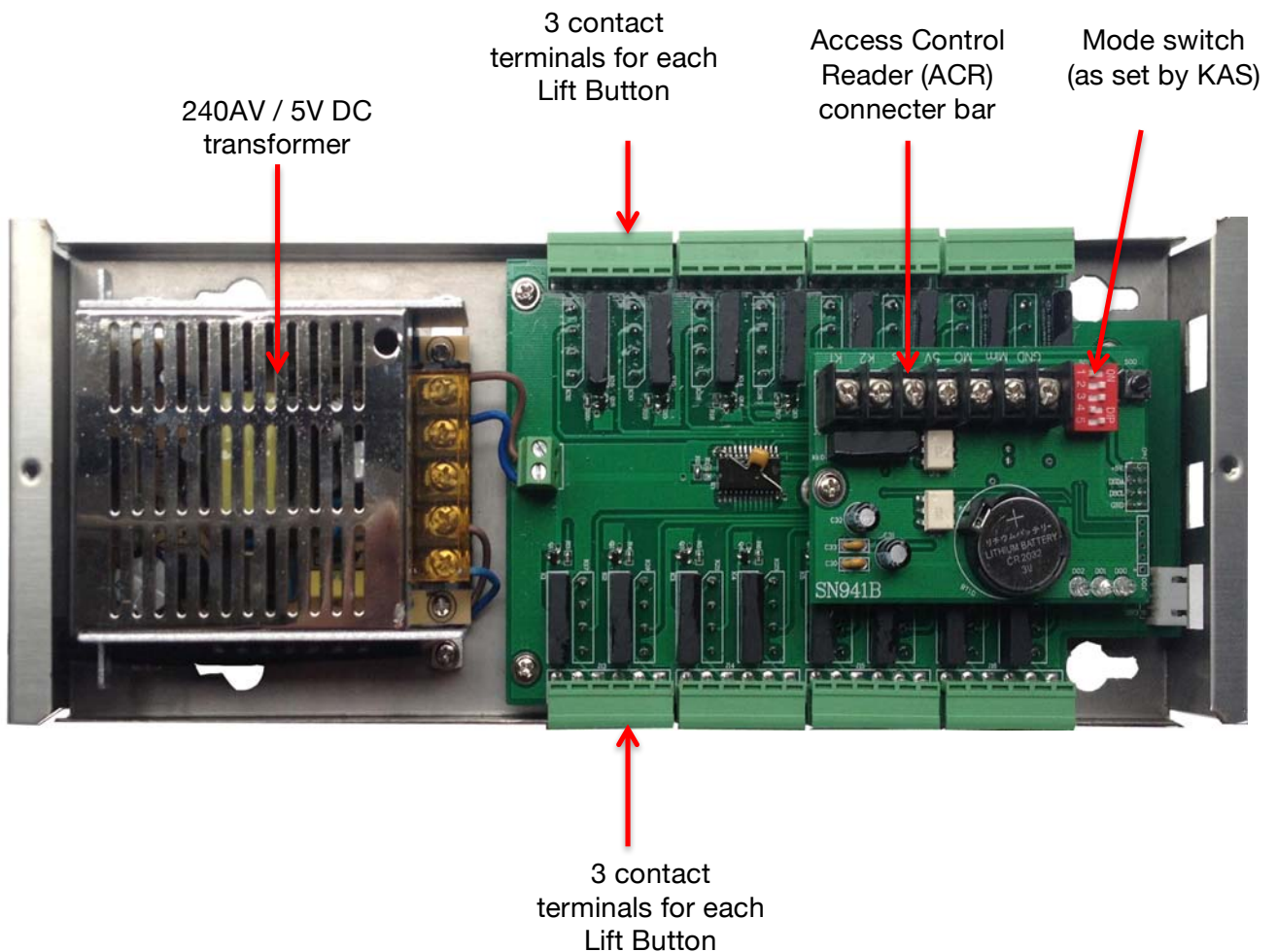
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## 1 KAS-Lift Control System (LCS) Components

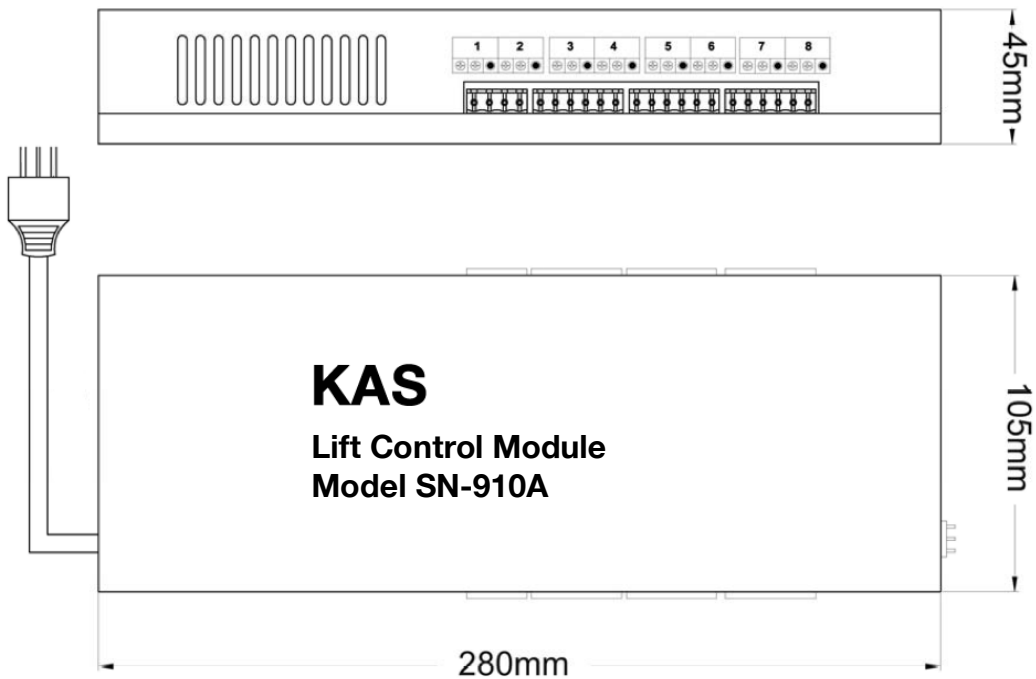
The following diagram shows the components of the Lift Control System, which incorporates the Access Control Reader (ACR) and the Lift Control Module (LCM). KAS will have already setup the mode switch according to the client's specifications; please do not change these mode switch settings.

The Lift Control Module (LCM) is generally best located inside the internal control panel inside each lift which facilitates easy access to wire each control lift button to the LCM. It can also be installed on the top of the roof of the lift cart. The LCM either requires 240VAC power (using the internal transformer converting to 5V DC) or an independent 5V DC source could be supplied to the LCM bypassing the transformer.

240V AC transformer needs be supplied to each LCM.



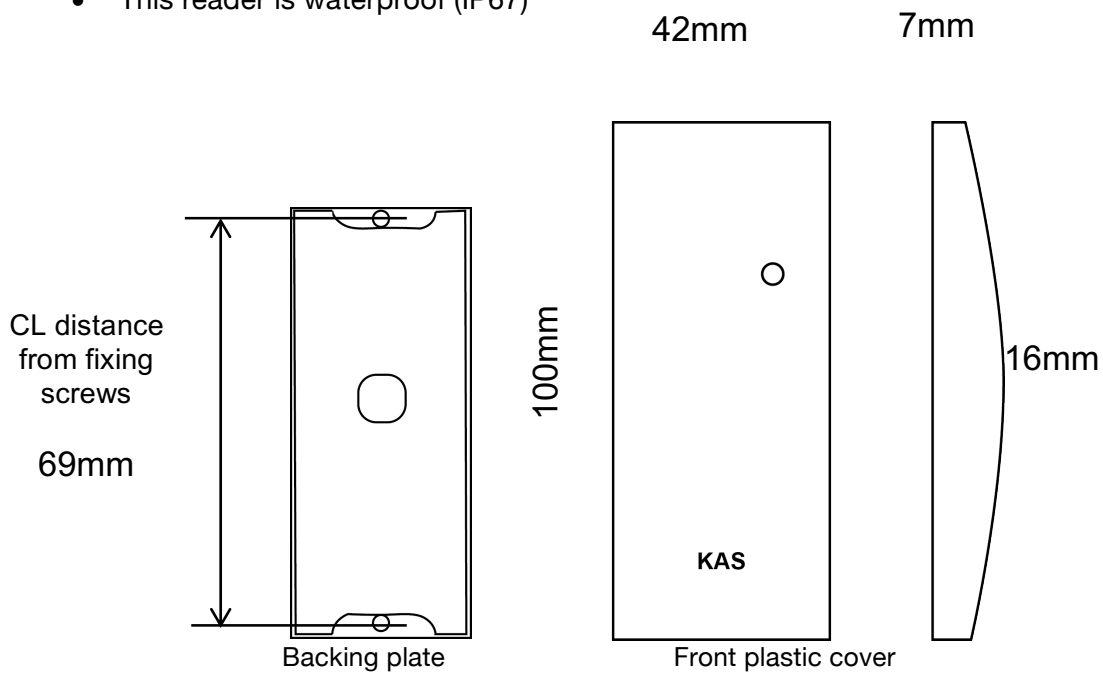
## 2 Lift Access Control Dimensions



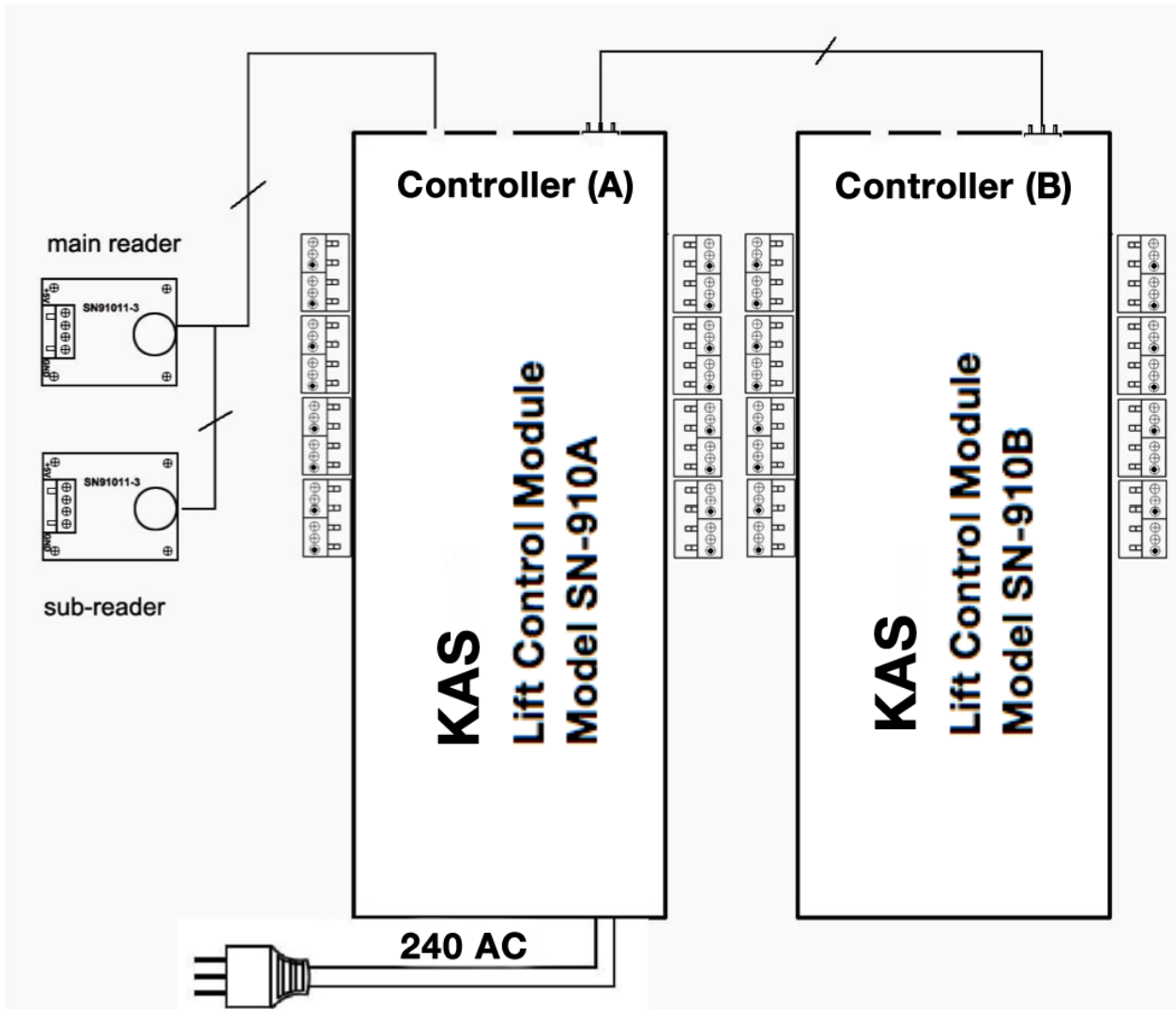
## 3 Access Control Reader (ACR) Dimensions

The following diagram shows the dimensions of one of our Access Control Readers (ACR):

- This reader is waterproof (IP67)



## 4 Requirements for Multiple LCM's



### Connect Controller (A) to Controller (B)

#### Notes

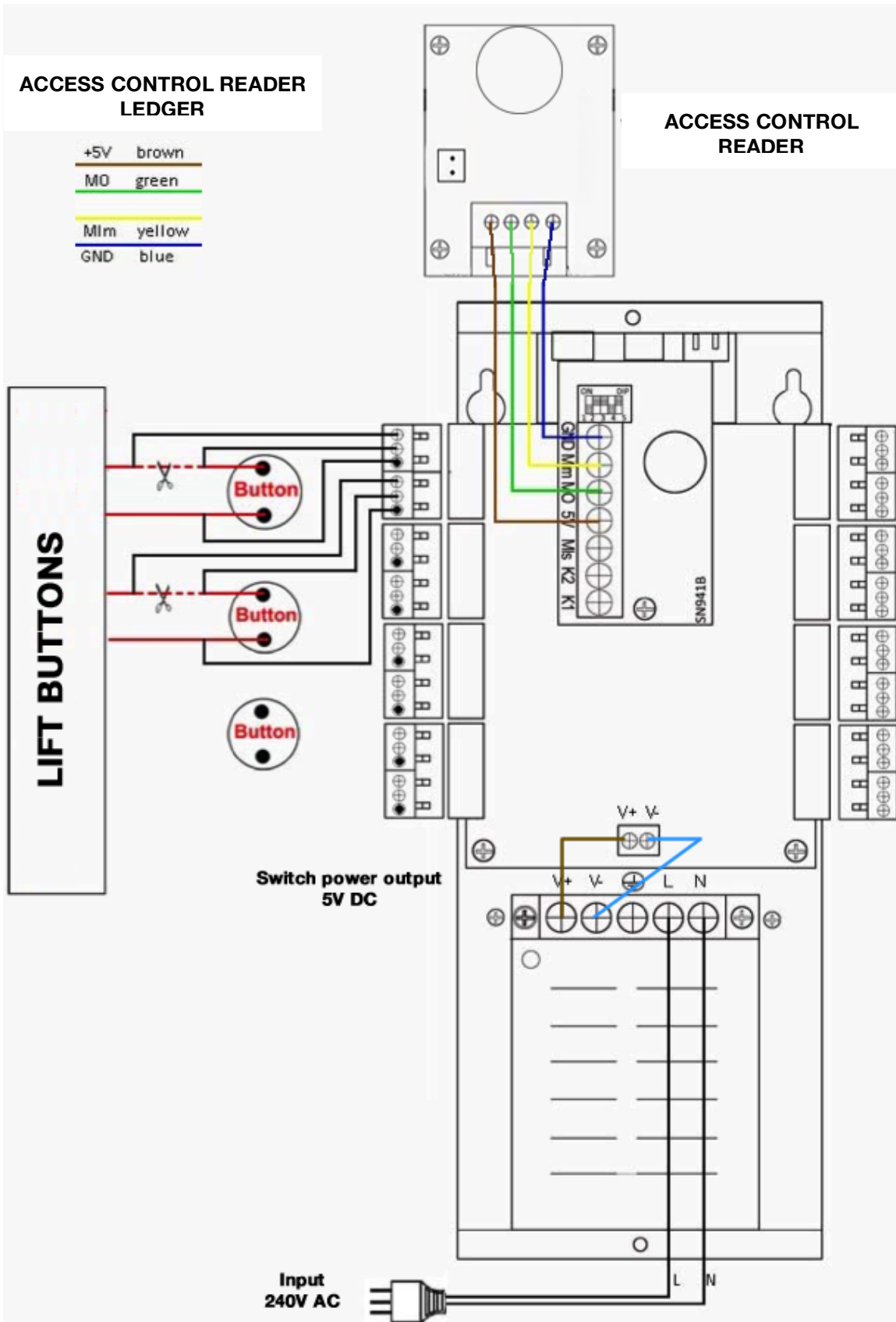
Using controller (A) only, you can have up to 16 floors.

For more than 16 floors, a second lift controller (B) will be attached, doubling your level capacity to 32 floors.

Maximum of 64 floors by joining 4 lift control modules together as pictured above.

Recommended maximum distance between LCM and LCR is 60 metres.

## 5 Wiring Diagram for LCM and ACR



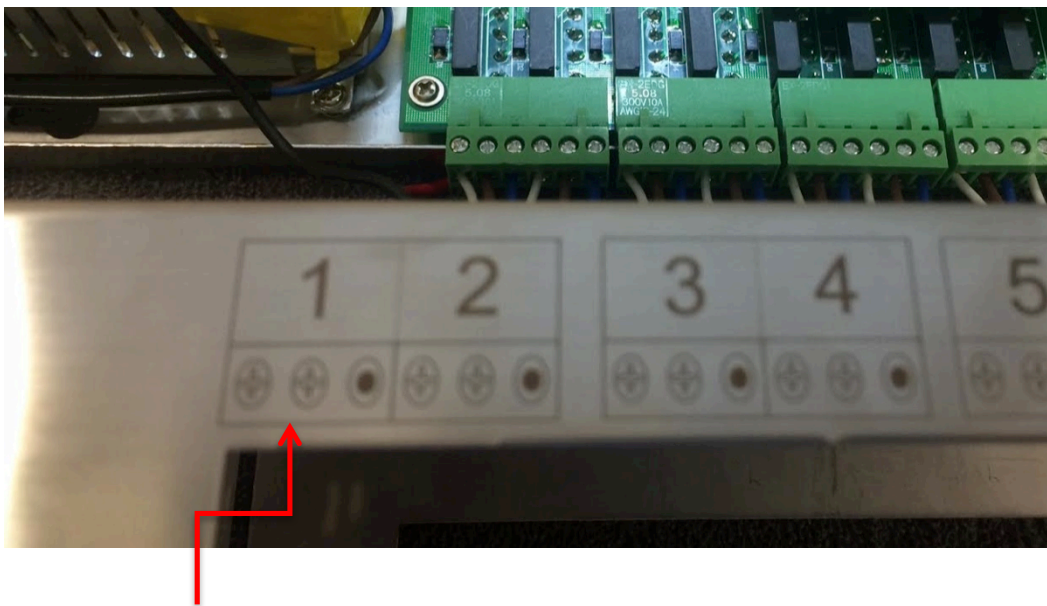
## 6 Installation Tips for LCS and ACR

### Lift Button Contact Terminal

There are 3 'contact terminals' for each Lift Button:

- 1) Join the "DOT" contact to one side of the original Lift Button
- 2) Remove the other wire from the Lift Button and join to one of the "+" contacts.
- 3) Run a new wire from the other "+" contact back to the second side of each Lift Button.

*Note: The symbols for the button contact terminals are on the outside stainless steel cover*



### Summary of contact terminal setup for each lift button:

- '+' First terminal connected from the original Lift Button wire
- '+' Second terminal contact with a new replaced wire to Lift Button
- '•' Terminal is to be joined with the other existing wire on the Lift Button

*See image on previous page for wiring diagram*

The output from the LCM is designed to connect to the standard switching wires/circuit for each of the push buttons in each lift, by allowing the associated push buttons in the lift to be selected according the 'permissions' of the presented guest card. If a guest is not allowed to a certain

floor, pushing the button on the lift to those 'non-permission' floors will have no effect, thus not allowing that guest access to those floors.

Our system is not designed to be used with the later model touch screen lifts, but rather the traditional (and more common) lifts that have a physical push button for each floor.

Note: KAS strongly recommends wiring the Lift Control System with an isolation master switch, preferably controlled from reception, or at least the control room, whereby the LAC system can be isolated from a normal functioning lift where you could still push any button to get to any floor (ie Fail Safe). In this way, should there be any malfunction, the LAC can be isolated allowing continued access to all floors by any person, until the issue is resolved.

For support:

[support@kas.com.au](mailto:support@kas.com.au)

07 5500 5580



# Lift Control System

Used in conjunction with the LMS-Platinum software & the LCS-Lift Control System integrating with a Lift PLC

Components:

- Lift Control System Dimensions
- Measurements
- Electrical wiring diagram

**VERSION: DIGITAL INPUT TO LIFT (PLC)  
CONTROLLER**

Revision Date: 16 January 2018

## Copyrights

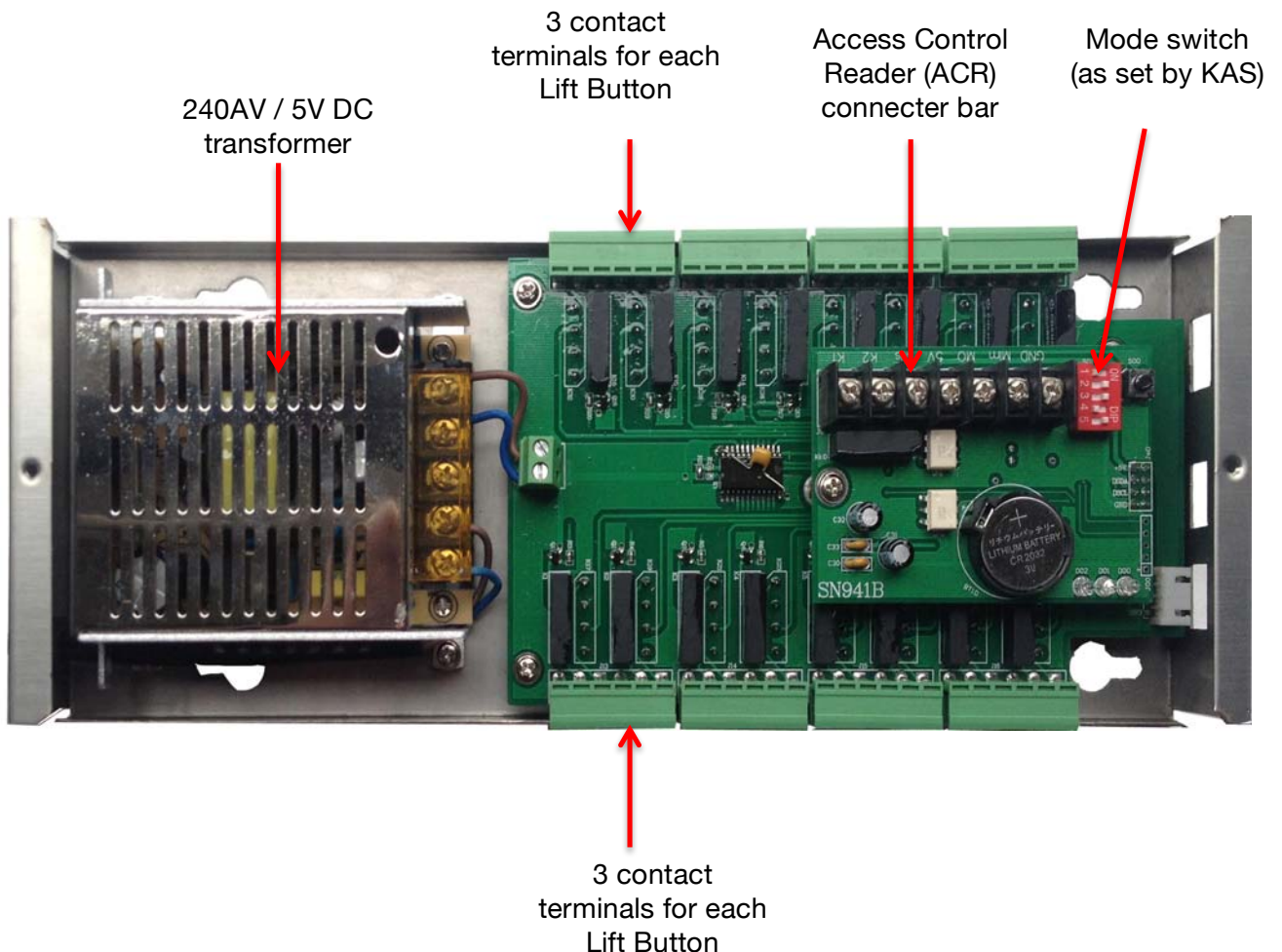
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## 1 KAS-Lift Control System (LCS) Components

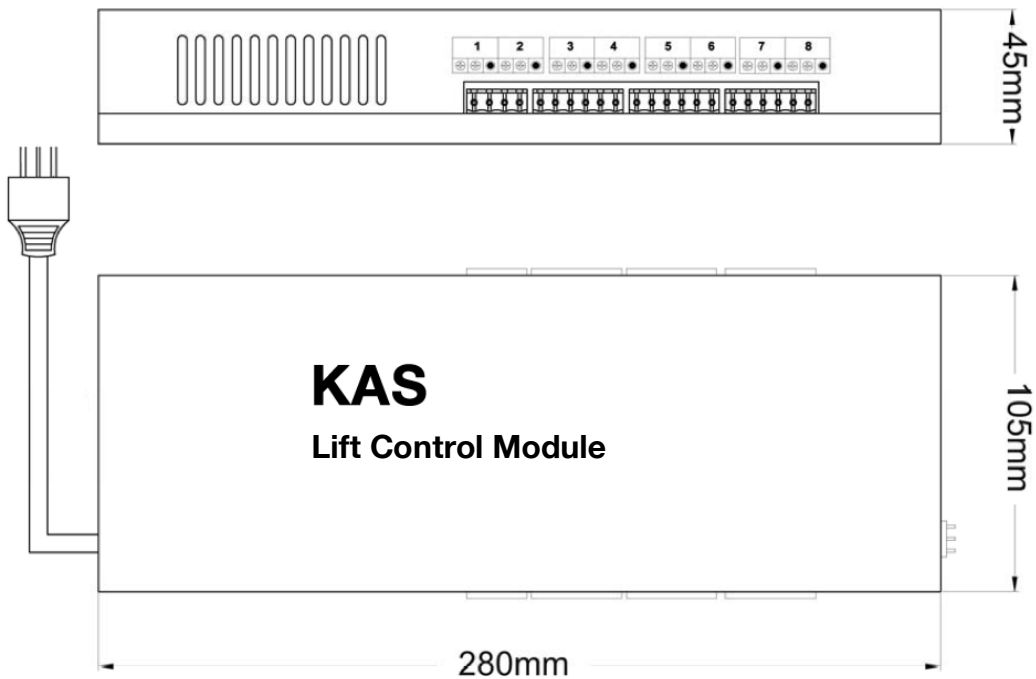
The following diagram shows the components of the Lift Control System, which incorporates the Access Control Reader (ACR) and the Lift Control Module (LCM). KAS will have already setup the mode switch according to the client's specifications; please do not change these mode switch settings.

Modern lifts are configured allowing direct integration to their lift PLC, normally installed in either the lift control room, or lift electrical control access room. The LCM's are best located in close proximity to the lift PLC controller. It is strongly recommended to coordinate the installation requirements directly with the selected lift company for confirmation of their recommended installation. The KAS LCM relays remain 'Open' when unpowered, and will 'Close' the circuit when a guest card is presented which allows permission to a certain floor ie Normally Open relays.

The LCM requires 240V AC power converted to 5V DC for the Circuit board and relays.



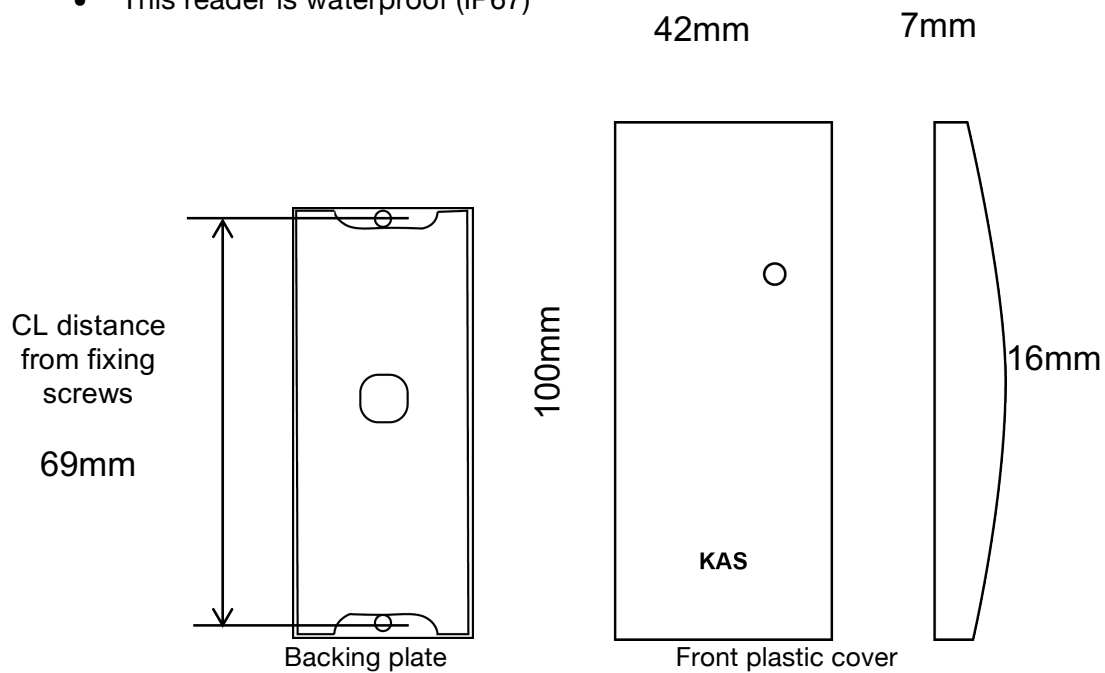
## 2 Lift Access Control Dimensions



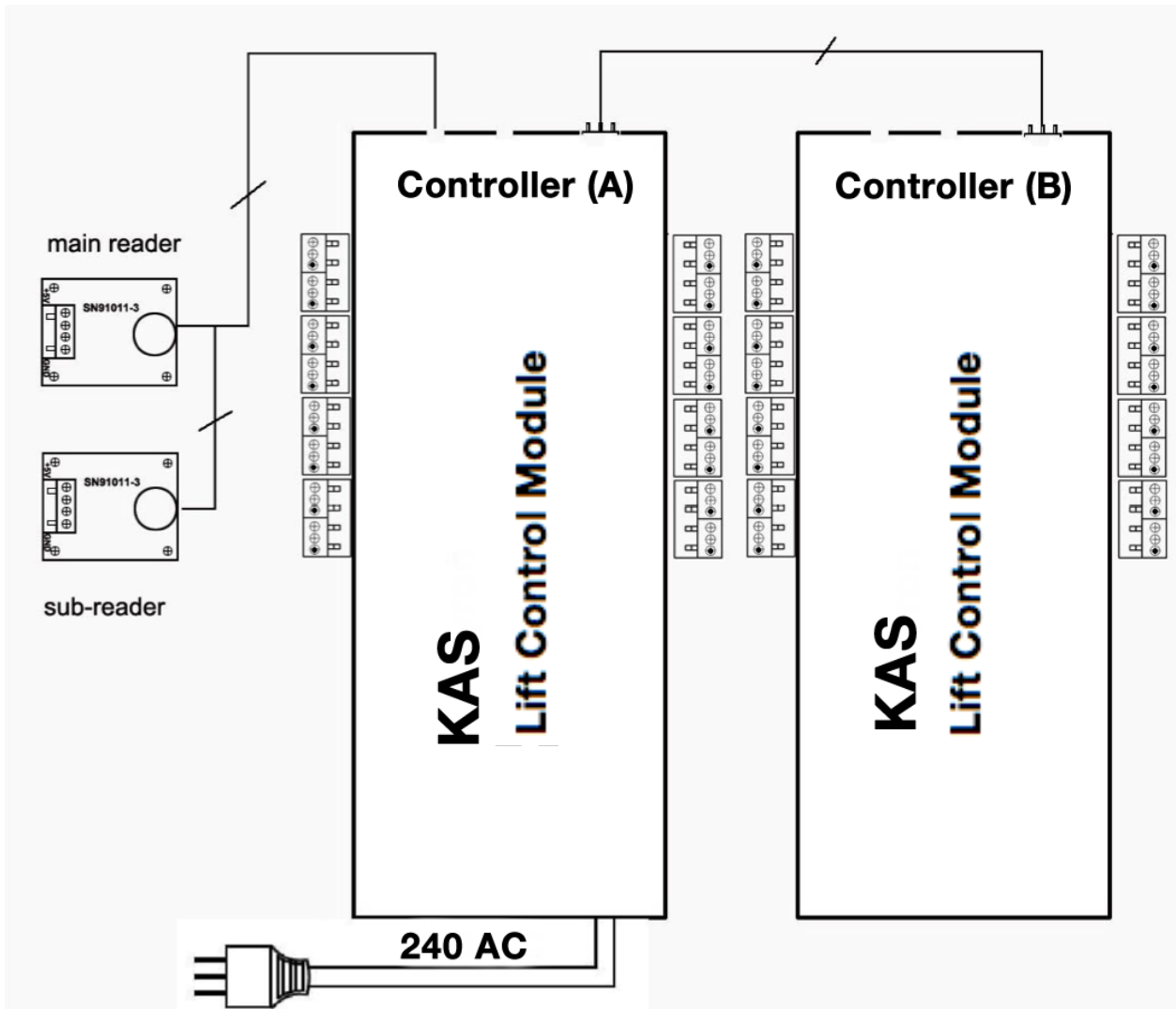
## 3 Access Control Reader (ACR) Dimensions

The following diagram shows the dimensions of one of our Access Control Readers (ACR):

- This reader is waterproof (IP67)



## 4 Requirements for Multiple LCM's



### Connect Controller (A) to Controller (B)

#### Notes

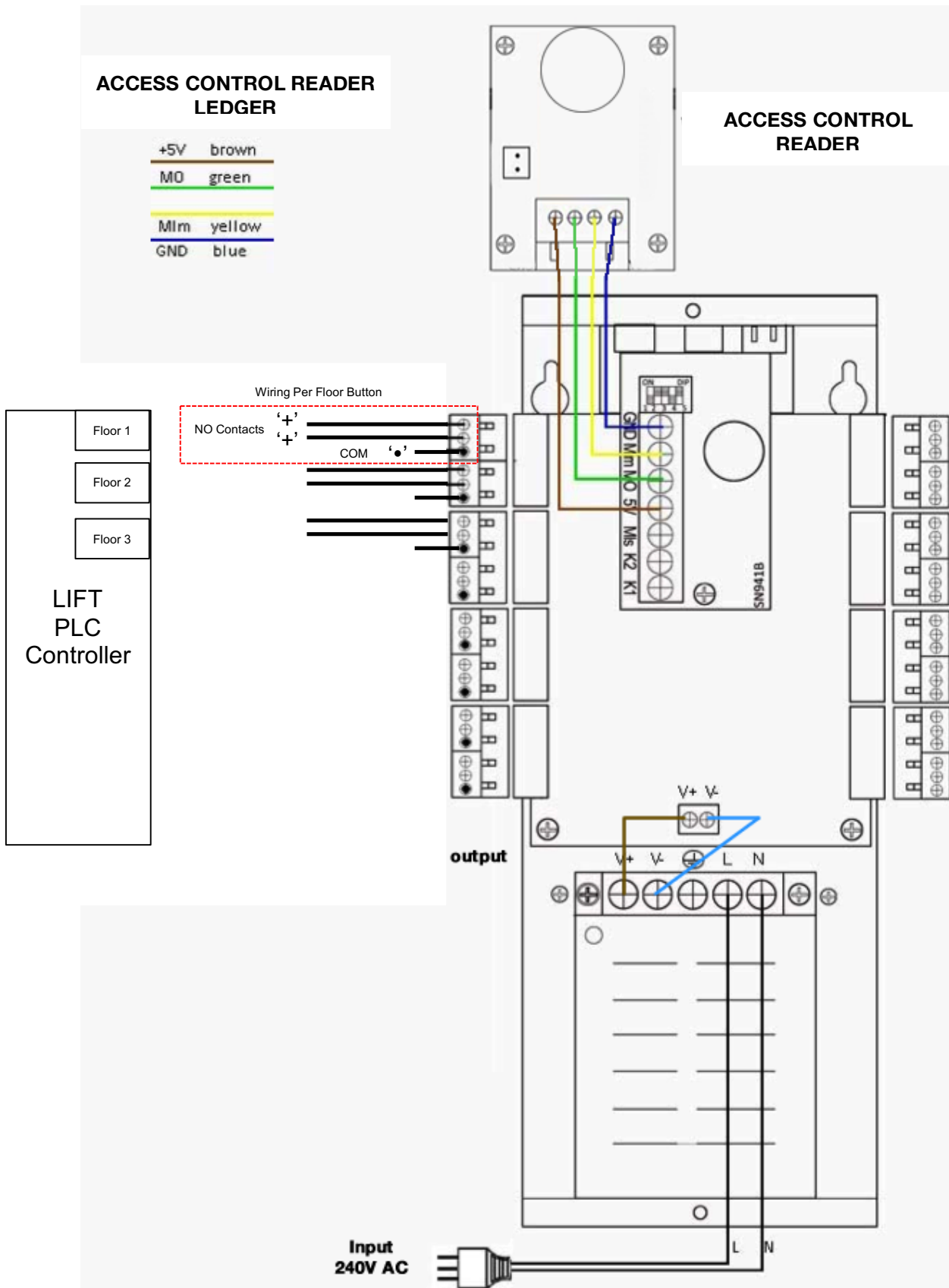
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For more than 16 floors, a second lift controller (B) will be attached, doubling your level capacity to 32 floors.

Maximum of 64 floors by joining 4 lift control modules together as pictured above.

Recommended maximum distance between LCM and LCR is 60 metres.

## 5 Wiring Diagram for LCM and ACR



Note: KAS strongly recommends wiring the Lift Control System with an isolation master switch, preferably controlled from reception, or at least the control room, whereby the LAC system can be isolated from a normal functioning lift where you could still push any button to get access to any floor (ie Fail Safe operation). In this way, should there be any malfunction, the LAC can be isolated allowing continued access to all floors by any person, until the issue is resolved.

For support:

[support@kas.com.au](mailto:support@kas.com.au)

07 5500 5580

**KAS**<sup>®</sup>  
KEYLESS ACCESS SECURITY



**Energy Saving Device**

**with Data Identification**

Revision date: 27/08/2017

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# Energy Saving Devices ESD-950

Energy Saving Devices (ESD) are located inside the room to activate room lighting, power and air conditioning (A/C) circuits. ESDs are activated by inserting the room keycard into the ESD socket.

KAS Energy Saving Devices have two main features. These features are becoming an industry requirement in new buildings to significantly reduce power consumption.

## 1. Data Identification (DI) enabled

Only room cards can activate the switch.  
Not external mifare cards or transit cards

## 2. Dry contact relay for A/C control

Independently control and switch off the Air Conditioning (A/C) to the room when windows and/or doors are open.



Save up to 40% on your energy costs with KAS energy saving devices.

## Reed Switches - Micro Switches

Reed Switches (RS) are installed on windows and/or doors. When the reed switches are closed, the A/C system will run normally. If a reed switch is opened, it will break the circuit and cut the power to the A/C unit while the lights and power will remain on. If the doors/windows then again are re-closed, the A/C unit will automatically power back on.

Door reed switch  
(Used for main entrance door)



ESR300 Reed Switch - Plug in  
Installed at the top of door frame  
3 wire version for NO/NC switching option

Window reed switch  
(Used for sliding doors/windows)



ESR100 - Window reed switch  
Installed along window frame

## ESD Series Specifications

### Supplied by KAS:

- ESD Device
- Mounting C-Clip
- Fixing screws
- Reed switches (as per quotation)

### Features:

- Activated by KAS Mifare guest keycards
- Data Identification encryption for extra security (as per quotation)
- Bright LED indication when no card is present (to assist finding the ESD reader in the dark)
- Up to 40% increased energy savings compared to non-Mifare activated ESD
- Data Identification Encryption: Mifare Zone 1 (other zones available upon special order)
- Default egress time delay: 15 seconds (adjustable to 30 seconds)
- Australian SAA certified ✓



## Specifications:

- Mains Power Relay - Nominal of 10A Continuous (Peak max of 16A)
- Lighting - If wired directly from the ESD Incandescent/Halogen LED max. load 8A
- Power - ESD acts as switching device and must be connected through an electrical contactor - Rating specification as defined by the contactor (not supplied by KAS)
- Reader Dimensions: W86mm x H86mm x D46mm
- Operating Temp: -10C to 60C
- Operating humidity: 10% to 95% RH
- Voltage: 220-240V AC 50Hz



## Data Identification:

ESD only activated with encrypted KAS Mifare room keycards.

- Regular Mifare cards cannot activate switch.
- Regular cards, foreign, plastic or business cards cannot activate switch.
- Only KAS encrypted room cards can activate the switch.

To program the supplied ESD into Data Identification mode, insert the Programming Card into the ESD. The card will only be available for the supplied number of ESDs. Discard the Programming Card after programming is complete.



This is an optional purchasable item.

SKU: ESD955

## Dry Contact Relay for A/C Control:

The second Dry Contact relay is used to control the Air Conditioner (A/C) system and is capable for being wired for either Normally Open (NO) or Normally Closed (NC) system A/C units (3 wires).

The optional Reed Switch is also capable for either NO or NC in air conditioning units (3 wires).

The second relay allows the A/C system to be independently controlled by both of the following two actions:

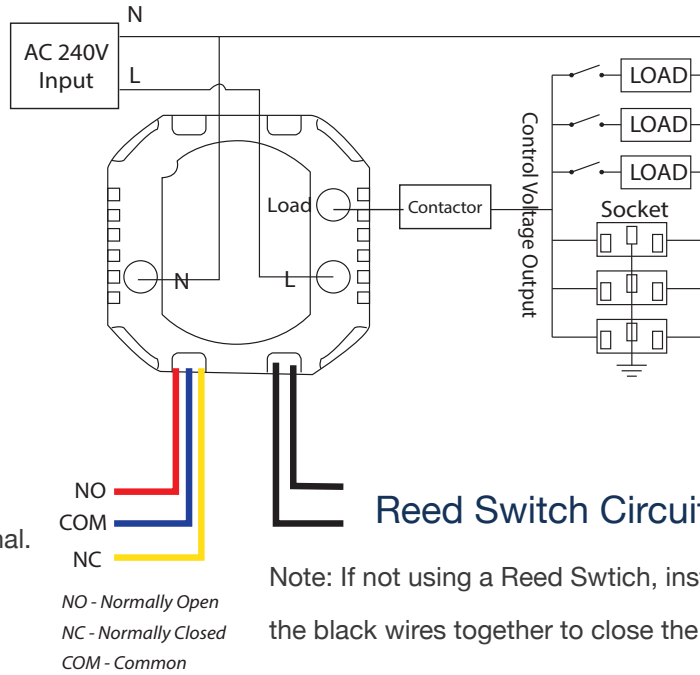
- 1) KAS keycard being inserted into the ESD, and
- 2) With the room door and/or windows remaining closed.

The ESD uses 'dry contact relays' wired directly to the A/C unit to turn the A/C unit On and Off in a manner similar to the function of the A/C remote control. This can assist to prolong the life of the compressor (and other internal components) compared to being switched On and Off by the 240V power switch.

This feature is now often required by most modern A/C manufacturers to retain their product warranty.

# Wiring Diagram

L - LIVE 240V AC (Active feed)  
 N - NEUTRAL 240V AC (Neutral feed)  
 LOAD - 240V AC (Active feed) to sub-board contactor



## A/C Dry Contact

Independent dry contact input signal.

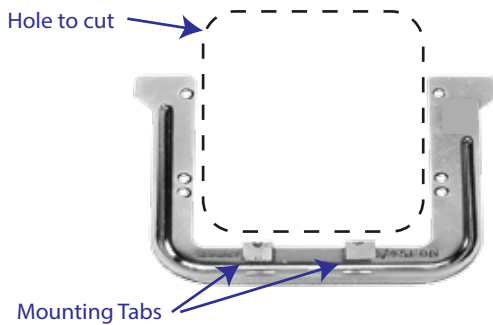
NO and NC contacts available.

Normal state is card out of device.

Note: If not using a Reed Switch, installer must join the black wires together to close the circuit.

# Installation Fixture

## Mounting C-Clip



HOLE DIMENSIONS APPROX: 54 mm x 54 mm  
 SUITABLE WALL BOARD: 10 mm-13 mm thickness

C-Clip supplied with every device

SKU: ESC100

## Application

To securely mount the Energy Saving Device to a Gyprock or Plaster board wall.

## Instructions

- 1) Locate the required position normally inside the entrance door.
- 2) Trace internal C-Clip shape on the wall and mark screw holes
- 3) Turn C-Clip upside down, line up the 2 screw holes and trace the internal C-Clip shape again to form a square
- 4) Cut out the square with a gyprock saw and cut out slots for the 2 screw holes.
- 5) Insert C-Clip through the hole holding onto the 2 tabs that are coming off the bottom of the C-Clip facing the installer and fix the mounting tabs onto the plaster/gyprock wall.
- 6) Wire the ESD, and use screws fix onto the plaster wall using the screw holes on the C-Clip.

# Pre-wiring Requirements

The following items are the pre-wiring requirements for each room. Please supply this information to your electrical contractor during the wiring planning phase and well prior to the electrical installation phase.

For any additional information please contact KAS Technical Support.

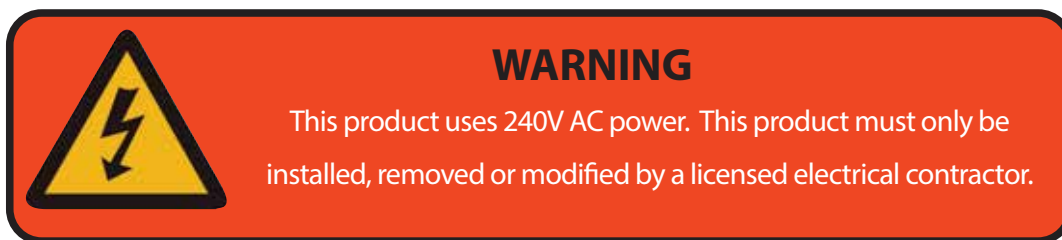
1. 240V AC power supply cable to power the ESD. The normal location for the ESD is normally just inside the main entrance door close to the light switches.
2. 1 x Twin 240V electrical cable from the ESD location to the sub-board contactor (relay) for lights/power control.
3. 1 x Twin cable running from the ESD location to the A/C unit (Cat-5 or Cat-6 cable suitable).
4. 1 x Twin figure 8 speaker wire running from ESD location to desired reed switch locations (connected in series).

## Electrician to supply:

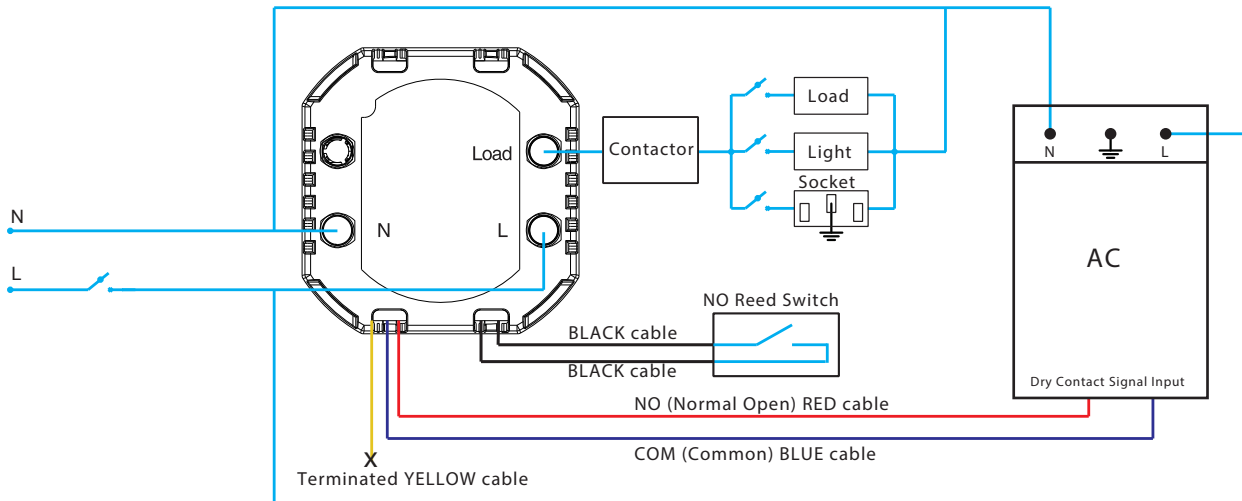
- 240V AC Contactors - that must be supplied to all power points, cooktops and non-lighting appliances to retain product warranty. Note: Lighting may be wired directly from the ESD for Incandescent and Halogen lighting up to a maximum continuous load of 8A
- Any additional dry contact activated relays that may be required at the A/C unit
- Cabling to all locations

## KAS supply:

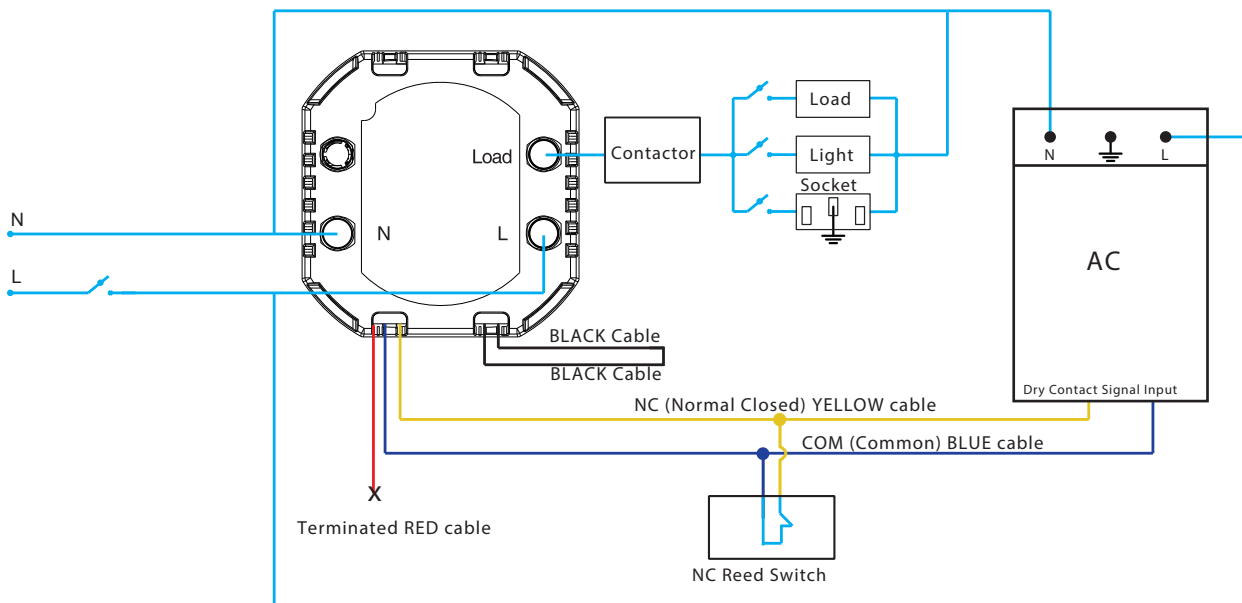
- Energy Saving Devices
- Mounting C-Clips
- Fixing Screws
- Reed switches (as per quotation)
- Optional: Data Identification Programming Card (as per quotation)



For A/C systems with NO circuit switch



For A/C systems with NC circuit switch



Note: If you wish to use the second dry contact relay without using any Reed Switches, then you need to join the back wires together.



# **Quick Reference Guide**

**Used in conjunction with the LMS-  
Platinum software**

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# Document Set up Data

<b>Field</b>	<b>Data</b>
Project Name	KAS Lock Management System
Project Address	LMS Platinum
Manual Type	Quick Reference Guide
Latest Revision	C.1

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# Software Encoder Operations



## 1. Issue Guest Card

1 Select **Guest Card** button.

2 Enter the room number. (eg. 101, 102..)

3 Enter the Arrival time.



*The default arrival time is the current system time; if you wish to make a reservation card, select the option 'reserve'. You need to enter the arrival time, enter days, one-day default and then enter the guest information.*

4 Enter Guest Name and any other relevant information.

5 Select any extra floors and/or function rooms you want the client to have access to.

6 Place card on Reader, and select: **ISSUE CARD**. This will override and stop any other Guest Card that is already in circulation.



If multiple cards are to be issued to the one guest room, select the **ADDITIONAL CARD** button and place another card on the reader. (*Additional cards can be created at any time*).

---

## 2. Issue Staff Card

**1** Select **Staff Card** button.

**2** Select the **Assistant Function** features you wish the Staff Card to have on the card.

<b>Privacy latch override:</b>	The card with <b>privacy latch override</b> function can open all the doors in all states ( <i>even when privacy latch has been engaged from inside the room</i> ). This function is mainly used for when the door is locked from the inside.
<b>Passage Mode:</b>	Sets the door lock in Free Passage mode. The door can be unlocked at any time without any keycard. This function is mainly used in Meeting Rooms, Offices, etc...
<b>Limit:</b>	Limits the Guest Card key - it cannot unlock the associated room. To unlock the room with Guest Card key again, the room must be ' <b>checked-out</b> ' and a new Guest Card key issued.
<b>Sound:</b>	The lock will give a sound notice ( <i>beep</i> ) when staff open the door. If not selected, sound notice will be not given.
<b>Low battery:</b>	This function is required for the Staff Card. When staff open any door, it will give off an alarm when the battery power is low. The door can still open approximately 50 times prior to the batteries being replaced.

- 3 Select the card type:
- a) **MASTER CARD** – All access to all locks.
  - b) **FLOOR CARD** – Access to rooms associated with the floor.
  - c) **CUSTOMISED STAFF CARD** – These cards must be pre-programmed into the software and into the locks.

4 Place card on Reader, and select: **ISSUE CARD**.



If multiple cards are to be issued to the one guest room, select the **ADDITIONAL CARD** button and place another card on the reader. *(Additional cards can be created at any time).*

---

### 3. Reading Cards

1

Place card on Encoder. Two blue lights will flash and the 'Read Card Display' window should appear.



Select **Read Card** button to access Guest Card details.

This will display the details of the card including:



- Client's details
- Check in / Check out times
- Common areas that are accessible
- Accessible Lift Levels

## 4. Erasing Cards

The erase function is available directly from the interface button and in the **Make Guest Key Card** window.

- 1 Place card on Encoder. Two blue lights will flash and an 'Erase Card Success' window should appear.



Select **Erase Card**.



The guest can no longer use the card to unlock required doors. This will only clear the card. It will **not** check the guest out.

---

## 5. Guest Check Out

Check-out will automatically occur after booking date/time has expired; however if a guest requests to leave earlier or later, and does not have their card handy, it can be done from here. This function is mainly for lost Guest Cards and for allowing check-out without allocated Guest Card.



Select **Room** icon from interface.



Select **Check Out** Button.



Check out the room number: xxx window appears.



Select **OK**.



'Room Check Out Complete' confirmation window appears.



Select **OK**.



Existing Guest Cards can no longer be used once a new Guest Card is presented to the lock.

---

## 6. Changing Room States

There are six room states to be selected from. This function is mainly used for changing the room state after checking out.



Select **Change Room State** button.



Select room number from list or enter manually on right of pane.



The state selected for the room is updated instantly and displayed in the software interface Room Summary Ribbon.



## 7. Group Booking

This function is to allow for several bookings in the one action.



Select **Group Booking** button.



Select Room Type.



A list of vacant rooms appears in the pane.



Select the rooms you wish to book by double clicking on the room listed on the left. (*Selected rooms will be displayed on the right*).

Populate the Room Request and Guest Information fields. (*As per steps for issuing a Guest Card above*).



Select the associated function room/s and lift floor access from the tabs on the right of the window.

Place card on Encoder. Two blue lights appear and the 'Issue Guest Card Successfully' window should appear.



Select **Issue Card** to make card for guest.



Guests can now use the card to unlock required doors.

## Mobile Programmer Operations



Induction Area: This top of this device should be directed toward the door lock induction area, ensuring the communication between devices is successful.

1

Connect the Mobile Programmer to the desktop computer encoder using the black headset jack.



Select **DOWNLOAD DOOR DATA** from the software ribbon.



Select **DOWNLOAD DOOR DATA** in the new window. 'Download data success' notice should appear on completion.



Select **OK**.



Disconnect the mobile programmer, close the software and then reopen. This allows the software to communicate with the encoder correctly.

## 8. Updating Time and Date

1 Press **FUNC** x 1. Screen will display: **DD-MM-YY**  
**HH:MM:SS**

2 Press **RUN**.



Screen will display a flashing '**DOWNLOADING**'.

3

Direct the programmer to the induction area. Beeps will sound.



Screen will display **DOWNLOAD COMPLETE**.



A red flashing light will appear and a warning sound will indicate if the programming has failed.



A long beep will sound. Wait for the red flashing light to stop, turn blue and then fade (*several beeps will be heard on completion*). A constant flashing light will be present when device is on standby.

## Downloading Time and Date Troubleshooting



If the Programmer does not show the correct time, you will need to connect the Programmer to the Encoder and download the Door Lock Data.

## 9. Lock Status

The following four functions can be achieved:

- Battery Life Check
- Date Time Check
- Room Identification Data
- Audit Trail

1 Press **FUNC** x 2. Screen will display:

R:?  
V:?  
DD-MM-YY  
HH-MM-SS

2 Press **RUN**.



Screen will display a flashing '**COLLECTING DATA**'.

3 Direct the Programmer to the induction area. Beeps will sound every time the number changes on the Programmer.



Screen will display:

**Record Quantity**  
**NNN**



Download is complete.

## Read Data on the Programmer:

- 4** Press **FUNC** x 2. Screen will display:
- R: \*DISPLAY LOCK  
NUMBER  
V: \*BATTERY  
VOLTAGE  
DD-MM-YY  
HH-MM-SS**
- 

## 10. Lock Audit History

- 1** Ensure all steps from **Lock Status** instructions have been completed.
- 2** Connect the Programmer to the Encoder.

### From the software:



Select **Read Door Records**. *A spreadsheet will appear with the entry records. This can be exported to an excel spreadsheet.*



This displays access records of the last 512 entry records only.

## Miscellaneous Operations

### 11. Emergency Mechanical Keys

The separate emergency mechanical keys will allow you to unlock the door without any battery power, or in case of programming errors or some form of lock electrical system fault. The keys will not need to be used in normal situations, but should be readily available to front desk staff in case of an emergency situation.



The System Administrator should label and collect all of the mechanical emergency keys during the installation process and have them secured safely away. They should only ever be used in an emergency situation. If lost, they will produce a security risk for the inhabitants of that particular room, and would then involve extra costs to have the lock barrels replaced by your supplier.



Each lock provided comes with **two spare mechanical keys**, that are uniquely different to all other locks. The locks do not come with a master key system, as this would create a significant security risk should the Master Key be lost.

### Using the Emergency Mechanical Keys

- 1 Insert the correct key into the key barrel – located at the base of the front plate.
- 2 Press the key upwards – If this is the correct key, the key will move up about 5mm.
- 3 While pushing the key up, turn the handle.



Mechanical keys should only be given to a guest as a last resort, and after troubleshooting has been attempted.

---

## 12. Lock Warning Indications

Constant BLUE light      Indicates this card has approved access. Open the door while the blue light is on.

Constant RED light      Indicates a non-approved access card (*therefore access will be denied*).

BLUE light followed by 5 flashing RED lights      Indicates an approved card but no access is currently allowed while the Privacy Latch is engaged (*e.g. a cleaner/maintenance card would be denied access*).

An alternating RED/BLUE (repeating) light      Indicates Low Battery Warning and a warning tone (*if activated*) will sound. Staff must bring these indications to the notice of management so they can organise replacement batteries for the locks.



Battery Life Status Check and Battery Change procedures can be found in this guide as well as in the Reference Manual.

## 13. Battery Change



Only replace with 3 x AA high-quality alkaline batteries.



You will not lose your lock programming or data history by replacing the batteries.



You must update the Date and Time of the lock or your guests will not be able to access their room until you do so (*see 8. Updating Time & Date in this guide*).

1

Loosen the screw at the bottom of the front face of the lock



2

Slide the battery cartridge downward and remove/replace the batteries, ensuring you have the correct polarity.

3

Re-insert the battery cartridge..



You may have to push slightly 'away' from the lock barrel side to fully insert the cartridge.

4

Screw in the cartridge locking screw.

5

UPDATE the locks Date and Time using the Mobile Programmer (*see 8. Updating Time & Date in this guide*).

## 14. Technical Notes, General Information and Troubleshooting

- 1 Always ensure you and other system operators are using their individual logins. \*For more information on setting up individual logins, please see the LMS-Platinum Reference Manual.
- 2 Anytime a Staff Card can gain access to a room and a Guest Card cannot, the first step is to check the date/time on the Guest Cards and/or the lock.
- 3 If a Guest Card is still not working properly, you can always CHECK OUT the Guest Card and then re-issue the card confirming correct access dates.
- 4 Ensure you place the cards correctly on the Encoder. You should see two constant blue lights.
- 5 After changing the lock batteries, the lock Date/Time must be updated (*otherwise the guests will not be able to re-enter their rooms*).
- 6 The Mobile Programmer is connected to the computer software by using the cord supplied; also connected to the encoder.
- 7 After using the Mobile Programmer, you may have to re-start the KAS software (*and/or disconnect/reconnect the encoder software*) to re-use the encoder.
- 8 Never leave any items covering the induction area of the locks, as this will rapidly deplete the lock batteries.
- 9 When the locks Privacy Latch is engaged - the default setting is to allow all other room Guest Cards access while preventing access to general cleaning and maintenance Staff Cards.
- 10 Emergency access can always be granted in an emergency by correctly encoding the management Staff Card to have Privacy Access.
- 11 All advanced details and programming operations can be found in the LMS-Platinum Reference Manual.

## **Technical Assistance**

Please contact KAS (or your supplier) if an error continues with the software or hardware.

Any, and all, information is helpful when diagnosing an issue that may arise.

1. Take screenshots and/or video footage of any errors/messages you may see on the software or hardware to assist with troubleshooting.

### **To take a screenshot and save it as a picture:**

- Click the window you want to capture. Press **Alt+Print Screen** by holding down the 'Alt' key and then pressing the 'Print Screen' key (near the upper-right corner of your keyboard).
- These 2 keys only need to be pressed for a second to capture the image.
- The image should automatically be saved to your desktop

2. Detail the exact steps completed leading up to when the error or message occurred.
3. Please also include any lights, colours and/or sounds that may be seen or heard.

Email above details to [tech@kas.com.au](mailto:tech@kas.com.au)

**PLEASE NOTE:** Non-urgent telephone technical support will be charged for outside of normal business hours



**LMS – Quick Reference  
Platinum Programming Guide**  
Used in conjunction with the LMS-Platinum software

**UPPER MANAGEMENT ONLY**

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This document provides step-by-step instructions for using the mobile programmer and setting the room numbers on our locks. The following icons are used throughout the document: *(see next page for details)*

## Lock User Guide

### Icons



Provides operator with information required to complete actions.



Provides additional information to the operator.



Use mouse (*single left click*) to complete instructions.



Stop / Warning – Informs operator of critical information / results from actions.

1

Numbered steps – used to indicate the order of input required.

You will be supplied with the following equipment:

### Mobile Programmer



FOR SECURITY PURPOSES THIS DEVICE MUST ALWAYS BE KEPT SECURELY AWAY FROM ALL GUESTS AND GENERAL STAFF. OPERATING THIS DEVICE MUST BE UNDER THE COMPLETE CONTROL OF YOUR SYSTEM ADMINISTRATOR OR MANAGEMENT.

Mobile Programmer features:

- Used for programming all locks and access control modules
- Updating the clock in locks and access modules
- Confirms programming status and serial coding (*assists technical analysis*)
- Audit trail – review the last 512 entries per door and device
- Battery depletion status
- Error Diagnosis
- Re-program modifying capability



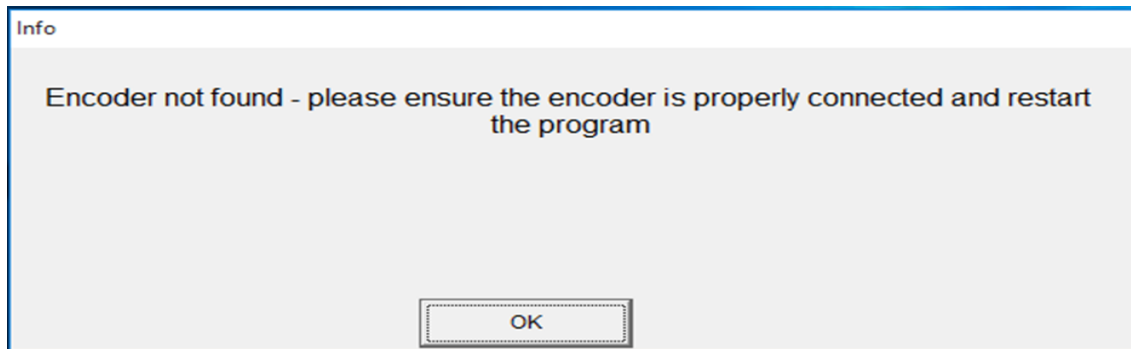
## Lock User Guide

### Collecting Data

Connect the **MOBILE PROGRAMMER** using the USB Cable. A yellow signal will appear on the mobile programmer display if the connection is successful.



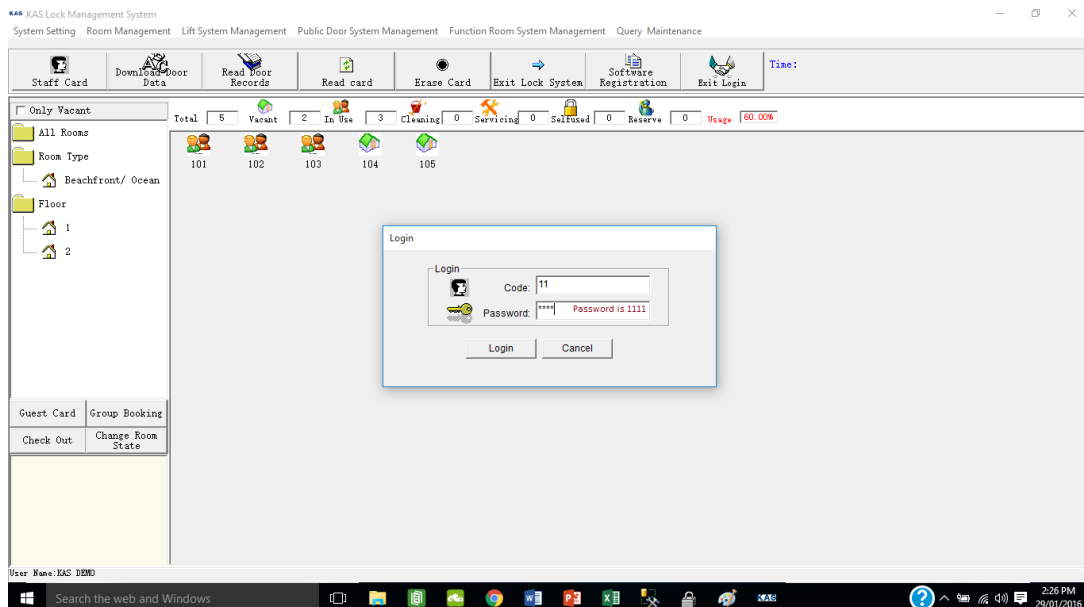
Click on the KAS icon from your desktop



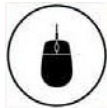
This message will display as during normal operation, the encoder is required on start up. For this installation, the encoder is not required so ensure that the **MOBILE PROGRAMMER** is plugged in.



Click on the **OK** button to proceed.



- 1 Enter the user code (01)
- 2 Enter the password (0101)



Click on **'Download Door Data'**



Ensure that **'2Sector'** and **'2-English'** have been selected



Select **'Download Door Data'**



Data from your PC is downloaded to the **MOBILE PROGRAMMER**. Once downloading is complete, the Download data success window appears



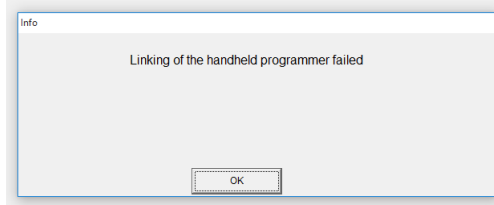
Click on **OK**



The **MOBILE PROGRAMMER** can now be used to download data to the locks.



If the following error occurs, Check the cable connection and exit out of the KAS System, plug in the **MOBILE PROGRAMMER** and start the process again from the beginning.



## Programming Locks

- 1 Press number **3**. Screen will display: **DOWNLOAD**
- 2 Press **RUN**.
- 3 Enter room number associated to the door, eg, 101  
**Ensure you have your programming reference sheet. Please contact KAS if you are unsure of the programming references.**
- 4 Press **RUN**. Close to the induction area  
Downloading 01~06
- 5 Direct the programmer to the induction area. Beeps will sound every time the number changes on the programmer.



Induction Area: The mobile programmer should be directed toward the door lock induction area, ensuring the communication between devices is successful.

INDUCTION AREA

- Screen will display:  
**ENSURE BY ROTATING THE PRIVACY LATCH** (*may display "DEADBOLT"*)
- 6 **Door Lock:** Turn **privacy latch** on the back of the handle 90 degrees and back to its original position.  
**ACR:** Press programming button in *ACM* (*only required for first initial programming*)




If successful the screen will display: **Download complete.**  
If unsuccessful: Red flashing light will turn red and a harsh noise will sound – Please try again or see trouble shooting notes below.

- 7 Press **RUN**

## Common Programming Warning Indications

Mobile Programmer has timed out	Indicates actions were not completed in designated time. Please retry steps.
Red flashing light will turn red and harsh noise will sound	<p>Programming failed.</p> <ul style="list-style-type: none"> <li>• Retry steps</li> <li>• Confirm room number associated to the lock in the software</li> <li>• If you continue to receive this indication, please contact KAS</li> <li>• <b>ACR ONLY</b> - Check dim switches are in the correct order – refer to ACR Wiring specifications</li> </ul>
Mobile programmer will not program	<ul style="list-style-type: none"> <li>• Check batteries in both the lock and the mobile programmer</li> <li>• <b>ACR ONLY</b> - Check dim switches are in the correct order – refer to ACR Wiring specifications</li> </ul>
Mobile programmer does not count to the number 6	<ul style="list-style-type: none"> <li>• This occurs when the programmer is locked to an area. To remove the lock, programming is required several times. Retry programming steps approx. 6-10 times</li> <li>• Contact KAS if issue continues</li> </ul>

## Common Hardware Warning Indications

Constant BLUE Light	Confirmed open indication. Indicates this card has approved access. Open the door while the Blue light is on.
Constant RED Light	Indicates a non-approved access card ( <i>therefore access will be denied</i> ).
BLUE Light Followed By 5 Flashing RED Lights	Indicates that an approved card is used but denied access while the Privacy Latch is engaged ( <i>generally used by a Cleaner/Maintenance card and would be denied access</i> ).
An Alternating RED BLUE (Repeating) Light	Indicates Low Battery Warning and a warning tone ( <i>if sound is activated</i> ) will sound. Staff must bring these indications to the notice of management so they can organize replacement batteries for the locks.
	Battery life status check and battery change procedures can be found in this guide as well as in the Reference Manual.

For more information please see the Reference Manual

## Programming ACS Instructions

The following steps need to be completed before the Access Control can be programmed and initialised.

### Refreshing Programmer Data



Induction Area: This area should be directed toward the door lock induction area, ensuring the communication between devices is successful.

1

Connect the mobile programmer to the desktop computer encoder using the black headset jack.



Select **DOWNLOAD DOOR DATA** from the software ribbon.



Select **DOWNLOAD DOOR DATA** in new window (*'Download data success' notice appears on completion*).



Select **OK**.

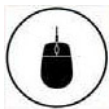


Disconnect the mobile programmer, close the software and re-open (*allowing the software to communicate with the encoder correctly*).

## Issue ACR's Control Card

The ACR time period function allows operators to nominate 2 time periods for access or free passage.

- During the allocated period anybody can gain access (*Free Passage*) or access requires a valid Staff Card/Guest Card.
- Movement outside of the allocated time period can be restricted to only staff or staff and guests holding valid cards only.



Select **System Menu > System Setting > Issue ACR's Control Card**.



The ACR Control Card must match the associated public door and the related guest room to function correctly.

Set the time period

Enter the relevant time period required for control card movement.

(Use PT1 only if a single time period is required and PT2 if additional access restrictions are in place).

Select the time period

Enable PT1 and / or PT2 to allocate time frames to the card.

Within Time Periods

1. Free Passage: Allows access to anybody.
2. Staff card / Guest Card: Valid cards required to gain access.

Outside Time Periods

1. Staff Card: Only Staff (*Not Guests*) can gain access
2. Staff Card / Guest Card: All valid cards can gain access.



Select **Issue ACR card**.

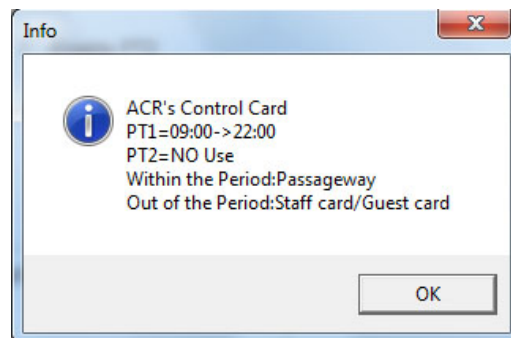
Place card on Encoder. (*Two blue lights appear and 'Issue Card Successfully' window appears*).



The card can now be used in the allocated time periods.



Selecting “read card” displays the allocated time periods of card - (*see example below*).



Match the associated public door and the related guest rooms in Public Door System Management (set public door associates.)

Connect the mobile programmer using the USB cable and select 'download door data' (*refer to programmer screen for confirmation of download*).

## Lock User Guide


Operator now proceeds with mobile programmer to load data on associated public door number/s and relevant guest rooms.



This card will now need to be presented to the induction area of the ACR/s which require this access setup.

1 x card can be used on several ACRs if the same settings are required for each ACR.

## Programming Access Control Module

- 1 Press **FUNC** (x 3). Screen will display: **DOWNLOAD**  
**LOCK DATA?**
- 2 Press **RUN**.
- 3 Enter room number associated to the access point from software reference.
-  Refer to KAS programming reference numbers for your specific number sequence
- 4 Press **RUN**. Screen will display **Downloading**  
**Counting 1~6**
- 5 Direct the programmer to the induction area. Beeps will sound every time the number changes on the programmer.

Screen will display: **TURN THE KNOB ON BACK PLATE**

- 6
  - This is only required for the first initial programming – You will need to press the program button located on the PCB board for one (1) second.
  - For changes or to updated ACR – Do nothing and wait 5-6 seconds.



This will change the light on the PCB from alternating red/blue to a constant green.

7

Set Time and Date: Press **FUNC** x 1 (*Time and Date will appear*)  
Press **RUN** and hold programmer in front of the ACR

8

Issue ACR Card from software \* See Issue ACR's Control Card.  
Swipe card over the lock. Several beeps will be heard if accepted.



ACR Indication

If successful, screen will display: **Download complete.**

From the ACR (*reader*): Blue light dims and several beeps are heard to confirm programming successful.

From the ACM (*Modula*): Light will shine green then return to flashing red.

If unsuccessful: Red flashing light will turn red and harsh noise will sound – Please try again or see trouble shooting notes below.



If you wish to control access times for guests/staff and/or patron use please see Issue ACR's Control Card

**Lock User Guide**  
**CHEAT SHEET**

**BEFORE YOU BEGIN**

IT IS RECCOMENDED THAT YOU READ THE FULL BOOKLET BEFORE YOU BEGIN PROGRAMMING.



ENSURE YOU HAVE YOUR PROGRAMMING REFERENCE SHEET WITH YOU AND A VALID ACCESS CARD

ENSURE YOU HAVE DOWNLOADED THE DATA FROM THE SOFTWARE

FOR FULL INSTRUCTIONS/TROUBLESHOOTING PLEASE REVIEW THIS BOOKLET

**Programming Hardware**

1	Press <b>number 3</b> - Screen will display: Download Lock Data?
2	Press <b>RUN</b> .
3	Enter room number associated with door * see programming reference sheet. Press <b>RUN</b>
4	Direct the programmer to lock face. <i>Beeps will sound every time the number changes on the programmer</i>
5	<p><i>Several fast beeps will sound to confirm programming</i></p> <p><b>For Battery Operated Door Lock:</b>            Turn Privacy Snib (<i>located above the handle on back handle</i>), 90 degree and back again</p> <p>-----</p> <p><b>For Access Control System:</b>            Press programming button located in Access Control Module</p> <p>If successful: DOWNLOAD COMPLETE</p>
6	Press <b>number 1</b> <i>Time and Date will appear</i>
7	Press <b>RUN</b> and hold to lock face If success full: DOWNLOAD COMPLETE
8	While door is open: Test Card/or FOB on Lock in case there is any problem <i>*Card must be tested to run the motor and lock the door</i>

FOR FULL INSTRUCTIONS/TROUBLESHOOTING PLEASE REVIEW THE QRG PROGRAMMING BOOKLET