

EPORDO

HOTEL LOCK SYSTEMTM

Complete Manual

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System Overview

IMPORTANT SAFETY INSTRUCTIONS

1. Read these instructions
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not place any product referred in this manual long-term in the extreme environment
6. Install in accordance with the manufacturer's instructions.
7. Use accessories only specified by the manufacturer.
8. Refer all servicing to the qualified service personnel. Servicing is required when the product has been damaged in any way, such as handle or mortise is damaged, product has been exposed to rain or moisture, does not operate normally.

INTRODUCTION

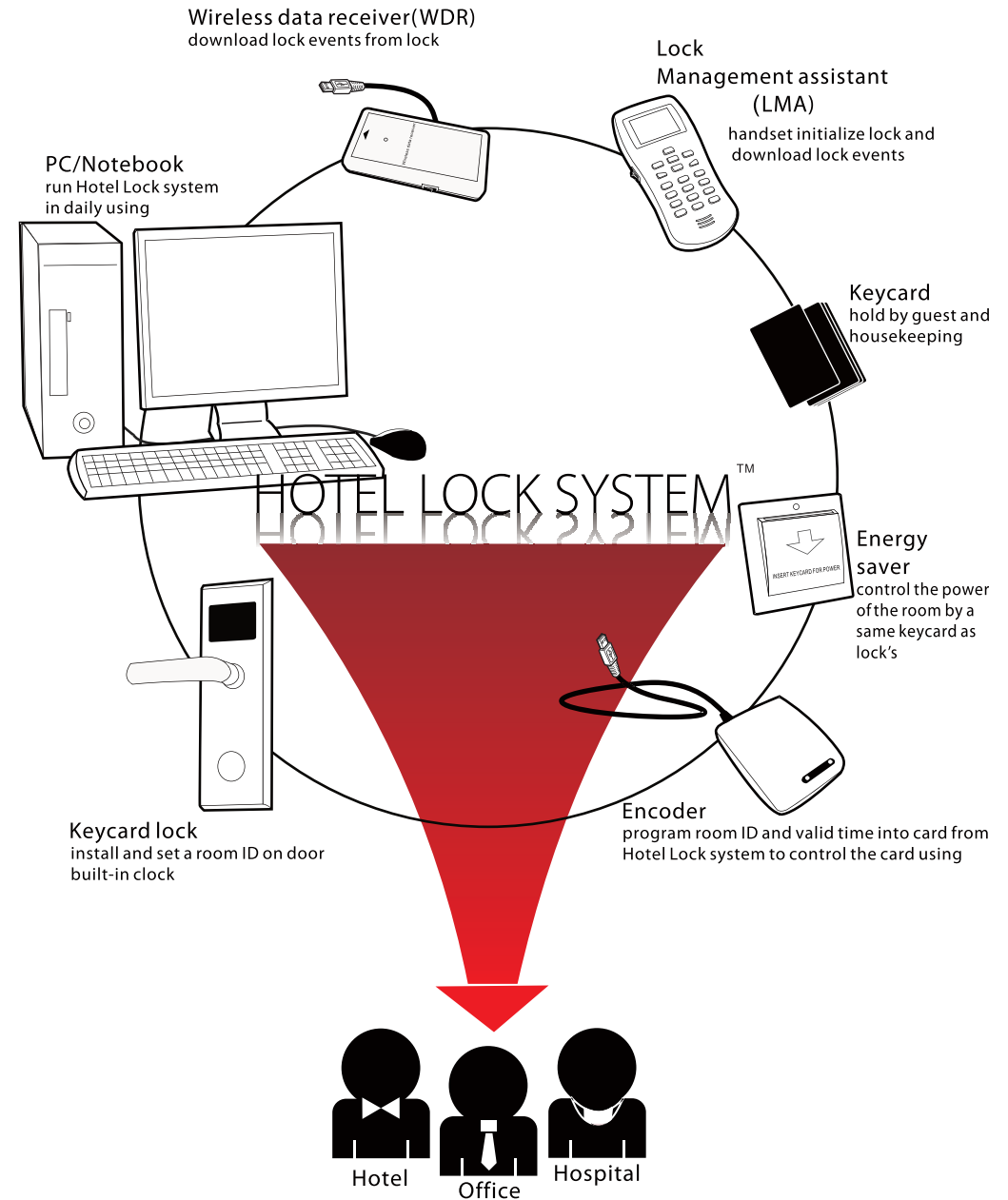
Congratulations on your selection of the **EPORDO** Hotel Lock System. This is a solution that carry out a modern, efficient and safe management of the rooms in hotel/resorts/apartment/school/lodge/office/hospitals/cruise ship by application of hardware and software.

Before using the instrument, be sure to carefully read through the instructions contained in this manual. Please keep all information for future reference.

SAFETY

EPORDO hotel lock(RFID & IC) product has been designed with the highest concern for safety. However, any device, if used improperly, has the potential for causing unlock unable and indirect personal injury. To help ensure accident-free operation, follow these guidelines:

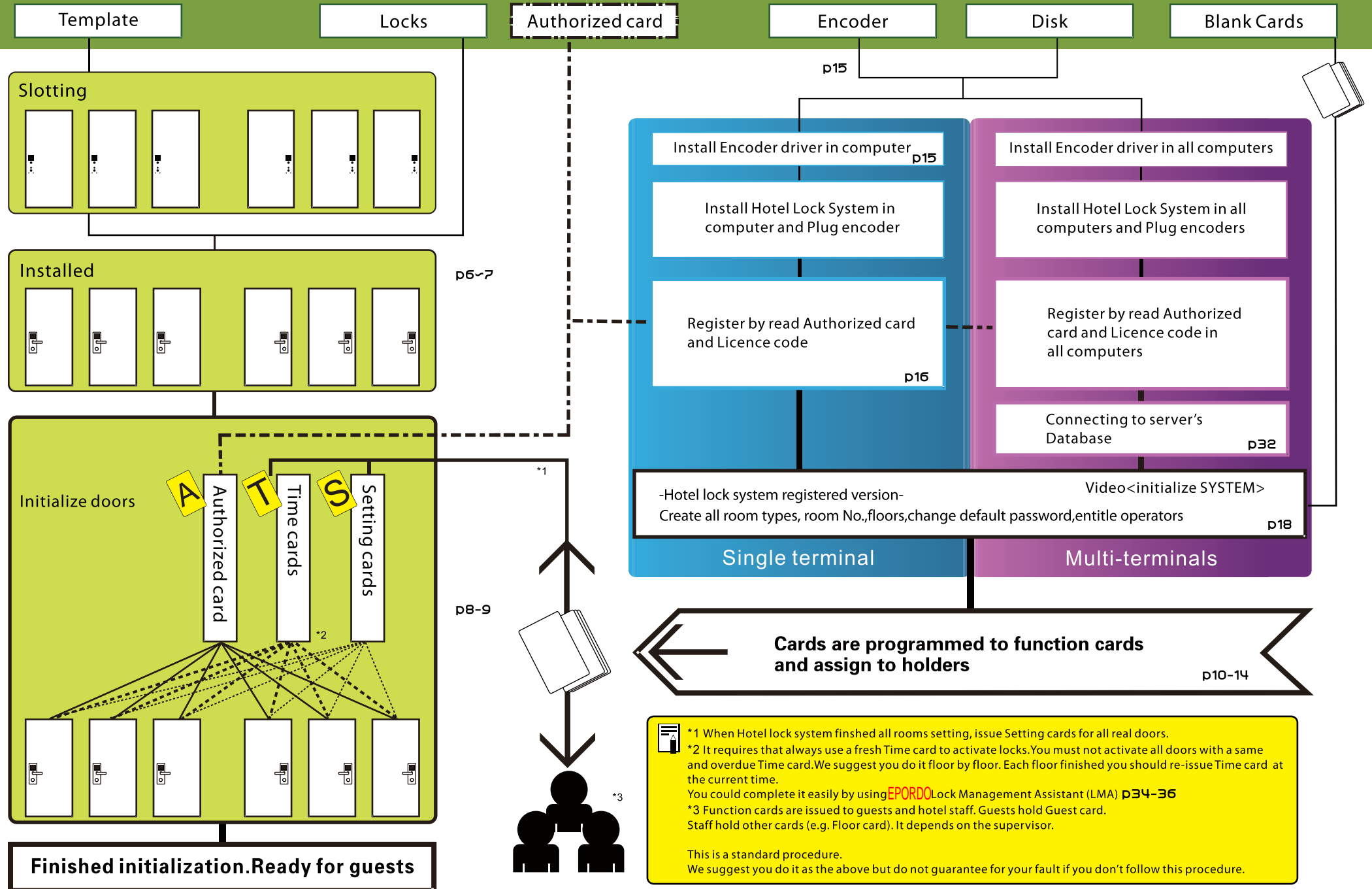
1. Lock requires AA battery x4pcs to provide power keep running even not read any card. Alkaline battery is suggested for gives a long using term (12months).
2. Replace new battery on time if you get low battery alarm-3beeps and red flash when read card finished 037 Light Guide
3. You have 200 times last unlocking chance when lock gives low battery alarm 033.
4. Do not use battery mix new and old. It may cause short circuit to lock electronic part.
5. Lock's latch part is in mechanically, You can unlock it by using emergency key in urgently 07.
6. **EPORDO** Hotel Lock System requires run on Windows 98/XP/2003/Vista/win7 which are tested pass by **EPORDO**. However we do not promise there is no bugs in all machine and other OS.
7. A tiny difference of the OS including language, service pack and any other fault in OS itself may cause a error. If you can not uninstall software in normal way by some reason, Please delete the whole folder named 'Hotel lock system Vx.x'.



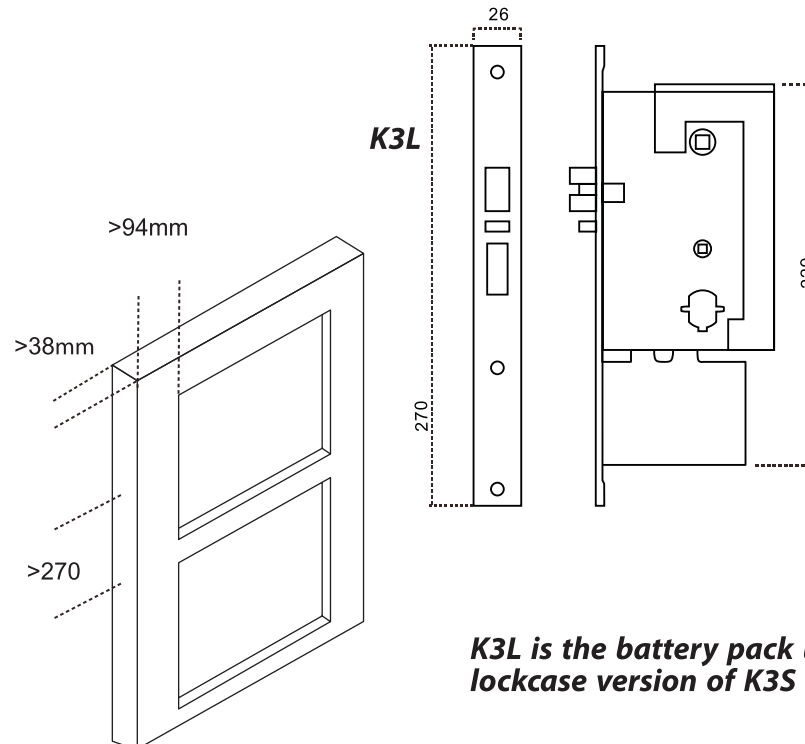
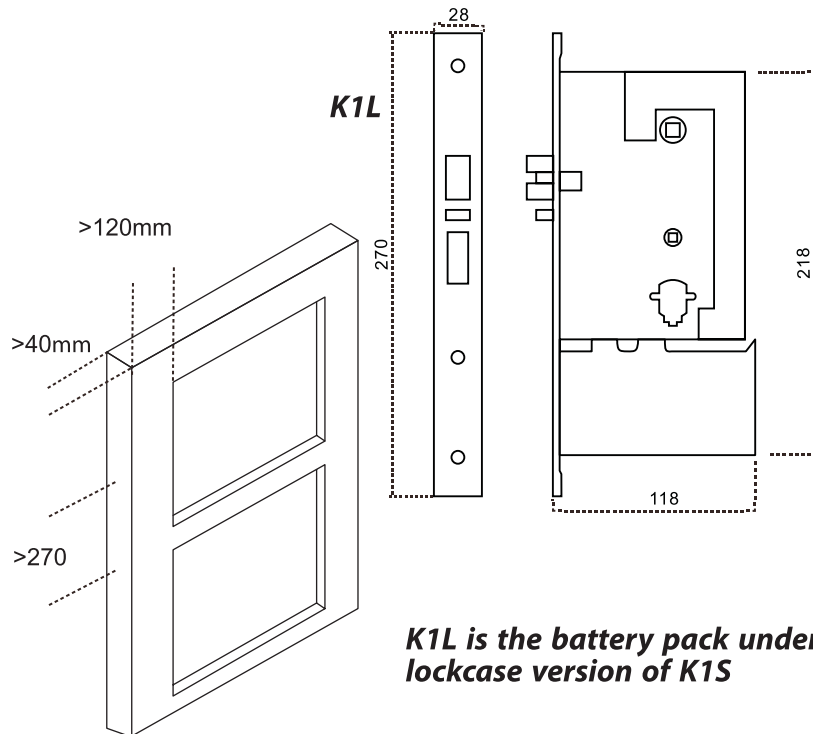
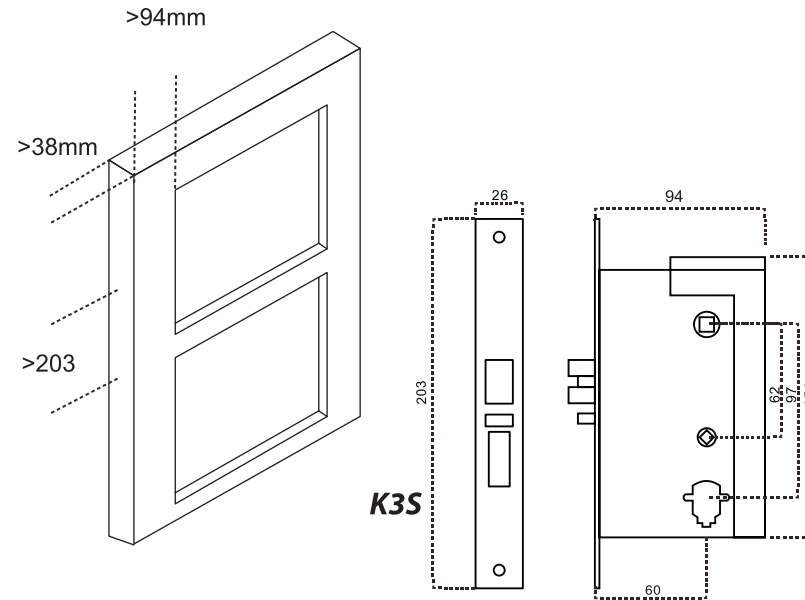
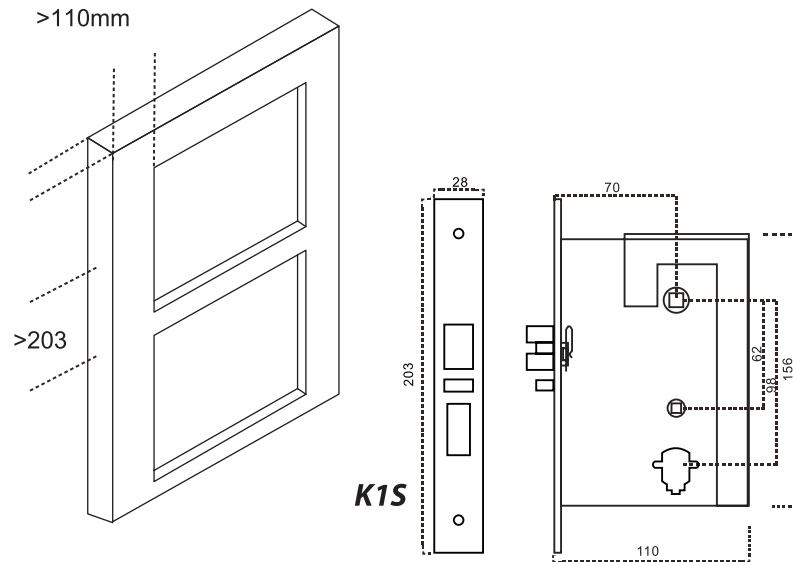
This system is widely suitable for hotel, office and hospital

Install Procedure

Packing Contents



Mortise & Panel



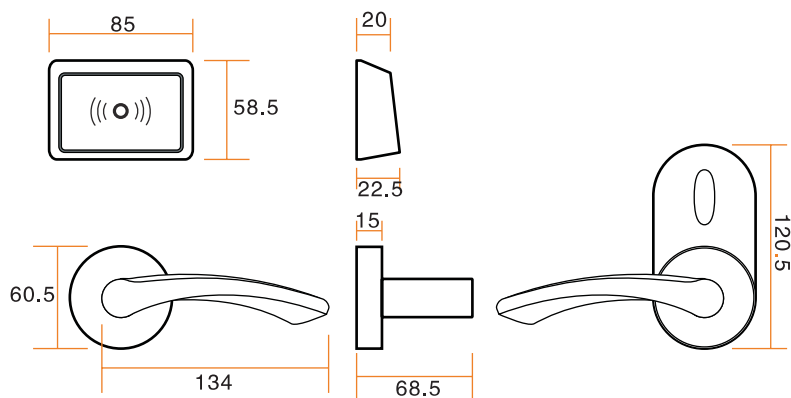
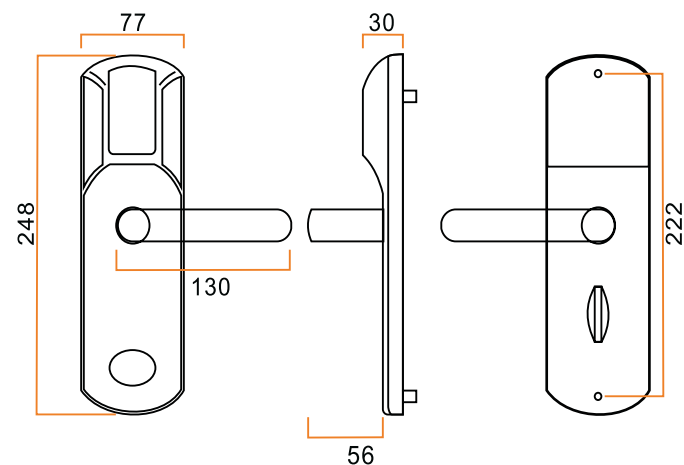
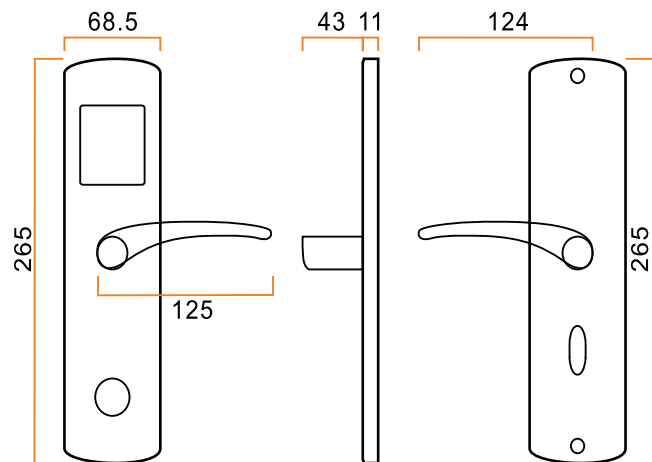
K1L is the battery pack under lockcase version of K1S

K3L is the battery pack under lockcase version of K3S

**Flat and hollow/
solid door is
preferred.
To install on the
fire-proof door,
it requires special
tools to punch the
slots**

Unit: millimeter

Mortise & Panel



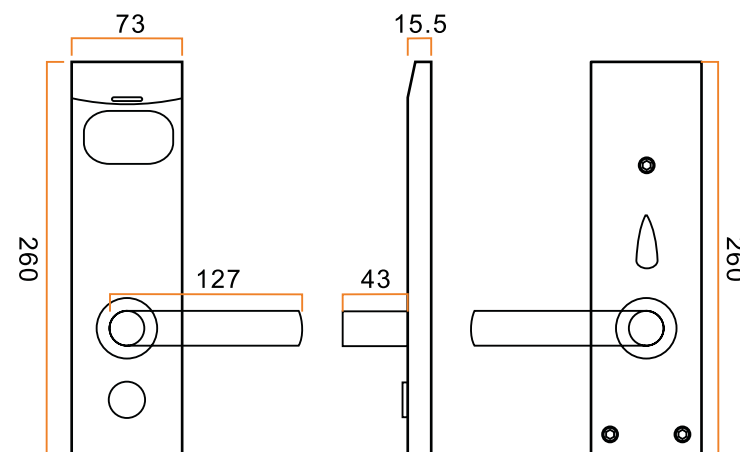
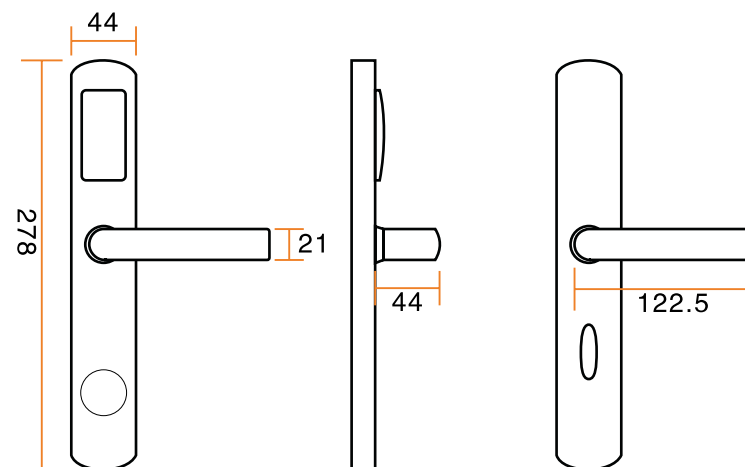
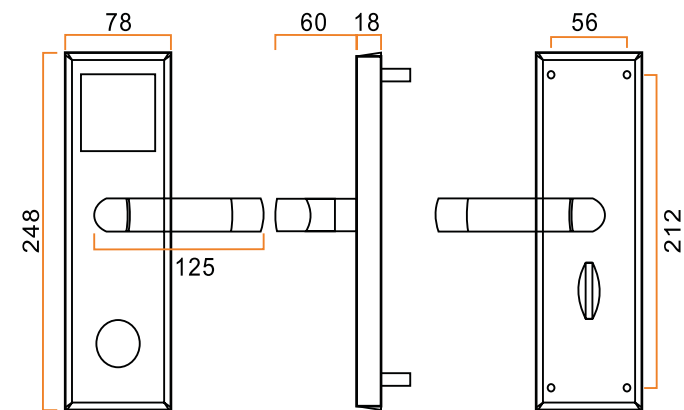
This manual could not include all models.

Models real dimension could be little different because of the measure tolerance or the manufacture improvement.

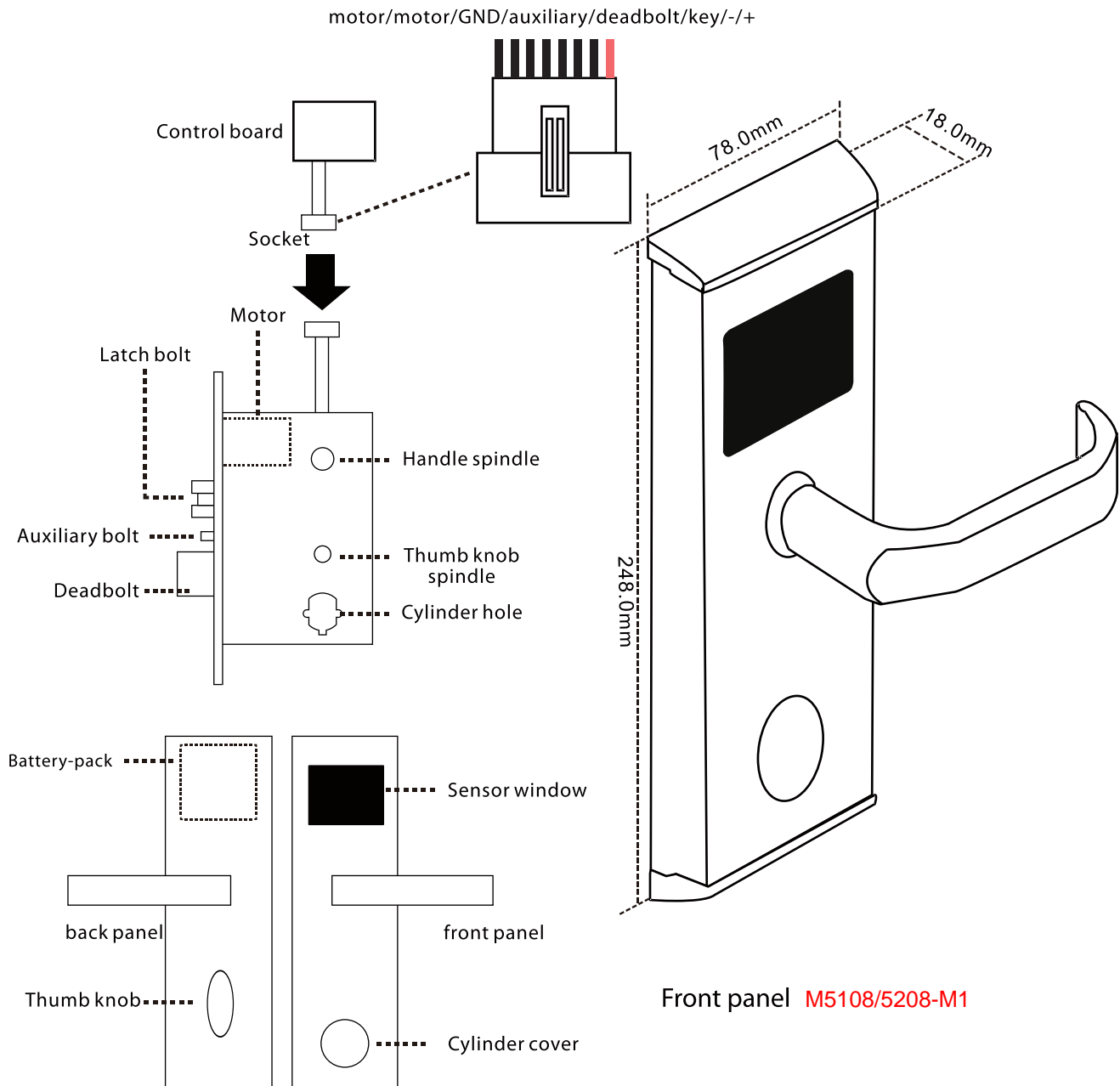
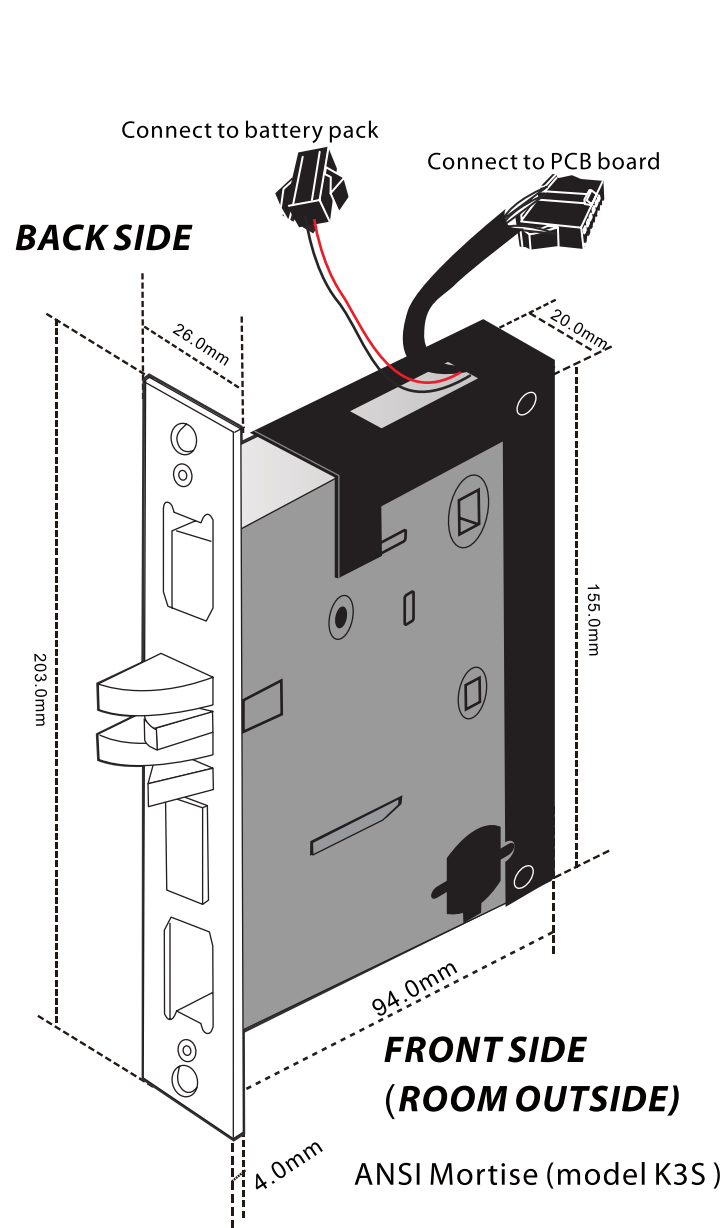
Specifications and dimension subject to possible modifications without notice.

The model of sample in this manual is one of the regular model. Other models are in the same or similar condition as it.

If you could not find your models in this manual please contact us to get informations.



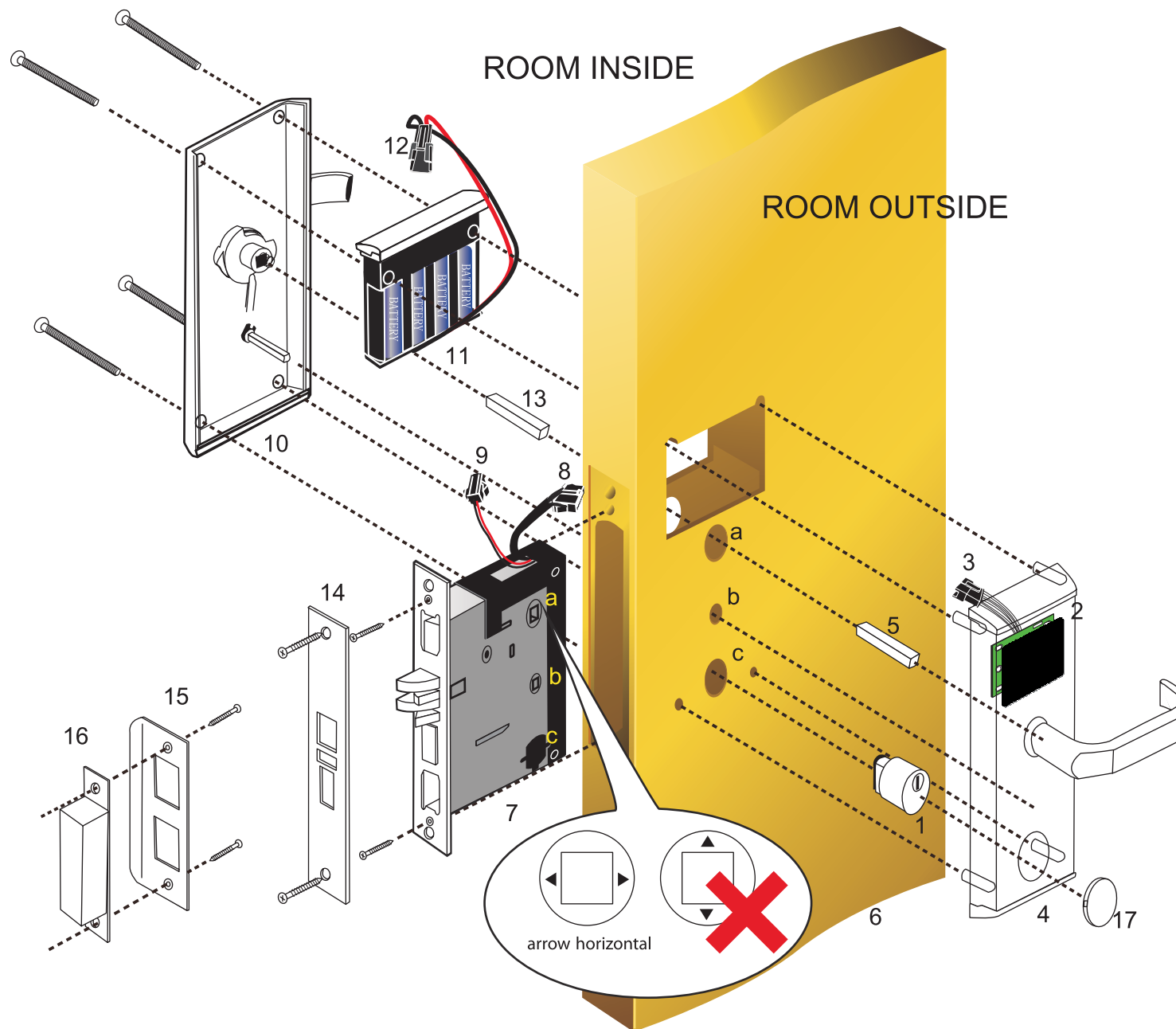
Mortise & Panel



*This is a standard right lever mortise model:K3S.

*The left mortise is in reverse case.

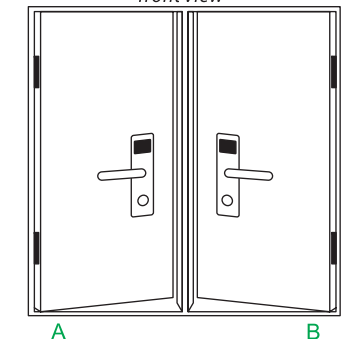
Install



1. Cylinder
2. Pcb reader
3. Connector of pcb reader
4. Front panel
5. Spindle of handle
6. Door
7. Mortise
8. Connector of mortise
9. Power connector
10. Back panel
11. Battery-pack
12. Power connector of battery-pack
13. Spindle of handle
14. Flank sheet
15. Strike
16. Strike box
17. Cylinder cover

- a. handle hole
b. deadbolt knob hole
c. cylinder hole

Lever handing
top view
left hand lever right hand lever
front view



*This is a standard mortise K35 at Right lever. The left is in reverse case.

*Mortise requires door thickness at least 40.0mm.

*For other thickness door please contact with manufacturer seeking the proper mortise solution

*Right for the hardware configuration changes without notice is reserved.

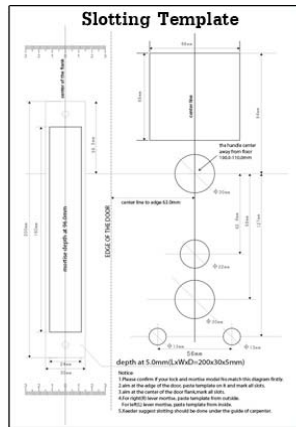
Installation steps

1. Punch holes

Each lock installation requires holes on the door. To punch the holes you must use the template correctly. Take out the template. On the front side of the template it shows the edge of the door (on the right direction). Please always aim the edge of the door line at the real door. You should turn the template reverse to let it suite another face of the door. Firstly mark the height line on both faces of the door. (height line start from the handle center and it is away from the ground 1.0-1.1m) Then mark the balance holes by a pencil or marking pen. Paste the flank face template on the door by aligning the main. Mark the mortise hole. Punch all holes by the electric drill according the marks.

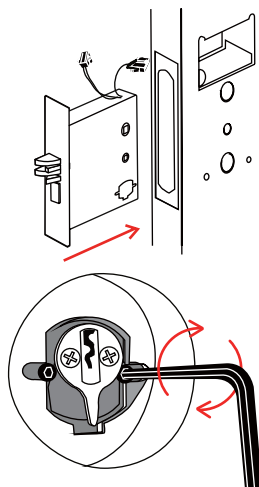


Template should be use repeatedly for all doors punching. Holes size and position may different for different model lock please check it carefully before start punch. Holes must not bigger than the size on the template otherwise the holes may exposed outside. The mortise hole on the flank must be punched at enough depth otherwise the mortise could not be placed in.



2. Install the mortise

Put the mortise into the hole and holding it square to the door edge, draw around the faceplate. Remove the mortise and score the outline with a stanley knife to avoiding splitting when chiseling. Chisel a rebate to allow the latch to fit flush to the surface. Fix the mortise with the screws, with the bevel towards the door frame.



3. Fix the cylinder

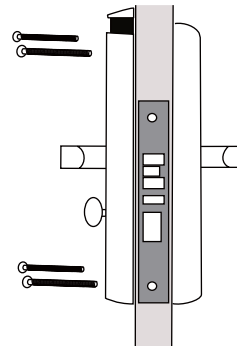
Insert the cylinder from front and tight the screws from back by using the inner hexagon screw driver

4. Install front and back boby:

Export the cable from the hole, put the axis, connect the lock front and back boby with link cable through the hole, ensure plug correctly connect with the back boby slot, then connect inside and outside with square shaft, ensure the lock plate and the mortise connection are reliable, finally screw the lock plate in the door.

5. Install the battery and Battery Pack Cover:

After confirm the positive direction of the battery, closes Pack Cover.

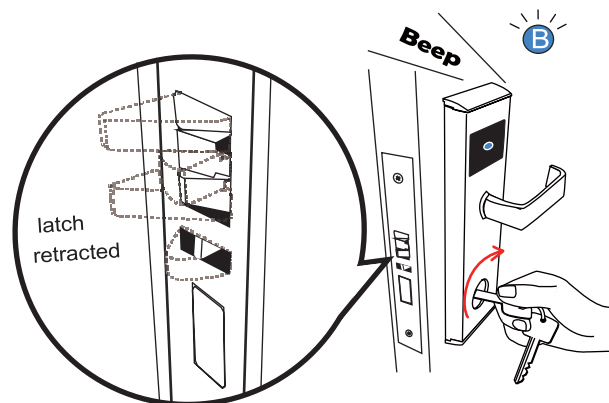


6. Test:

After the installment completed, check if the basic function works is necessary.

Test Cylinder and Power

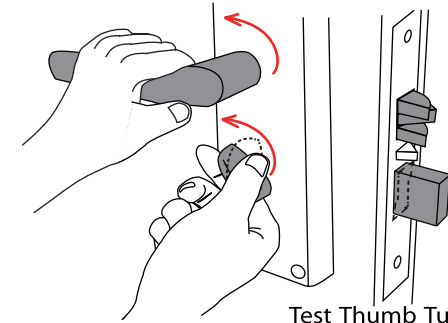
Insert the emergency key and turn it to make the latch retracted, if the lock shows blue light and one beep that is means the cylinder and power works fine.



Test Cylinder and Power

Test Thumb Turn

Thumb Turn drives the deadbolt out and retracted manually. And it can be released automatically by turning the back handle. Please make sure the back handle and thumb turn works fine before closing the door otherwise it may cause problem that the lock can not be opened or closed from inside room.



Test Thumb Turn

WARNING

For the safety, it is suggested strongly that you check the operation of the emergency key and back lever handle under the door in opening status

TOOLS

	Inner hexagon screw driver This tool is necessary while install cylinder in mortise. EPORDO offer it free
	Cross-Head screw driver An ordinary tool and should be prepared by user. User prepare
	30mm dia hole drill bits + Electric drill Punch holes on the door. User prepare
	Cylinder cover opener This tool is used to remove the cylinder cover. EPORDO offer it free

Push and pull to open it

Initialize

● Initialize rooms

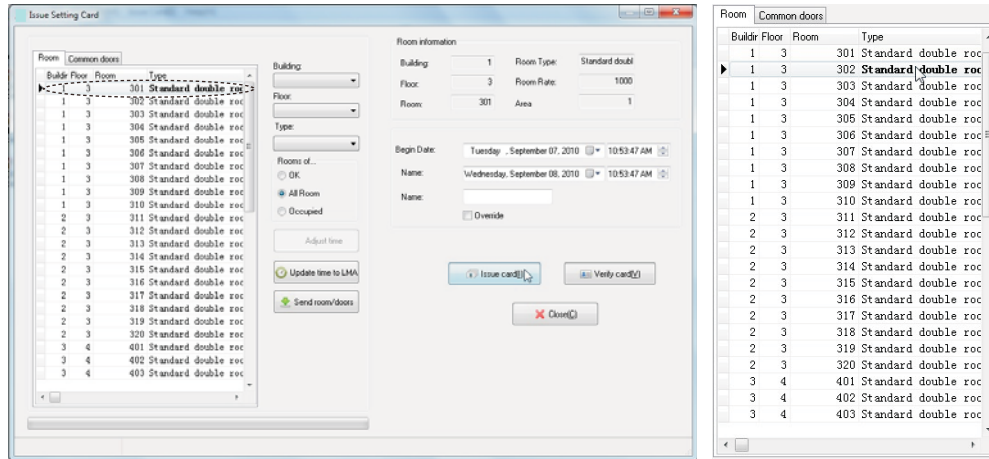
STEP 1. Make Setting Card



Maintain>Setting Card

Select one room ID.

Place a blank card and click Issue to complete

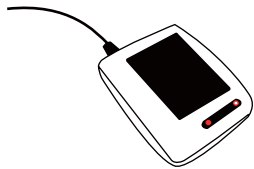


You should complete Setting cards for each room ID.
e.g. There are 30 rooms total. You must make 30pcs setting cards. Each room 1pc card.
The Setting cards of the common doors are in the same with the above. p9

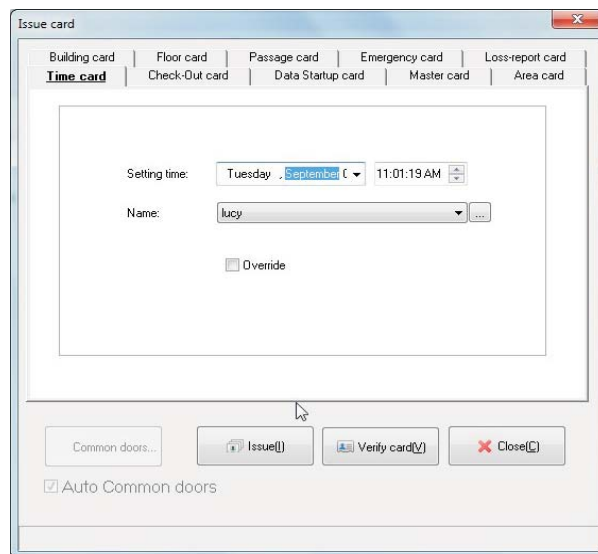
STEP 2. Make Time Card



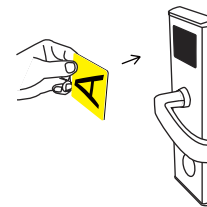
Maintain>Time Card



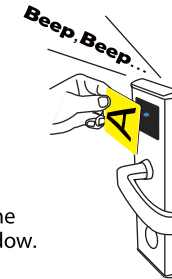
Place a blank card and click Issue to complete



STEP 3. Set hotel code



1. Place an Authorized card near the sensor window.



blue light flash with 2 times beep



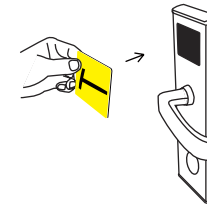
2. Move away card



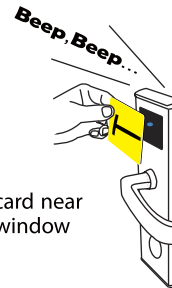
Each brand new lock should be initialized as the 3 steps(STEP3-5) after they had been installed on the door.
Since when the lock been initialized it has the ability identify the keycards issued by Hotel lock system which is registered by the same Authorized card.

You don't need to do the above again in daily using unless the lock ready to moved to another hotel.
Different hotel should use different hotel code(Authorized card saves hotel code info) p16

STEP 4. Activate clock



1. Place a fresh Time card near the sensor window



blue light flash with 2 beep

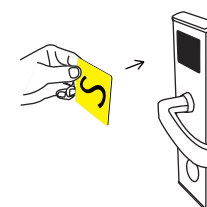


2. Move away card



Time card should be issued in Hotel Lock System
It should be in fresh time which same as the current real time. You can not use a yesterday issued Time card or even many minutes ago because the clock of lock should always run at same or near as the real time.
To reduce the error between clock of lock and the real, we suggest 1 fresh Time card do set 1 floor rooms only. After finish 1 floor you should issue another fresh.
Or you can do adjust the Setting time at a time several minutes ahead of the real when you issue it in Hotel Lock System. Then you can do floor by floor by changing a fresh Time card.

STEP 5. Set room ID



1. Place a Setting card near the sensor window.



blue light flash with 2 beep



2. Move away card



Setting card should be issued in Hotel Lock System
It should be 1 pc for 1 room because it saves 1 room ID only.

We suggest you issue all rooms at one time and mark on each card room ID.

Initialize

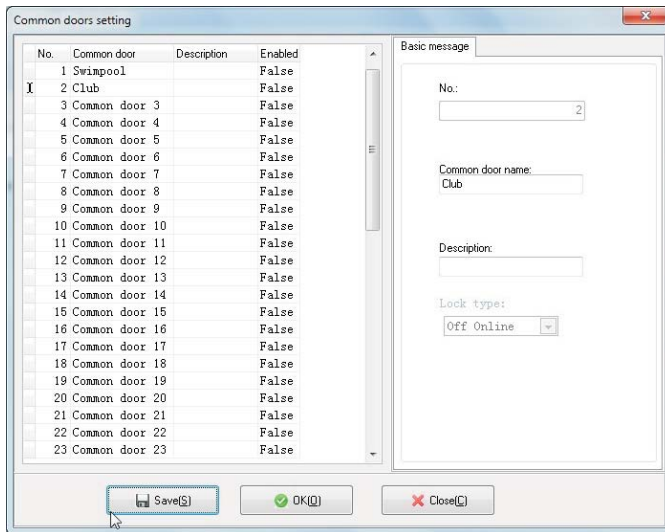
● Initialize Common doors (Option)

STEP 1. Create common doors

Rooms Setting > Common Doors Setting

Most hotels have public place or valued service place likes spa, swimming pool, vip club, Sauna room etc. These place is open for VIP or special people who pays it. It is called 'common door'.

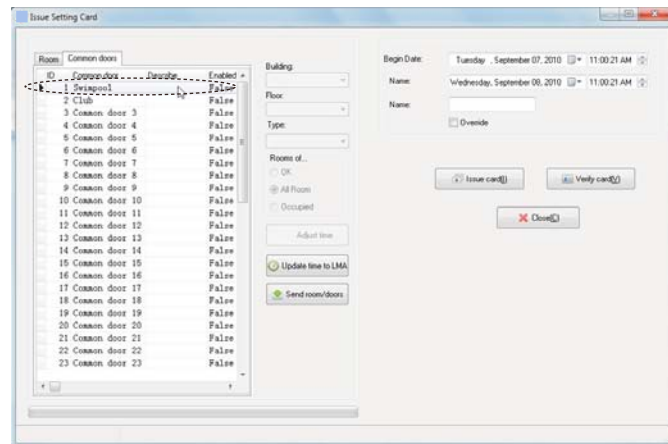
To let VIP guest enjoy it well hotel usually don't allow other guests enter. EPORDO locks can filtrate guests by the function 'common door'. Once guest's card has been opened a certain common door access when programming, he can pass that door. **p27**



STEP 2. Make Setting card (for common doors)



Maintain > Setting Card



Step 3. Make Time Card



Maintain > Time Card

Step 4. Set hotel code



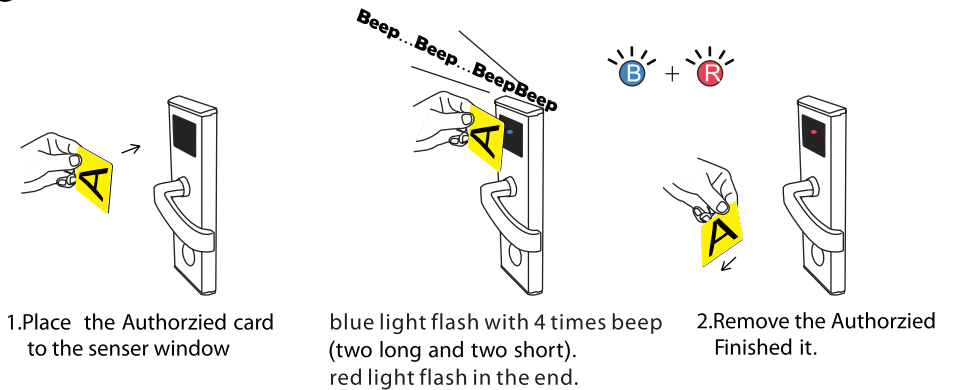
Step 5. Activate clock



Step 6. Set Common door ID

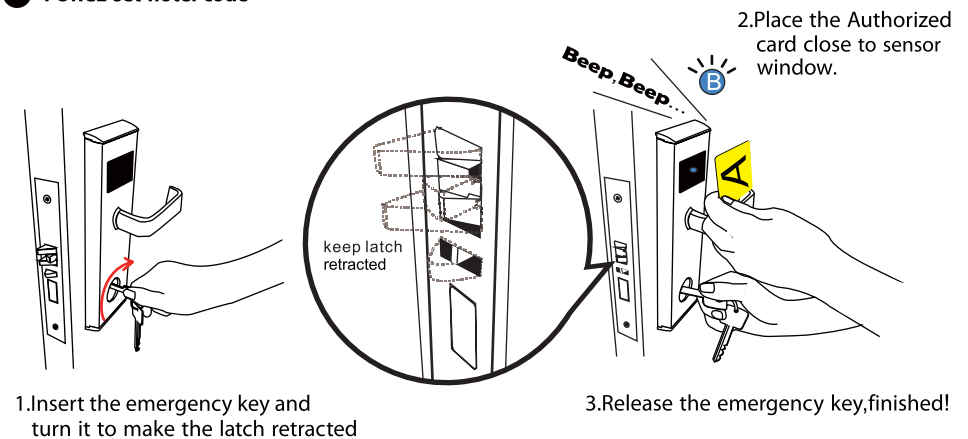


● Revoke hotel code



Function-Since the hotel code been revoked, the lock cant identify any function cards. It will show Red x 1 (پ ۱).
Actually the revoke hotel code action is same as initialize STEP Set hotel code but reverse result. It is cycle working. One time read set and next time read to revoke. Revoke hotel code will be succeed only by using the same Authorized card which was did set hotel code before time.

● FORCE set hotel code



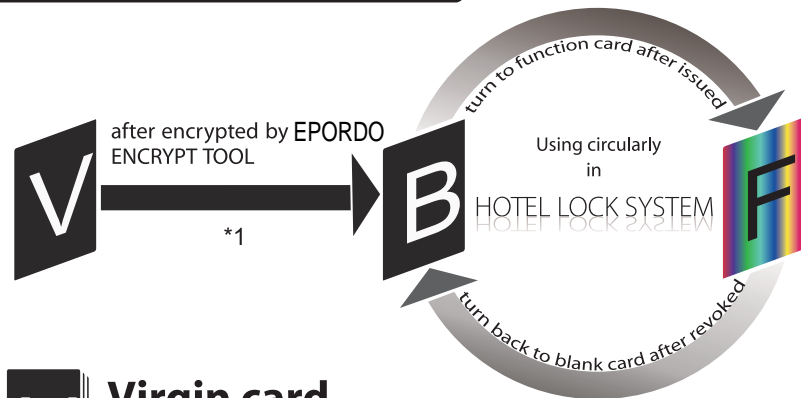
Force set hotel code should be considered when initialize set hotel code (read Authorized card) failed. Also you can do force set hotel code as STEP 1 because it is same final effect as normal initialize STEP Set hotel code (read Authorized card).

Keycards

Model	MF1K S50
ISO	14443A/B
Communication	13.56MHz RFID (Radio Frequency Identification)
Diemension	85.5*54*0.9mm
Weight	6.0g
Color	White(or custom)
Sector	16 securely separated sectors
Memory	1 kbyte EEPROM
Data retention	10 years
Write endurance	100.000 cycles

Hotel Lock System is built based on MIFARE brand keycards which could be purchased universal easily.

System running everdy by make use of recycling keycards. All keycards could be erased content and re-programmed.



Virgin card

Brand new RFID(MIFARE /IC)card.
Not only brand new but also old including free sector useable for M1 cards.



Blank card

Ready to be issued to function cards.
Blank card is a range of the cards without issued after been encrypted.



Function card

Including all card types with different functions in Hotel Lock System.
They are issued and revoked able(Except Authorized card).

Authorized card ^{*2}	×	×	×	Register Hotel lock system. Initialize and revoke initialize locks. EPORDO offers. One hotel hold 1pc	p8-9
Function card	unlock normal locking	unlock a group locks	unlock dead bolt	function	
Time card	×	×	×	Activate clock built-in locks and energy saving switch when initialize it. New installed locks read ONCE.	p8
Room Setting card	×	×	×	Set rooms (common doors) ID on the locks when initialize it. New installed read ONCE/lock.	p8
Check-out card	×	×	×	Force revoke the current guest card on the room.	p14
Data startup card ^{*3}	×	×	×	Boot in the lock events download device/card.	p14
Guest card	○	×	×	Unlock locks in a limited time. Guest hold.	
Floor card	○	○	×	Unlock all locks in a certain floor. Max 4 random floors in 1 card. Using time limit able	p11
Area card	○	○	×	Unlock locks in a same customized area. Max 4 random areas in 1 card(area range required defined when build rooms). Using time limit able	p11
Building card	○	○	×	Unlock all locks in a certain building. Max 1 building in 1 card. Using time limit able	p11
Master card	○	○	○	Unlock all locks including dead bolt. Using time limit able.	p12
Passage card	○	○	○	Unlock all locks and make it into passage mode which allows unlock without card. Using time limit able.	p12
Emergency card	○	○	○	Unlock all locks and make it into passage mode. Using time limit able.	p12
Loss-report card	×	×	×	Revoke keycard which lost by chance.	p13
Fail-safe card	○	×	×	Same function as Guest card but 2 years valid term. Fail-safe cards must be pre-made so that if the computer ever goes down, it can be used as guest keycard.	

^{*2}.Each Authorized card has a unique 8 digits hotel code.

^{*3}.RFID(mifare 1)Data startup card is specially used to boot device WDR(wirelss data receiver) and LMA (lock management assistant).IC Data startup card is specially used to boot Query card which saves lock events.

***EPORDO** will encrypt cards for user or offer user the encrypt tool

Keycards

● Function card options

Begin Date: The date this card start working

Expiry Date: The date this card end working

From: Every day's specific period that this card works.

Name: The name of the staff who hold this card.

Override: Make the same but previous function card replaced by this new one. **p23**

Deadbolt override: Make this card available access the proper room even deadbolt be activated. **p23**

Passage On: Make this card available access the proper room and make it become to Passage mode. **p25**

Issue: Program this card.

Verify: Check this card's content

Elevator: Select floors of elevator to let this card go to.

● Floor card

The function card that access to the all rooms belong to a same floor.

Issue card > Floor card

Building: Select the correct building if there are more than 1 building

Floor: System allows user selecting Max 4 floors' rooms to access in a building.

If you need just select 1 floor, please fill the floor by 4 same number likes 3,3,3,3



Before making use of this card, be sure that the all doors (locks) were initialized at correct buildings ID.

If a 506 room was set by floor **4** by mistake, it will not access able for the floor card of **5th** floor.

● Building card

The function card that access to the all rooms belongs to one same building.

Issue card > Building card



Building: System allows user selecting Max 4 buildings' rooms to access in one card.

If you need select just 1 building, please fill the building by 4 same number likes 3,3,3,3.

It will show buildings' name if you custom it in Building Setting. **p18**



Before making use of this card, be sure that the all doors (locks) were initialized at correct buildings ID.

If a 506 room was set by building **2** by mistake, it will not access able for the building card of building **1**.

● Area card

The function card that access to the all rooms specified specially.

Area card offers a easy way to manage the staff's access by freedom selection.

Area(s): System allows user select Max 4 areas' room to access in one card.

If you need just select 1 area, please fill the area by 4 same number likes 1,1,1,1.



602
510
609
411
701
702
704

Sample

303
310
705
402
603
604
605



Keycards



Before making use of this card, be sure that all doors (locks) were initialized at correct areas as you need. If a 506 room was set by area 2 by mistake, it will not be accessible for the area card at ID1.

Area 1 **Area 2**

602	510	609	303	310	705
-----	-----	-----	-----	-----	-----

Rooms Setting > Room details

Basic message

Building: 1

Floor: 7

Room: 705

Room name: 705

Area: 1

Room Type: Standard double room

Type: Off Online

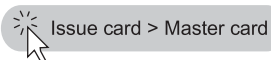
Room's area ID should be set/modified in Basic message comes from **Room setting** menu. **p18**

The area setting will be saved to lock when doing initialization by Setting card. **p8**

One room should have only 1 area ID.
Area ID range from 1-99. There is no limit for rooms quantity in one area.

Master card

The function card that access for all rooms.



As the most important card in system, **Master card** could access to all rooms in any case.

To make it safe, when you program Master card, there is only a limit using term requires to be filled in.

The default valid term is 1 year since the programming date. It is not suggested to give it a longer term than 1 year because it is safe to update its using term usually.

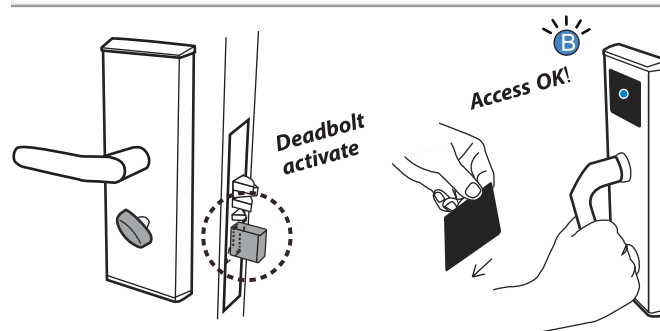
Master card

Begin Date: Friday, May 3:45:28 PM

Expiry Date: Sunday, May 12:00:00 AM

Name: Jack

Override



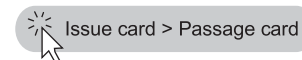
Master card should be used only in emergency event happens.

Ordinary staff are not allowed to hold the card.

Master card should be saved very well, once it is lost, you must make loss-report or do override to all room (locks). **p13**

Passage card

The function card that makes the lock turned On Passage or Off.



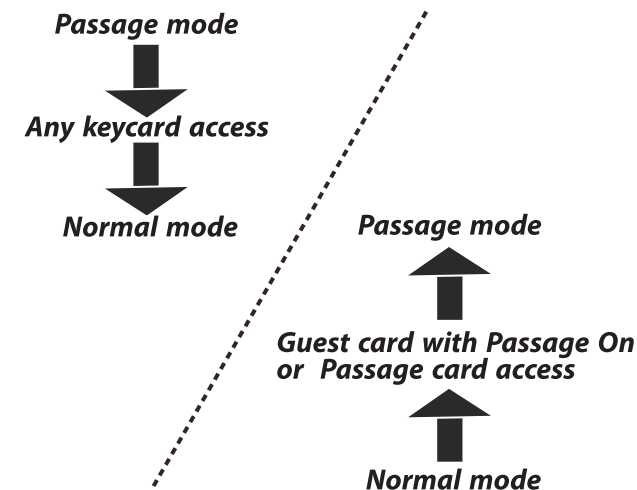
Passage card

Begin Date: Monday, May 2:16:28 PM

Expiry Date: Wednesday, May 12:00:00 AM

Name: Jack

Override



Its function is the same as the **Passage On** option of Guest card. **p25**

Emergency card



Same function as **Passage card**.

Keycards

● Loss-report card

The function card that loss-report to room(s).
Loss-report card is not able access any room.

STEP 1

Maintain > Loss-report card

STEP 2 Select condition

Loss-report condition: There are 2 way to make loss-report card, you must select one to program this card.



A-Loss-report this type card
B-Loss-report this card (by No.)

lost Floor card

TYPE A- By Card Type: Select the function card type which lost,

Sample

Staff Jack lost his 6th Floor card, you must select Floor card in the grid

Target Card Type

This way will make all 6th floor cards(if there are more than 1pc floor cards of 6th floor in staffs) not work after report loss on the doors.

TYPE B- By Card No.: Select the function card number from the issue card records.

Card type	Card NO.	Name	Operator	Room	Room Name	Operating Time
Floor card	9C16AECE	Jack	SYSTEM			5/24/2011 2:06:1
Area card	E293293E	Tom	SYSTEM			5/24/2011 2:07:1
Data startup card	79C771EE	Amanda	SYSTEM			5/24/2011 2:08:0

Find out the Floor card by the **Operating Time**.

Select it and it display in Target Card No.

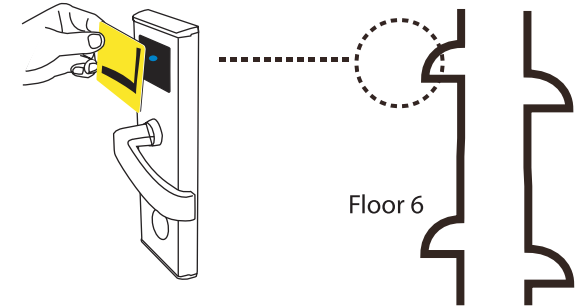
This is a blacklist similar function.
After this card No. be report to any doors, that doors will make it into blacklist and not work for it any more.



STEP 3 Program Loss-report card by click Issue

STEP 4 Make loss-report on rooms(locks)

If the lost Floor card is F6, please do it on each room Floor 6



Report by TYPE A/B to the all proper room(6th floor all rooms)

Somebody pick the lost floor card and try access on floor 6 rooms, the lock does not working for it



1.If you did not do the STEP 4, loss-report will not able work.

Loss-report only works on the doors which done STEP4

2.It could make also other same type function card not work on the door report completed by Type A.
You need re-program the all same type function cards by using a fresh date.

3.The lost card always not work no matter it be re-programmed to what function cards by Type B.
To clear it from BLACKLIST, you need select Not Voided and do again the STEP 3-4

Keycards

● Check-Out card

The function card that make check-out rooms when necessary. If guests do not leave room and do not make **Stay Extend** p31 while expiry date reach, staff could terminate the access of the Guest card without notify the guest.

STEP 1.

Maintain > Check-out card

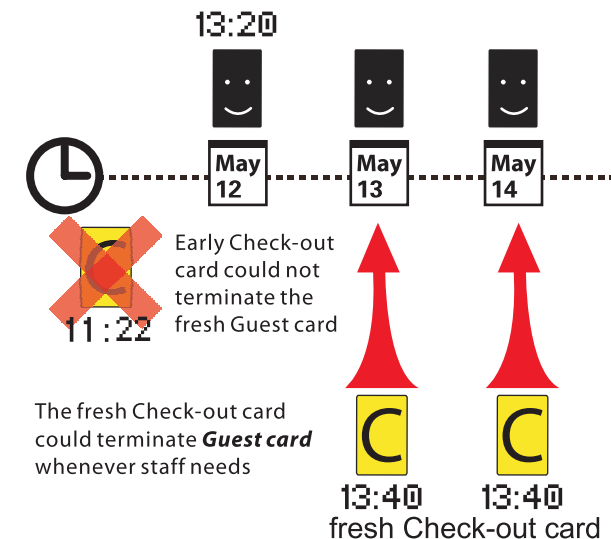
Check-Out card

Begin Date: Monday, May 2:16:28 PM

Expiry Date: Wednesday, May 12:00:00 AM

Name: Jack Override

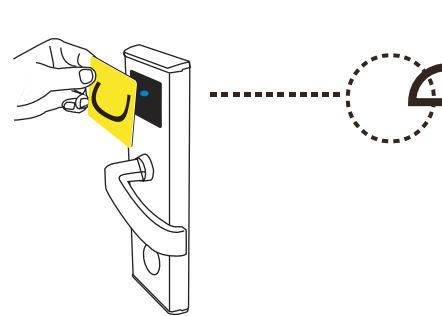
Check-Out card option does not require fill room number because it always work available for any guest card earlier date than it.



STEP 2. Program card

STEP 3. Read it on the room(lock) you want do check-out. Then it will not work for its current **Guest card**.

Check-Out card is not able access any room.



● Data Startup card

The function card that specially to boot the WDR/LMA Before using WDR/LMA on door, you need read it firstly to let the lock enter data program status. p35

Maintain > Data Startup card

Data Startup card

Begin Date: Monday, May 2:16:28 PM

Expiry Date: Wednesday, May 12:00:00 AM

Name: Jack Override

Data Startup card is not able access any room.

● Time card

The function card that saves the time point. It is held by staff and made use of update the lock's clock.

Maintain > Time card

You should always use the fresh Time card. The past Time card may cause serious problem such as guest card not working. It can not be free to use. Any staff could change a lock's clock by it and cause the problem that guest card time not match the room's clock.

Time card is not able access any room. p8

● Room Setting card

The function card that saves single room's ID. It is held by staff and made use of update the single room's ID.

Maintain > Setting card

It can not be free to use because it could change room ID easily and cause the problem that Guest card's ID not match the room(not working)

Room Setting card is not able access any room. p8

● Authorized card

The Authorized card is not function card. It can not be made in system. User should get it from **EPORDO**

Authorized card saves a unique hotel code.

It can not be free to use because it could set/revoke rooms hotel code easily and cause the problem that function cards not working.

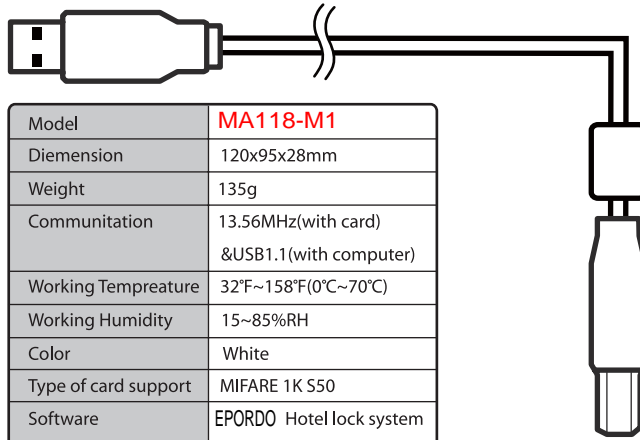
Each hotel holds only 1 Authorized card.

Authorized card is not able access any room. p8-9

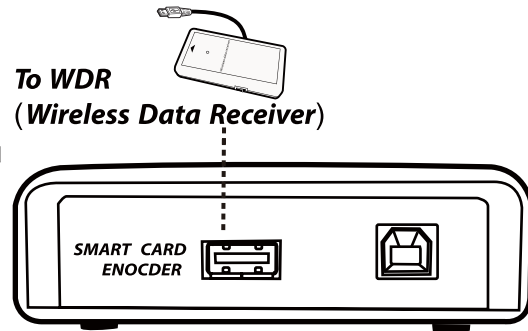
Encoder

Encoder is a device that program the keycard to let it identify available on the locks.

To PC/Laptop USB port



Model	MA118-M1
Diemension	120x95x28mm
Weight	135g
Communtication	13.56MHz(with card) &USB1.1(with computer)
Working Tempreature	32°F~158°F(0°C~70°C)
Working Humidity	15~85%RH
Color	White
Type of card support	MIFARE 1K S50
Software	EPORDO Hotel lock system & Networked version

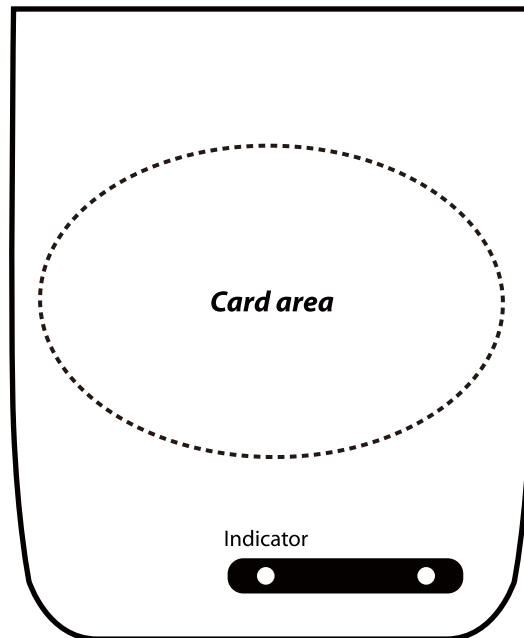


To WDR
(Wireless Data Receiver)

NOTICE:

- * Encoder can't be operated without Hotel Lock System soft.
- * Encoder MA118-M1 works for Mifare card(M1 card) only.
- * Please remember pull out the USB port when you don't use it for a long time.
- * Hotel Lock System must be registered by Authorized card and licence code for normal use.

p16



RED X2 Driver installed success

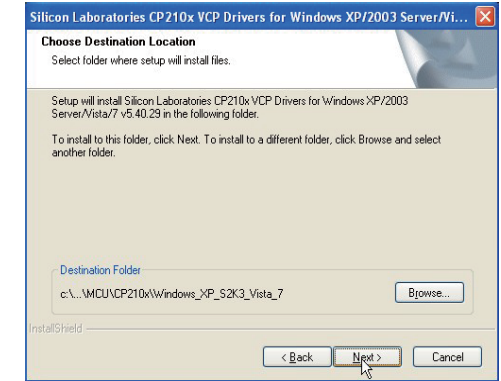
RED X3 Driver installed not properly

TEST-

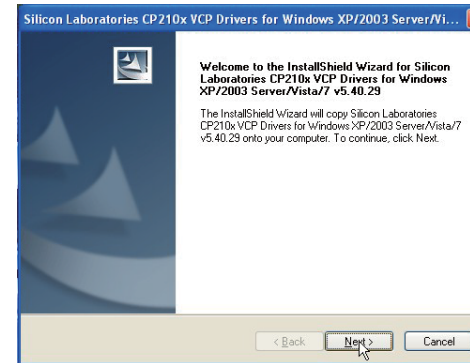
Place one card on and there is one green and one red,that is works fine by identify card



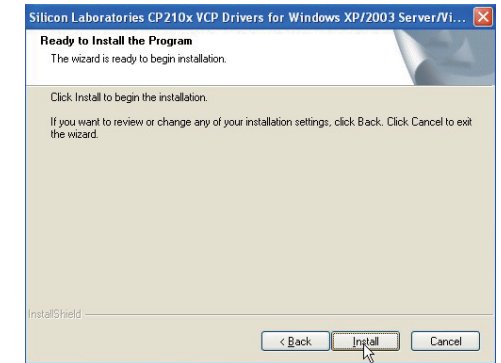
1. Click USB M1 endoder driver in the CD window



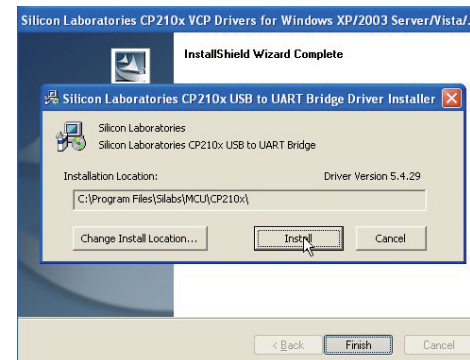
2.Click Next



3.Click Next

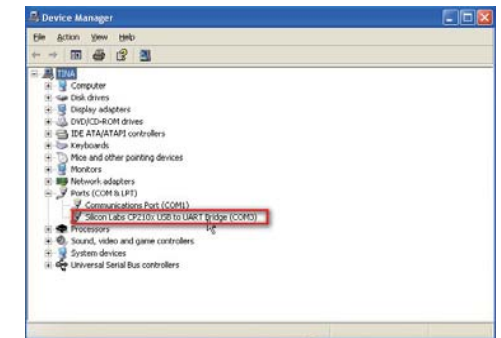


4.Click Install



5.Silicon Laboratories CP210XUSB
Click Install and restart PC.

Note: Please do not plug the encoder untill
restart PC finished



Plug the encoder and check it in Device Manager
You will see device named
Silicon Labs CP210X USB to UART Bridge
Finished!

Register Software

1. Login system with User- SYSTEM, Password- 0 (zero)

2. System setting > System parameter

Use door contact

Door contact is a magnetic switch that installed between the door (window) and the frame to detect the close/opening of door (window). If you equipped door contact please select it.

Fill your hotel name and adjust the default check out time as your hotels rule. Default Staying Days is 1 day. If your hotels guest usually choose 2 days, please change it too. It will makes your operating easily when issue card to guests.

Compensating time(min)

This is a minute value that manage the keycards valid time. If keep zero, the soft will give no additional minutes while make check in.

If put 20 here, the soft will give 20 minutes additionally based on the check in and check out time. It makes guest card valid earlier 20 min than the check in time and expiry 20 minutes later than the check out time.

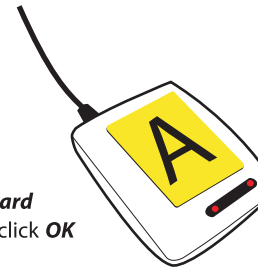
3. When you finished the above click **Save**. Soft will off automatically. Re-start and login Hotel lock system.

4. System setting > Register

It is for prevent users mistake operate. For a new installed system, click **OK** to go on.

4.1 There is a message comes asking you place an **Authorized card**.

4.2 Put an **Authorized card** on the encoder and click **OK**



4.3 Encoder beep once and there comes a window show the hotel code read from **Authorized card**.

Beep!

It is 881A0001
click OK here.

4.4 Licence code update window jumped asking input licence code. Fill in the licence code given by EPORDO and click **Update**.

Register successfully, click **OK**. Soft will off automatically again. When next running it is a register version and you will see **[Registered]** on the head of the window of soft.

Hotel lock system [DEMO]



Hotel lock system [Registered]



*For normal using, software must be a registered version otherwise you will meet 'Operate not support!' message and you could not use all functions.

*Hotel code (Authorized card) should be hold for only 1 hotel.

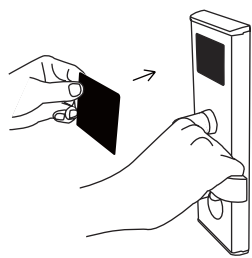
1pc Authorized card could not initialize for 2 hotels. **881A0001** is just a test hotel code(Authorized card)

*Licence code has time limited function. Please note your valid date of using soft.

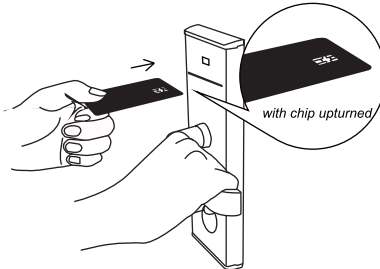
*Hotel code (Authorized card) is based on EPORDO security rule of EPORDO hotel lock product. User have no right do modify on it. None-EPORDO Authorized card & licence code could not support this system.

Operation

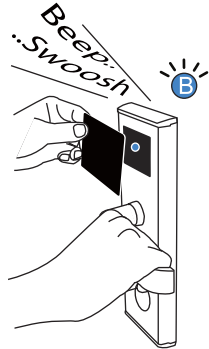
● Open



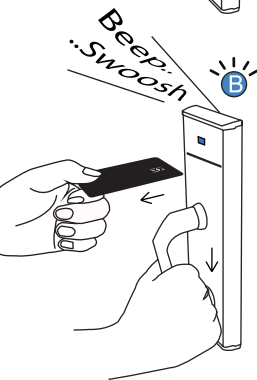
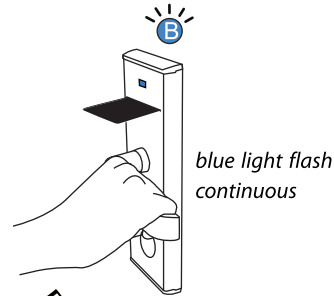
1. Place a MIFARE card near to the sensor window



1. Insert IC card with chip upturned.



2. Remove card and shake the handle.



2. Pull out of card, the blue light keep on. Shake the handle before the light die.



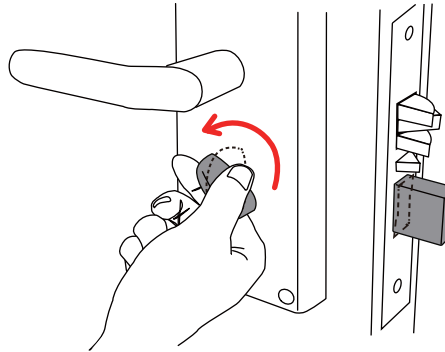
WARNING

You have only One time opportunity of turning the handle (open the door) every time while your card is approved valid. If no action of handle during the blue light on, the lock recovers to locking status after light gone.

● Lock from inside

You can lock the door from inside by thumb turn.

1. Close door



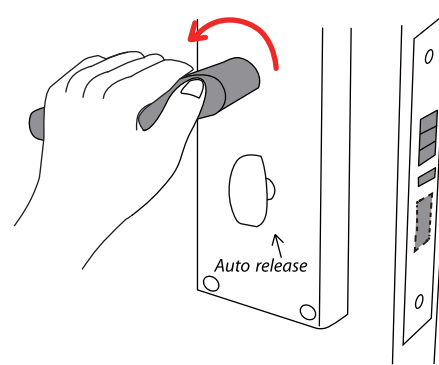
2. Turn the Thumb knob. Deadbolt come out. Complete locking.



WARNING

Do not use thumb knob while door opening, it may damage the deadbolt.

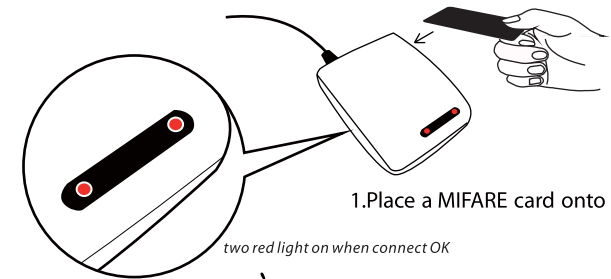
● Unlock from inside



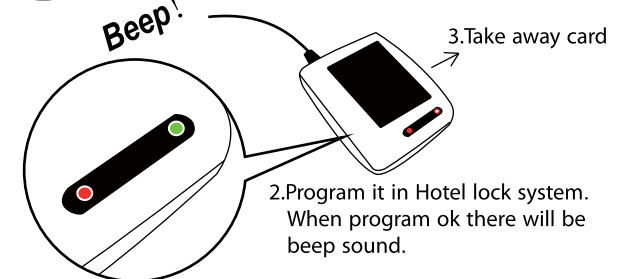
1. Turn the handle (the deadbolt retracting automatically).
2. Open door

● Read/Program keycard

It is the same action that read or program keycards.

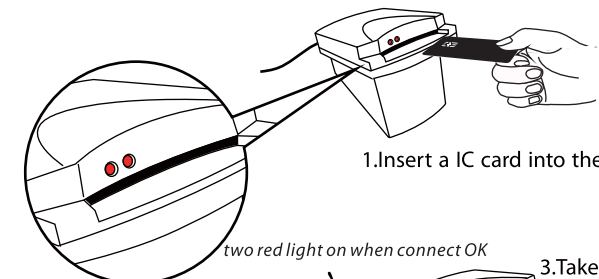


1. Place a MIFARE card onto the encoder.

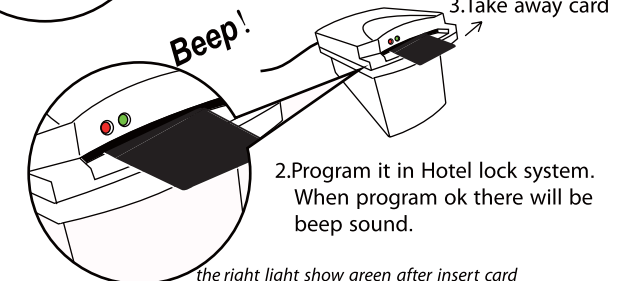


2. Program it in Hotel lock system. When program ok there will be beep sound.

the right light show green when programming



1. Insert a IC card into the encoder.



2. Program it in Hotel lock system. When program ok there will be beep sound.

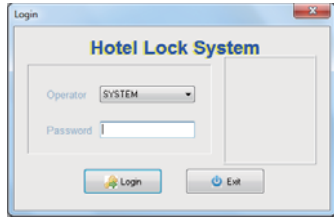
the right light show green after insert card



WARNING

Read/Program card must be done one by one card.

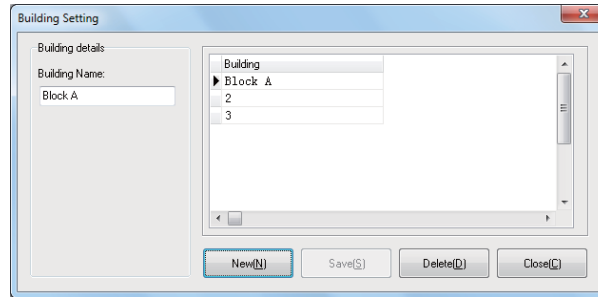
Operation



1.Login system with User- SYSTEM, Password- 0 (zero)

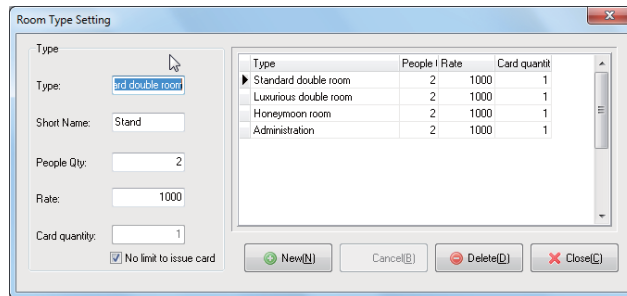
2.Make set of your hotels buildings

Rooms Setting > Building Setting



3.Make set of your hotels room types and rates

Rooms Setting > Room Type setting

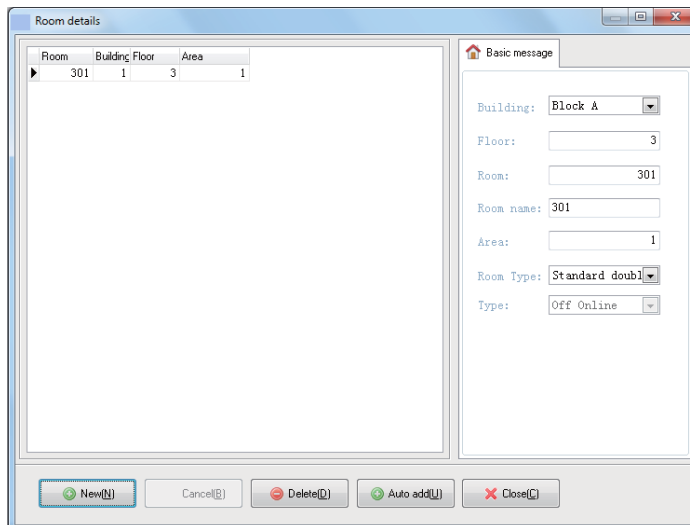


4.Create all rooms.

Rooms Setting > Room details

Each room includes

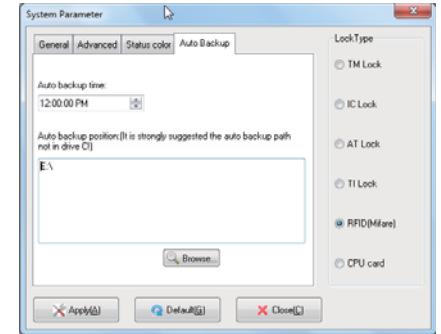
- Building**
the building of the room
- Floor**
the floor of the room
- Room No.**
the room number
- Room Name**
the room name if necessary
- Area ID**
the define area ID
- Room Type**
the room type select from step 3



5.Auto Backup

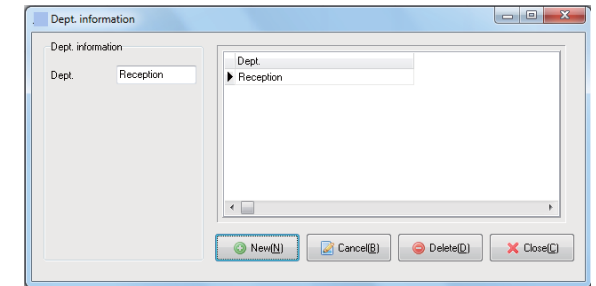
System Setting > System Parameter

WARNING
Auto backup database is very important for you to recover data.If you do not set it, soft will do auto backup action at drive E: default



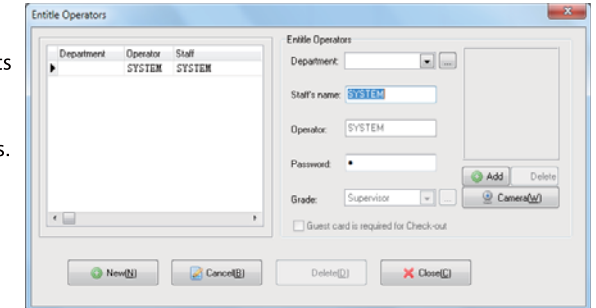
6.Create the departments all related in Hotel Lock System

Operator > Departments



7.Input the staffs info who has the rights to issue keycards.
You could define different Grade to limit the action of different level staffs.
Login password define here. p29

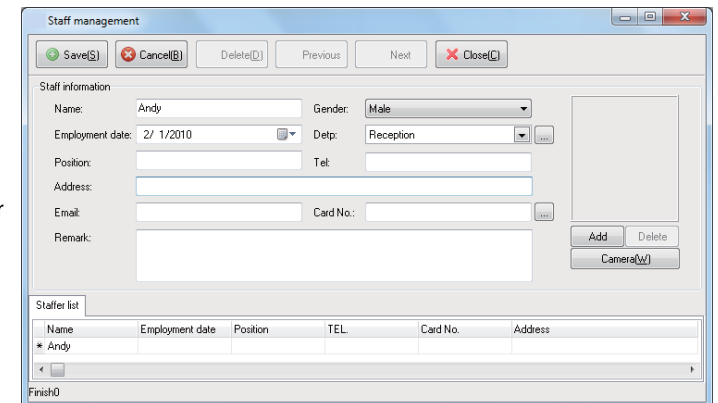
Operator> Entitle Operators



8.Input the staffs info who will hold the keycards for daily using.

Operator > Staffs

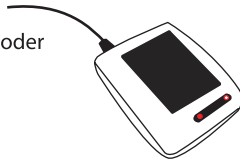
p28



Operation

● Check-In

STEP 1. Place a blank card on encoder



STEP 2. Ask guest and select a proper room for him/her. Double click the room icon.

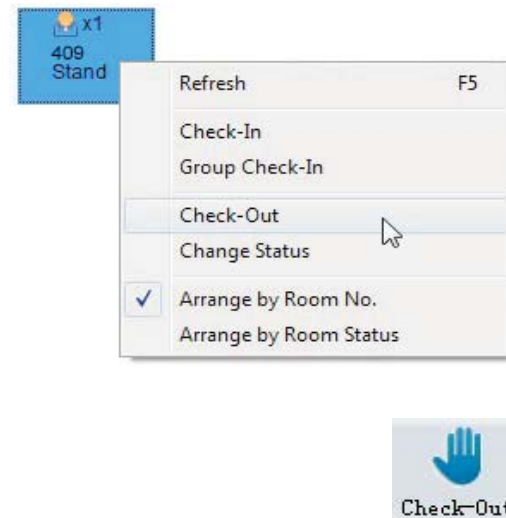
More room in 1: system allows 4 rooms access by 1 card MAX
Nights: the night quantity guest stay in
Check In Date: usually it is current date
Check-Out Date: the date guest departure
Name: guest name
Passport: guests passport ID
Camera: take picture of guest if camera equipped
Deadbolt override: override lock even while deadbolt is on from inside
Auto common doors: open the default public doors access
Override: make the early card invalid of this room
Passage on: lock will be in passage mode after read card

STEP 3. Click **Issue card** button and submit it to guest.

● Check-Out

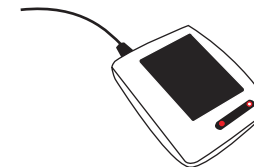
While guest depart hotel, staff(receptionsit) must do check-out for the guest in system.
 It is to make ready the room next Check-In.

STEP 1. Select room

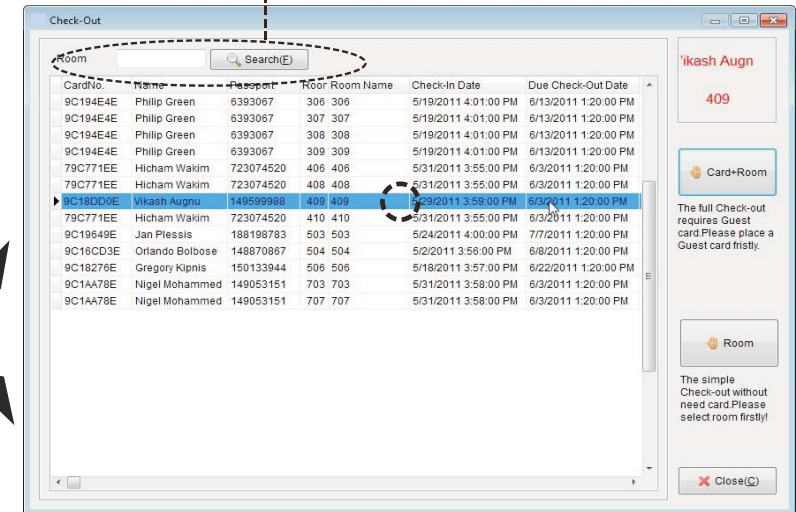


STEP 3-A. Select CARD+ ROOM

This button requires placing room's keycard. After click it system will check the card room ID and empty it.
 At the same time the room status change to **OK** status



STEP 2. Select the room from the room list.
 Search could let you find room quickly



STEP 3-B. Select ROOM

This button doesn't require keycard. It just change the selected room status to OK.
 It is same result as Quick Check-Out.

⚠️ Operation STEP3-B not really empty the keycard contents (409room), if keycard is done STEP3-B earlier than its due Check-Out time, this card could be stolen use in the left staying days.

Once room change back to **OK** status it could be use for next guest or change to other status likes **Dirty**

● Edit Status block color

EPORDO Hotel Lock System allows user define the status block color



Status block

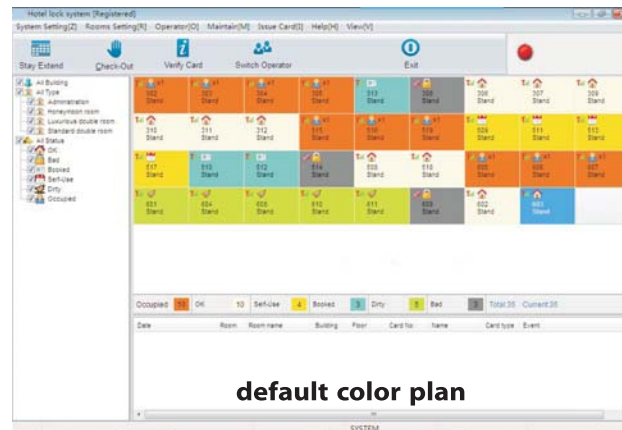
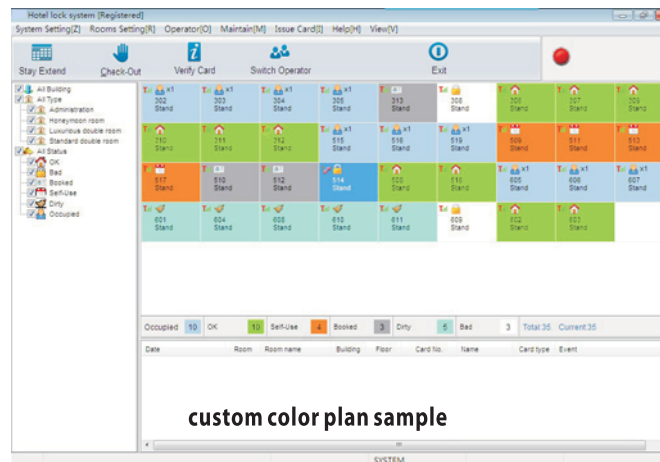
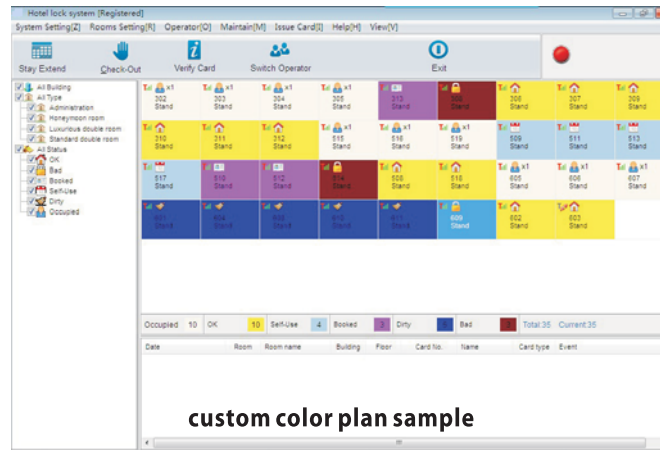
System setting > System parameter > Status color

Status block color

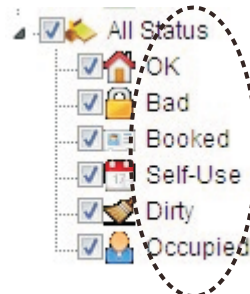
Occupied:	<input type="text" value="clInactiveCaptionText"/>	Display:	<input type="text" value="Occupied"/>
OK:	<input type="text" value="Custom..."/>	OK:	<input type="text" value="OK"/>
Self-Use:	<input type="text" value="clCream"/>	Self-Use:	<input type="text" value="Self-Use"/>
Booked:	<input type="text" value="clCream"/>	Booked:	<input type="text" value="Booked"/>
Dirty:	<input type="text" value="clCream"/>	Dirty:	<input type="text" value="Dirty"/>
Bad:	<input type="text" value="clCream"/>	Bad:	<input type="text" value="Bad"/>

Apply(A) Close(C)

Status block color could be defined as users preference. Also user could custom color if not find proper one.



● Edit Status description



Status description

Hotels/resorts have different description of the room status. System allows user to modify the Six types room status description as users preference

System setting > System parameter > Status color

Status block color

Status block color

Occupied:	<input type="text" value="Custom..."/>	Display:	<input type="text" value="Occupied"/>
OK:	<input type="text" value="Custom..."/>	OK:	<input type="text" value="OK"/>
Self-Use:	<input type="text" value="Custom..."/>	Self-Use:	<input type="text" value="Self-Use"/>
Booked:	<input type="text" value="Custom..."/>	Booked:	<input type="text" value="Booked"/>
Dirty:	<input type="text" value="Custom..."/>	Dirty:	<input type="text" value="Dirty"/>
Bad:	<input type="text" value="Custom..."/>	Bad:	<input type="text" value="Bad"/>

Edit description here and click Apply



Occupied

the room has been checked-in customers. It could not be used to new customers



OK

the room is in standby and ready to check-in



Self-Use

the room has been held for hotel staffs using



Booked

the room has been booked by some important guest or group



Dirty

the room need to be cleaned and can not be used



Bad

the room has to be stopped use because of some reason

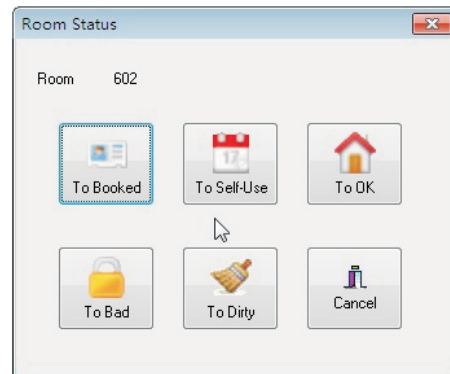
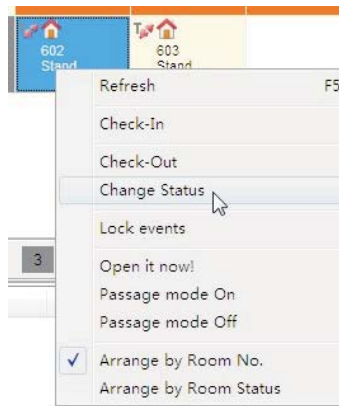
● Change room status

User could change a room's status into any one from the 5 types.



STEP 1. Select the room you need change status

STEP 2. Click right mouse button and select **Change Status**



STEP 3. Select the status you want room to be

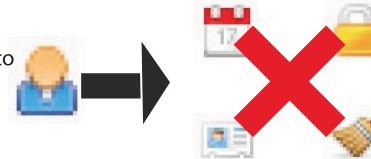
Change room status helps user learn whether a room could be used or not. It is a management way of the rooms and offers high work efficiency and less mistake working. To make less mistake happen and cause trouble to guests, there are some rules to be notice.



Check-in

While room is in **Bad** status, it is not allowed to do check-in.

It is not allowed to change to other status while a room already done check-in (**occupied**)



To change room status, the room must not in **Occupied**.

Firstly you must do check out and let the room be in OK, then you could do change status action.



● Auto backup database

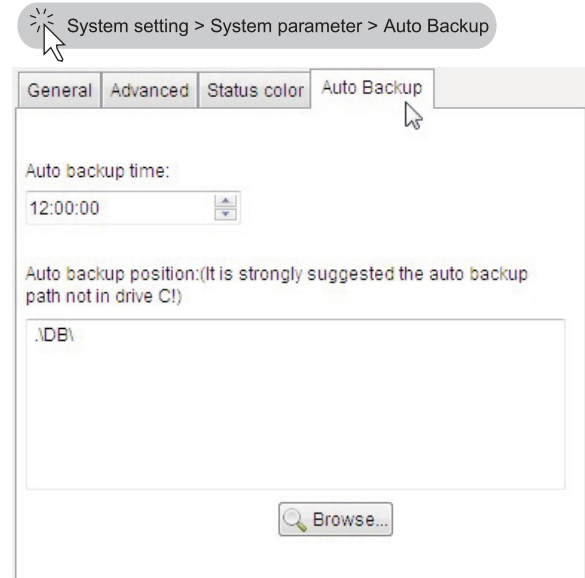
This is a very important function that helps user backup database easily everyday. While there is serious problem happens to the computer disk likes damaged, formatted or virus, user could get a database backup version to recover from the damage.



All of System data saved in databased named **lock.mdb**



If this file damaged or missing, the all information of rooms, check in ,staff info will gone. Auto backup function offers a solution that backup this file in another folder automatically.

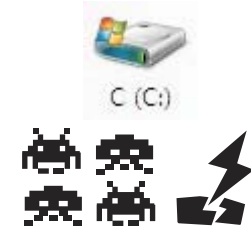


Auto backup time

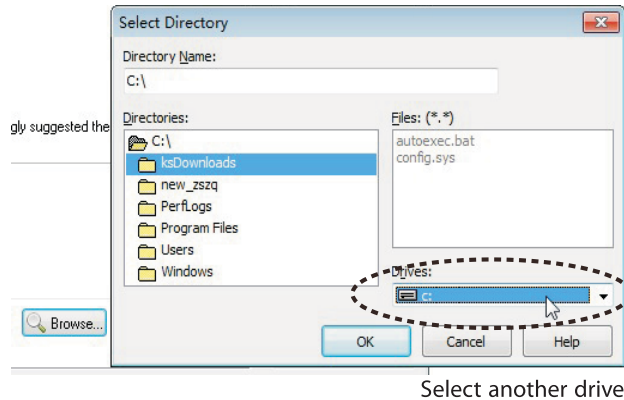
This is the time that everyday system make backup database automatically. Computer should be kept On at this time point or after it otherwise the backup could not be carry out.

Auto backup position

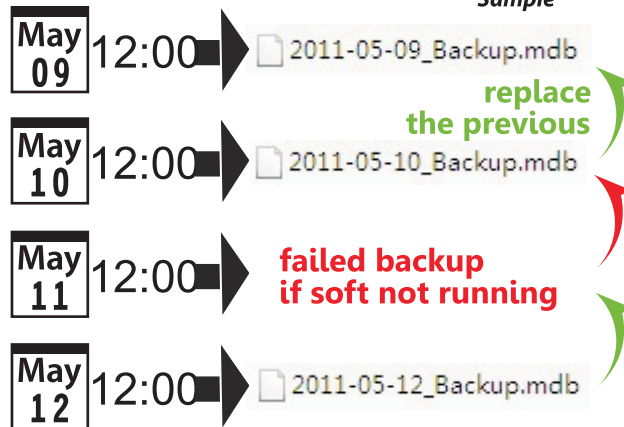
This is the folder position that the backup database locates in.



Normally the drive C saves the OS database and it works frequently. The drive C may get broken section or get virus because of long term running or protect not well. It needs to be format to recover. It is suggested strongly that you select the folder not in the drive C.



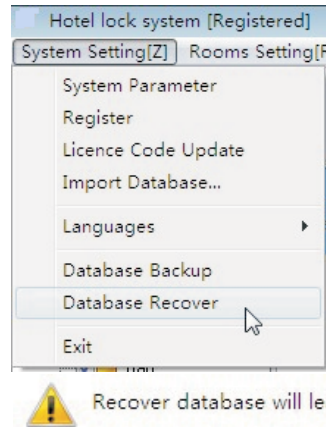
How it works?



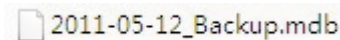
There is always a latest database to let user recover while the database damage happen suddenly. It helps user reduce the lost while emergency happen and software function could not use normally because of data lost.

Database recover

Database recover is the only way that use backup version database to rescue the Hotel Lock System. Normally after you install the new, you need do recover to let it be the previous before damage happens.



STEP 3. Select database



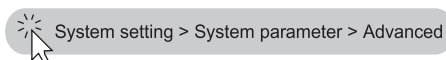
Please use this function carefully because the recover is always from the PAST (previous). Your current system parameter will be covered by the PAST so please be sure the recover action is correct and necessary.



Database recover function is not a lossless solution. Still you may lost little data but much more better than start from nothing exist.

System setting Advanced

It includes several advanced functions switch.

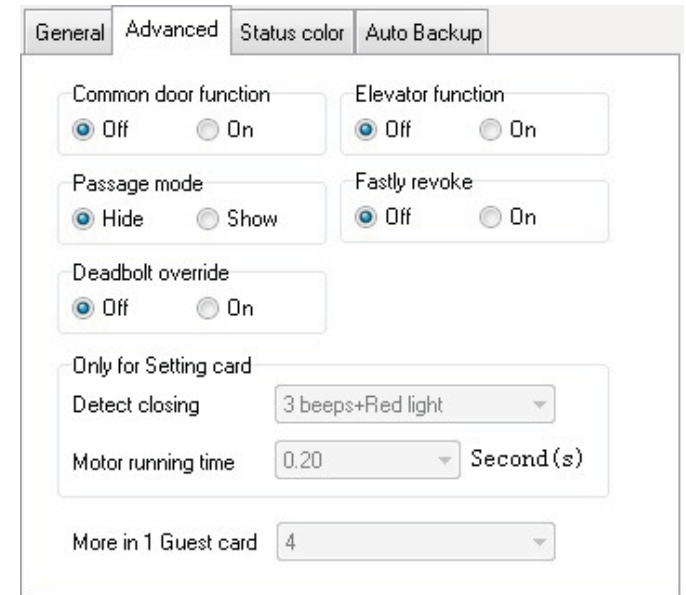


Sample

May 13 morning time, the computer got problem and you must need another computer to make check in. You could install soft again then recover the database from the latest one based on May 12

STEP 1. Select **Database Recover**

STEP 2. Click **Yes** for warning



Common door function

The switch display Common door option On/Off in the window of **Check-In**

Passage mode

The switch display Passage mode On/Off in the window of **Check-In**

Deadbolt override

The switch auto select Deadbolt override function On.

Elevator function

The switch display elevator function On/Off in the window of **Check-In**

Fast revoke

The switch that fast revoke card On/Off

Only for Setting card

The setting paramter just for Setting card. While the Setting card be read on the lock for intialization, these options works. **pb**

Detect closing: the mortise detect door close and gives alarm sound while close not properly.

Motor running time: the time that motor running after read correct card

More in 1 Guest card: More rooms in 1 Guest card normally, it allows modify to 8 rooms in 1 Guest card max.

ON

Select Room(s)

☐ More than 1 ☒ Lift...

Could enter the elevator(lift) floor selection window

Elevator function OFF

Check-In

Select Room(s)

☐ More than 1 ☒ F2 shows room list

Room Name: 304

Room: 304

Booking Details

Nights: 3

Check-In Date: Tuesday, May 10:29:11 AM

Due Check-Out Date: Friday, May 1:00:00 PM

Name:

Passport:

☐ Deadbolt override ☒ Auto common doors

☐ Override

Deadbolt override OFF

Common door Function ON

Could select common doors by manually

ON

☒ Deadbolt override

Could cancel by manually while make check-in

OFF NOTHING HERE

Passage mode Hide

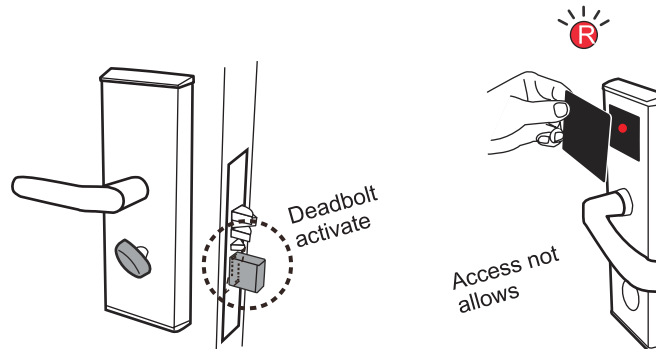
☐ Passage On

Show

p25

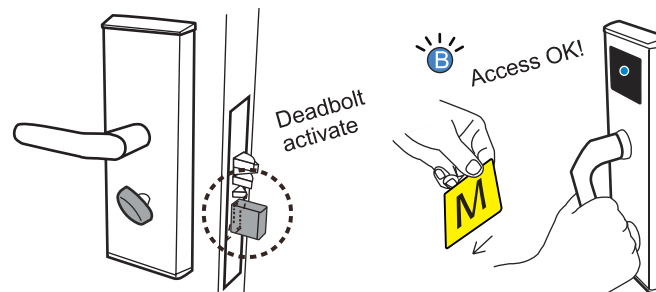
allow to select by manually as user's request while make check-in

Deadbolt Override



Deadbolt is a privacy protect function that do not allow any body access room. It is same result of **Do Not Disturb** function.

Master card has the function that override the deadbolt.



Deadbolt Override is a function of guest card access the room which already activate deadbolt.

☒ Deadbolt override

Deadbolt override function gives normal **Guest card** the ability to access the room in deadbolt activation which likes **Master card**.



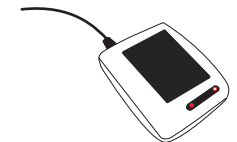
Deadbolt override on guest card function should be use carefully according to your local law. Because of unauthorized access, this function may lead to resentment to guests. Please select the proper using way of it.

Override

Override is a option while programming card. Its result is **make the new replace the previous**.



To make the previous not work any longer, you must do as follows
STEP 1. Put new keycard on encoder and select card type you need.



STEP 2. Fill in the necessary information likes holder's name, expiry date etc.

STEP 3. Select **Override** option and click **Issue card**



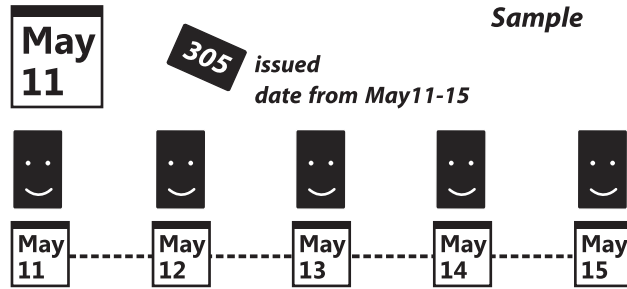
STEP 4. Submit this card to the proper holder who needs it.

STEP 5. When the card holder make using this card once time, the override complete and start working on the door.

How it works?

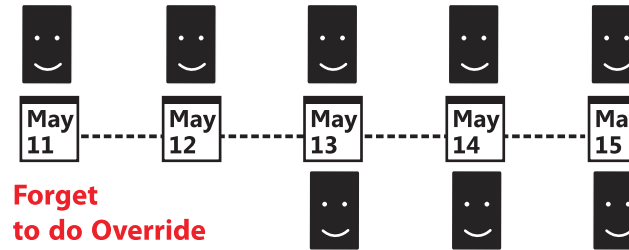
The override function is based on the date. Normally the previous card dated earlier than the new.

Skills



Warning A

It is dangerous that forget to do override the previous lost keycard while do check-in for the new guest.

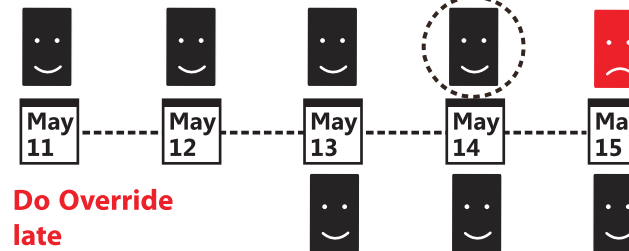


Forget to do Override

It probably allows 2 keycard accessing the same room by different guest.

Warning B

If the new keycard is made use on May 15 the first time (STEP 5) it makes the previous terminated using on May 15.



Do Override late

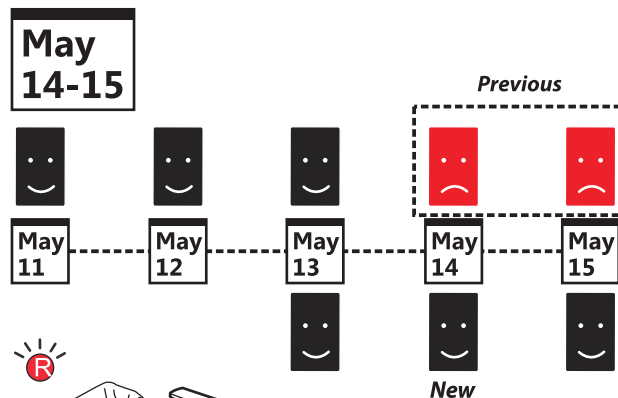
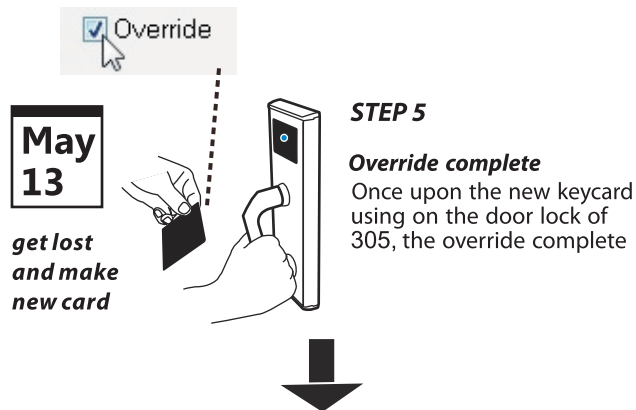
It probably makes the result that the previous card still use available on May 14. The room could be stolen using because of that.



The above sample suits only for the keycard of single door's override.

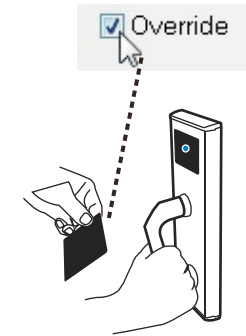
For more than one door, override the override STEP 5 required on all doors.

Please see the form as follows

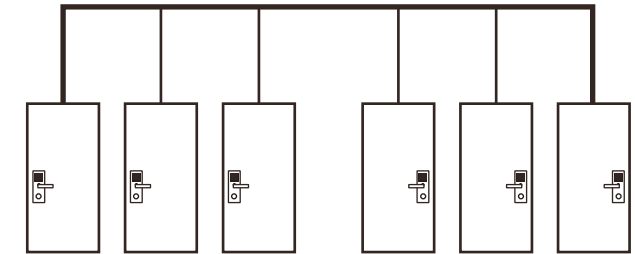


Override working

the room 305 will not accept any card dated earlier than May 13



STEP 5



Override card type	STEP 5 target
Guest card	Single door of the previous keycard
Guest card	All doors of the previous keycard (more than 1 room in keycard)
Floor card	All doors of the previous keycard
Area card	All doors of the previous keycard
Building card	All doors of the previous keycard
Master card	All doors
Passage card	All doors

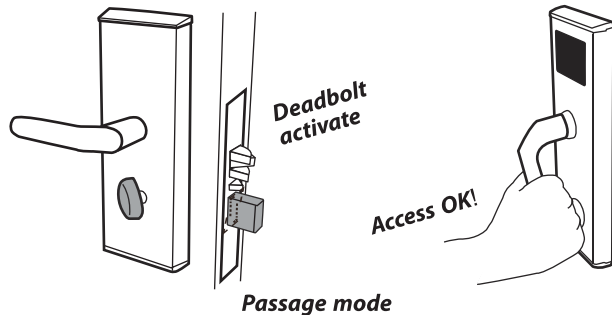
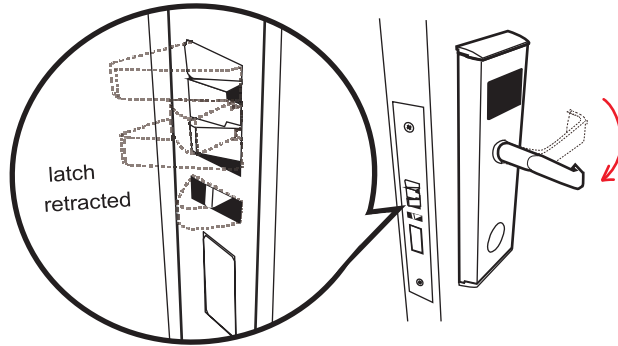
● Passage On

The function that makes door in Passage mode On.

Door in Passage mode does not require any keycard to access. Just turn the handle to unlock.

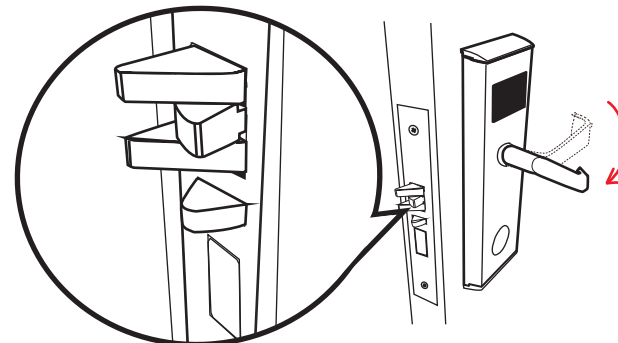
It allows the door of meeting room to access by anybody. Or make use of escape in emergency.

No keycard required



Passage mode

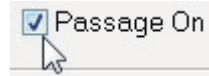
Normal mode



To make the guest card with **Passage on** function included, you must do as follows

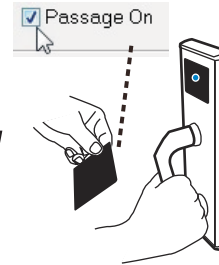
STEP 1. Complete filling all information for guest check in

STEP 2. Select Passage On and complete issue card



STEP 3. Once this keycard access on the proper door(lock), the door will change into Passage mode

Passage mode On to the door(lock) after access by this guest card



For the guest card normally this option should not be selected because guest does not know whether it works or how to use it. It will make room always access available without requires any keycard which makes room in not safe

*Close passage mode

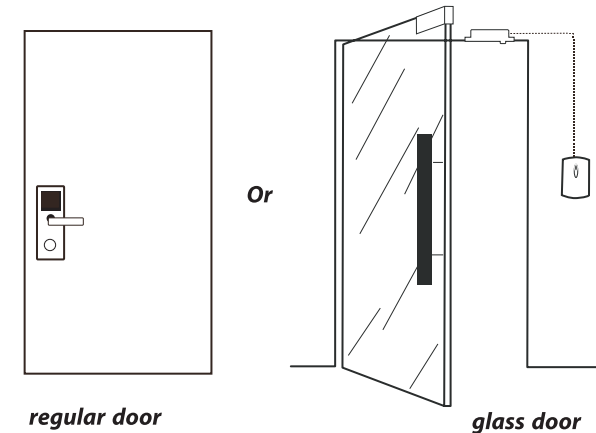
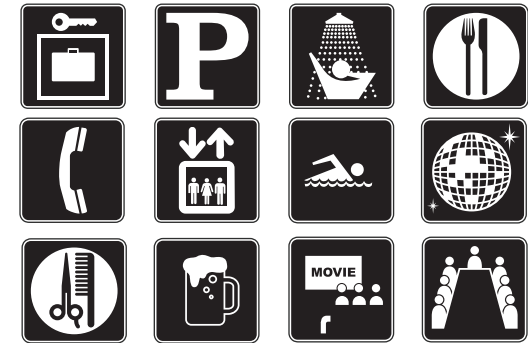
Any keycard reading on lock for proper access, the lock will go back to normal mode

Passage mode
↓
Any keycard access
↓
Normal mode

Passage mode
↑
Guest card with Passage On or Passage card access
↑
Normal mode

● Common doors

Common doors are the doors that locate in public place entrance. After you installed EPORDO hotel lock product on the door of the public place entrance, it becomes the 'common door'.



regular door

glass door

After you installed EPORDO hotel lock product on the door of the public place entrance, it becomes common door.

Skills



Before common doors works normally, you must do initialize them.

STEP 1. Edit Common doors

Rooms setting > Common doors setting

No.	Common door	Description	Enabled
1	Common door 1	dining-room	False
2	Common door 2	Swimming pool	False
3	Common door 3	Club	False
4	Common door 4	Meeting room	False
5	Common door 5		False
6	Common door 6		False
7	Common door 7		False
8	Common door 8		False
9	Common door 9		False
10	Common door 10		False
11	Common door 11		False
12	Common door 12		False
13	Common door 13		False
14	Common door 14		False
15	Common door 15		False
16	Common door 16		False
17	Common door 17		False
18	Common door 18		False
19	Common door 19		False
20	Common door 20		False
21	Common door 21		False
22	Common door 22		False
23	Common door 23		False

You must edit the common door description as your hotel's condition so that each application could be identified easily by operator .

STEP 2. Make **Setting cards** for different common doors.



1pc Setting card in ID01
Dining-room 4 doors



1pc Setting card in ID02
Swimming Pool 2 doors



1pc Setting card in ID03
Club 2 doors

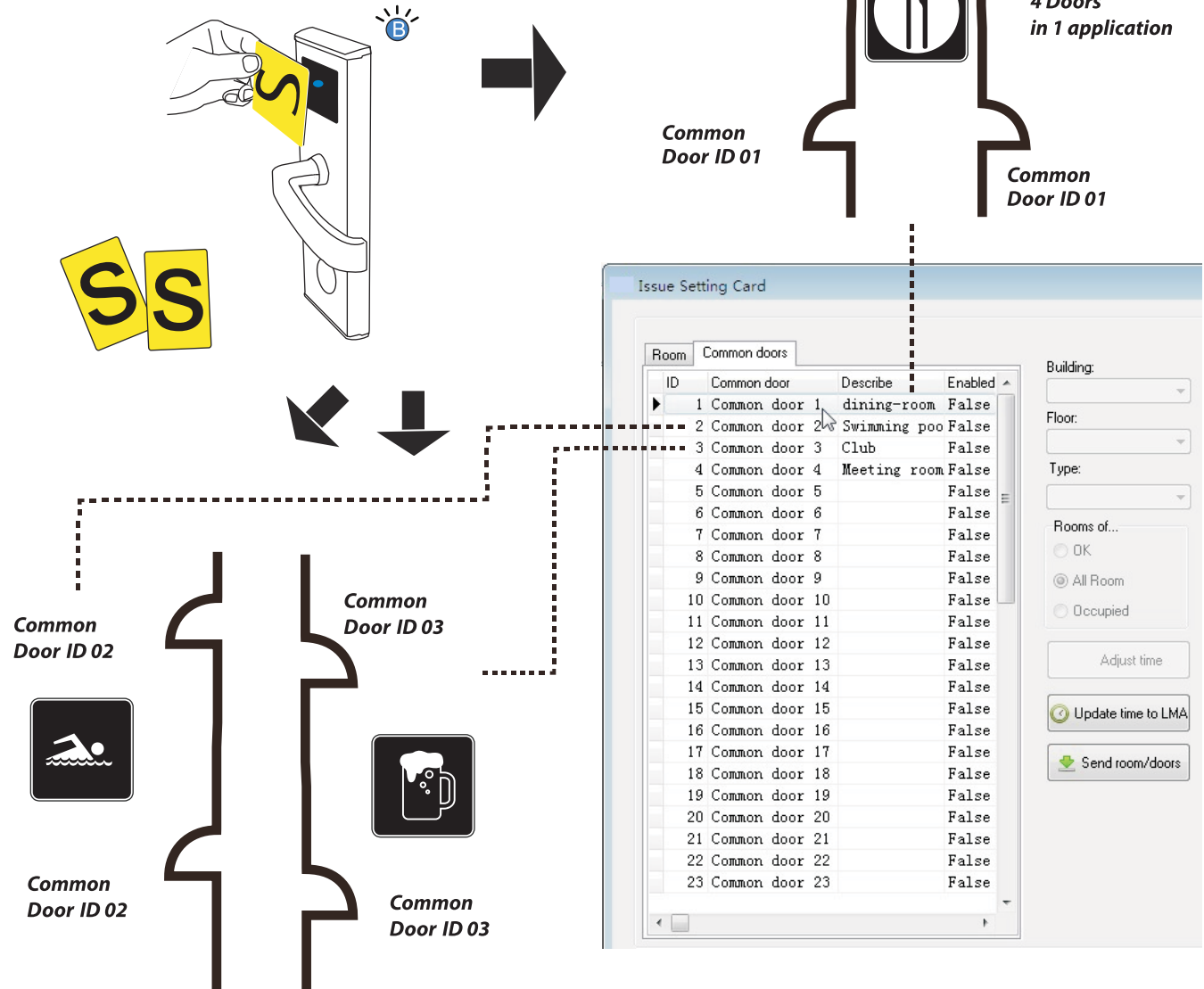


Sample

STEP 4. Read **Setting cards**

Each kind application must use 1 common door ID
(Setting card in a same ID) no matter how many doors there are.

System offers max 32 applications.



STEP 3. Read **Authorized card** and **Time card** p9

After you done the STEP 1-4 the common door initialization finished.You need open the proper common doors for guests.

● Open Common doors

System allows user select several common doors as default open.

The default open common doors will always be open for all guests if not changed by manually. It saves working time for receptionist. Open common doors should be done while do Check-In

default open (auto common doors)



manually open (private common doors)

A- default open

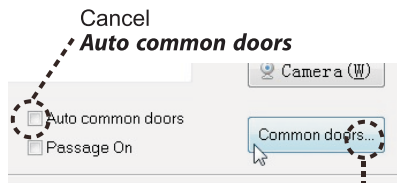


these applications always open for normal guests

Rooms setting > Default common doors

Select it be green color, click Apply

B- manually open



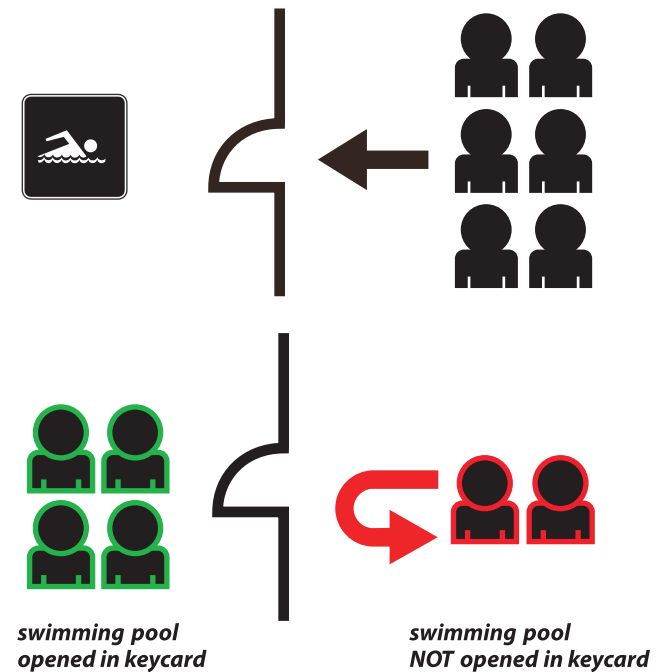
Select manually from the common door list

these applications be manually open according to guest request or payment

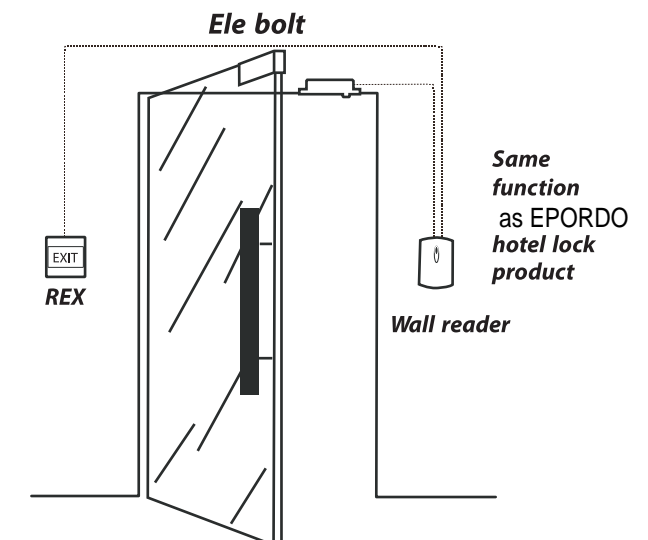


After A/B step, finish issue guest card and submit keycard to guest.

Then the common doors working as follows



To make use of common door functions, you must install EPORDO hotel lock product or wall reader product which equipped common door function.



● Staff/Operator

Staff and **Operator** are both the hotel's employee. They have different job responsibilities.

All employee's action will be tracked in system.
Such as operator's action, and staff's card using records.



Staff is the person who hold function cards.
Any function card must be assigned a staff otherwise it could not be programmed.

Passage card

Begin Date: Monday, May 2:16:28 PM

Expiry Date: Wednesday, May 12:00:00 AM

Name: Jack [v] [u] Override

Staff select

Operator is the ID that any person who want to do anything in system.
System support multi-operators, so each person (receptionsit) should have a unique operator ID.

Login

Hotel Lock System

Operator [v] Password [] Operator select

Jack SYSTEM Tom

Login Exit

● Add Staff



You must add all staffs who need keycards to access rooms.
If some body was forgot or new coming, it should be added additionally.

switch to next/previous quickly

Staff management

Save(S) Cancel(B) Delete(D) Previous Next Close(C)

Staff information

Name: Lily Gender: Female

Employment date: 5/24/2011 Detp: Clean

Position: Clean for floors Tel:

Address:

Email:

Card No.:

Remark:

Staff info

Add Delete Camera(W)

Staffer list

Name	Employment date	Position	TEL.	Card No.	Address
Jack	3/20/2011 3:44:15 PM				
Lily	5/24/2011 2:06:48 PM				
Amanda	5/24/2011 2:07:35 PM				

Staff list

Finish3

Name: The staff's name
Gender: Male/Female
Employment date: The date this staff registered in hotel
Dept: The department he belongs to
Position: Staff's position in hotel management
Email: Staff's email
Card No: If this staff have a card just for him, fill in card No. here
Remark: Other informations



It is not must fill all information. Please fill in correctly as your condition.

● Add Operators

Operators have the all rights to issue any function cards or check-in for any guests. To let system run safely you must do manage of the operator's power.

System offers user-defined the power by **Operator Grade**.

You must enter **Entitle Operators** menu by Operator ID **SYSTEM**



Department

Each operator should have a department. Please select or add department firstly.

Staffs name

The login ID staff's real name. Normally it is the receptionist's real name

Add/Delete/Camera

Edit Staffs photograph

Operator

The login ID show here

Password

Fill in password you give for the current operator. The password is hidden type. Please record it in paper.

Department: Select the Department properly

Staff's name: The staff's real name

Operator: The login operator ID, normally it should be the staff's first name

Password: The password of this ID login

Grade: Select the Operator Grade properly

Add: Add a JPG picture as operator's photo

Delete: Delete current photo

Camera: Get a capture from the digital camera

Passage On: Make this card available access the proper room and make it become to Passage mode.

Guest card is required to Check-out: This option require the operator asking Guest card while they do Check-out.

Grade Edit

Operation Permissions

Operation is the action that operator do in system includes issue function cards, edit rooms etc.

Only operator at **Supervisor Grade** could specify the operations of User-define grade

Operation Permissions works on the user-define grade operators

Room Permissions

Operator at **Supervisor Grade** could specify the rooms which operator at **User-define Grade** could do operation on. Edit the rooms here.

Skills

System Setting[Z]

- System Parameter
- Register
- Licence Code Update
- Import Database...
- Languages
- Database Backup
- Database Recover
- Exit

Operator[O]

- Departments
- Staffs
- Entitle Operators
- Grade Edit(P)
- Switch Operator
- Modify Password

Oops!

You are not allowed to do this operation at your operator grade.

OK

Check-In action will not success on the not allowed rooms

It is strongly suggested that close permissions to the important menus and rooms.
Such as Entitle Operators/Setting card/Data Recover, System Settings etc.

Operation Permissions

Save Cancel ☐ All

<input type="checkbox"/> System Settings	<input type="checkbox"/> Entitle Operators	<input checked="" type="checkbox"/> Stay Extend	<input checked="" type="checkbox"/> Refresh Card
<input type="checkbox"/> Register	<input type="checkbox"/> Grade Edit	<input checked="" type="checkbox"/> Check Out	<input checked="" type="checkbox"/> Statistics Center
<input checked="" type="checkbox"/> Licence Code Update	<input checked="" type="checkbox"/> Departments	<input checked="" type="checkbox"/> Verify/Revoke	<input checked="" type="checkbox"/> Fail-safe card
<input type="checkbox"/> Import Database	<input checked="" type="checkbox"/> Staffs	<input checked="" type="checkbox"/> Master Card	<input checked="" type="checkbox"/> Packet Setting
<input checked="" type="checkbox"/> Data Backup	<input type="checkbox"/> Time Card	<input checked="" type="checkbox"/> Aera Card	<input checked="" type="checkbox"/> Packet Card
<input type="checkbox"/> Data Recover	<input type="checkbox"/> Setting Card	<input checked="" type="checkbox"/> Building Card	<input checked="" type="checkbox"/> Data Export
<input checked="" type="checkbox"/> Room Type Setting	<input checked="" type="checkbox"/> Check-out Card	<input checked="" type="checkbox"/> Floor Card	
<input checked="" type="checkbox"/> Building Setting	<input checked="" type="checkbox"/> Data Startup Card	<input checked="" type="checkbox"/> Passage Card	
<input type="checkbox"/> Room Details	<input checked="" type="checkbox"/> Loss-report Card	<input checked="" type="checkbox"/> Emergency Card	
<input type="checkbox"/> Common Doors Setting	<input checked="" type="checkbox"/> Collects Events	<input checked="" type="checkbox"/> Failed Issued	
<input type="checkbox"/> Default Common Door	<input checked="" type="checkbox"/> Lock Events	<input checked="" type="checkbox"/> Guest Search	
<input checked="" type="checkbox"/> Groups Setting	<input checked="" type="checkbox"/> Guest Card	<input checked="" type="checkbox"/> Room Search	
<input checked="" type="checkbox"/> Reset lock	<input checked="" type="checkbox"/> Group Check-in	<input checked="" type="checkbox"/> Card Search	

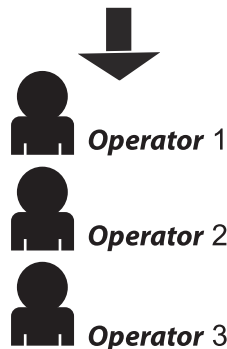
Room Permissions

Save Cancel ☒ All

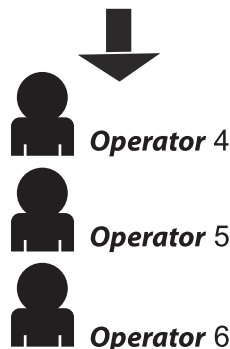
<input checked="" type="checkbox"/> 304	<input checked="" type="checkbox"/> 406	<input checked="" type="checkbox"/> 508	
<input checked="" type="checkbox"/> 305	<input checked="" type="checkbox"/> 407	<input checked="" type="checkbox"/> 509	<input checked="" type="checkbox"/> 710
<input checked="" type="checkbox"/> 306	<input checked="" type="checkbox"/> 408	<input checked="" type="checkbox"/> 510	
<input checked="" type="checkbox"/> 307	<input type="checkbox"/> 409	<input checked="" type="checkbox"/> 701	
<input type="checkbox"/> 308	<input checked="" type="checkbox"/> 410	<input type="checkbox"/> 702	
<input type="checkbox"/> 309	<input checked="" type="checkbox"/> 501	<input type="checkbox"/> 703	
<input type="checkbox"/> 310	<input checked="" type="checkbox"/> 502	<input checked="" type="checkbox"/> 704	
<input checked="" type="checkbox"/> 401	<input checked="" type="checkbox"/> 503	<input checked="" type="checkbox"/> 705	
<input checked="" type="checkbox"/> 402	<input checked="" type="checkbox"/> 504	<input checked="" type="checkbox"/> 706	
<input checked="" type="checkbox"/> 403	<input checked="" type="checkbox"/> 505	<input checked="" type="checkbox"/> 707	
<input checked="" type="checkbox"/> 404	<input checked="" type="checkbox"/> 506	<input checked="" type="checkbox"/> 708	
<input checked="" type="checkbox"/> 405	<input type="checkbox"/> 507	<input checked="" type="checkbox"/> 709	

User-define Operator Grade A SAMPLE

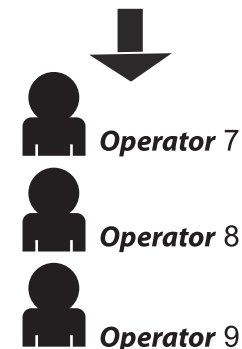
User-define
Operator Grade A



User-define
Operator Grade B



User-define
Operator Grade C



The not permissible menus shows in gray color and could not work by clicking mouse.

System allow you to define operator by free choose of any menu or any room as your needs.

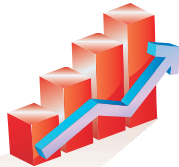
As the **Supervisor Grade** operator you could make many group operators and easily manage all the operations.

Operator SYSTEM can not be deleted.

● Statistics Center

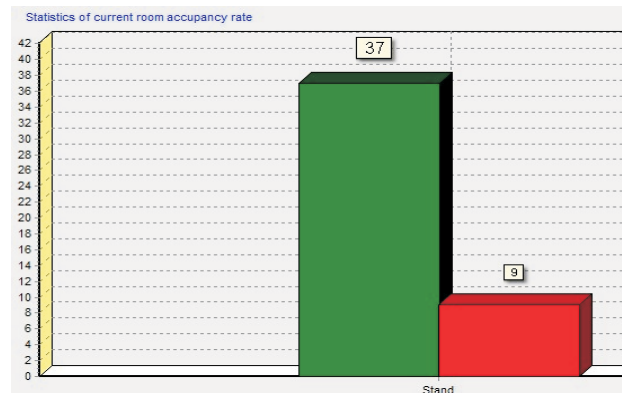
System offers a simple statistics center to operator learn.

Maintain> Statistics Center



Current occupancy rate of rooms

The rate of rooms in high efficiency quantity against the total rooms



Inquiry of room occupancy rates

The history rates of rooms in high efficiency quantity against the total

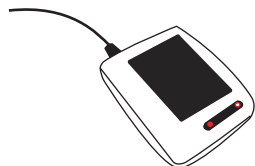
VIP guest

The rates of VIP guest.

● Refresh card

This is the fast way update a function card's valid date and other options. By refreshing operator could view the previous info very clearly

STEP 1. Put function card on encoder.



STEP 2. Enter Refresh card window

Issue Card> Refresh card



Sample

when the **Area card** be refreshed you could modify following info

The card NO., Staff's name(card holder) and card type could not modify.

STEP 3. Update card info and click **Issue card**

STEP 4. Give it to the staff



Different function card have different options display while refreshing. Guest card can not be refreshed here. It must be done **Stay Extend** to update.

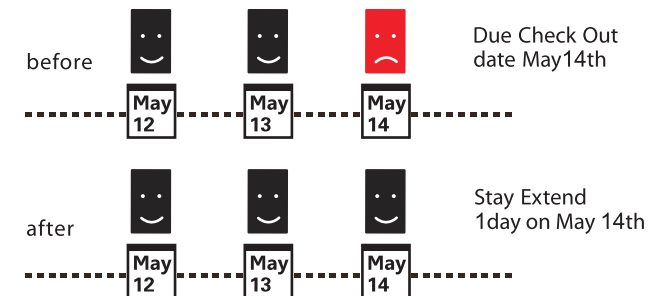
● Stay Extend

Stay Extend is a fast way update the Due Check-Out date of Check-In of Guest card.

Issue Card> Stay Extend



Its operation steps are in the same of **Refresh card's**.



Multi-terminal Connect

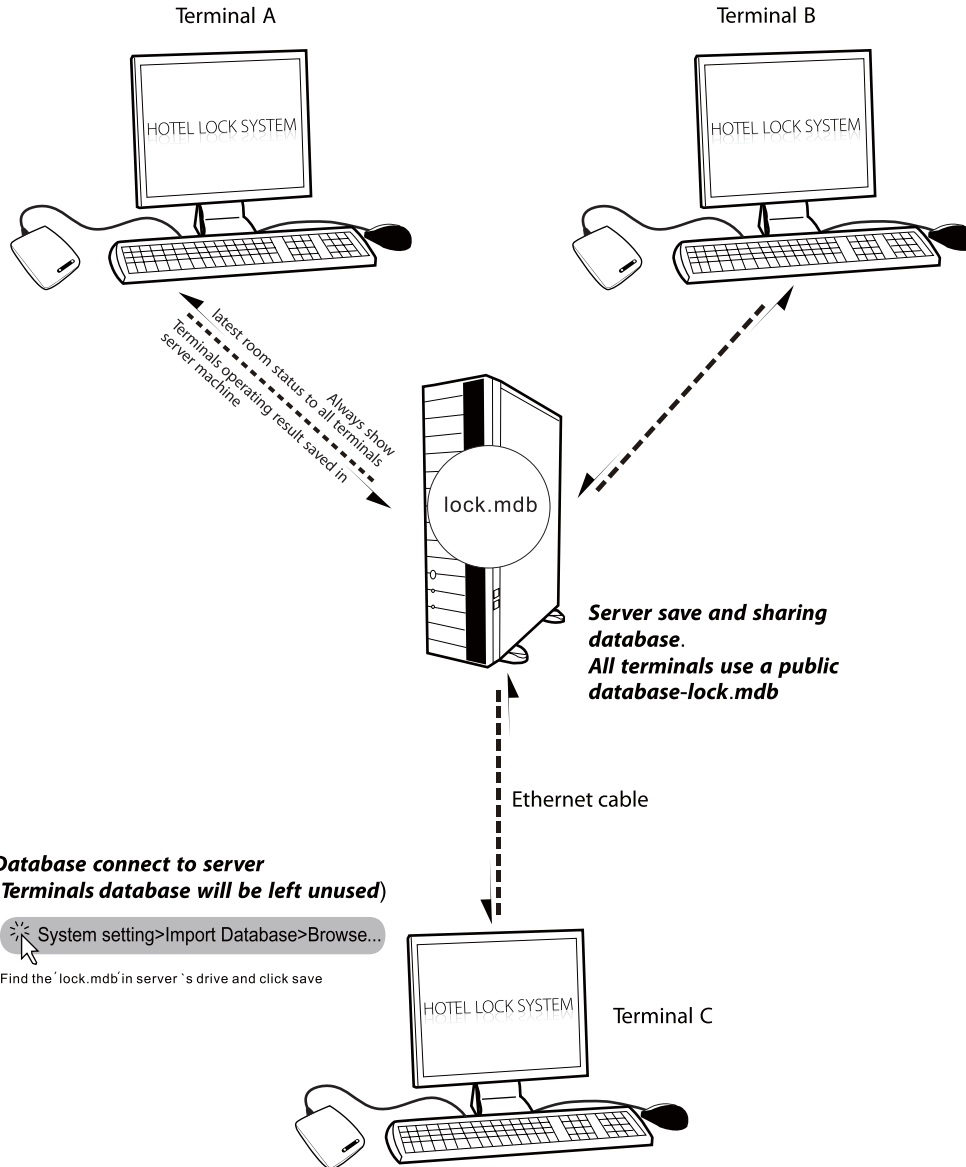


Server usually could offer a good performance in communication and has strong anti-virus ability. EPORDO suggest you connect terminals (if your hotel requires multi-terminals) in this mode.

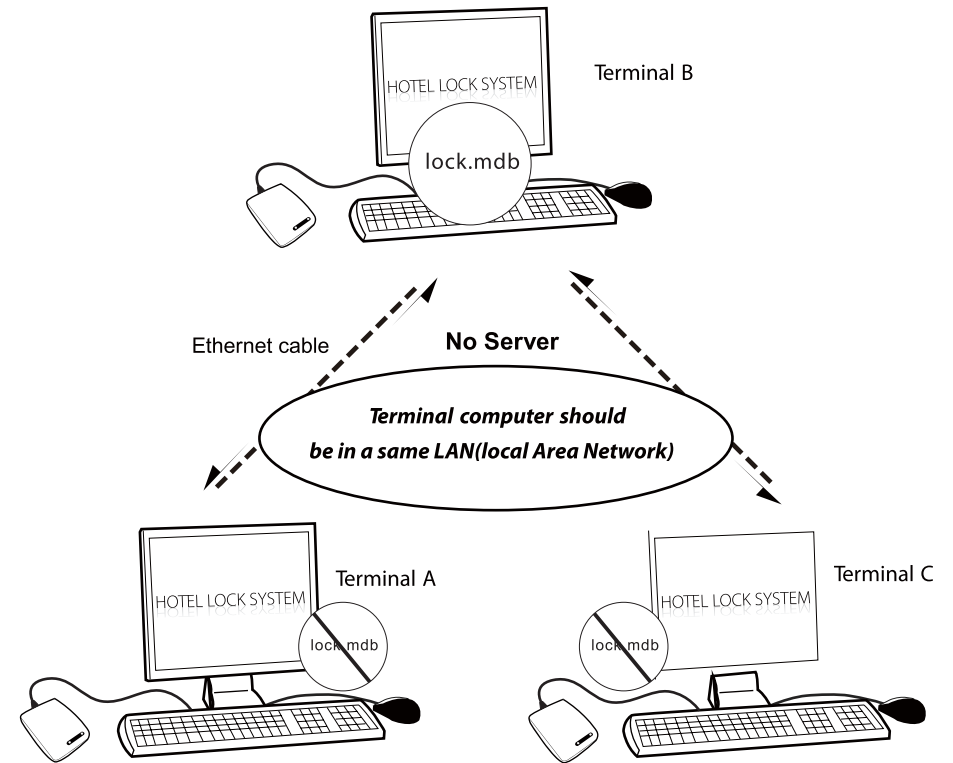
Server is not required install Hotel Lock System. Just move file lock.mdb to a safe drive of the server is OK. Terminals are required install Hotel Lock System by a same hotel code and should run at a same & correct time/date.

For databases safe we suggest you change Hotel Lock Systems position to another drive but not the drive C (default).

Initialize software in any terminal once is OK.



Select one terminal save and sharing database.
Other terminals use this public database (lock.mdb)



Database connect to Terminal B (A&C's database will be left unused)

System setting>Import Database>Browse...

Find the 'lock.mdb' in terminal B's drive and click save



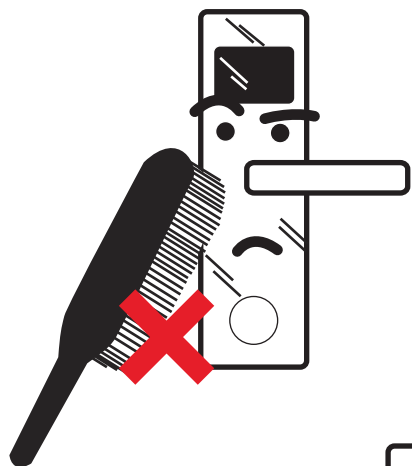
In the case that there is no server, we suggest you select a stable and good anti-virus computer to save database file (lock.mdb). All terminals are required install Hotel Lock System.

To guarantee other terminals could save the operating result in database, you should keep the LAN in a smooth communication. The folder saves database must not be set 'Read-only' in properties.

For databases safe we suggest you change Hotel Lock Systems position to another drive but not the drive C (default). Initialize software in any terminal once is OK.

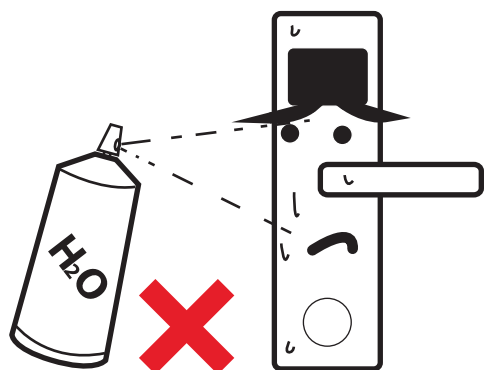
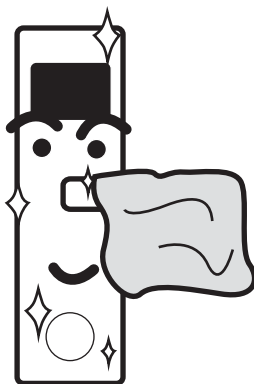
Maintenance

● Clean

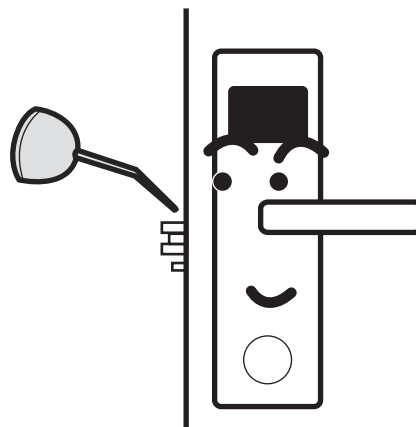


Can not clean by hard brush, sand paper or any sharp item

Clean by dry and soft cloth.
Little machine oil added on cloth is allowed.



Can not clean by water, acidity liquid and alcohol



Every 6 months add little machine oil to latch

● Card



Card need be clean but no long term dunk in water

Long term dunk in water will cause inner data lost



No overexert bend

Once card was broken, it cant recover again.



No high temperature

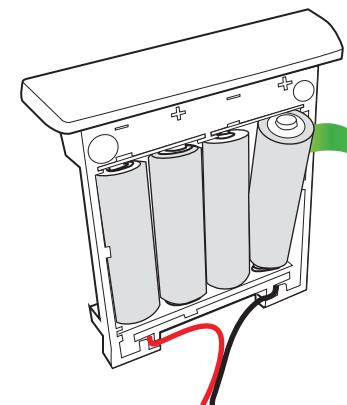
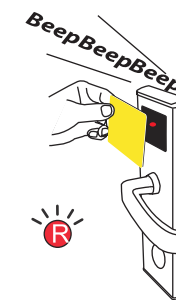
Keycard is made of plastic which will melt down in high temperature.



Keep the keycard clean and use it in correct way.
Card could be cycle used for long life only while it be used correctly.

● Replace battery

While the battery near run out the lock gives alarm for 3 times beep and red light, it is time to replace new battery.

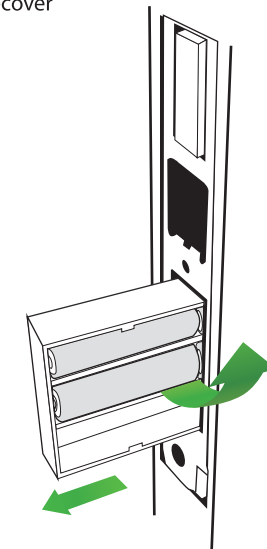


Battery-pack TYPE-A

- 1.Release screws from back panel
- 2.Take out battery-pack (keep power connector linked) and replace new.
- 3.Recover

Battery-pack TYPE-B

- 1.Uninstall the flank plate
- 2.Take out battery-pack and replace new.
- 3.Recover



Notice: Equipped which type battery pack depends on the locks original design



Locks clock will be frozen during the moment the battery leave the battery pack.

If battery run out completely before replace new, we suggest you set Time again (STEP 4,pg) after replace new done.

If battery Not run out completely, you do not need set Time again, however you could not leave the battery-pack empty for long time which will make the locks clock running at the late time than the real.

IMPORTANT SAFETY INSTRUCTIONS

1. Read these instructions.
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not place product referred in this manual long-term in the extreme environment
6. Install in accordance with the manufacturers instructions.
7. Use accessories only specified by the manufacturer.
8. Refer all servicing to the qualified service personnel. Servicing is required when the product has been damaged in any way.

INTRODUCTION

Congratulations on your selection of **EPORDO** Lock management assistant (model MA138) product. It offers a easy and high efficiency daily maintenance of locks for housekeeping.

Including

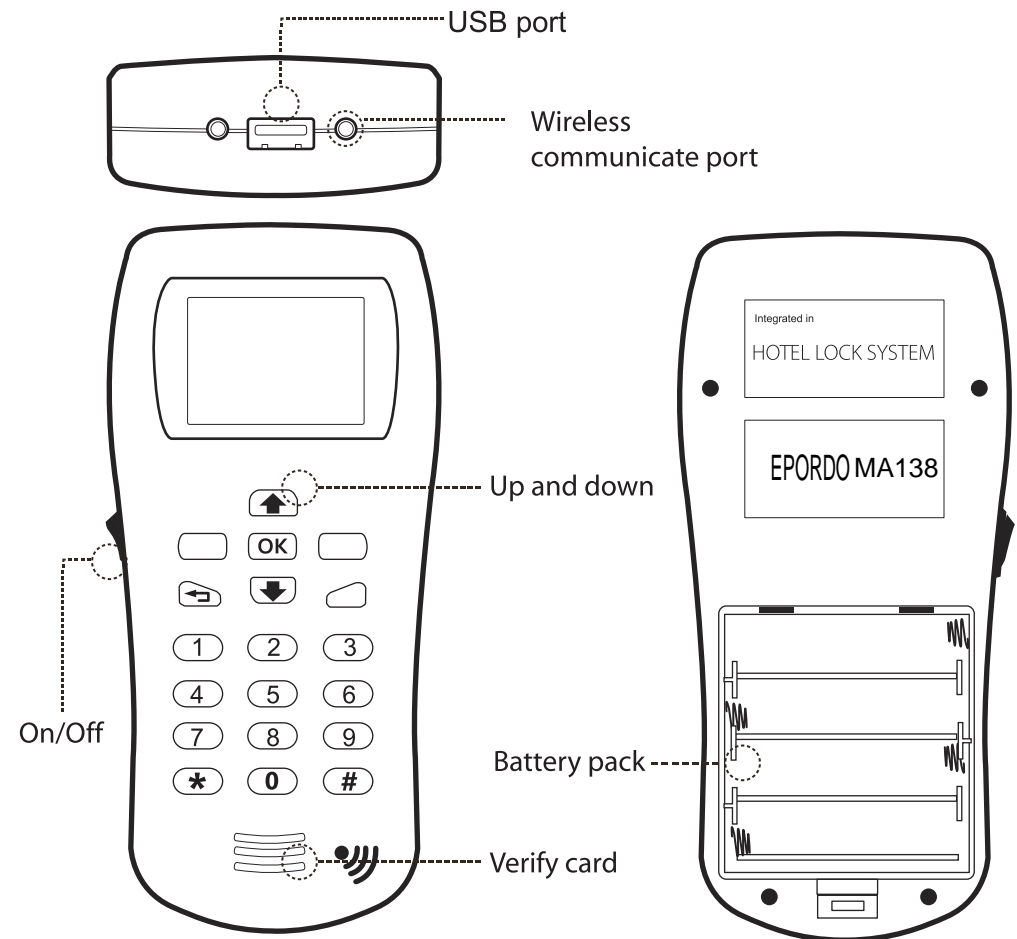
- * Support quickly initialize locks(500 rooms capacity) for all **EPORDO**Hotel Lock standard product without Time card and setting card
- * Check and adjust locks clock
- * Modify a rooms number
- * Collect 10 rooms lock events at one time
- * Verify cards comes from **EPORDO** Hotel Lock System including guest card, master card, floor card, building card
- * Plug and Play, no need driver in windows XP/Vista/win7
- * 5sec no operate LCD dies to save power,any button to activate LCD.
- * Button press sound
- * Easy to take
- * Rubber button

Before using the instrument, be sure to carefully read through the instructions contained in this manual.

Please keep all information for future reference.

SPECIFICATIONS

Model	MA138
Power	LR6 (AA)battery x 4pcs
Display	128x64 pixels LCD with white color background light
Communitation	Wireless(with lock)/USB1.1 (with computer)
Working Tempreature	32°F~158°F(0°C~70°C)
Working Humidity	15~85%RH
Color	White
Dimension/weight	163x75x25mm(LxWxH)/162g
Capacity	500 rooms /doors + 10 rooms/doors lock events
Software	EPORDO Hotel lock system required



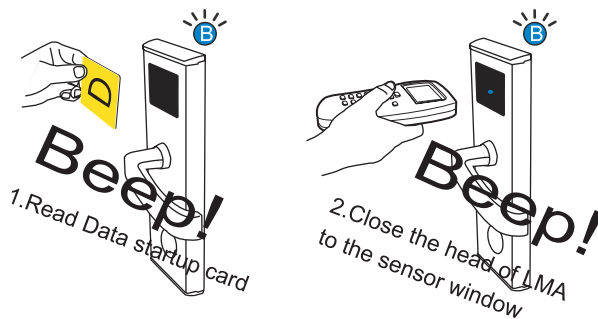
● 1-Initialize

LMA should get hotel code from EPORDO Hotel Lock System
System Parameter>LMA

1. Click 'Set' to set the hotel code to LMA. Hotel code is read from system
2. Input password at 4 digit numbers and click 'Set' to set a password. If leave blank, there will be no password. If you forget the password, you can set another directly here.
3. Click 'Update' to update the current system's time to LMA.

● 3-Startup LMA

When you do communicate with lock by LMA(such as read time, set time, read room No.),It requires boot by **Data Startup card** p14 by following 2 steps



For collect lock events, the light flash will be and it last for 35sec till finished.



If there is no 'Beep!' at the beginning LMA start communicate(Startup step 2), the connection is failed even if the light flash start.

● 2-Send Room/Doors

1. Create all rooms/doors

2. Maintain > Setting card

3. Select room or doors

Switch of room/door
All room/doors you edit are list here

Send room doors info to LMA
Total 500 rooms +32 doors could be sent at once

Building	Floor	Room	Type
1	1	102	Standard double room
1	1	103	Standard double room
1	1	104	Standard double room
1	1	105	Standard double room
1	1	107	Standard double room
1	1	108	Standard double room
1	1	109	Standard double room
1	1	111	Standard double room
1	1	113	Standard double room
1	1	114	Standard double room
1	1	115	Standard double room
1	1	116	Standard double room
1	1	117	Standard double room
1	1	118	Standard double room
1	1	119	Standard double room
1	1	120	Standard double room
1	1	121	Standard double room
1	1	122	Standard double room
1	1	123	Standard double room
1	1	124	Standard double room
1	1	125	Standard double room
1	1	126	Standard double room
1	1	127	Standard double room

Update time to LMA

Issue card

Verify card(R)

Close(C)

Send room/doors

HOTEL LOCK SYSTEM

4. Click **send room/doors**



You do not need issue Setting card for each room by using LMA because all the rooms or common doors will be send to LMA at one time by click button 'Send room/doors'

Also you do not need issue the fresh Time card. LMA is built-in a active clock

1: Time

Management of LMA's clock and adjust room/common doors clock

TIME

1: System

2: Room

System

DATE 2009-04-15

TIME 15:12:50

Room/Door Time

1: Read — Reading Room Time...

2: Set — Setting Room Time...

Check your LMA's time if it is match with the real time.

This time will be put to use in all of following time set operation

If this time is not correct, please update from 'System setting>System parameter >LMA

Check the locks time

Set new time to the lock

1sec

Room 203

Date 2009-06-20

Time 14:55:04

Door 000

000= not exist, this is a room at NO.203

Room 00000

Date 2009-06-20

Time 14:55:04

Door 001

this is a common door at ID 1

2: ROOM/DOOR

Management all saved room/common doors No. and Time.

Room/Door This is the menu manage room/common doors No. and time

1: Room NO.	modify Room No. _____	Room: _____	Input Room No
2: Room NO. & Time	modify Room No.+Current time _____	Room: _____	Input Room No.
3: Common Door	modify common door ID _____	Door: _____	Input Common door ID
4: Common Door & Time	modify common door ID+Current time _____	Door: _____	Input Common door ID

Ready to send

Sending Room No. & Time

Room 201

^: PgUp v: PgDn

1sec

Done!

Sending Room No. & Time

Room 201

Date 2009-06-20

Time 08:55:04

Door 000

^: PgUp v: PgDn

Page down or up to next room...

3: Collect Events

Start collect lock events from here

Collect Lock Events

1: Read

Used Storage: 01/10

total 10 room/door (800events /each)storage capacity.

01/10 = 01 used, left 09

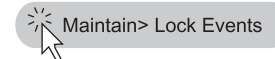
Now Collecting...

35sec

Room xxx

Collect OK!

You can view lock events all at EPORDO Hotel Lock System menu



You could collect 1 floor (10 rooms/doors) at one time.

After collecting, the LMA will show you how many used e.g.05/10, You could go on next room till it reach 10/10

Lock events will be saved in LMA always unless you select clear it after download done in EPORDO Hotel Lock System.

If you do not clear it, the next 800 events will cover the last one(10th of 10).

4: Verify Card

This is the menu that check card content quickly, It is very usefull for housekeeping when he want to know a cards content.

Please Place Card...

Guest card

Card NO. 5D9A8FFA

Room 502

Room 503

Room 508

Room 509

Begin 2009-06-11 11:22

EXP 2009-06-14 13:20

4 rooms verify available

Building card

Card NO. 32F8C35A

Bld NO. 01,02,03,00

Begin Date: 2009-06-20 12:30

Expiry Date: 2009-09-20 00:20

From: 12:00--18:00

4 buildings verify available

Floor card

Card NO. 32EDD91A

Floor: 01, 02, 03, 04

Begin Date: 2009-06-20 12:30

Expiry Date: 2009-09-20 00:20

From: 11:00--12:00

4 floors verify available

Card NO. 32EDD91A

Blank card

000000/00 = Not exist

EXP =Expiry

_____ =press OK or confirm

***** =Startup LMA

Area card

Card NO. 32F8C35A

Area NO. 01,02,03,00

Begin Date: 2009-06-20 12:30

Expiry Date: 2009-09-20 00:20

From: 12:00--18:00

4 areas verify available

Master card

Card NO. 32F8C35A

Begin Date: 2009-06-20 12:30

Expiry Date: 2009-09-20 00:20

From: 12:00--18:00

Master card

Passage card

Card NO. 32EDD91A

Begin Date: 2009-06-20 12:30























Expiry Date: 2009-09-20 00:20

From: 11:00--12:00

Passage card

Building /Floor Area card will show timetable. Other cards show Begin/Expiry only

Light Guide

Card type Light	Guest card/ Floor card/Building card/ Area card	Master card	Passage/ Emergency card	Loss-report	Check out card	Data startup card	Setting card	Time card	Authorized card
	This card chip is same as locks(RFID Mifare or IC) but comes from a different hotel code EPORDOHotel Lock System								—
 + 	Dead bolt is on. Refuse card.	—	—	Recover (unvoided) the lost card OK!	—	—	—	—	Revoke initialization successfully.
 +  	Cards using term has not match(Card is in futures date or already expiry) Or locks clock running slowly or lost. Check cards begin and end time. If no problem please renew the locks clock by reading a fresh Time card or by LMA.								—
 +   	Cards Room No. /floor/building/Area is not match the locks.	—	—	—	—	—	—	—	—
 +    	Lock was been report the loss or lock had been read Check out card. Card had been report lost and refused								Cards hotel code is not match the locks. Reset/initialize failed.
	Card read successfully and unlock able	Card read successfully and unlock able	Card read successfully and passage mode on (Read again to off passage mode)	Report the lost card OK!	Force check out successfully	—	Set locks Room(common door) ID successfully	Renew locks clock(date and time) successfully	(Re)initialize successfully.
 Beep! x 3	Battery power low. Lock still complete action it should do for the card. It remains 200 times before battery run out.								
 +     ...	—	—	—	—	—	send out audit trial start	—	—	—



Lock do checking between its memory and card contents in following order
 Hotel code(if it is in a same system)->Card type(what is this card and what should I do)->battery level(If battery low I should warning user)->Card Time(compare locks date&time and cards time to check if card fall in a valid using term, not expiry or not in future)-> Card been loss report or not->Room No./floor/Building/Area(compare it with locks data)

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