

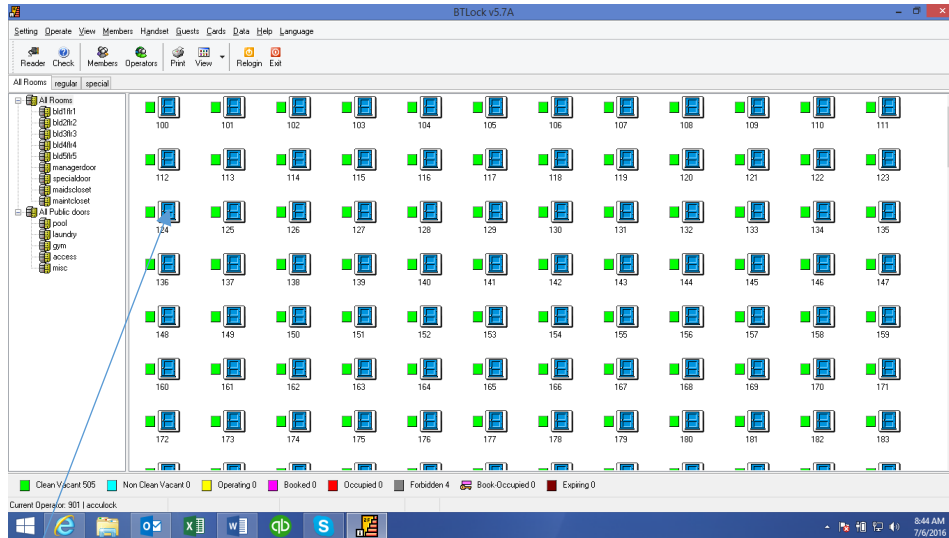


AccuLock, Inc.
“System One”
Owners Operating Manual

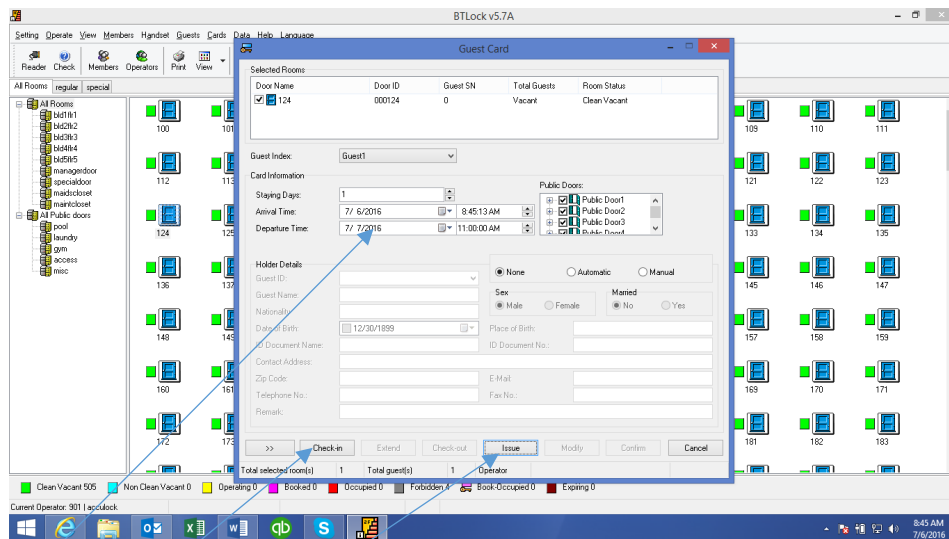
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CHECKING IN GUESTS



Right click on the desired room and select “check in”.



Set the correct departure date.

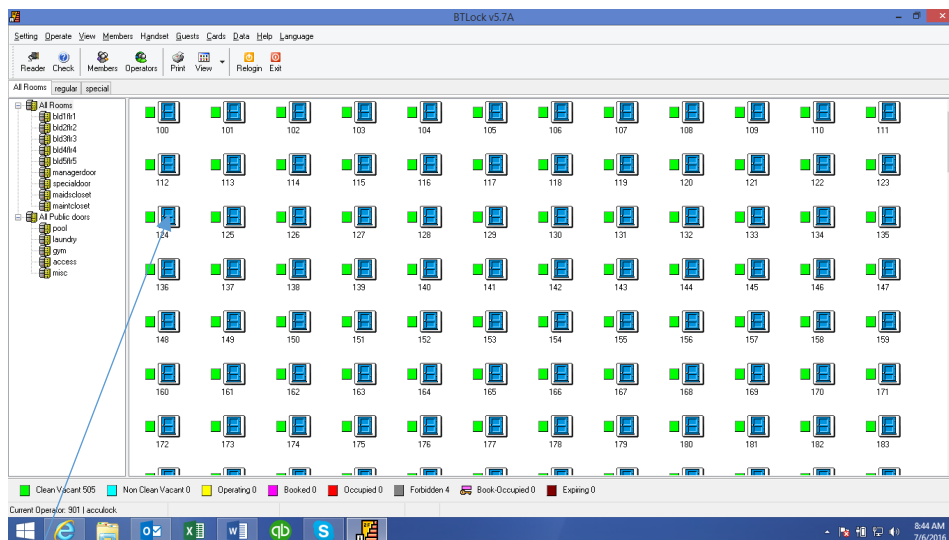
For more than 1 key press the “check in” button to increase the number of guests.

Place a guest card on the reader/writer.

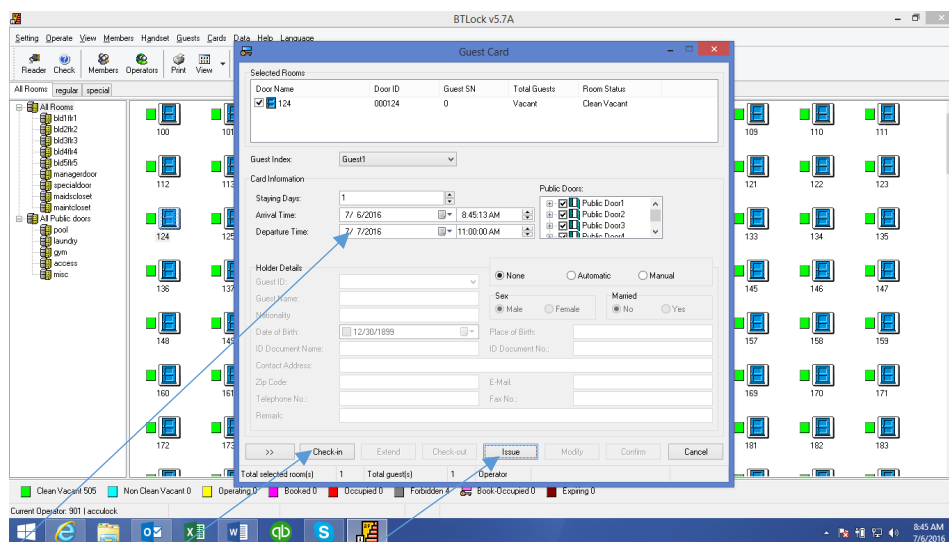
Then click on “issue”.

Follow the prompts to complete.

ADDING GUEST KEYS



Right click on the desired room and select “check in”.



Set the correct departure date.

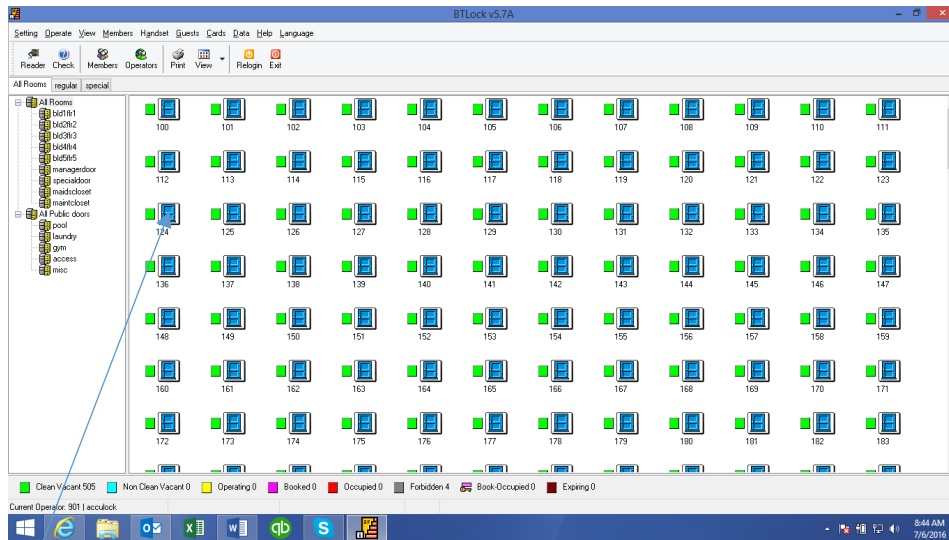
Press the “check in” button to increase the number of guests.

Place a guest card on the reader/writer.

Then click on “issue”.

Follow the prompts to complete.

CHECKING OUT A GUEST



Right click on the desired room and select “check out”.

Follow all prompts.

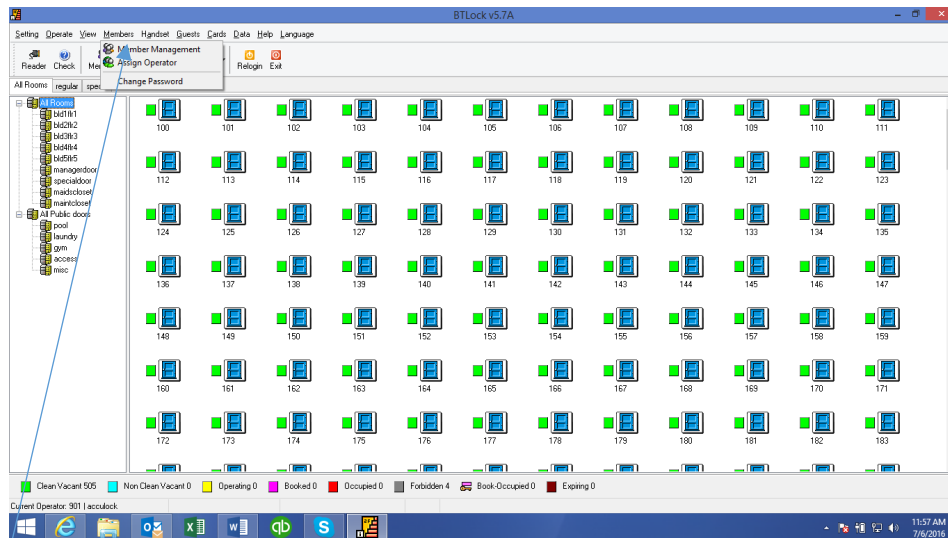
Right click on the room again and select room status.

Set the status accordingly.

REPLACING A LOST GUEST CARD

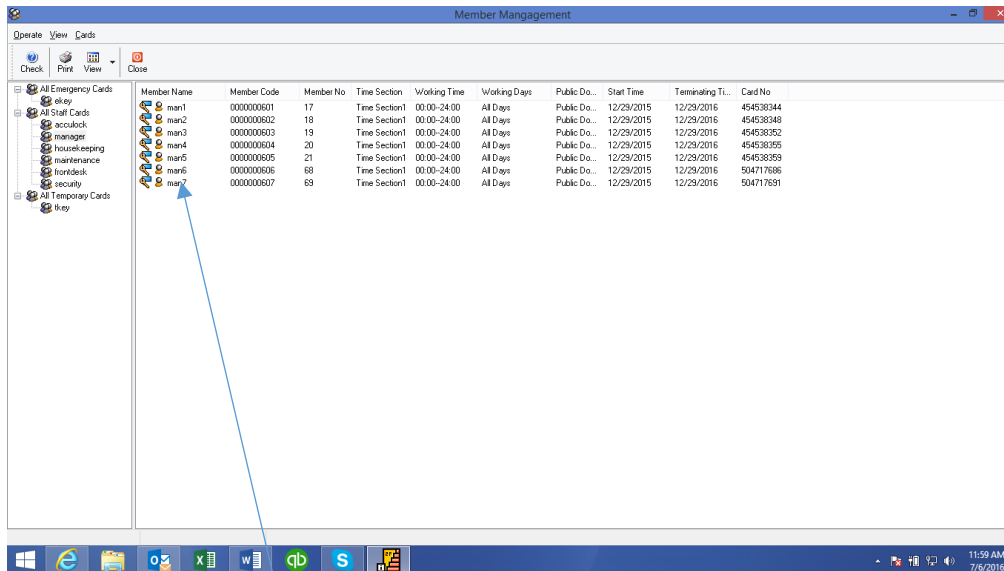
Losing cards is a major security issue. Please follow the “check out” procedures listed on page 5, then re-issue new cards to the guest by following the “check in” procedures listed on page 3. The guest now has new cards, which when activated on their room lock, will cancel the old cards.

HOW TO MAKE STAFF KEYS



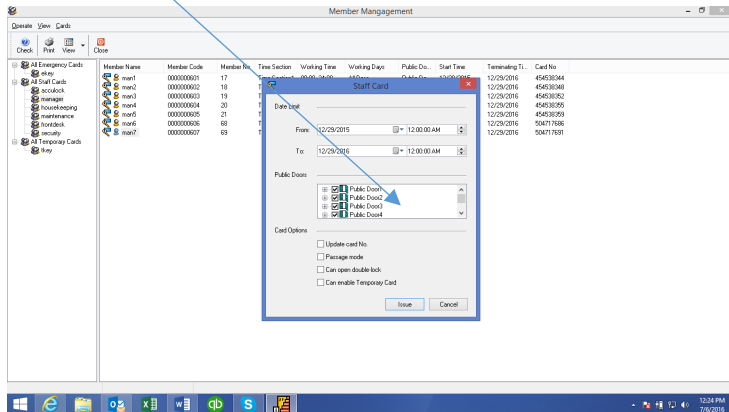
Click on “Members” and in the drop down click on “Member Management”.

Clicking on the desired group will show you all the members in that group.



Double left click on the employee name for whom you are making a staff card. This is in the Member Name column.

An information box will appear.



Set the appropriate values for this employee. IE: the date, and any public door access they should have.

Additionally you may want to set some of the other card options:

Update Card No - ****WARNING** – you are advised not to select the “Update Card No” field unless being told to do so by someone on the technical support staff.

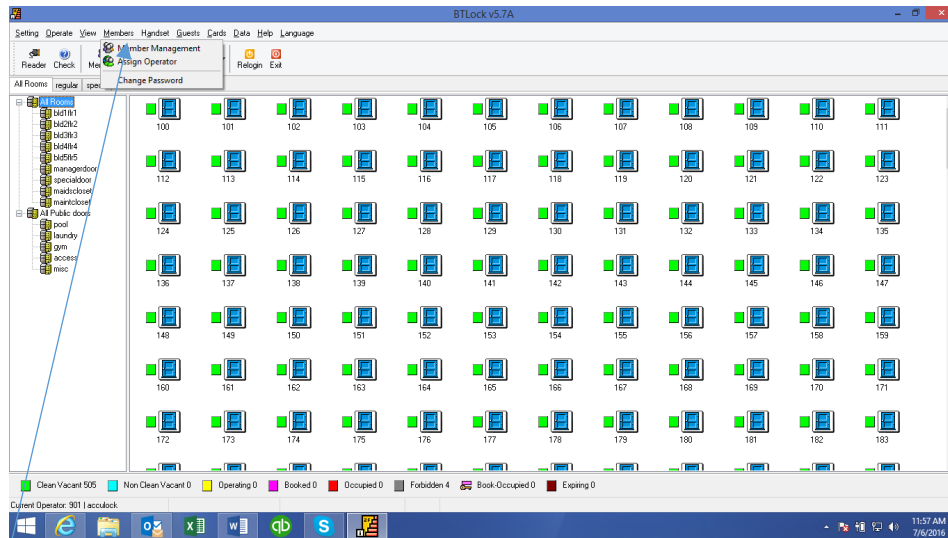
Passage Mode - ****WARNING** – you are advised not to select the “Passage Mode” field. This will cause locks to remain unlocked when this card is used to open them.

Can Open Double Lock - ****NORMALLY** only managers are given the attribute to “Can Open Double Lock”. This will allow their key to open a lock that has been dead bolted from the inside.

Can Enable Temporary Card - ****NORMALLY** this attribute is set for managers and front desk staff.

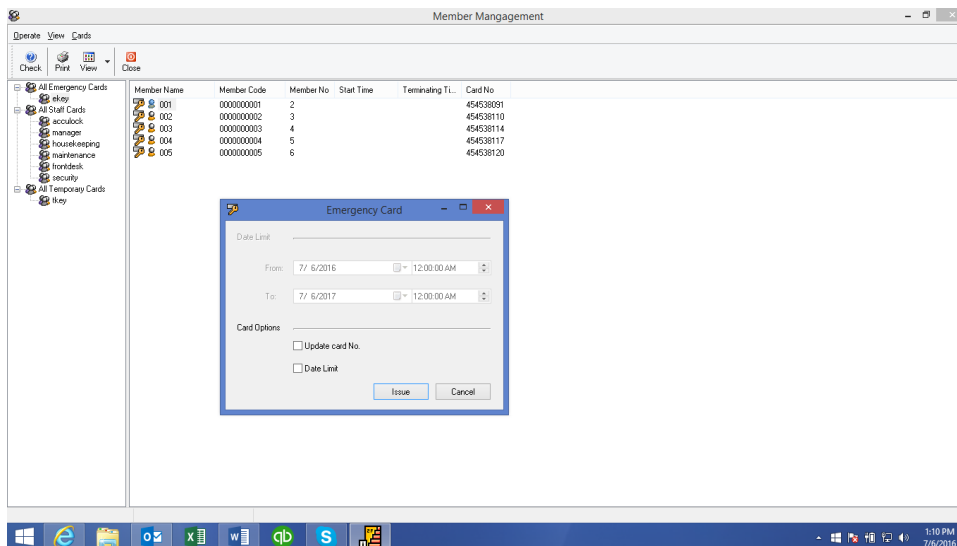
Press “issue” after placing a card on the reader/writer.

HOW TO MAKE EMERGENCY KEYS



Click on “Members” and in the drop down click on “Member Management”.

Click on the “E KEY” group. Then double click on your selected Ekey number in the Member Name column. A dialogue box will appear. If you need to change the dates, then click on the box next to “date limit” and you will be allowed to change the dates. DO NOT update the card no. Just press “issue” after placing a card on the reader/writer.



Now follow the prompts.

Answer YES to “Open double lock yes or no”.

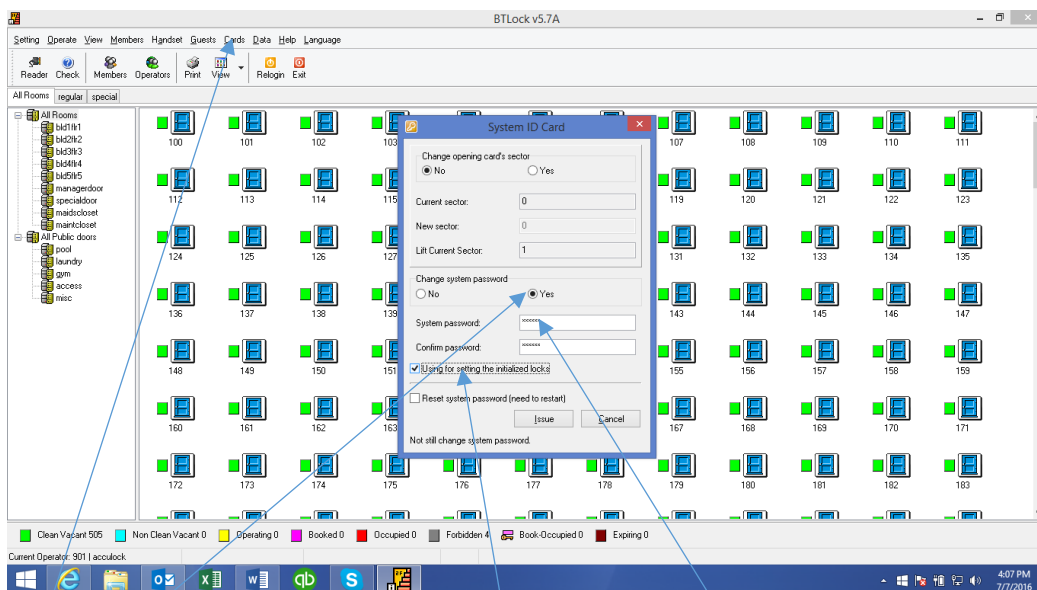
Answer NO to “Passage yes or no”.

Then answer OK.

SYSTEM IDENTIFICATION CARD

This card is used to set up a unique identity code for each hotel. This ensures that cards made at another hotel will not work at your hotel. This SID card is used when the locks are initially installed, when a lock has been reset, or after replacing a reader control board.

Your unique hotel code SID number has already been installed in your copy of the software or will be supplied to you by AccuLock Inc.’s Technical Support staff.



At the top of the tool bar, click on “cards”. Then click on “System ID Card”.

In the “Change System Password” area, click “YES” to install the SID number and enter your number in both the system password field and the confirm password field.

Be sure to check the box for “Using for setting the initialized locks”.

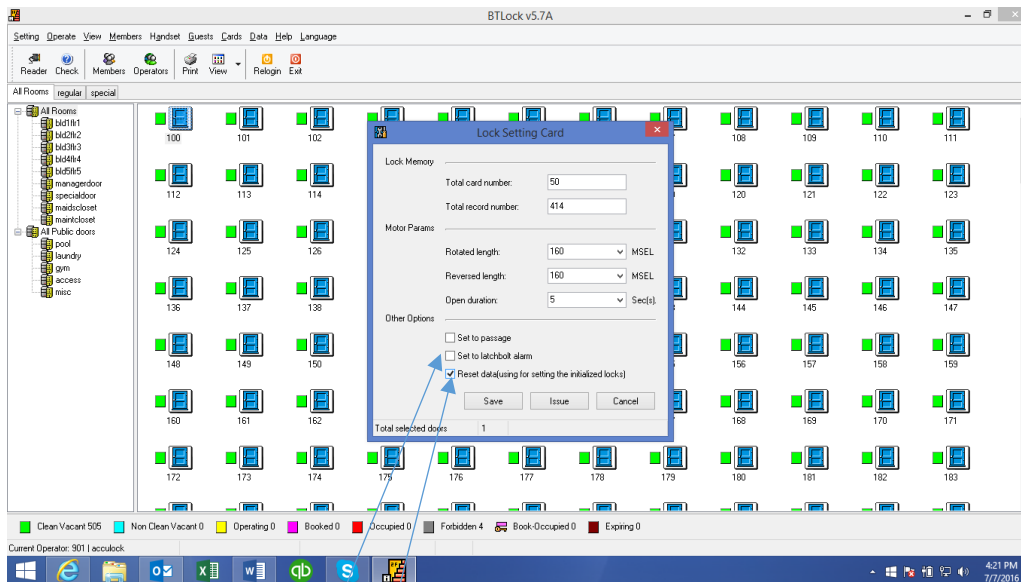
You should have received a card marked “SID” in your packet of special cards. Place it on the reader/writer – then press “ISSUE”.

File this back with the other cards in the packet and keep them in a safe place.

LOCK SETTING CARD

This card is used to set the room number and other operating parameters into the lock. During the initial installation of your locks, a lock setting card must be used on every lock.

At the rooms menu, right click on a selected room number, then select Lock Setting from the drop down menu. An information box will appear on the screen.



Make sure the “Set To Latchbolt Alarm” box is NOT selected. If it is, please uncheck it now.

The “Reset Data” box should be checked. If it is not, please check it now.

You should have received a card marked “Lock Setting” in your packet of special cards. Place it on the reader/writer – then press “ISSUE”.

Then press OK.

This card can be used over and over and is needed on a per lock basis when being used to program a lock using cards.

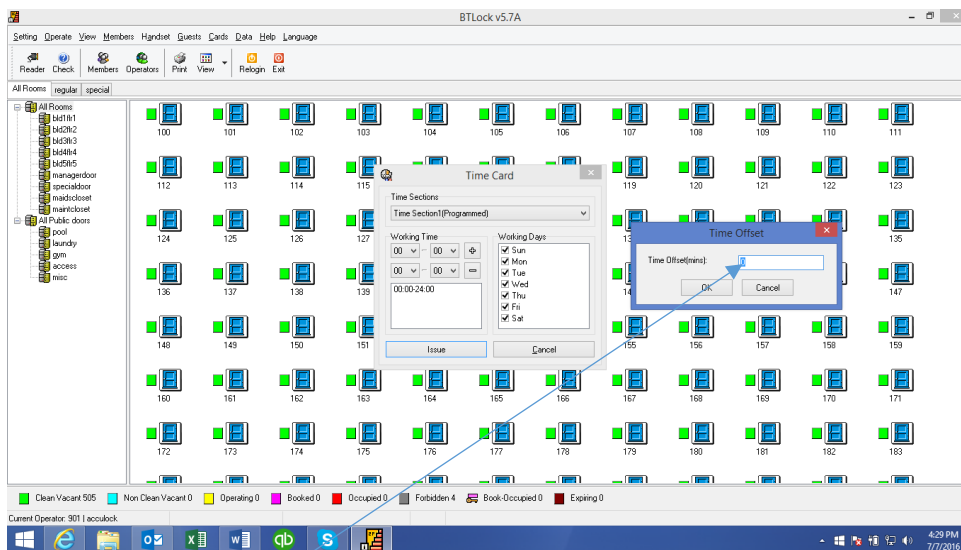
File this back with the other cards in the packet and keep them in a safe place.

TIMESET CARD

This card is used to set or reset the various time sections records in the system that are also programmed into the locks.

At the rooms menu, click on the “cards” tab and then select Time Card from the drop down menu. Then select the appropriate time section you are wanting to create or change. The standard default is Time Section 1. All staff cards associated with this Time Section are allowed to be active 24 hours a day, 7 days a week.

Press “Issue”.



In the “time offset” parameter, put a value of 5 (minutes). NEVER enter more than 15. This is also the maximum time it should take you to walk to the lock being programmed and present this card.

You should have received a card marked “Time Card” in your packet of special cards. Place it on the reader/writer – then press “OK”.

A card information box will appear on the screen. Click “OK”. The encoder will emit a short “beep” and another information screen will appear. Follow the instructions on the screen and click “OK”. Now remove the card.

This card can be used over and over and is needed on a per lock basis when being used to program a lock using cards.

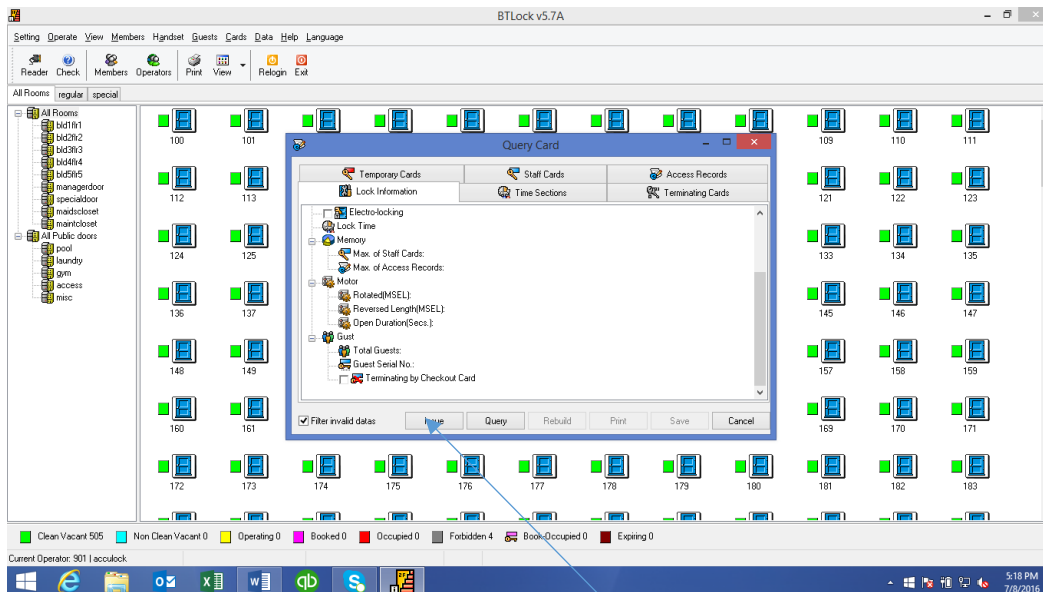
File this back with the other cards in the packet and keep them in a safe place.

QUERY CARDS

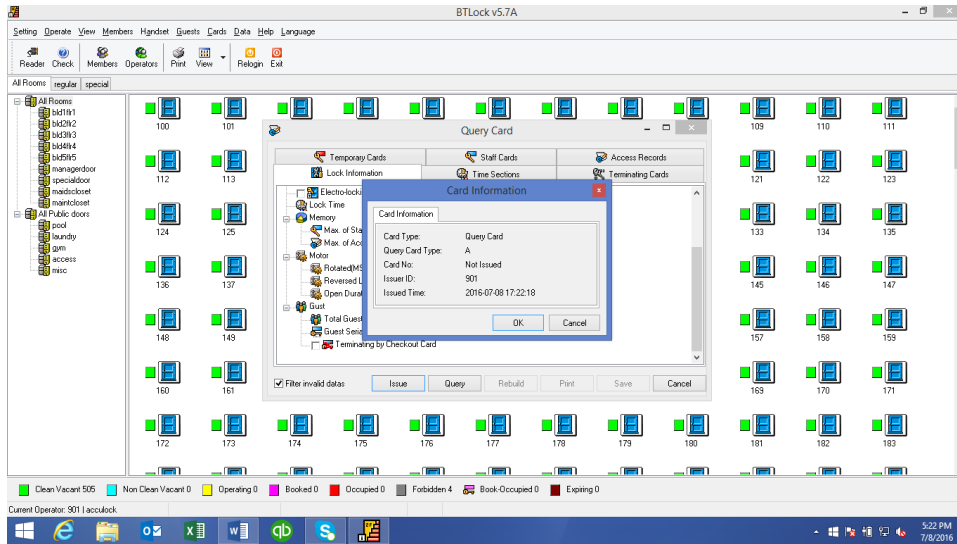
Query cards are used to download information from the lock and to transfer the data to the PC for viewing or hardcopy printout.

You will need to use/make 3 separate cards – labelled as QA, QB, and QC. These are made using the special cards – S70 (which has 4K of memory).

At the rooms menu, along the top of the tool bar, click on CARDS. From the drop down menu then select QUERY CARD. An information box like the one below will open on the screen.



Place an S70 (or the card for QA) on the reader/writer and click “ISSUE”. A card information box will appear on the screen. Click “OK” and the card will be processed.



The system will alert you when it is finished with the QA card. Just press “OK”. The system will then prompt you to place the QB card on the reader/writer. Just follow the prompts to complete the QB card and then the QC. These cards are now ready to be used in the lock interrogation process which is discussed later in this manual.

LOCKOUT CARDS

A lockout card is used to temporarily prevent a guest or staff member from entering a room.

How to make a lockout card:

Left click on CARDS at the top of the tool bar and in the drop down select LOCK CARD.

A card information box will appear on the screen. Place an S50 (regular guest type card) on the reader/writer and click OK. A new information box will appear. Click OK. Remove the card. It is ready for use.

Using the lockout card:

Hold the card near the lock. The green light will illuminate and the lock will emit a short beep. This will activate the lockout and only the emergency card can be used for entry. If a card is used at the lock while in lockout mode the user will receive an amber light and two short beeps.

To deactivate the lock out function, hold the card near the lock a second time. The red light will illuminate and the lock will emit two short beeps. All cards will now work on the lock.

AUTHORIZING CARDS

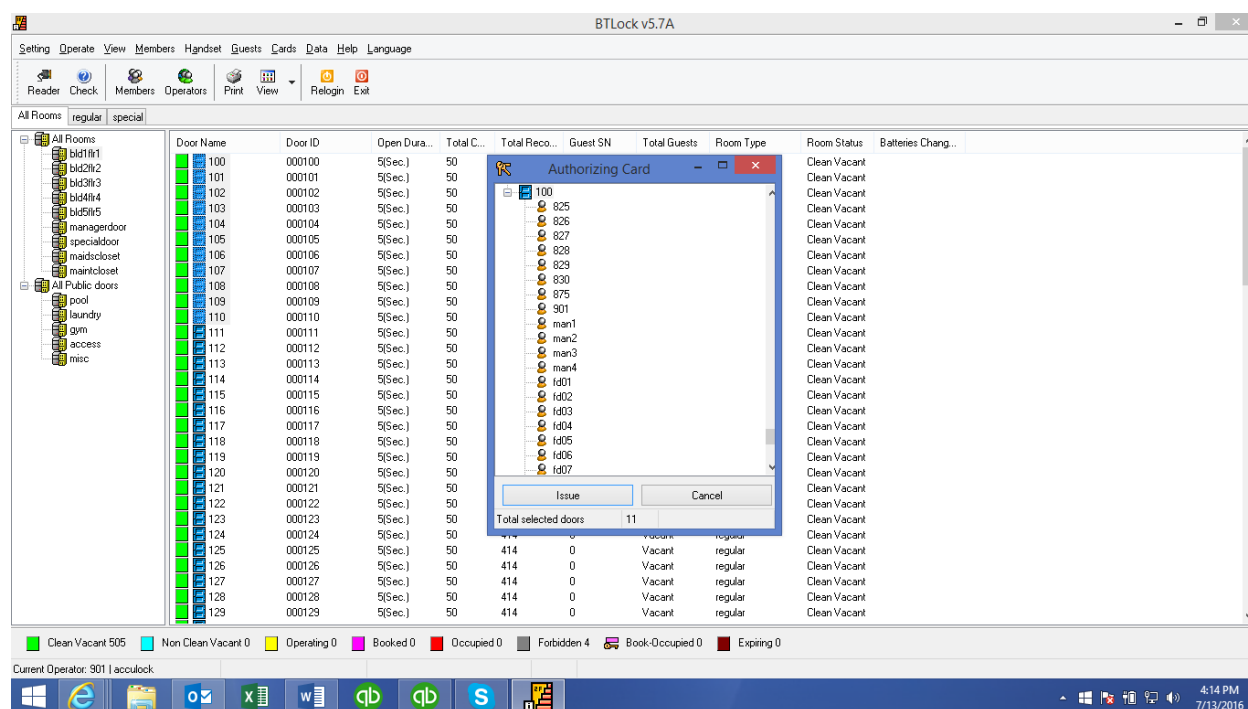
The authorizing card is used to transfer all necessary information about the staff keys including; time zones and database permissions from the PC to the lock. **It requires an S70 card, which has 4K of memory.**

How to make an authorizing card:

On the rooms menu, left click to highlight the appropriate room number.

(If you want to add information for another room (you may add up to 15 rooms to each card) highlight the same room again and press the CTRL key. While CTRL is still depressed, click on the other room numbers).

Click on CARDS at the top of the rooms menu, then select Authorization Card from the drop down. An information box will appear on the screen showing all the rooms you selected.



Place the S70 card on the reader/writer and click ISSUE. When you hear the beep the card has been successfully programed and can now be used on the locks.

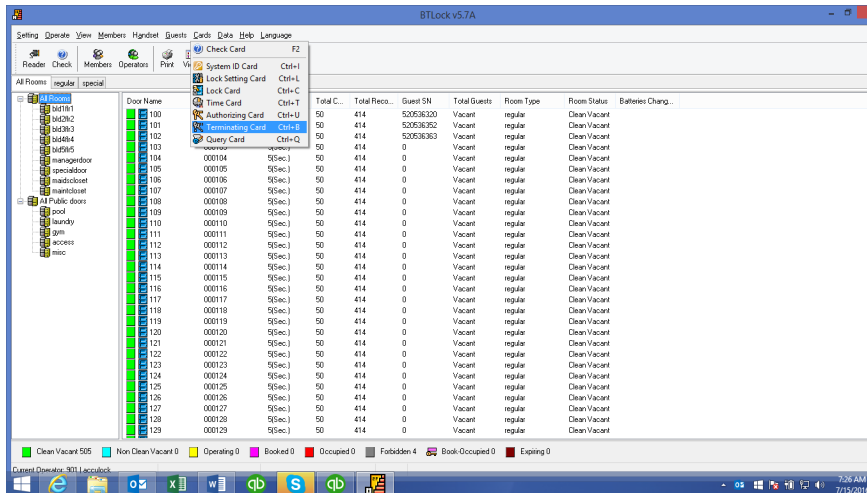
TERMINATING CARDS

The terminating card is used to void out or cancel missing or lost staff cards. **It requires an S70 card, which has 4K of memory.**

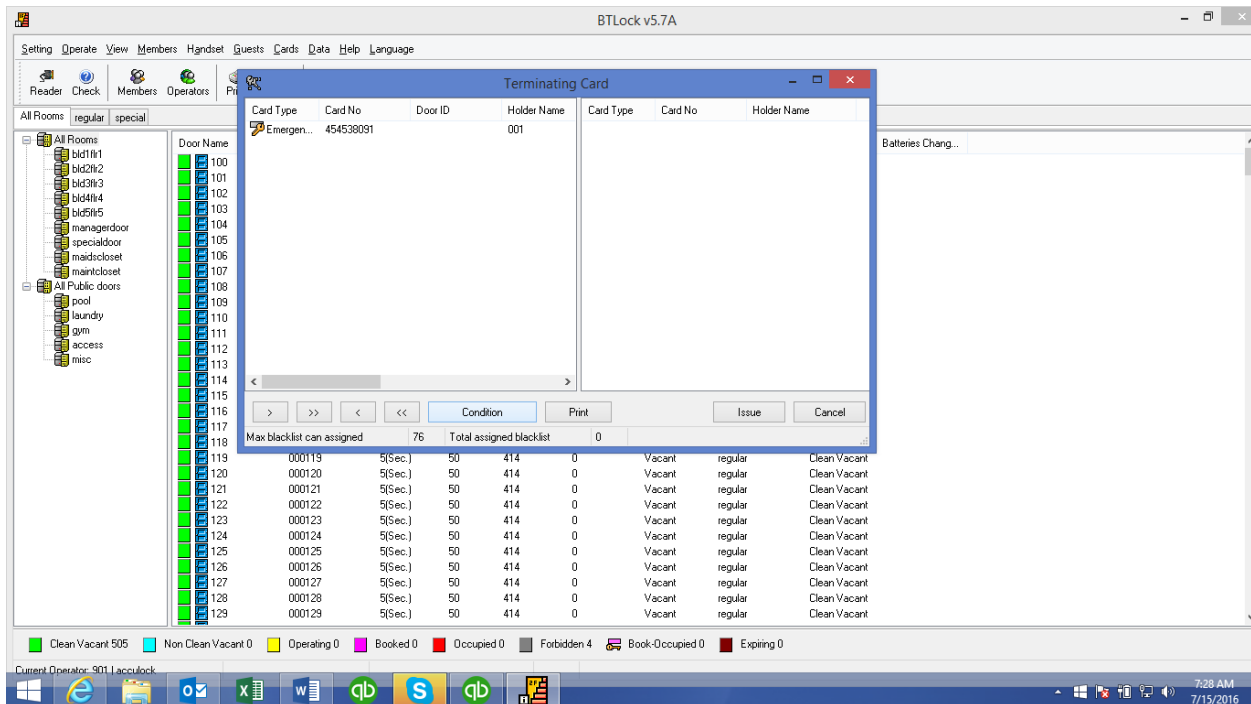
Simply hold the terminating card near the lock. The green light will illuminate and the lock will emit a short beep signaling the old card has been deleted.

How to make a terminating card:

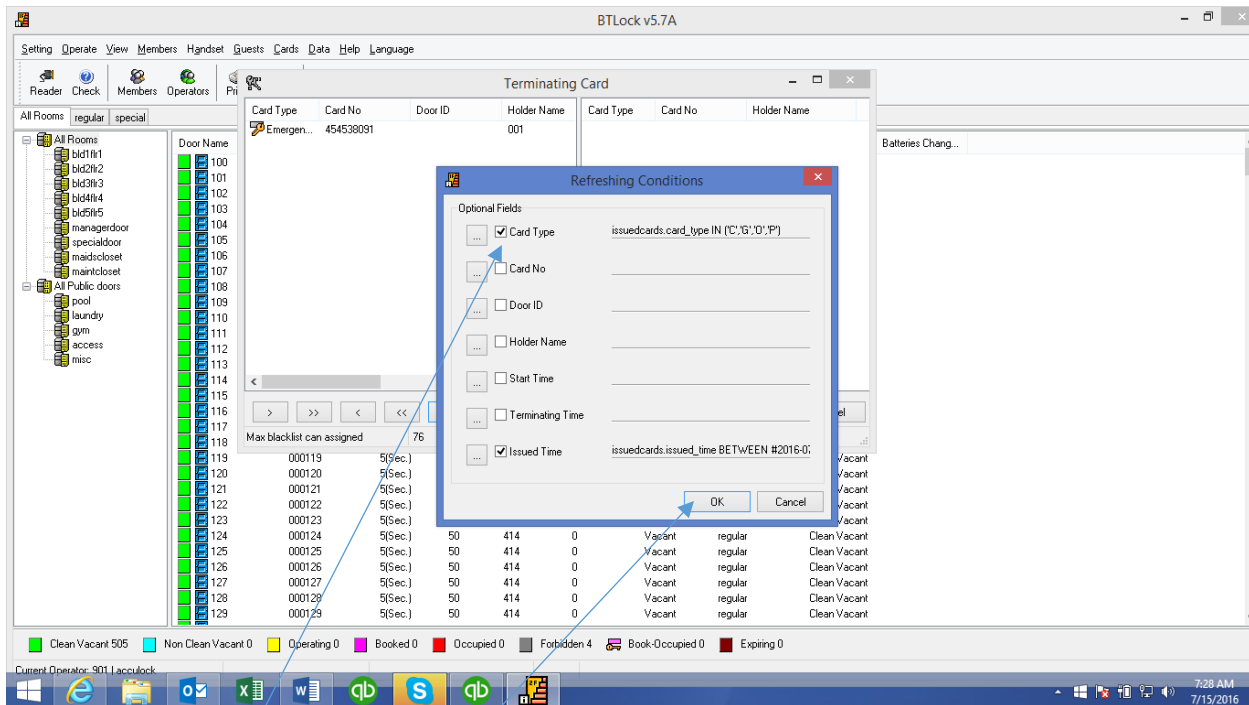
Place an S70 card on the reader/writer and click on CARDS at the top of the rooms menu. A drop down menu will appear on the screen.



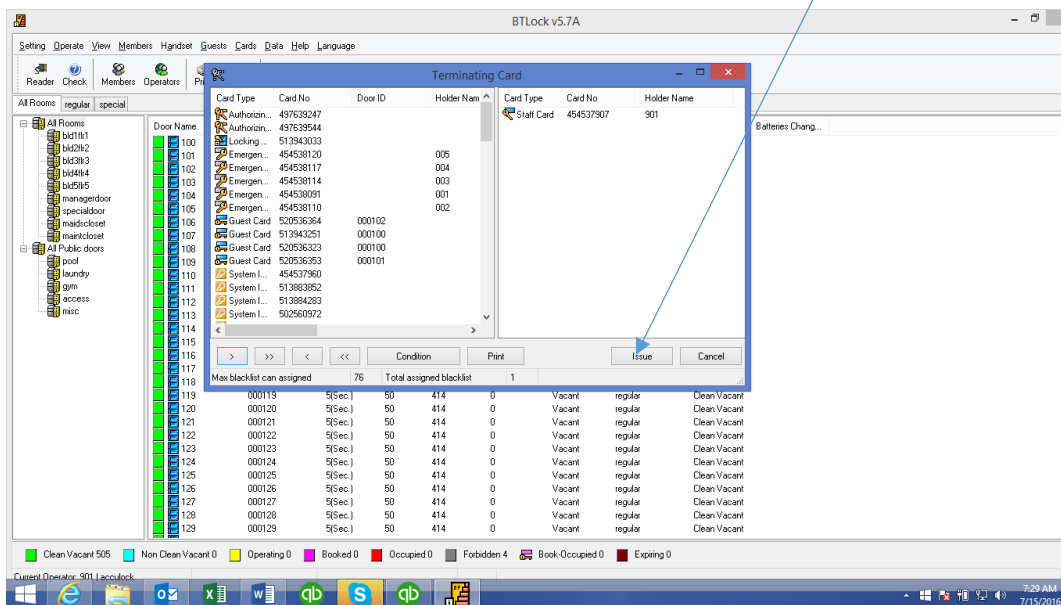
Select TERMINATING CARD and the following screen will appear.



Click on CONDITIONS and the following screen will appear.



Uncheck all options and press OK to return to the main screen again. The listing should contain all available key cards that have been issued. Scroll up or down until you locate the employee record you need to terminate. Left click to highlight that record and then click on the single right arrow to move that record to the right side – which is the “blacklist” side. Then press ISSUE to encode the terminating card you have on the reader/writer.



If you need to terminate more than one employee, you can continue to select and move their record to the right side before finally pressing ISSUE.

Just continue to follow any prompts until you return to the main menu.

Take the terminating card and present it to ALL the locks that the employee could access with their original staff card. The lock will light green and emit a short beep.

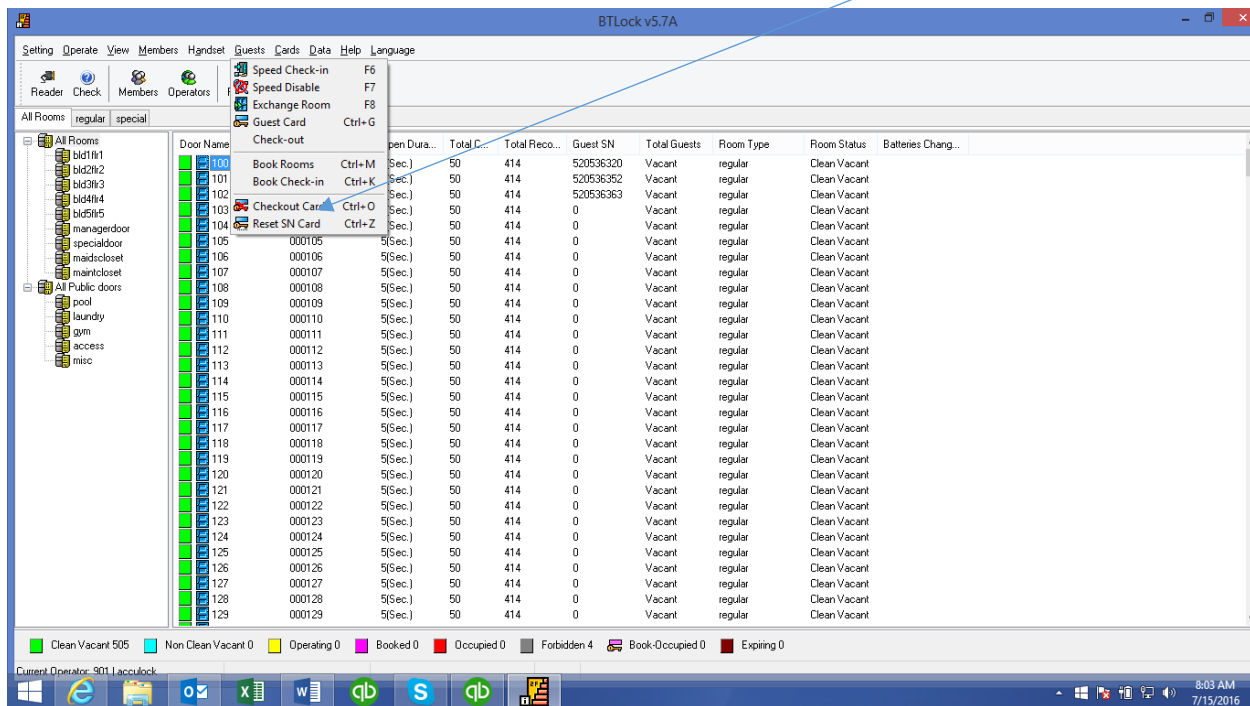
CHECKOUT CARDS

If a guest leaves before the normal check out time, you may void the remaining time left on their card by issuing a CHECK OUT card.

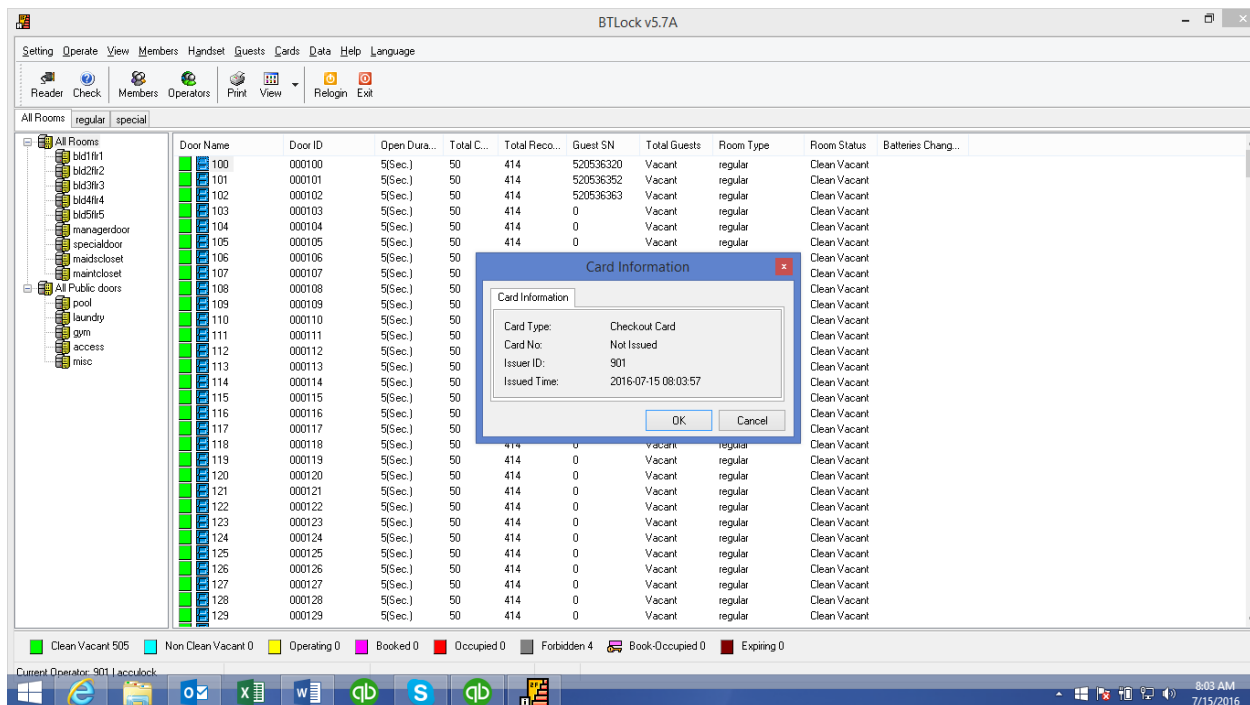
Simply hold the CHECKOUT card near the lock and the old guest card will be deleted.

How to make a checkout card:

Place an S50 (regular guest key card) on the reader/writer. From the rooms menu, highlight the room number to be checked out. Then click on GUESTS on the menu tool bar. Then select CHECKOUT CARD.



An information box will appear. Click OK. The reader/writer will emit a short beep to indicate the card has been made.



Remove the card and follow the prompts to return to the main menu. Take this card and present it to the appropriate room to checkout (void) the guest key card.

RESET SERIAL NUMBER CARDS

This card is used to clear the lock memory of any erroneous data.

How to make a reset serial number card:

Place an S50 (regular guest key card) on the reader/writer. Click on GUESTS from the tool bar menu. Click on RESET S/N CARD from the drop down menu. When the information box appears, click OK. The reader/writer will emit a short beep when the card is ready. Remove the card and follow any additional prompts to return to the main menu. Present this card to the lock in question.

HOW TO QUERY THE LOCK WITH CARDS

There are 3 cards needed to query a lock. Query cards A, B, and C. These are all type S70 (4k memory) cards.

How to make the QUERY cards:

Place Query card A on the reader/writer. From the TOOL bar menu, click on CARDS, then click on QUERY CARDS. Then click ISSUE. An information screen will appear informing you that you are about to make Query A. Press issue. Follow the prompts to create each of the cards. Once the cards have been initialized, they are ready to go be used on a lock to read the data.

How to use the QUERY cards to read the lock:

Take all three cards to the lock to be read. Hold the Query A card up to the lock. It may take a few seconds for the data to be gathered onto the card. When the lock beeps, remove the card and then hold the Query B card up to the lock. When the lock beeps, remove the card and hold up the Query C card. Now all the cards are loaded with data from the lock. Return to the computer to read the cards and see the actual history transactions.

How to read and interpret the QUERY cards on the computer:

Place Query card A on the reader/writer. From the TOOL bar menu, click on CARDS, then click on QUERY CARDS. Then click QUERY. An information screen will appear informing you that you are about to process Query A. Press OK. Follow the prompts to read each of the cards.

Once the final card, Query C, has been read the data from the lock will be populated into the tabs and fields on the Query card screen. You are probably most interested in the information about access and date and time. Press on the ACCESS RECORDS tab to have that information listed.

When you are finished just press CANCEL on this screen to return to the main menu.

HOW TO PROGRAM THE LOCK USING SPECIAL FUNCTION CARDS

You will need 3 (1, 2, 3 below) special purpose cards to program a lock being used for public access.

You will need 4 (1, 2, 3, 4 below) special purpose cards to program a lock on a regular guest room door.

See the SPECIAL FUNCTION CARDS section of this manual on how to make each of these.

These are the cards:

1. The SID card (a normal S50 guest room key type of card)
2. A LOCK SETTING card (a normal S50 type card – door/room specific)
3. A TIME SETTING card (an S70 card)
4. An AUTHORIZING CARD (an S70 card – room specific for quest rooms only)

You may want to make a regular guest key card so that you can ensure the lock works after you are finished programming.

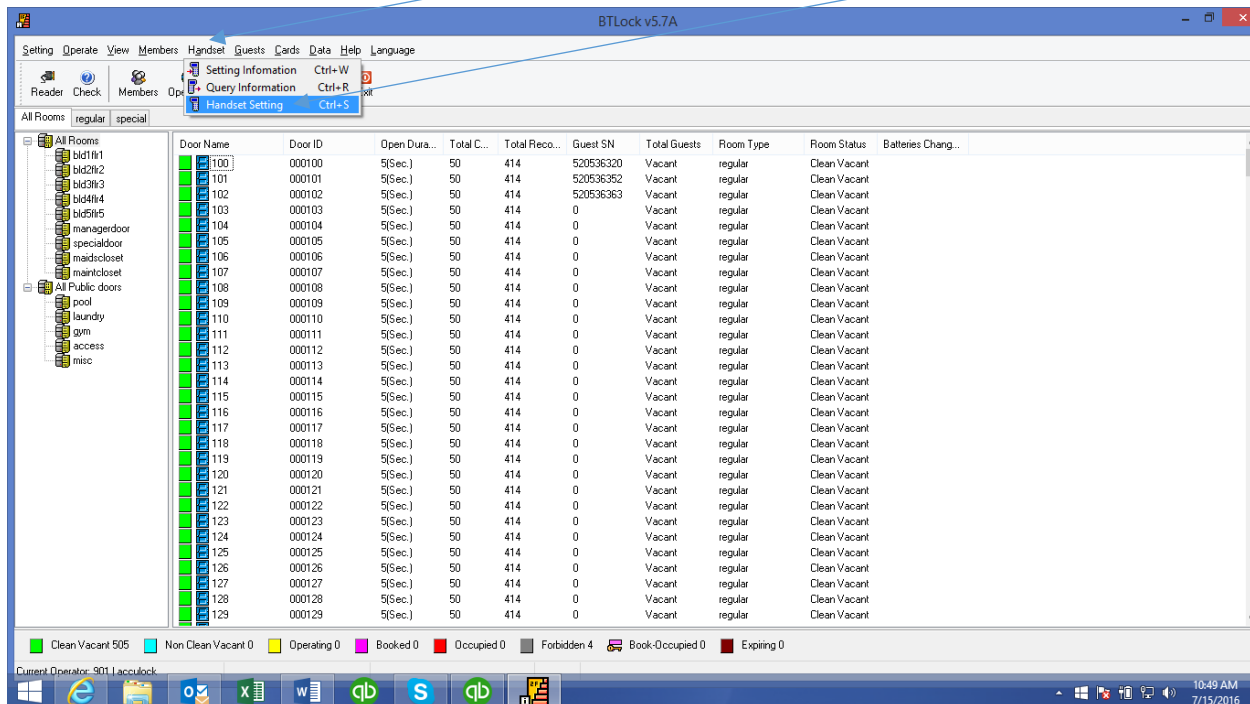
After making, or refreshing per specific door requirements, the cards, take them to the lock and present them in the same order as illustrated above. The lock should light green and beep as it processes each card.

HOW TO UP LOAD THE INFORMATION ON THE COMPUTER INTO THE HAND HELD PROGRAMMING DEVICE

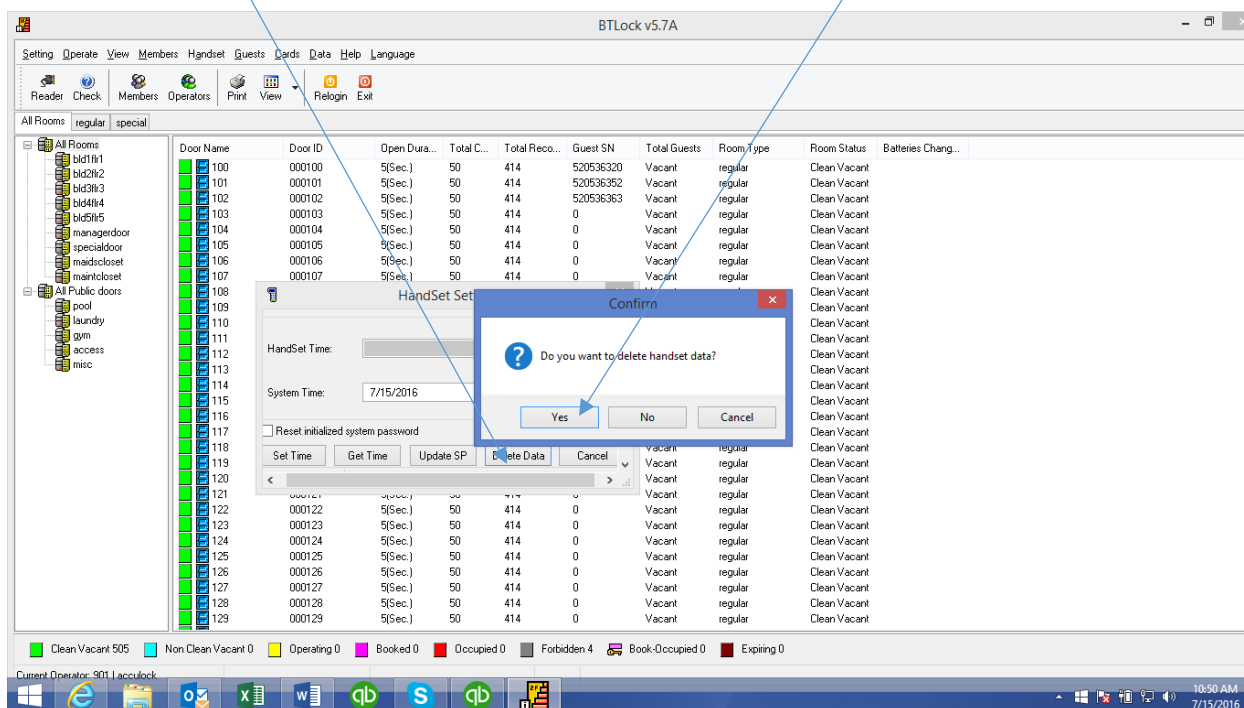
First, lets get the handheld device ready to receive information from the computer.

1. On the keypad, press the STAR key and hold it until the screen says WELCOME
2. Press OK
3. When ask for a password just press OK to get to the main menu.
4. Use the arrow down key to select COMMUNICATE WITH PC.
5. Use the blue cable to connect the handheld device to the computer's USB port
6. Press OK.
7. WAITING FOR COMMUNICATION will appear on the hand held screen.
8. Just set it down on the desk. The rest of the loading process will be completed using the computer.

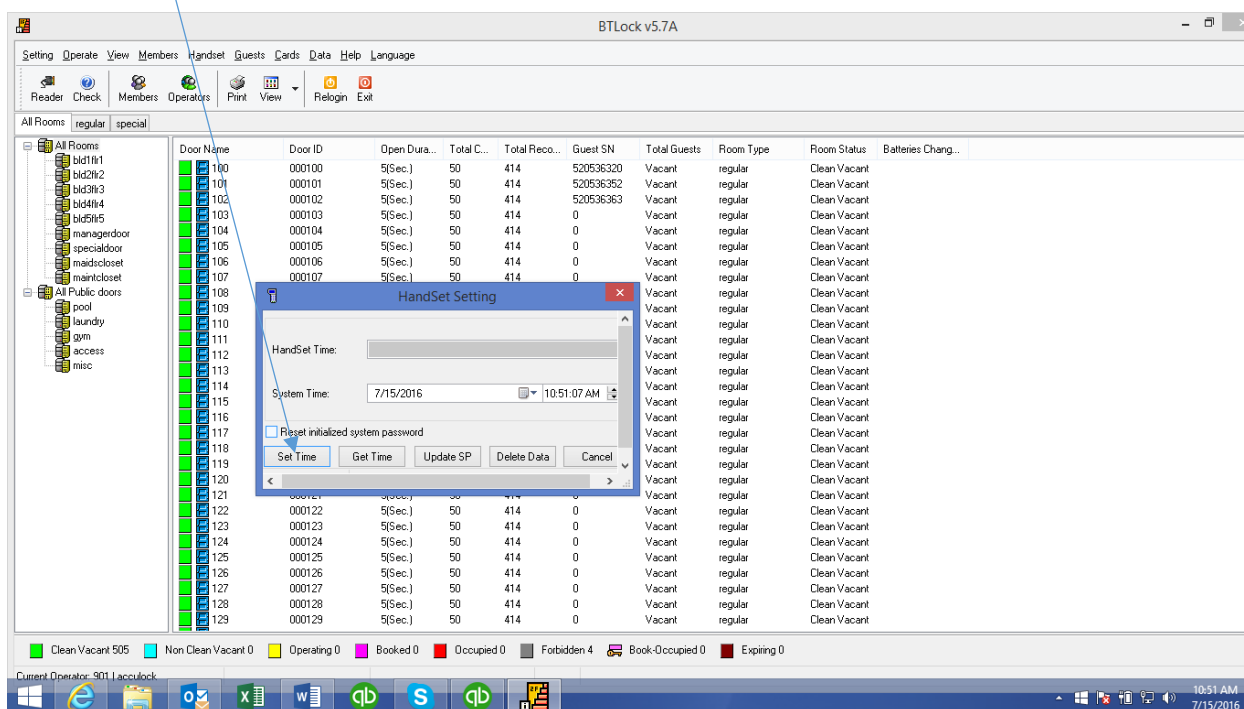
From the tool bar select HANDSET, then select HANDSET SETTINGS.



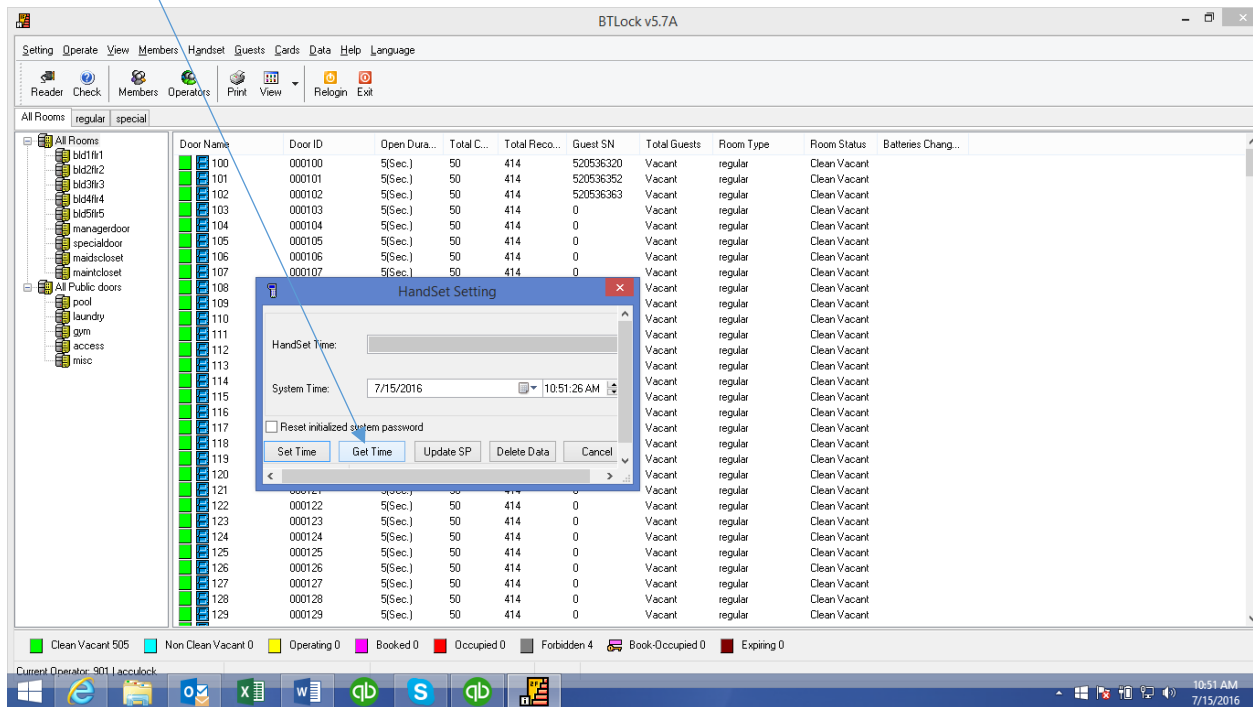
Press on the DELETE DATA button to erase memory on the unit. Press YES. This can take several minutes.



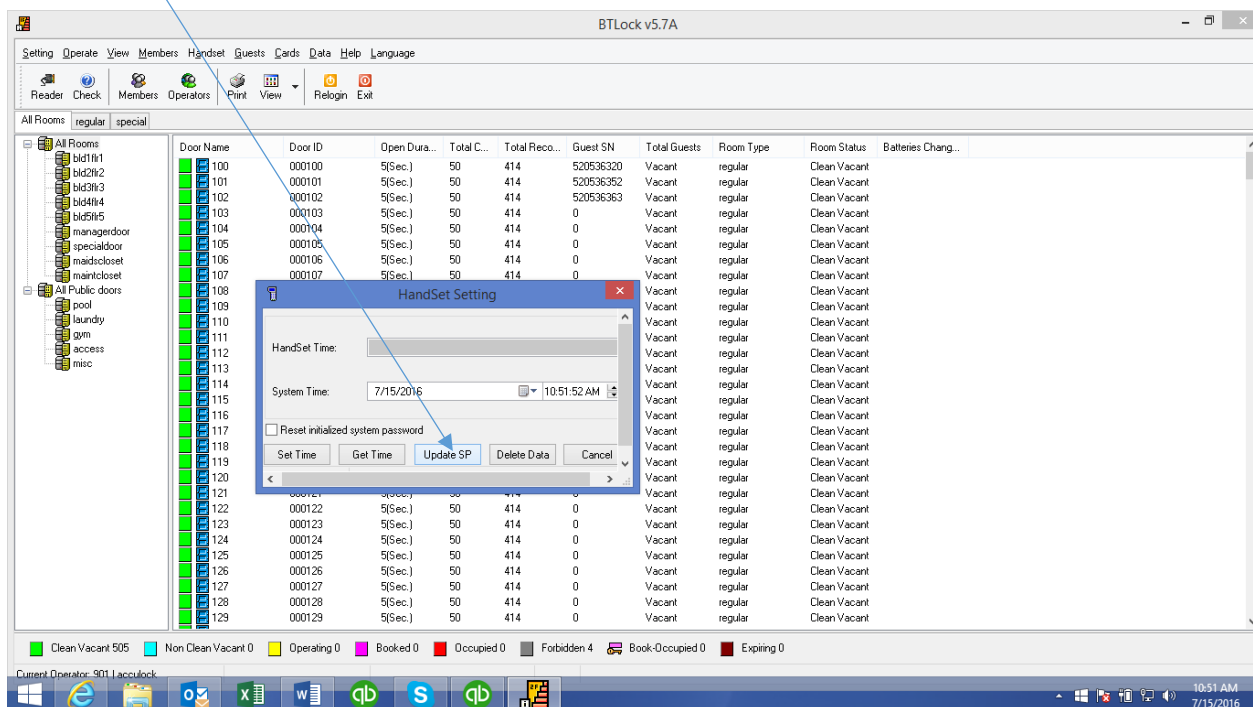
Press the SET TIME button to put the correct date and time into the unit from the computer.



Press GET TIME just to ensure the unit has the correct date and time loaded



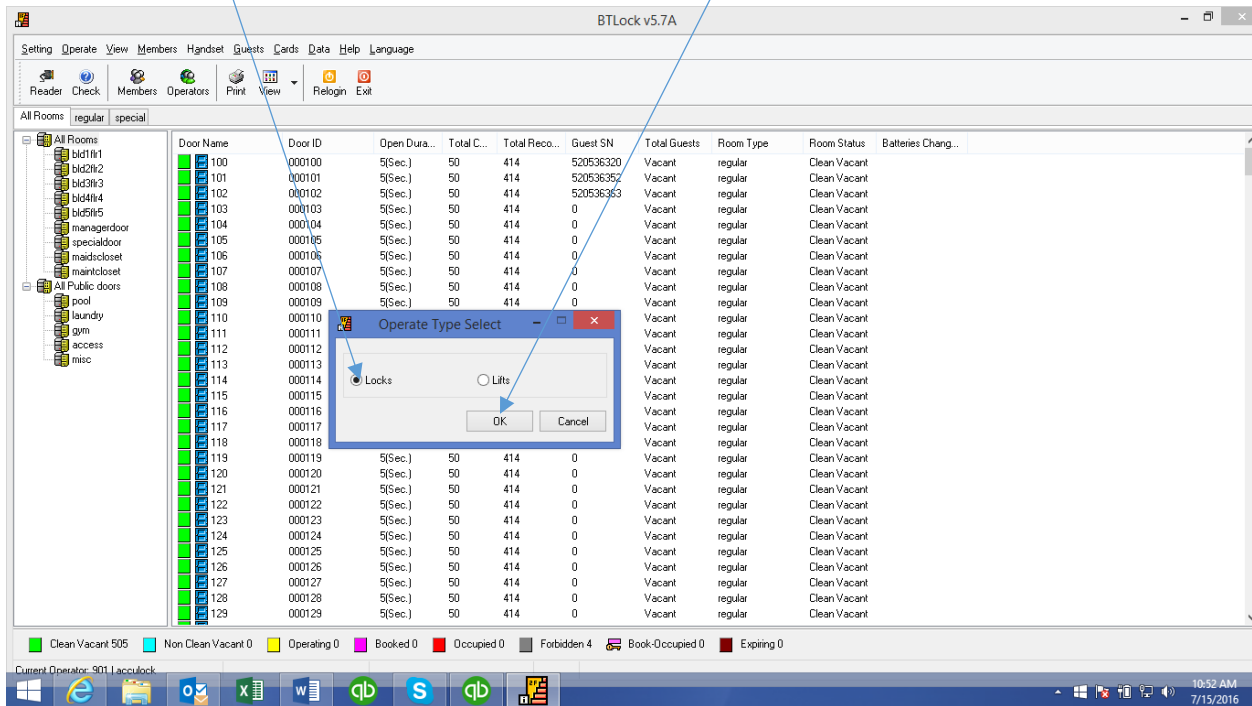
Press UPDATE SP to load the hotel code into the unit.



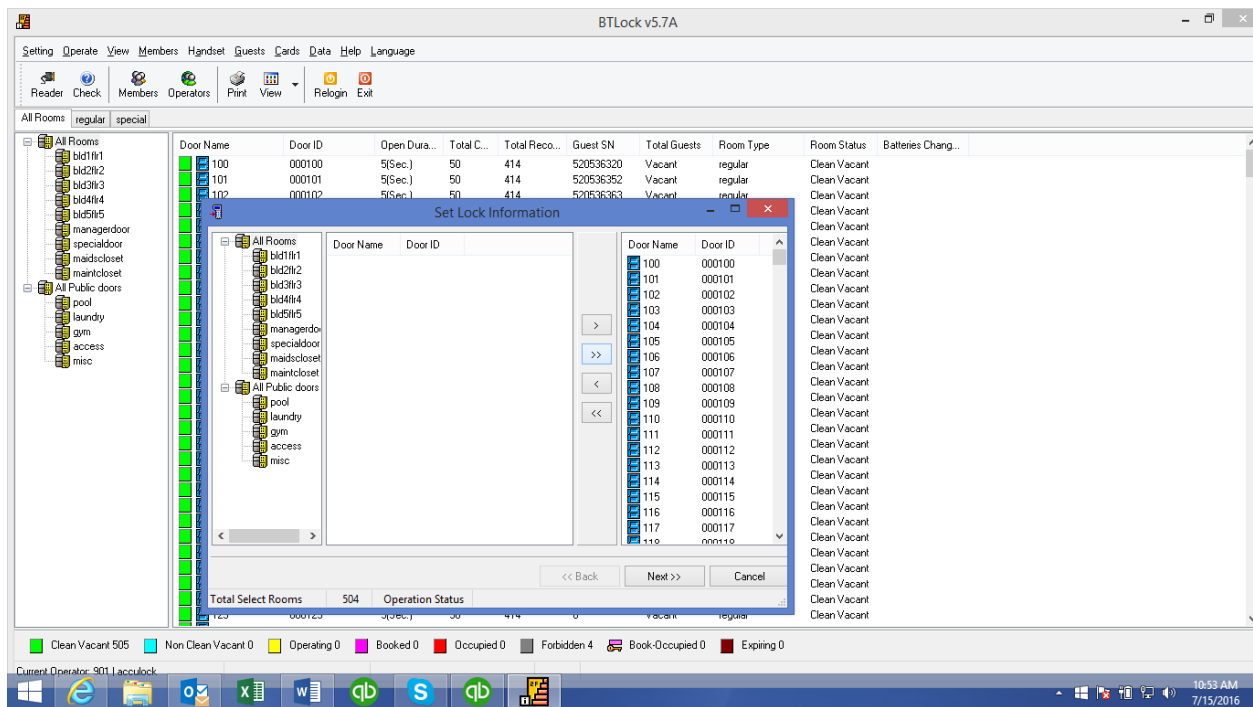
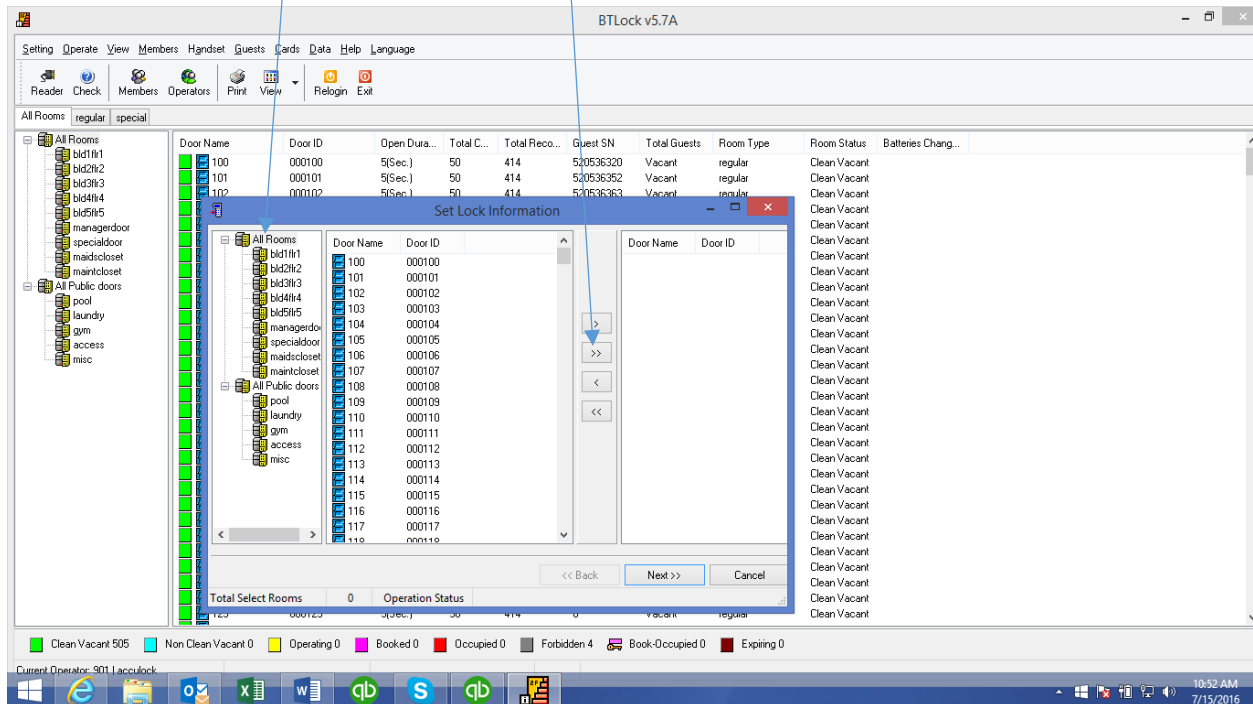
Press CANCEL to return to the main menu.

From the tool bar select HANDSET, then select SETTING INFORMATION

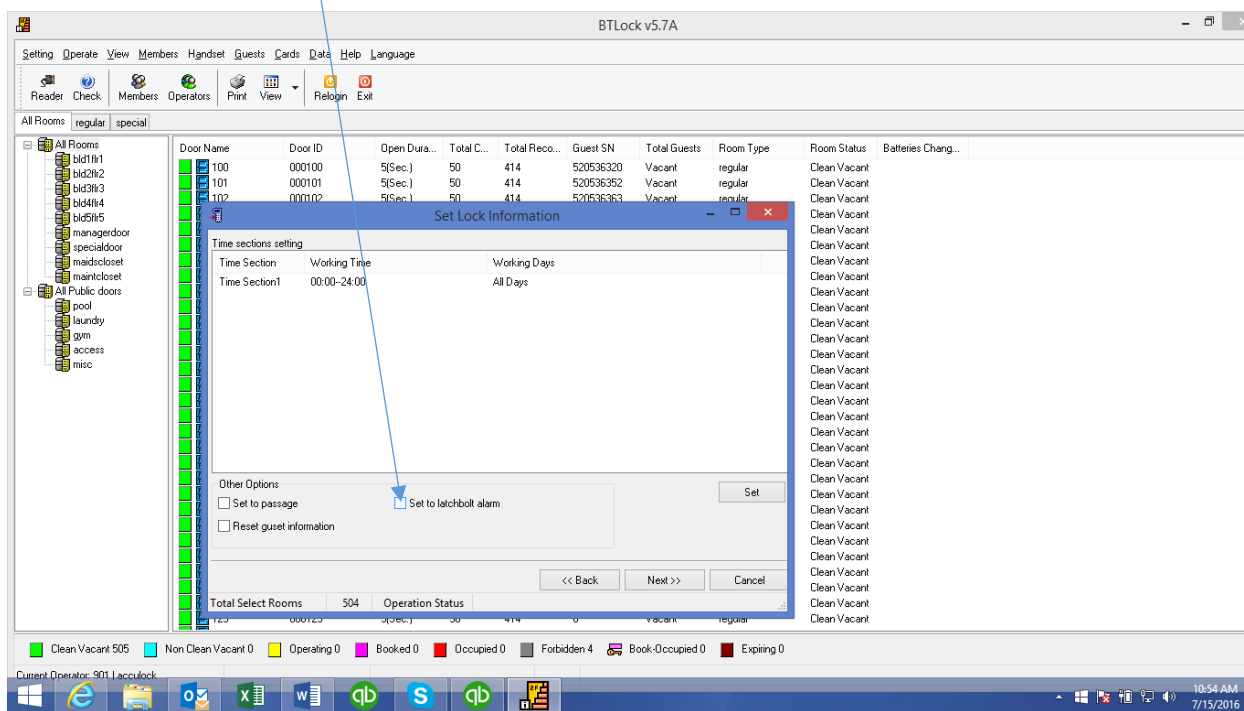
By default the LOCKS button should be checked. Just press OK.



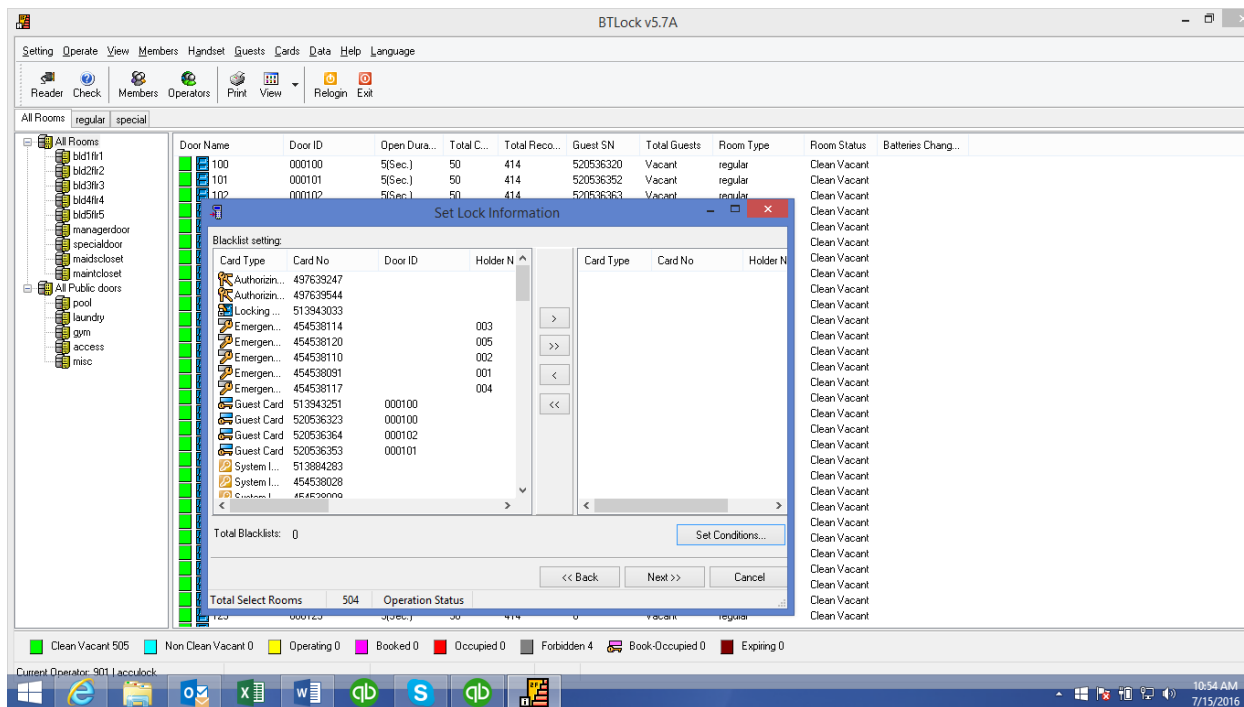
Click to highlight ALL ROOMS. Then click the >> (double right arrow) to move all guest rooms to the right. Then repeat for the PUBLIC DOORS. Then press next.



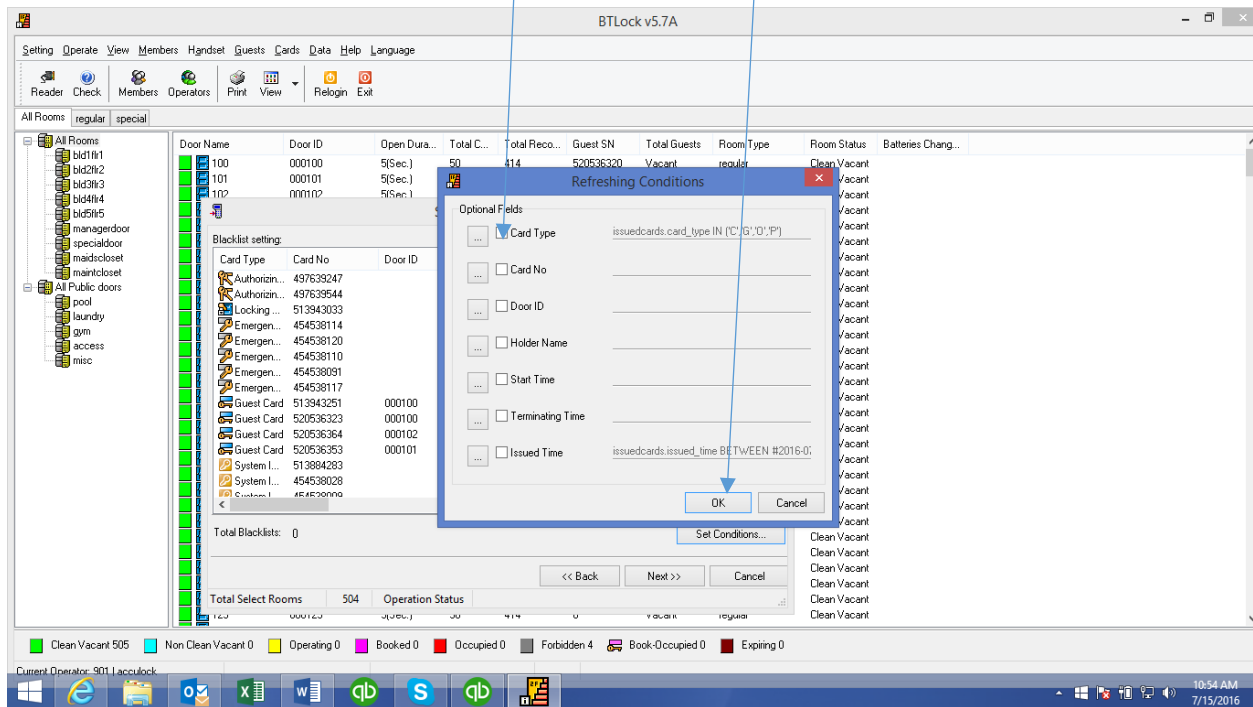
Uncheck SET TO LATCHBOLT ALARM and press next.



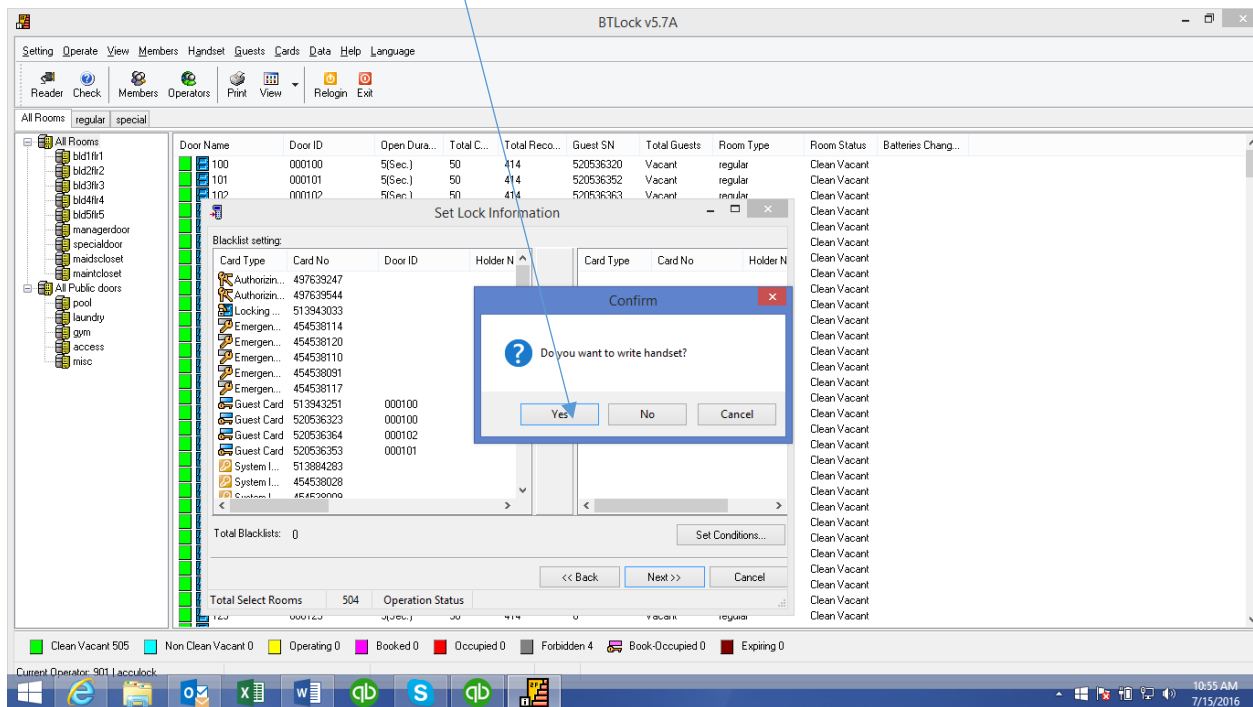
Ensure all staff cards, emergency cards, and temporary cards appear on the left and press next.



If needed – go to SET CONDITIONS, uncheck all boxes, and press OK



Press NEXT to proceed, then press YES to write the handheld.



A status bar at the bottom of the computer screen will show the progress status of loading. During this process the handheld device screen should change from WAITING COMMUNICATIONS to UNDER COMMUNICATIONS.

When the operation is complete you will get an information screen stating that the write handset has been successful.

You may now disconnect the handheld device from the computer. Hold down the STAR key to turn the unit off if you are not ready to go program locks.

HOW TO PROGRAM A LOCK WITH THE HANDHELD DEVICE

Use the black cable to connect the standard USB port on the handheld device to the MINI USB port on the bottom of the guest room lock.

On the keypad, press the STAR key and hold it until the screen says WELCOME

Press OK

When ask for a password just press OK to get to the main menu.

Use the arrow down key to select SETUP LOCKS INFO.

Press OK.

When ask for the room number, just press OK and you will be taken to the entire list of rooms and can make your selection from there by using the up or down arrow keys.

When the correct room has been highlighted, Press OK.

You should immediately hear the lock beep. The handheld device should show that it is communicating with the lock. After a few seconds the lock should beep again – twice. Then the handheld should indicate that the setup locks info was successful.

If you are finished programming all the locks, then unplug the cables and turn off the handheld device by holding down the STAR key.

If you have more locks to program, simply press the C key to return to the list of rooms. Then use the up and down arrows to make your next selection. Then press OK after connecting the handheld device to the next lock.

HOW TO QUERY A LOCK WITH THE HANDHELD DEVICE

Use the black cable to connect the standard USB port on the handheld device to the MINI USB port on the bottom of the guest room lock.

On the keypad, press the STAR key and hold it until the screen says WELCOME

Press OK

When ask for a password just press OK to get to the main menu.

Use the arrow down key to select DOWNLOAD LOCKS INFO.

Press OK.

The handheld device screen will show UNDER COMMUNICATION.

When the data transfer has been completed, the handheld device screen will show DOWNLOAD SUCCESS.

Press the C button to return to the main menu.

You may now repeat these steps for additional locks.

When finished its time to take the handheld device back to the computer so the information can be downloaded for viewing.

R.F.I.D. Handheld Programmer Usage Instructions

Preparing the Handheld (HH) Programmer for Use

1. Load the included batteries into the HH.
2. Open the battery compartment on the back of the HH.
3. Insert all four provided batteries.

TIP: When all four good batteries are properly inserted, the HH will beep.

4. Attach the provided blue USB cable.
5. Plug the USB-B (squared end) into the bottom of the HH.
6. Plug the USB-A (common flat end) into your computer.
7. Power on the HH.
8. Press the "*" (power) button on the HH until it beeps and displays "Welcome".
9. Press the "OK" button.
10. The HH will display "please enter pw". Press the "OK" button and the "Main Menu" will appear.

NOTE: The HH is now ready to be loaded.

R.F.I.D. Handheld Programmer Usage Instructions

Setting Time in the Handheld (HH) Programmer

1. With the HH at the “Main Menu”, press the “Down Arrow” button once to “communicate with pc”, then press the “OK” button and the HH will display “waiting for communication”.
2. Set the HH down and login as a Manager to the AccuLock System One software on the PC.
3. Left-click “Handset” from the menu at the top of the application window and select “Handset Setting”.

TIP: You can open this faster using the keyboard “CTRL”+”S” keys.

4. Left-click the “Set Time” button and a window displaying, “Change handset time successfully” will appear.
5. Left-click the “OK” button to return to the previous window.
6. Left-click the “Get Time” button and a window displaying “Read handset time successfully.” will appear.
7. Left-click the “OK” button to return to the previous window.
8. If the date and time displayed are correct, left-click the “Update SP” button and a window displaying “Update system password successfully.” will appear.

NOTE: If the date and time displayed are not correct, the PC time will need to be adjusted accordingly, then restart at Step 4.

9. Left-click the “OK” button to return to the previous window.
10. Left-click the “Cancel” button to close the “Handset Setting” window.

NOTE: This completes the setting time instruction for the handheld programmer.

R.F.I.D. Handheld Programmer Usage Instructions

Loading the Handheld (HH) Programmer

1. Left-click "Handset" from the menu at the top of the application window and select "Setting Information".

TIP: You can open this faster using the keyboard "CTRL"+"W" keys.

2. Make sure the dot is on "Locks", then left-click the "OK" button to open the "Set Lock Information" window.

3. Left-click "All Rooms" in the left pane then on the ">>" button (in the center of the window). This will include "all guest rooms" to be processed.

4. Left-click "All Public doors" in the left pane and again on the ">>" button to include "all public doors" to be processed.

5. Left-click the "Next>>" button to step into the "time sections settings", where you will need to uncheck the box for "Set to latchbolt alarm".

6. Left-click the "Next>>" button to step into the "Blacklist settings", where you only need to click again on the "Next>>" button.

7. When the window displays, "Do you want to write handset?", left-click the "Yes" button. The HH will display "under communication" and when the loading is completed, a window displaying "Write handset successfully." will appear.

NOTE: Both the PC and HH will be unusable during the HH loading time.

8. Left-click the "OK" button to return to the main application window.

9. Press the "C" button to return to the "Main Menu" on the HH.

10. Press and hold the "*" button (power) until the HH turns off.

11. Unplug the USB cable from both devices.

NOTE: This completes loading of the handheld programmer.

R.F.I.D. Handheld Programmer Usage Instructions

Programming a Lock with the Handheld (HH) Programmer

You will need the following to complete this procedure:

- ☐ Your existing "SID" card
- ☐ One S70 data card
- ☐ One Staff or Guest card to test the programmed lock.

1. When programming a new lock, present your "SID" card to the lock.
2. When the lock gives the green light and a beep, power on the HH.
3. Press the "*" (Power) button on the HH until it beeps and displays "Welcome".
4. Press the "OK" button.
5. The HH will display "please enter pw". Press the "OK" button and the "Main Menu" will appear.
6. Press the "down arrow" button twice to "Set Lock", then press the "OK" button.
7. Enter the Room Number in 000NNN00 format, then press the "OK" button.

Example: Room 324 would be entered as 00032400.

8. With your room selected in the list of rooms, hold your "data card" against the back of the HH and press the "OK" button to record the "Lock setting card" information to this card. When the unit beeps, the display will show the encoder and the lock.
 - a. Present the card to the lock; it will show a green light and beep.
9. Return the data card to the back of the HH and press the "OK" button to record the "Time card" information to this card. When the unit beeps, the display will show the encoder and the lock.
 - a. Present the card to the lock; it will show a green light and beep.

R.F.I.D. Handheld Programmer Usage Instructions

Programming a Lock with the Handheld (HH) Programmer (cont.)

10. Return the data card to the back of the HH and press the “OK” button to record the “Authorizing card” information to this card. When the unit beeps, the display will show the encoder and the lock.

a. Present the card to the lock; it will show a green light and beep.

NOTE: You may skip this step if you are programming an “Access Door”.

11. Press the “C” button to return to the “Main Menu” on the HH.

12. Press and hold the “*” (Power) button until the HH turns off.

NOTE: This completes the programming a lock instruction for the handheld programmer.

HOW TO QUERY A LOCK WITH THE RFID HANDHELD DEVICE

Materials needed: The RFID Handheld device and 1 of the DATA cards.

The RFID Handheld device must be powered on and loaded from the computer before proceeding.

Go to the menu option AUDIT TRAIL.

Hold the DATA card behind and at the top of the Handheld device.

Press OK.

This will initialize the Data card as QUERY A. You will then be prompted to show the DATA card to the lock so that the data can be loaded on the card. This may take a few seconds.

When the data has been loaded onto the card the lock will beep.

Return the DATA card to the Handheld device and press OK so it can read the data. You will be prompted AUDIT TRAIL SUCCESS.

Press OK and repeat the above step for the QUERY B card.

Press OK and repeat again for the QUERY C card.

You may now return to the computer with the Handheld so the data can be downloaded onto the computer for processing.

HOW TO VIEW THE QUERY'D DATA FROM THE HANDHELD DEVICE

On the keypad, press the STAR key and hold it until the screen says WELCOME

Press OK

When ask for a password just press OK to get to the main menu.

Use the arrow down key to select COMMUNICATE WITH PC.

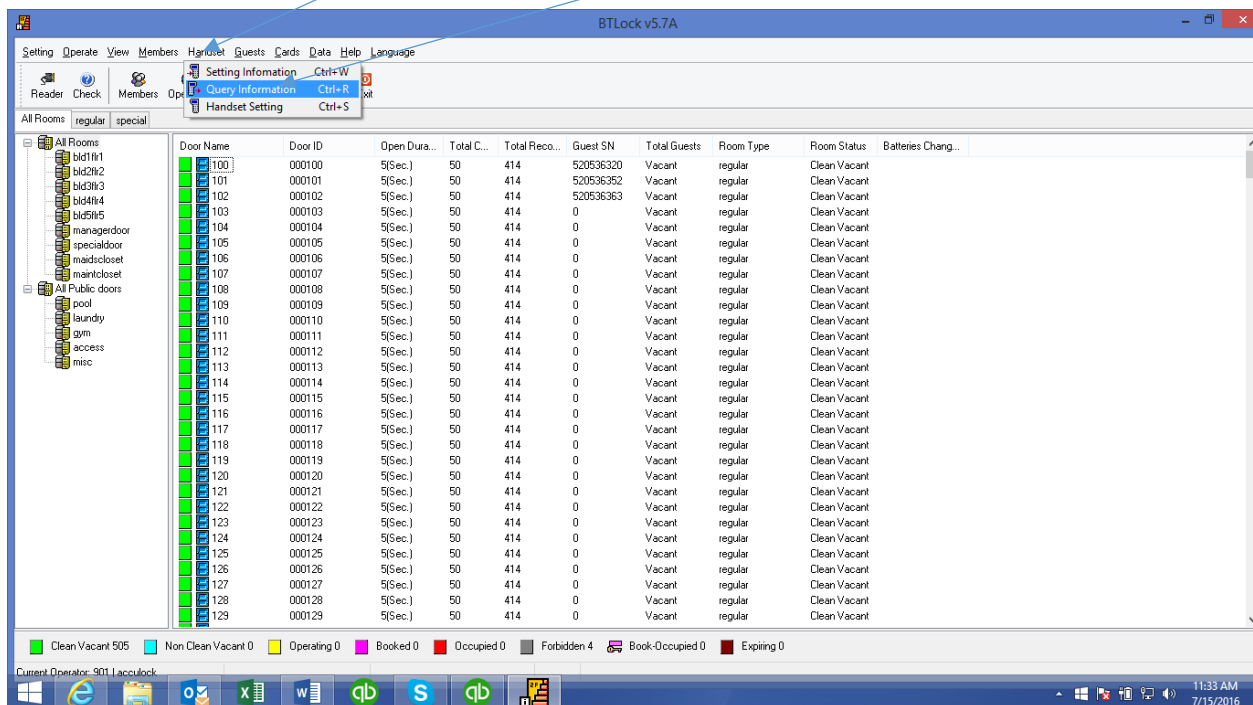
Use the blue cable to connect the handheld device to the computer's USB port

Press OK.

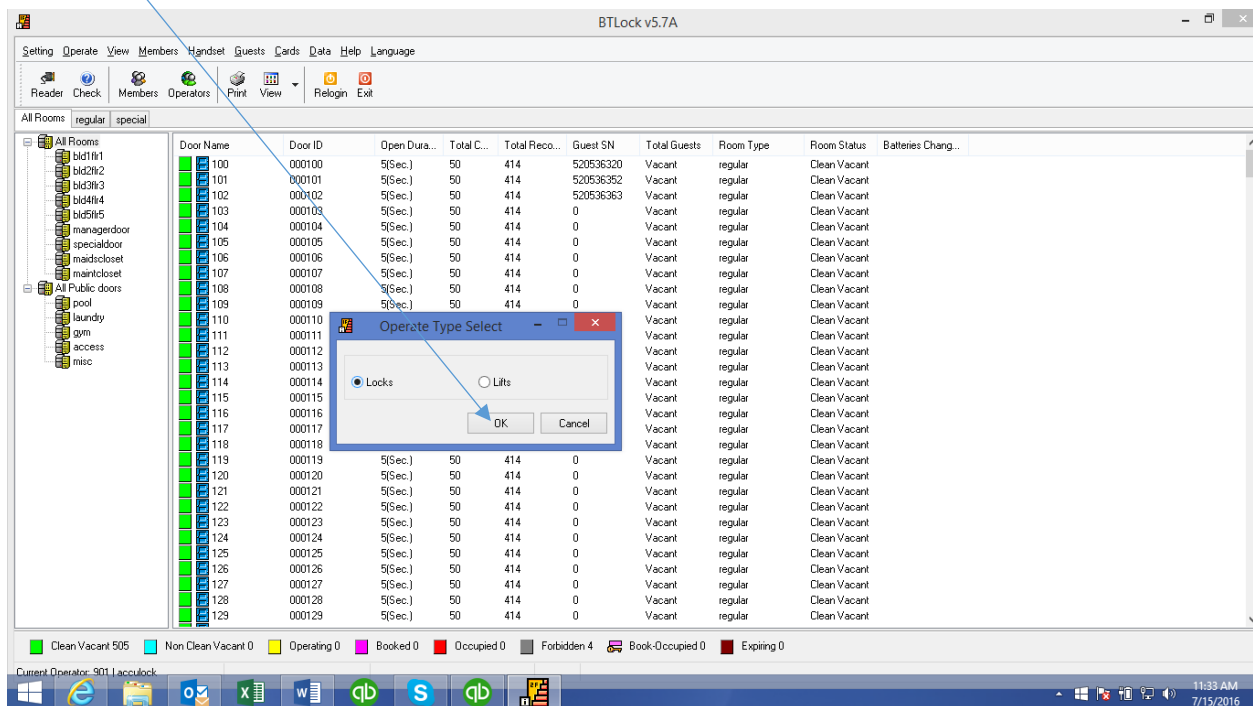
WAITING FOR COMMUNICATION will appear on the hand held screen.

Just set it down on the desk. The rest of the loading process will be completed using the computer.

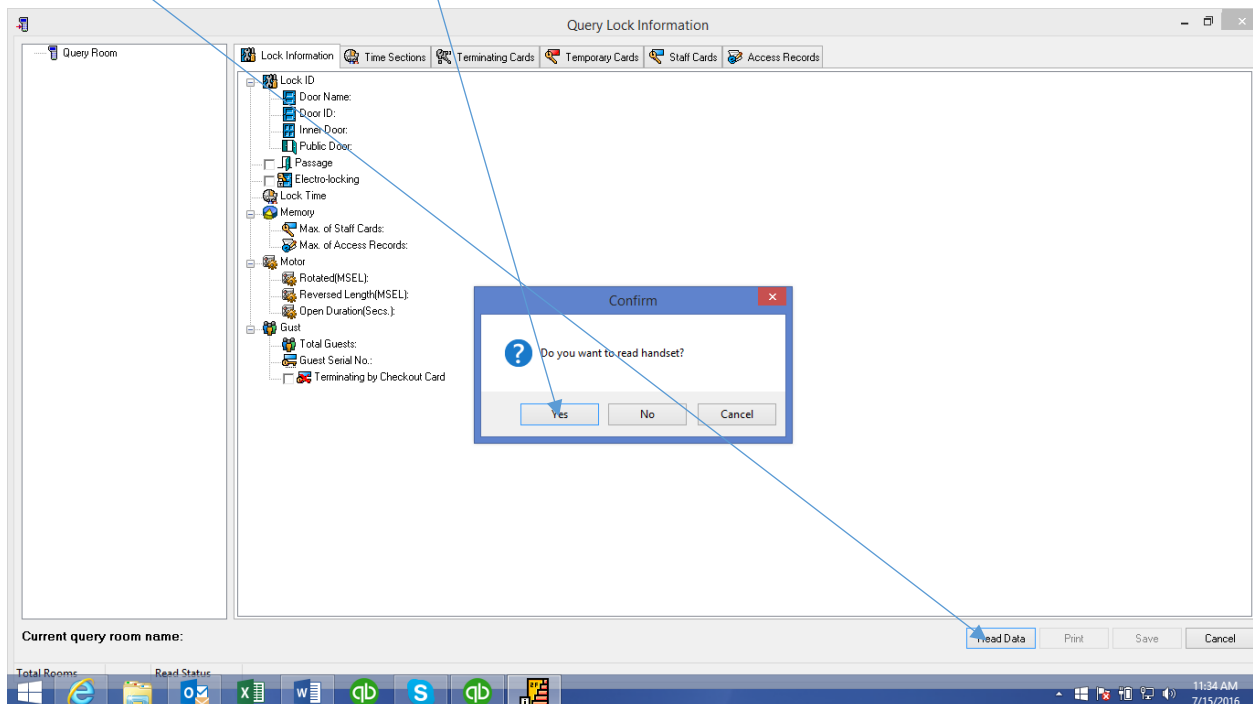
From the tool bar click on HANDSET. Then click on QUERY INFORMATION.



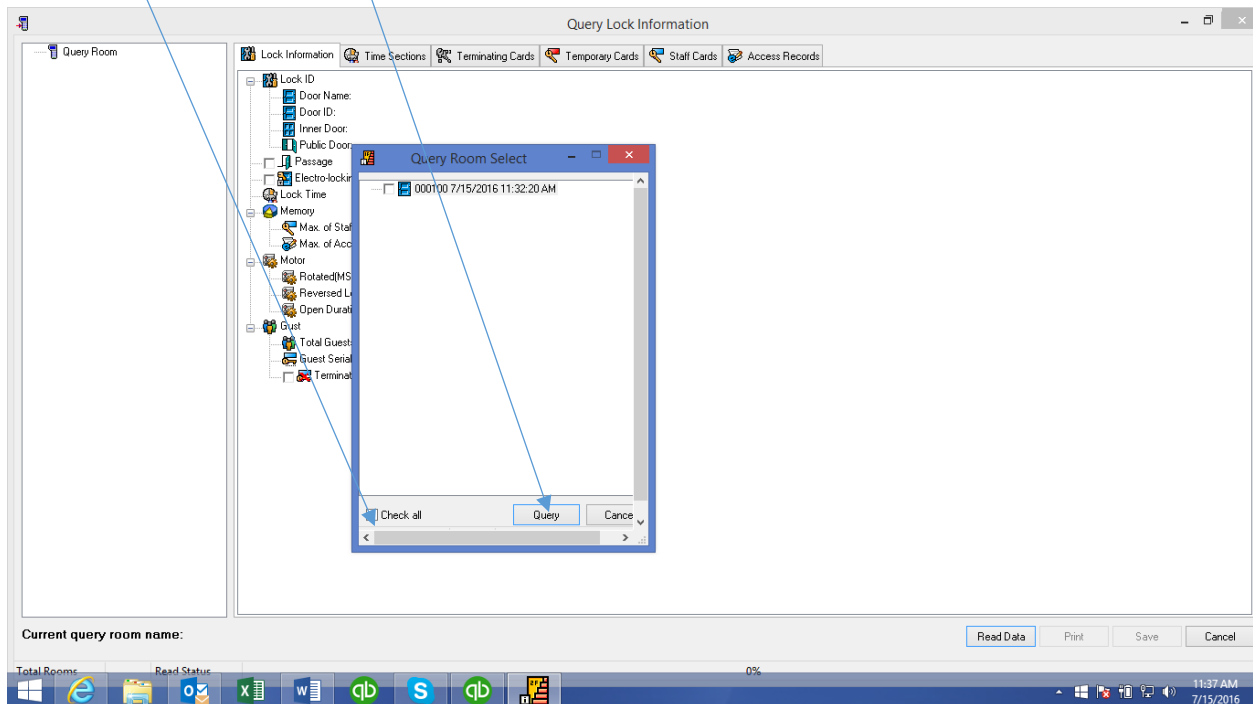
Click on OK



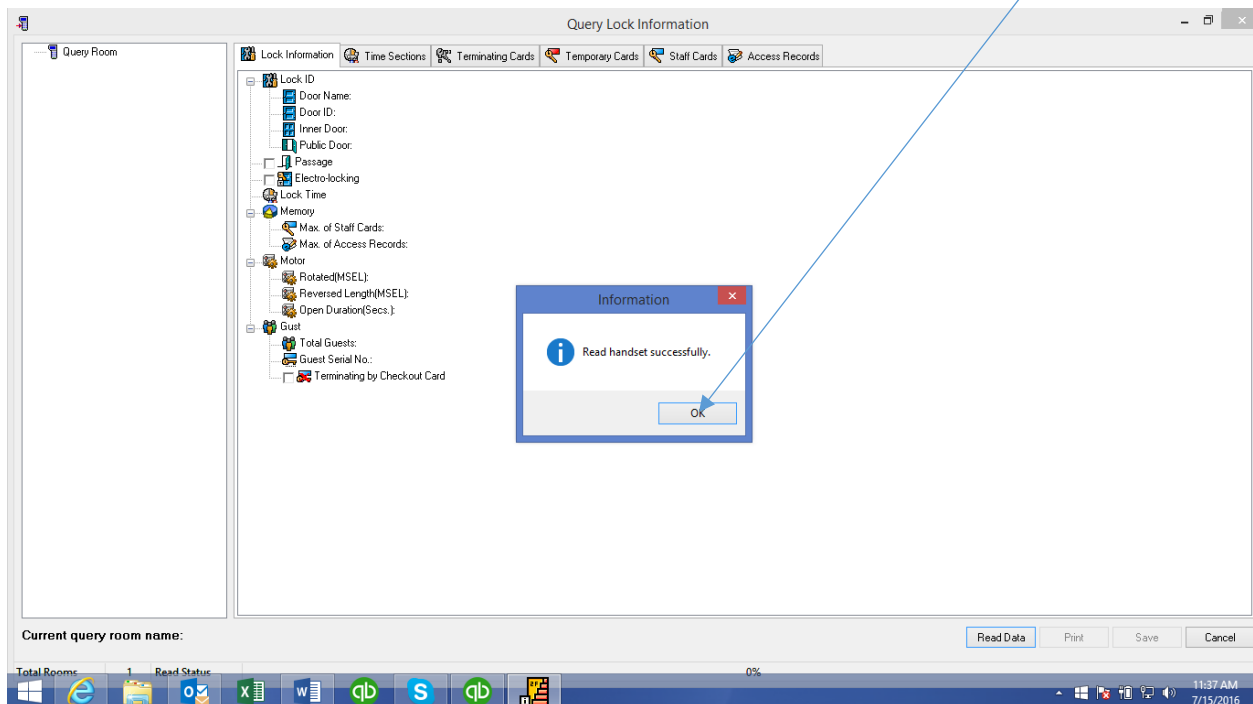
Click on READ DATA. Then click on YES.



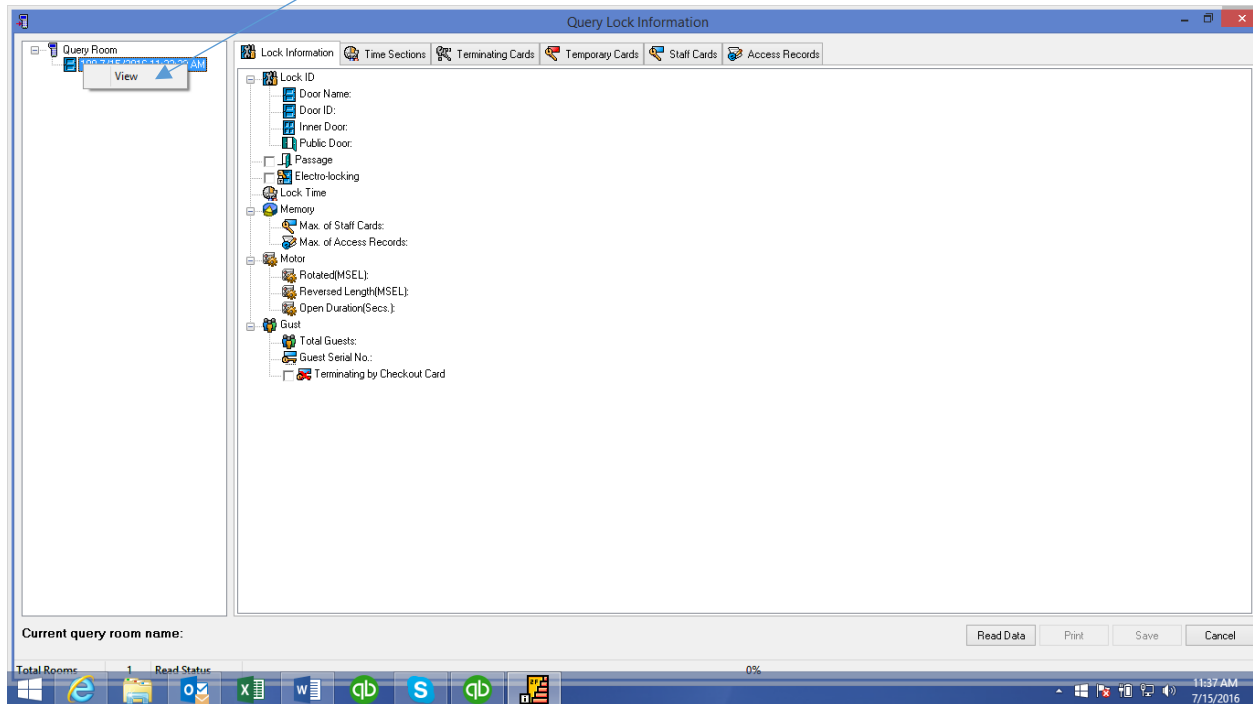
The system will now read the handheld device to discover all the rooms that have been downloaded into its memory. This is just a list of the rooms. Not the actual data yet. You may then select 1 or more rooms or ALL. Then click on QUERY. The system will now get the actual data for your selections.



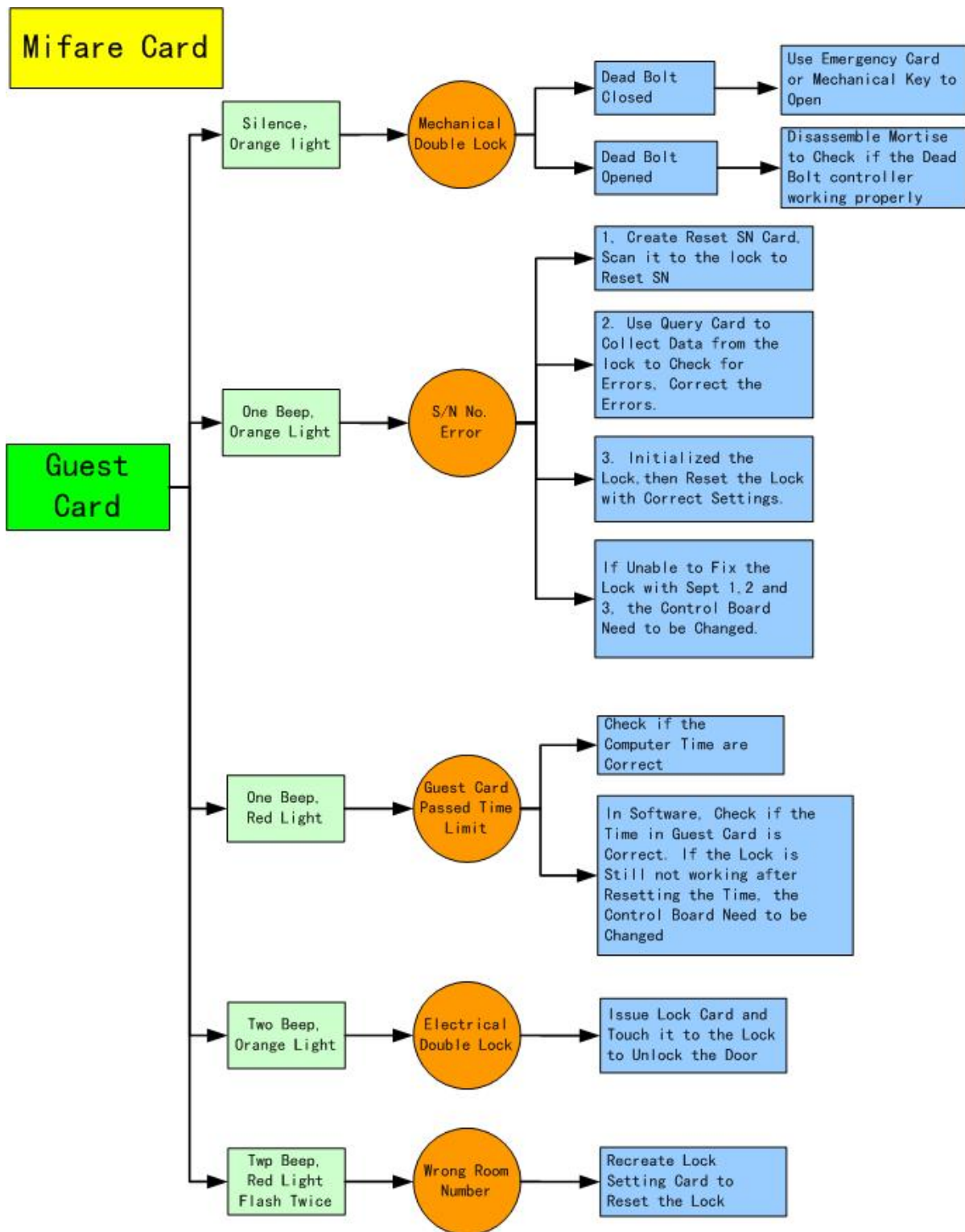
An informational screen will appear stating that the information has been read. Click OK.

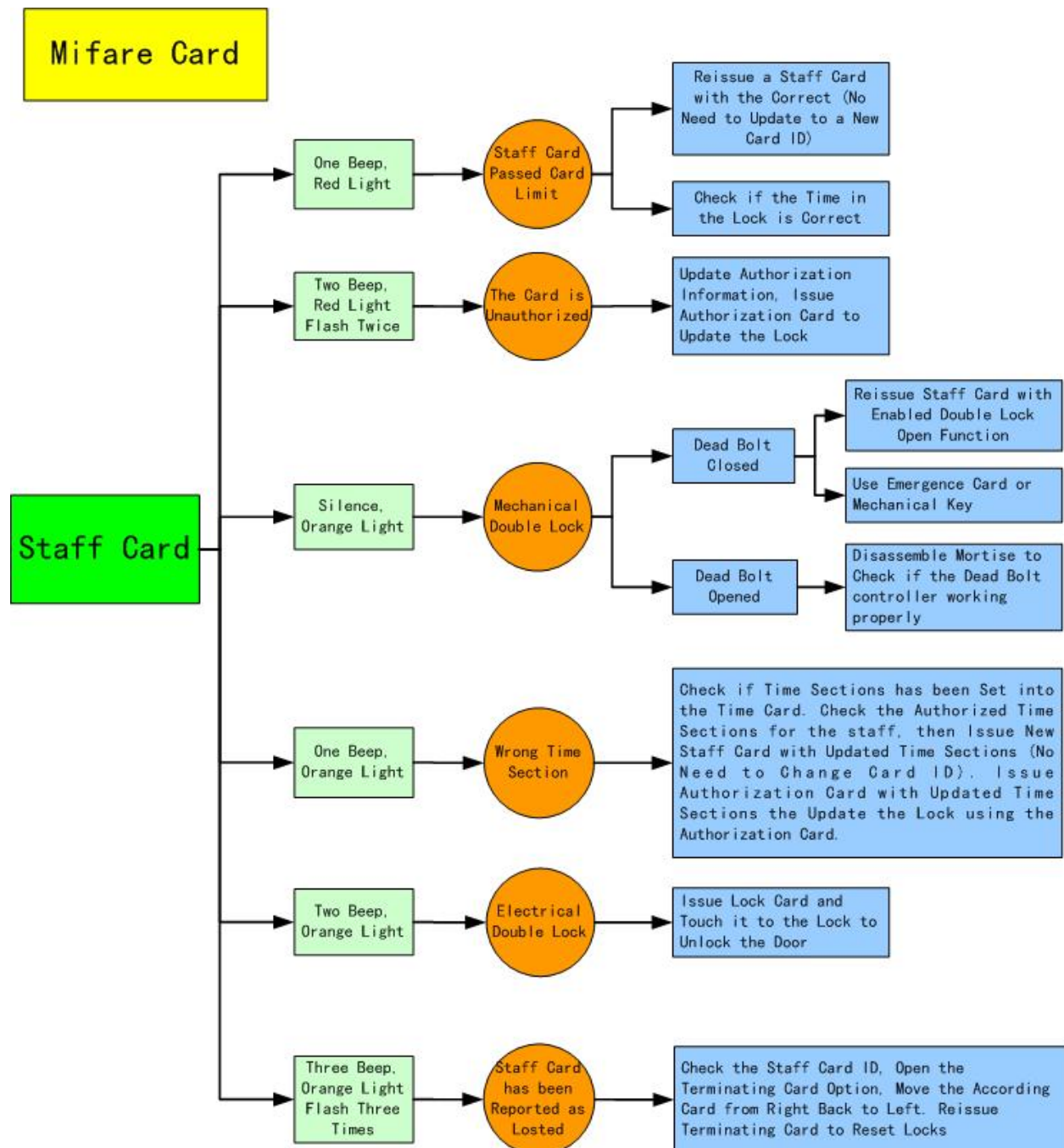


You will now be presented with a list of the rooms/data on the left side. Right click on the room you wish to view and click on VIEW.



The data will populate into the tabs for your viewing. Just select the tab you want to see. Most people will want to view the ACCESS RECORDS to see all the various key cards that were used to access the room along with the dates and times. The default shows the most current down to the oldest.





“ILLEGAL CARD” MESSAGE APPEARS ON COMPUTER SCREEN

- CARD IS NOT INITIALIZED
 - USE A CARD THAT HAS BEEN FACTORY INITIALIZED

“DEVICE CONNECT FAILURE” MESSAGE APPEARS ON COMPUTER SCREEN

- THE ENCODER IS NOT CONNECTED TO THE COMPUTER
 - PLUG THE ENCODER INTO THE COMPUTER
- THERE IS NOT A CARD ON THE ENCODER
 - PLACE A CARD ON THE ENCODER
- THE USB PORT ON THE COMPUTER IS BAD
 - TRY ANOTHER USB PORT

LOCK EMITS 2 SHORT BEEPS AND THE RED LAMP BLINKS TWICE

- GUEST HAS BEEN ISSUED A CARD FOR THE WRONG ROOM
 - VERIFY THE CARD IS FOR THE CORRECT ROOM AND/OR REISSUE IF NECESSARY
- BAD CARD
 - ISSUE ANOTHER CARD

LOCK GIVES 1 LONG BEEP AND A STEADY GREEN LIGHT

- CHECKOUT CARD HAS BEEN USED TO DISABLE GUEST CARD
 - ISSUE NEW GUEST CARD

LOCK EMITS 2 BEEPS AND ORANGE LAMP FLASHES TWICE

- LOCKOUT CARD HAS BEEN USED ON THE LOCK
 - TO REMOVE THE LOCKOUT HOLD THE LOCKOUT CARD NEAR THE LOCK UNTIL THE RED LAMP BLINKS AND THE LOCK EMITS 2 BEEPS

STEADY GREEN LAMP NO BEEP

- CIRCUIT BOARD WIRING IS LOOSE
 - SECURE WIRING
- DEFECTIVE CIRCUIT BOARD
 - REPLACE CIRCUIT BOARD

STEADY RED LAMP NO BEEP

- CARD HAS NOT BEEN ENCODED
- ENCODE THE CARD

GREEN LAMP FLASHES AND LOCK EMITS 1 BEEP BUT WILL NOT OPEN

- LOOSE OR BROKEN WIRING
- CHECK AND REPAIR
- BAD LOCK MOTOR
- CHANGE LOCK MOTOR

STEADY ORANGE LAMP NO BEEPS

- DEADBOLT IS ACTIVATED
- USE EMERGENCY CARD TO ENTER ROOM

YELLOW LAMP FLASHES LOCK EMITS 3 BEEPS

- INDICATES THE GUEST CARD HAS BEEN BLACKLISTED AND WILL NO LONGER OPEN THE DOOR
- ISSUE A NEW GUEST CARD

STEADY RED LAMP LOCK EMITS 1 BEEP

- GUEST CARD HAS TIMED OUT
- ISSUE A NEW GUEST CARD WITH THE NEW CHECKOUT TIME

RED LAMP FLASHES LOCK EMITS 2 BEEPS

- THE LOCK AND SOFTWARE ARE OUT OF SYNC
- ISSUE A LOCK SETTING CARD AND PROGRAM THE LOCK
- NON VALID TEMPORARY CARD IS BEING USED
- USE VALID TEMPORARY CARD

NO LIGHTS OR BEEPS

- BAD BATTERIES
- CHANGE BATTERIES
- WIRING TO BATTERY PACK IS LOOSE
- CHECK WIRING
- BAD READER
- REPLACE READER

GREEN LAMP AND LOCK BEEPS 8 TIMES

- BATTERY VOLTAGE IS LOW

- REPLACE BATTERIES