Product Manual

Table of Contents

Software Installation

1. Installation

1.1 Operating System: Windows XP, or Windows 7 or 8 (Ultimate Version).

1.2 Go to computer to click to open C drive. Right click your mouse to create a new folder and name it as DigilockMF1.

1.3 Insert the CD into the CD-Rom drive.

1.3 Double-click CD-Rom drive in "my computer", then double-click the set up file to enter the installation windows, then to change destination to DigilockMF1 folder under C: drive of the install digilockMF1 to . click "OK" to finish.
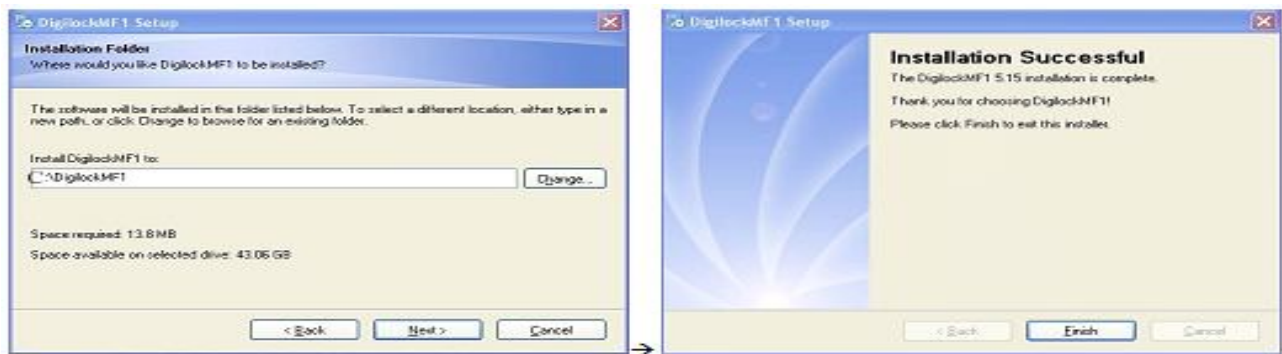
Now software is installed successfully.

1.4 The card encoder should be plugged into the USB port of your computer with the power turned on,
   After software installation finished.

1.5 USB Driver Installation :

After you Connect the Encoder to USB Port on Computer , It will be installed automatically.

Checking Whether the Encoder Connection or USB Driver Installation is Successful

   For the Newer Encoder there is no need install USB driver. Once the encoder is connected to the computer, it will appear as "HID-compliant devices" in the "Device Manager" if the connection was successful.
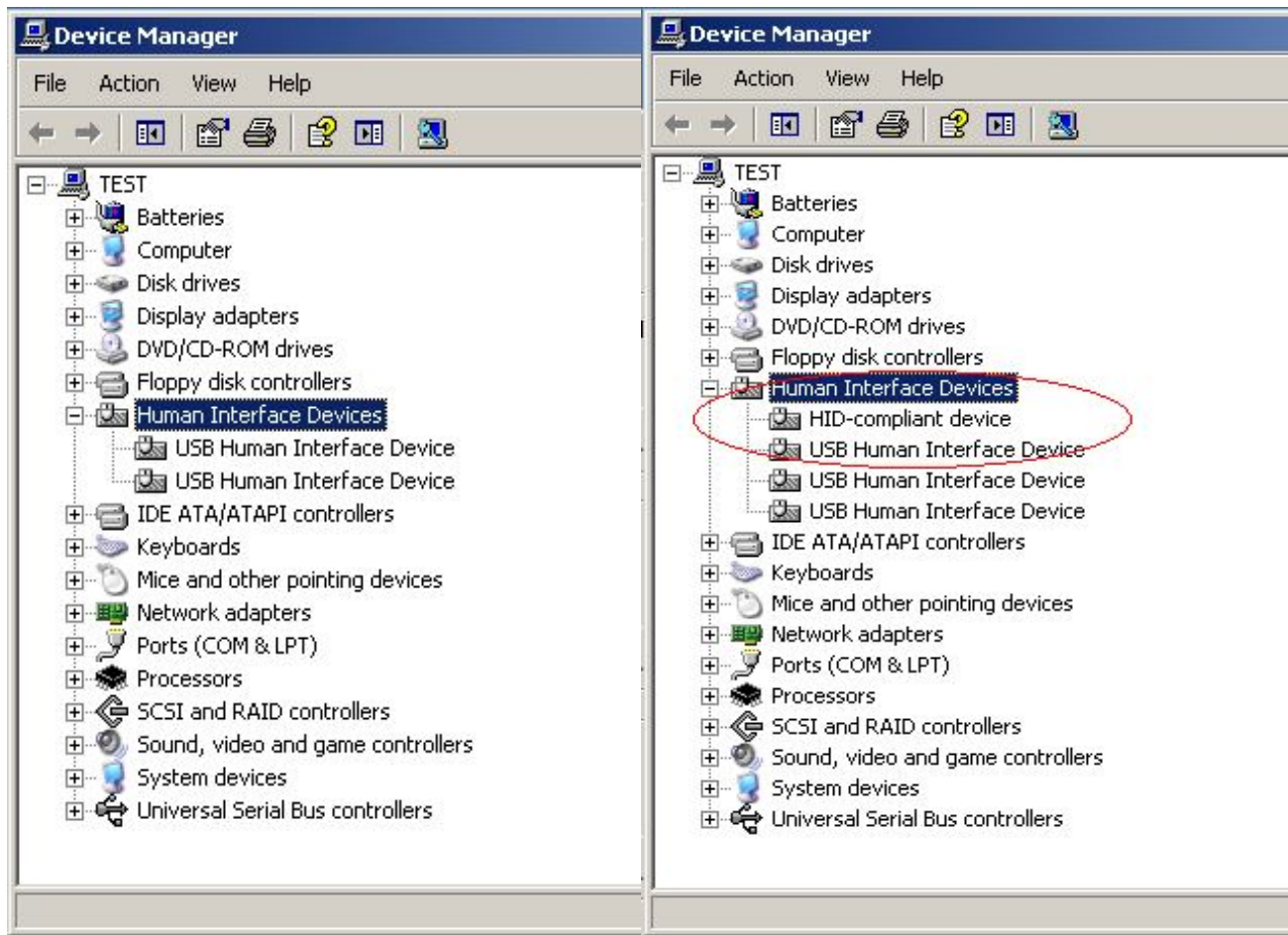
1.6 USB Driver Installation（For Old Encoder only . New encoder Ver1.7 does not require this step）:
Return to the files in CD-Rom, find "USB Driver", open it and double-click the file "CP210x_VCP_Win2K_XP_S2K3" to enter the USB driver installation window, Click "Next" to continue with the installation:

→

→
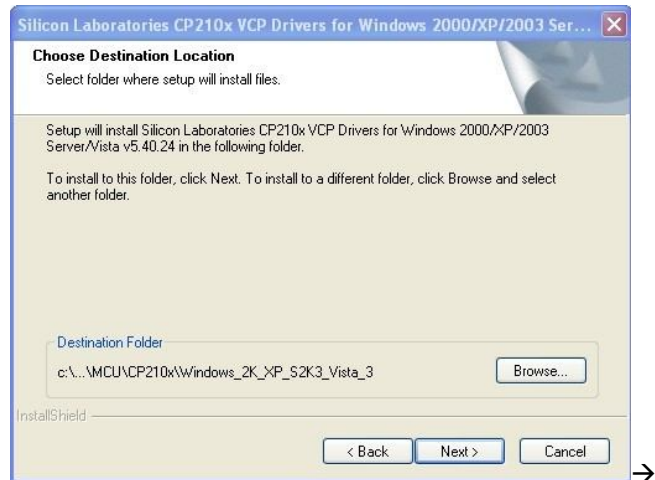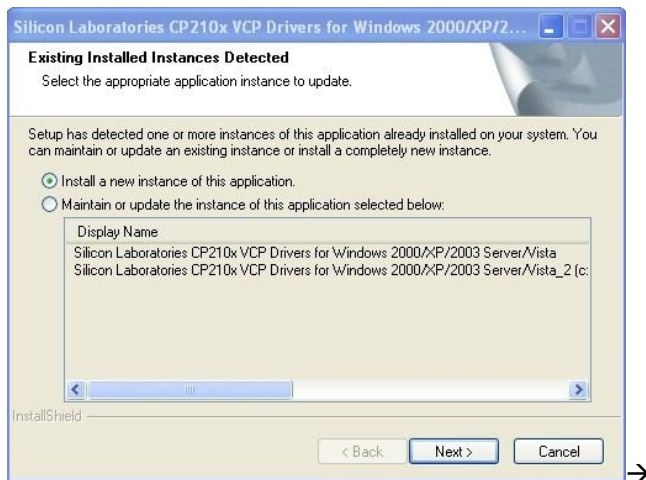
Click "Install" and then USB driver installation is finished.

For an old encoder: After installing the USB driver, it will appear as "Silicon Labs CP210x USB to UART Bridge (COM2)" in "Device Manager" of your computer if the USB driver installation is successful.
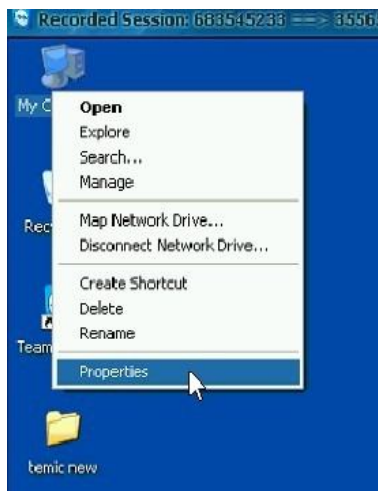
1→
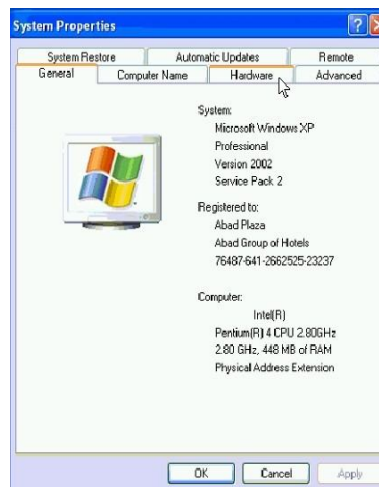
2→

3→
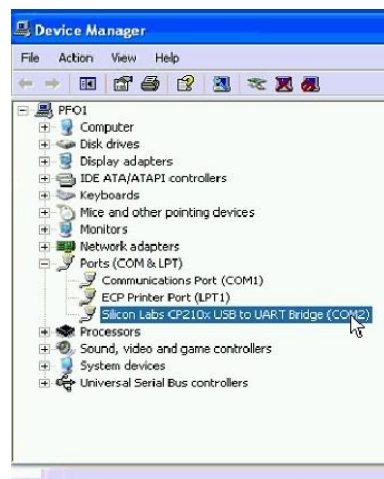
4

Note: It may be COM 3,COM 4, etc depending your computer settings.

Running Software

2. Software Activation and Hotel Setting on the Software

2.1 Run the software by double-clicking the "Digi Lock" Icon on the desktop.

2.2 Input the code and password then click "OK" to enter main menu. (Initial code is: 0 (zero), the password remains blank).

The main menu will appear:
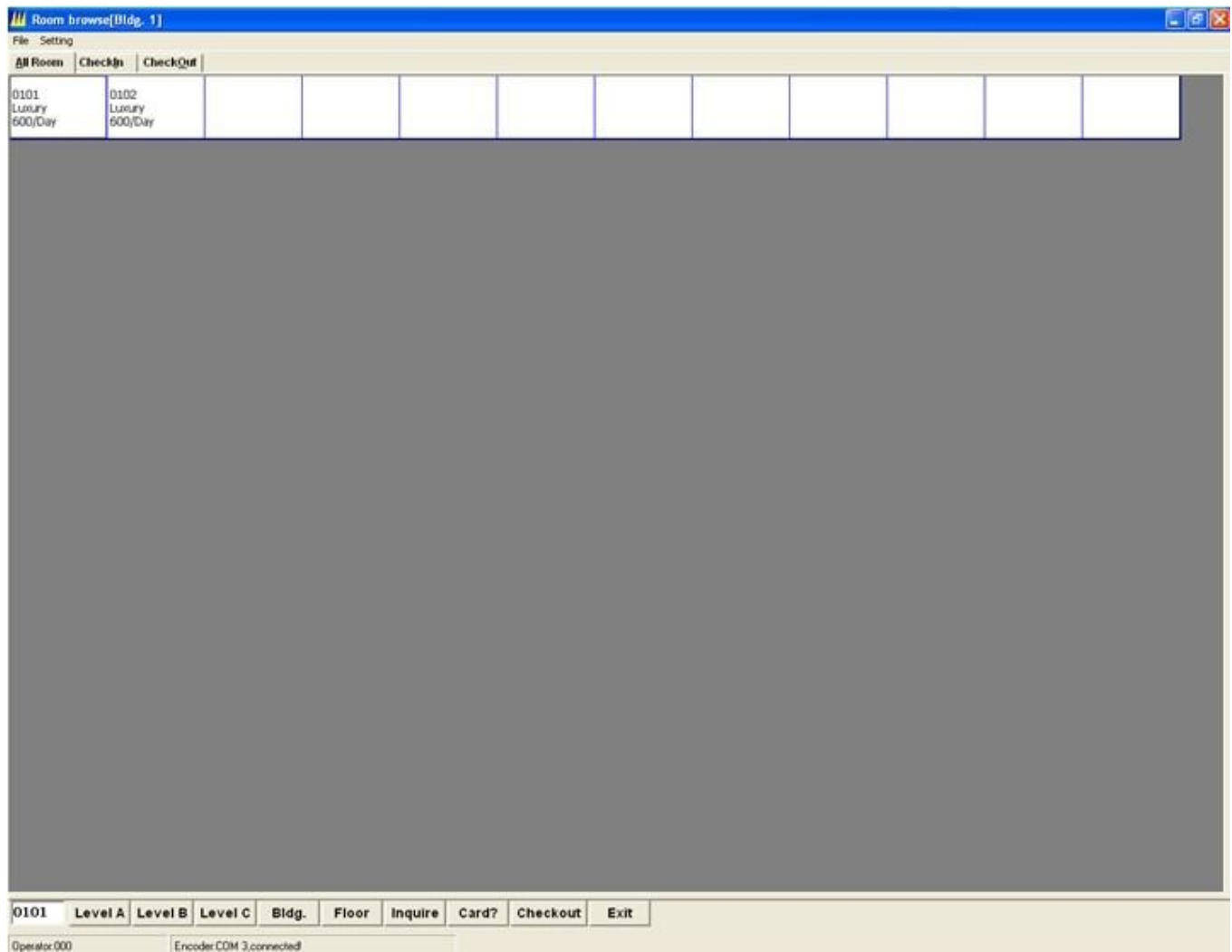
Place your Mifare1 Special Card on the encoder and click the "Card?" button. A Hotel Settings menu will appear:

You may change the password for each access level. Passwords can be 8 characters maximum. The Hotel Name is 20 characters maximum. The Hotel name is unchangeable once it is saved. (It is Recommended to keep Hotel Name Blank).

Now input the operator info, and click " Operator":

You can input the code, name and password for each authorized operator. (Code: Max 6-Digits, Name: Max 20-Digits, Password: Max 20-Digits)

After adding the info for authorized operators, click "Save" to close the window then click "OK" to finish the activation and setting of the software.

Warning: Please keep your Special card and Reset card safe for security and convenience of management.

Each software has a unique set of special card and reset card. Never use two sets of special cards and reset cards in same hotel, it may damage the locks. That is, one hotel only uses one special card and one reset card with same card numbers to program the locks.

3. Lock Setting (Programming the Lock)

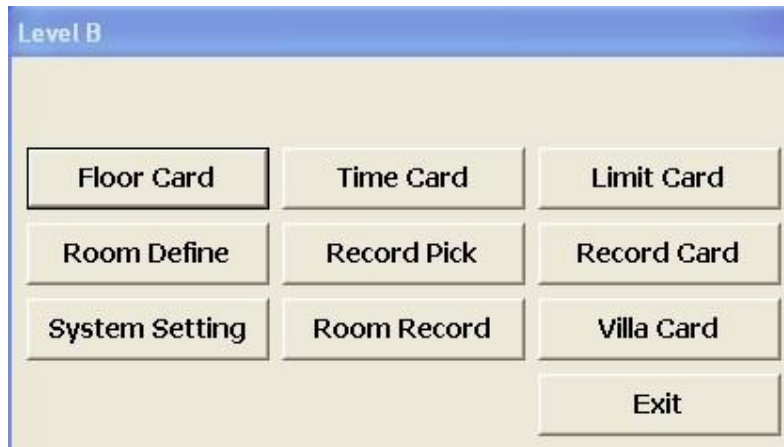This step requires three cards: reset card, Room# setting card, time card. The Reset card is provided along with the software CD. Room# Setting card and time card need to be created with the software as follows:
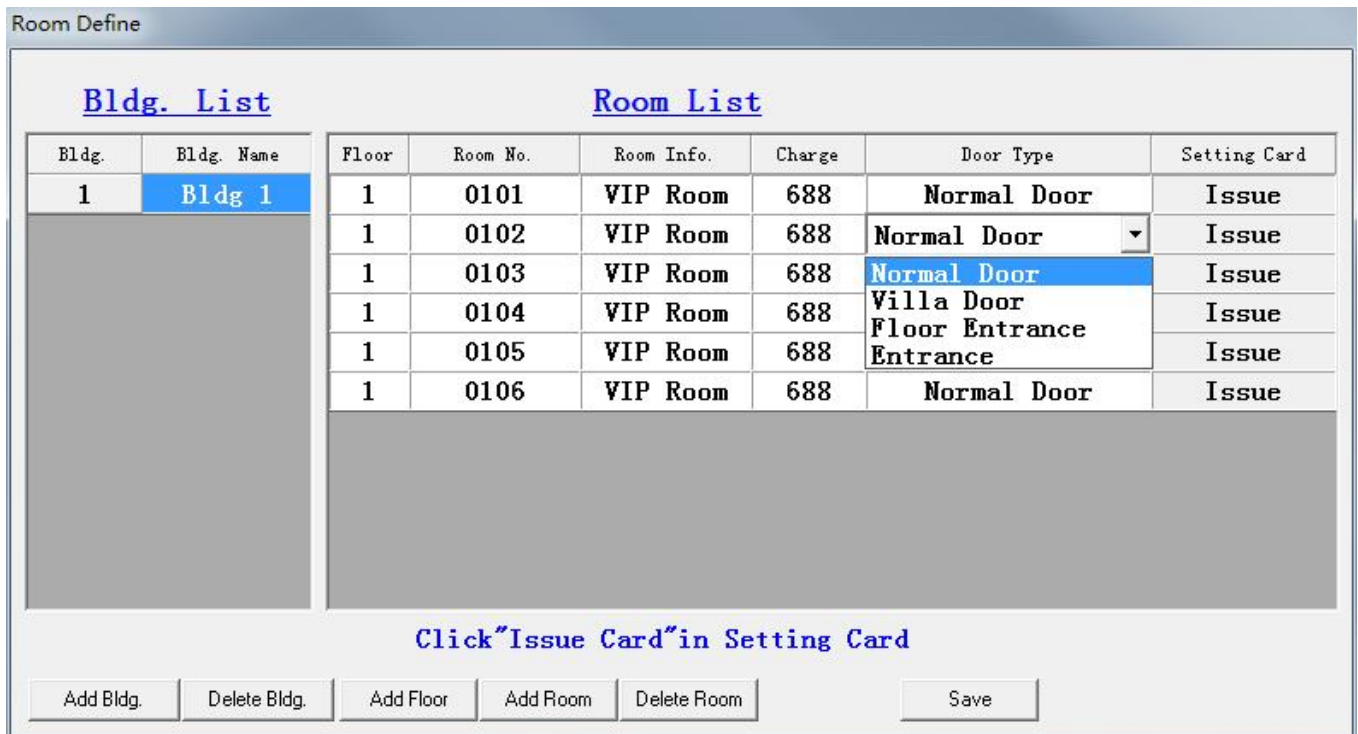
3.1 Issuing Room Number Setting Card (To Define the Locks with Room Numbers)
Place an empty card on the encoder, enter Level B or Level C with your password:

Level B		
Floor Card	Time Card	Limit Card
Room Define	Record Pick	Record Card
System Setting	Room Record	Villa Card
		Exit

Then click "Room Define":

Room Define

Bldg. List

Bldg.	Bldg. Name
1	Bldg 1

Room List

Floor	Room No.	Room Info.	Charge	Door Type	Setting Card
1	0101	VIP Room	688	Normal Door	Issue
1	0102	VIP Room	688	Normal Door ▼	Issue
1	0103	VIP Room	688	Normal Door	Issue
1	0104	VIP Room	688	Villa Door / Floor Entrance	Issue
1	0105	VIP Room	688	Entrance	Issue
1	0106	VIP Room	688	Normal Door	Issue

Click"Issue Card"in Setting Card
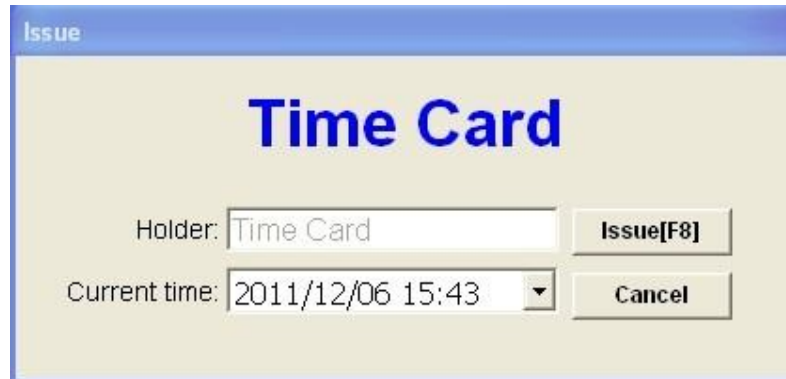
Add Bldg.	Delete Bldg.	Add Floor	Add Room	Delete Room	Save

You can add buildings, floors, rooms, and change the door type according to your needs. Then click "Issue", it will display "Write Card Ok!" when the operation is successful. Click "OK" to close the window. One card is for one room. You should mark the room numbers on the setting cards. After all setting cards are issued, click "Save" to save and exit. Note: You can click the sum in "Charge" column to change the sum. Also you can modify the Room No /Room Type.

Building: Max 6 buildings; Floor: Max 99 floors per building; Room: Max 99 rooms per floor

3.2 Creating a Time Card (To Endow Time to the Locks)

Place an empty card on the encoder, return to Level B or Level C, click "Time Card" and you will see:

Click "Issue". It will show "Write Card OK!" when operation is successful. Click "Ok" and "Cancel" to finish the issuing.

One time card can program all of the locks within 10 minutes after issued. Exit Level B.

Note:

If you did not use time card to program a lock within 10 minutes after issued, please re-issue a time card again.

3.3 Lock Setting (How to program the lock)

Please swipe in this order:

   Reset Card – Room Number Setting Card - Time Card

on each locks one by one.

Reset Card can program all of the locks.

Time card can program all of the locks within 10 minutes after issued.

Each Room# setting card should match the correct room number one by one.

4. Card Issuing in Daily Use

4.1 Guest Card (For Guests to Open the Lock)

Place an empty card on the encoder, return to main menu.

Double-click a room number, you will see:

Fill in the information according to your needs, then click "Issue". It will display "Write Card OK!" if the operation is successful. Click "OK", then "Cancel" to finish the issuing. (Name: Max 30-Digits, ID Card No.: Max 20-Digits . Address: Max 40-Digits, Remark: Max 20-Digits). A normal occupied room (For which a guest cards was issued) will be shown in blue text.

4.2 GM Card/Guard Card (For Management or Emergency Needs)

Place an empty card on the encoder, enter Level A, click "GM Card" or "Guard Card", Input the holder name (Max 20-Digits), then click "OK". It will display "Write Card OK!" if the operation was successful. Click "OK", then "Cancel" to close it.

Note: GM Card can open all the locks except when they are locked inside using the Deadbolt. A Guard Card can open all the locks even they are locked inside by deadbolt.

4.3 Building Card, Floor Card, Waiter Card, Cleaner Card (For Hotel Staff Use)
These cards are used by Building Manager/Floor Manager/Waiter/Cleaner separately. The Building Card holder can open all the locks of the specified Buildings. The Floor Card/Waiter Card/Cleaner card holder can open all the locks of the specified floors.

Issue Building Card: Place an empty card on the encoder, enter Level A, and click "Bldg. Card"

Input the necessary information into the blanks and click "Issue". It will display "Write Card OK!" if the operation was successful.

Note: Holder name is max 20-Digits

    You can add max 6 Buildings.

    You can click the choice box "Date Limit" to set the valid time of the Building Card.

    Issue a Floor Card（Waiter Card and Cleaner Card are all issued here）:

Place an empty card on the encoder, enter Level B, and click "Floor Card" to issue in same way.

Note: Holder name is max 20-digits.

    For each kind of card, you can add max 6 floors in same or different buildings.

    You can click the choice box of "Date Limit" to set the valid time of the card.

4.4 Record Card (For Picking and Reading Access of the last 200 Open Records of a lock)

Put the record card on the encoder, enter Level B or C, click "Record Pick", it will display "Write Card OK!" if the operation was successful. Click "OK". Swipe the issued record card on a lock and keep the card near the sensor area of the lock .The green light will flash and will end with a beep if successful. Then place the record card on the encoder

and click "Record Card" to read the records. The records will be listed as follows:

You can edit the date by YYYY/MM/DD to set the time period, and print the records as well.

4.5 Limit Card (For Limiting Access to specific Card like GM card , Guard Card, Floor Card, and Guest Cards) .
A limit card is used to limit one card when it becomes invalid due to loss.
Place an empty card on the encoder, enter Level B or C, click "Limit Card" and you will see:

Double-click Remark to create a limit card, you will see:
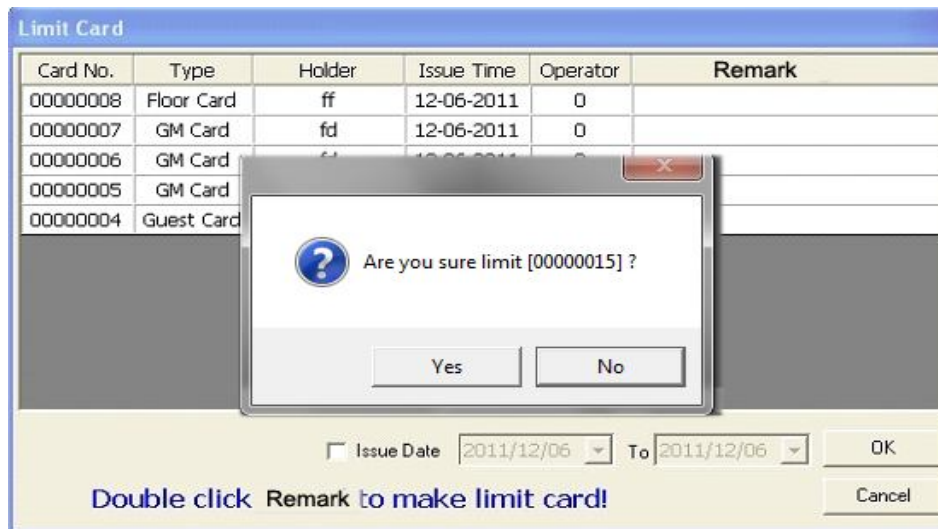
Click "Yes" to confirm. It will display:

Click "OK" to finish issuing. (Note: You can edit the "Issue Date" by YYYY/ MM/DD to select the time period to help you find the card to be limited)

Use this issued limit card and swipe the relative lock, then the limited card cannot open the lock again.

4.6 Limit All Card (For Limiting Access of Guest Cards of a lock)

Place an empty card on the encoder, enter Level A, click "Limit All Card". It will show "Write Card Ok!" if the operation is successful. Click "OK" to finish issuing.

Use this issued "Limit All Card" to swipe any lock to be limited, then all the guest cards of this lock will be limited.

If you need to reissue new guest card, Please issue a new guest card then click "Check Out" on the bottom and select "check out all" with the new guest card.   Then you can reissue new guest card.

Note: If a guest card of a lock was never used on that lock, then the card cannot be limited. GM, Guard, and Floor cards cannot be limited by Limit All Card.

4.7 Reset Card (For resetting or Maintenance)

One reset card will be supplied along with the software. It can also be issued in case of loss. Place an empty card on the encoder, enter Level A, click "Reset Card", you will see:

14
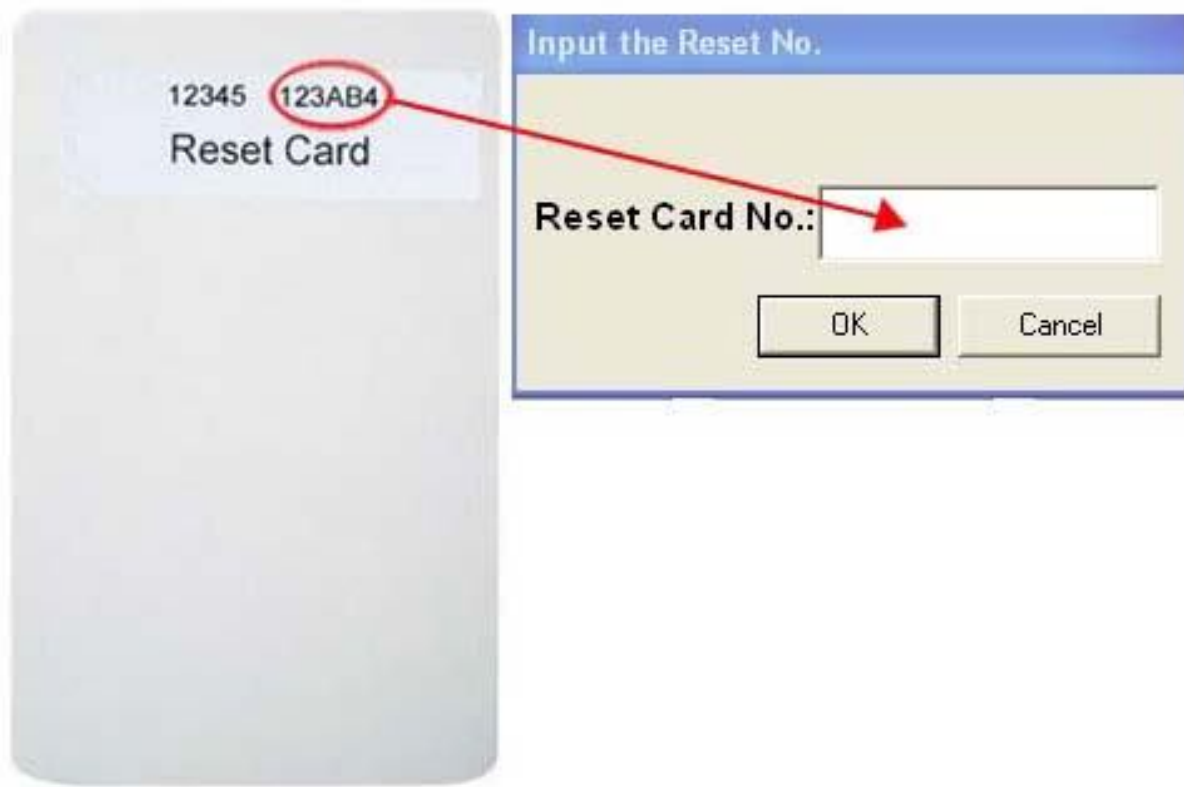
Input Reset Card No here (the 6-digit number on the reset card or special card), click "ok".

It will display "Issue OK!" if the operation is successful.

Note : All letters on the reset card must be capital letters.

4.8 Villa Card (For Needs That one card can Open Several Locks)

Place an empty card on the encoder, enter Level B or C, you will see:

Fill the blanks and add max 6 rooms into the right column as needed **(Note: A villa card will not identify building**

numbers, so it can open locks with same room numbers in different buildings. To use villa card, you should not set repeated room number in different buildings.), click "Issue". It will show "Write Card OK!" if the operation is successful. Click "OK" to finish issuing. You can click the choice box of "Date Limit" to set the valid time of the card.
Note: Holder Name: Max 20-digits . One Villa Card can open 6 locks maximum.

4.9 Entrance Lock for Public Common Area (All of the Valid card can open this lock)

Put an empty card on the encoder, enter Level B . Click "Room Define" then Change the door type to
" Entrance ".

Bldg.	Bldg. Name	Floor	Room No.	Room Info.	Charge	Door Type	Setting Card
1	Bldg 1	1	0101	VIP Room	688	Entrance ▼	Issue
		1	0102	VIP Room	688	Normal Door	Issue
		1	0103	VIP Room	688	Normal Door	Issue
		1	0104	VIP Room	688	Normal Door	Issue
		1	0105	VIP Room	688	Normal Door	Issue
		1	0106	VIP Room	688	Normal Door	Issue
		1	0107	VIP Room	688	Normal Door	Issue
		1	0108	VIP Room	688	Normal Door	Issue
		1	0109	VIP Room	688	Normal Door	Issue
		1	0110	VIP Room	688	Normal Door	Issue

Room Define

Bldg. List   Room List

Click"Issue Card"in Setting Card

Add Bldg.   Delete Bldg.   Add Floor   Add Room   Delete Room   Save

Click Issue "Write card Ok" Click Ok.
Place the Time card on the encoder , Go to Level B to click Time card and click issue to update your Time card to Current time.
Use "Reset Card" – "Time Card" – " Entrance Card " to program the lock . After your Finished programming the lock, It will be assigned as an Entrance door lock . All of Valid Cards can open it.

5. Check Out

Put the card to be checked out on the encoder, click "checkout" on the main menu to enter the "check out" window:

Checkout-Bldg. 1

Room No.: 0201   Card balance: .00
Days: 1 Days   Cards: 1
Charge: 0.00   Discount(%):   100
Payment: 0.00   Change: 0.00
☑ Check-out all
Checkout[F5]   Read card[F6]   Cancel[Esc]

Fill the blanks and click "Check out", it will show "It is successful to check out!", click "OK" to finish. If the "Check out All" choice box is clicked, all the guest cards of the room will be checked out on software, but each card still needs to be checked out once on encoder; If you remove the "√" or it shows in gray color, it will only check out the card on the encoder.

6. Other Management Operations

6.1 Issue Record
Enter Level A, click "Issue Record", you will see:

Card No.	Type	Holder	Check-in	Check-out	Room No.	Iss
00000015	Guest Card	0103	2011-12-8 10:00:00	2011-12-9 12:00:00	0103	2011-1
00000014	Guest Card	0103	2011-12-8 10:00:00	2011-12-9 12:00:00	0103	2011-1
00000013	Guest Card	0201	2011-12-8 9:56:00	2011-12-9 12:00:00	0201	2011-:
00000012	Villa Card	fd	2011-12-8 9:56:00	2011-12-9 12:00:00		2011-:
00000011	Villa Card	fd	2011-12-8 9:56:00	2011-12-9 12:00:00		2011-:
00000010	Limit All Card					2011-1
00000008	Floor Card	ff		2012-1-6 12:00:00		2011-1
00000007	GM Card	fd		2012-1-6 12:00:00		2011-1
00000006	GM Card	fd		2012-1-6 12:00:00		2011-1
00000005	GM Card	ffffffffffffffffff		2012-1-6 12:00:00		2011-1
00000004	Guest Card	0101	2011-12-6 15:50:00	2011-12-7 12:00:00	0101	2011-1
00000003	Time Card	Time Card		2011-12-6 15:44:00		2011-1
00000002	Time Card	Time Card		2011-12-6 15:44:00		2011-1

☐ Issue Date 2011/12/08 ▼ To 2011/12/08 ▼

OK   Print   Exit

You can edit the "Issue Date" by YYYY/MM/DD to set the time period or print the issue record.

6.2 Login Record
Enter Level A, click "Login Record", you will see:

You can edit the "Login Date" choice box to set the time period and print the login record.

6.3 Room Record

Enter Level B or C, click "Room Record":

6.4 Inquiry

Click "Inquiry" on the main menu, you will see:

You can inquire the above items in this window.

7．Some Explanation of the Buttons on the Software

7.1 "Bldg."/ "Floor". You can click them to choose the proper buildings or floors when browsing the rooms on the software . The rooms on the chosen building or floor will be shown on the main menu.


7.2 "Card?" when you don't know the what card it is, then you can insert the card into the encoder and click "Card?" on the menu, then it will show the card info.　e.g.
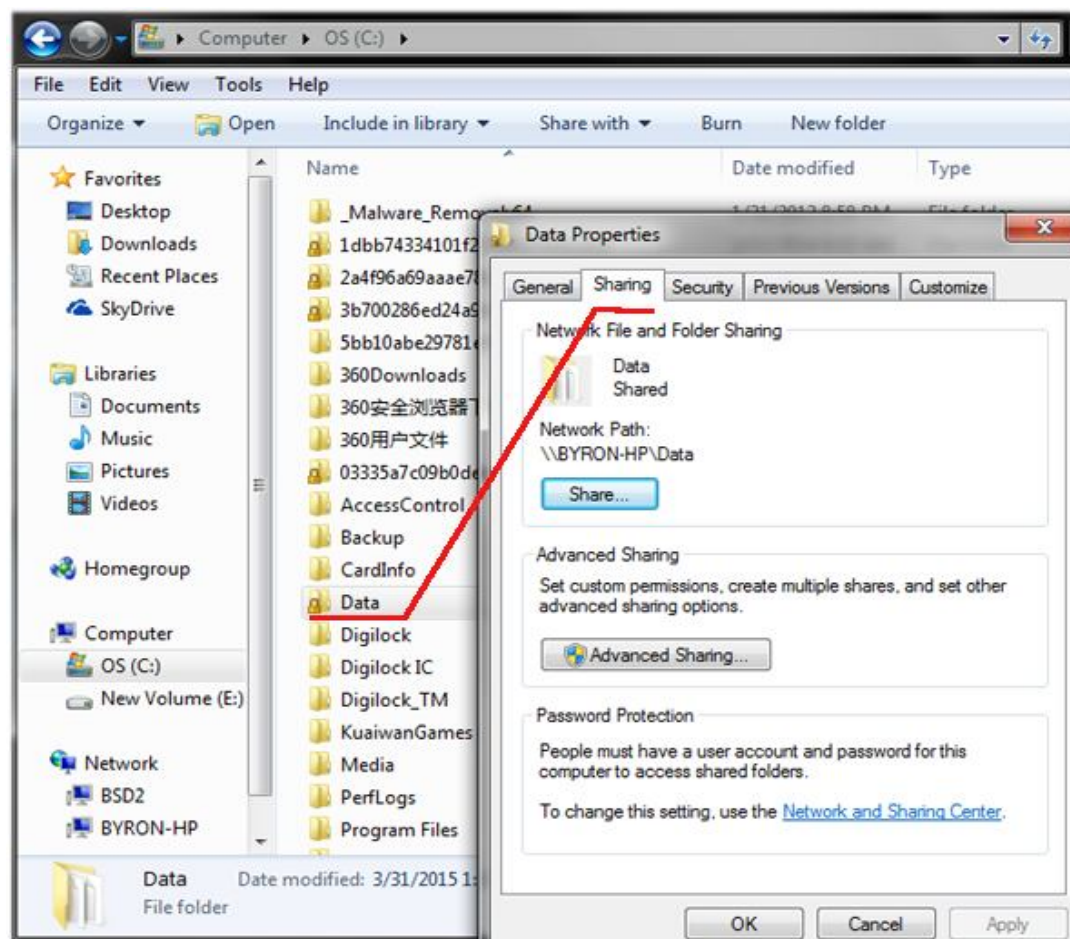
8. Use 2 or More Computers to Create Card Key at Same Time (The computers must be on the same network)

One Computer is set as the server : Go to the location the software downloaded to. For Example, Open C: Drive . You can find Data Folder.
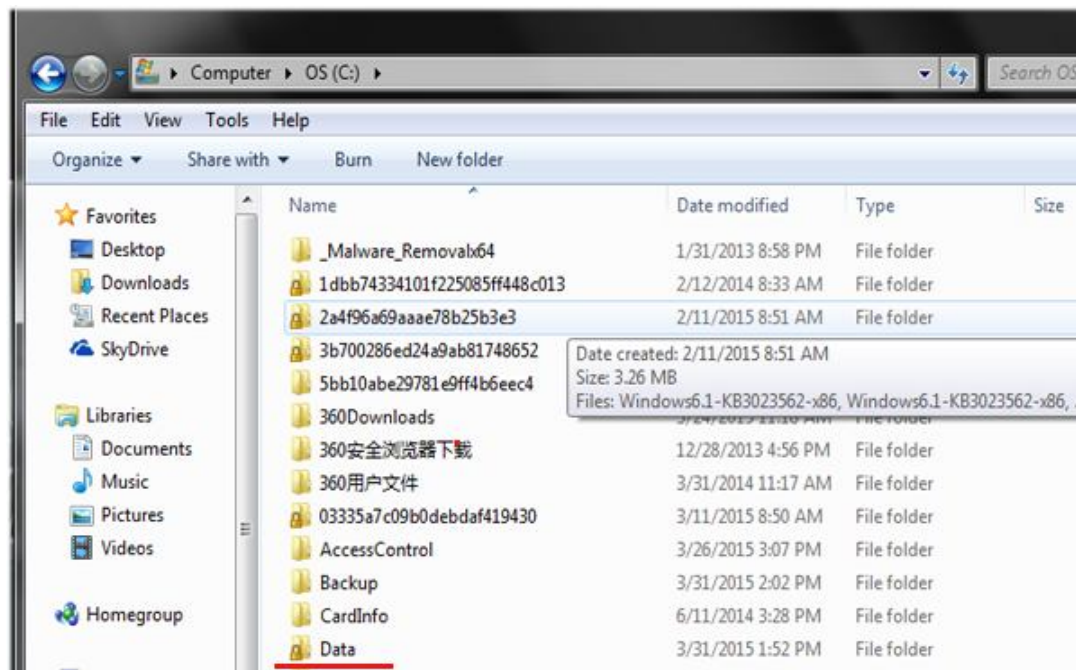
Right Click this folder , click Property , click Sharing to Share this Data folder.

On the other computers , Log in the Digi lock MF1 Software . Use "Special Card" to active software first.
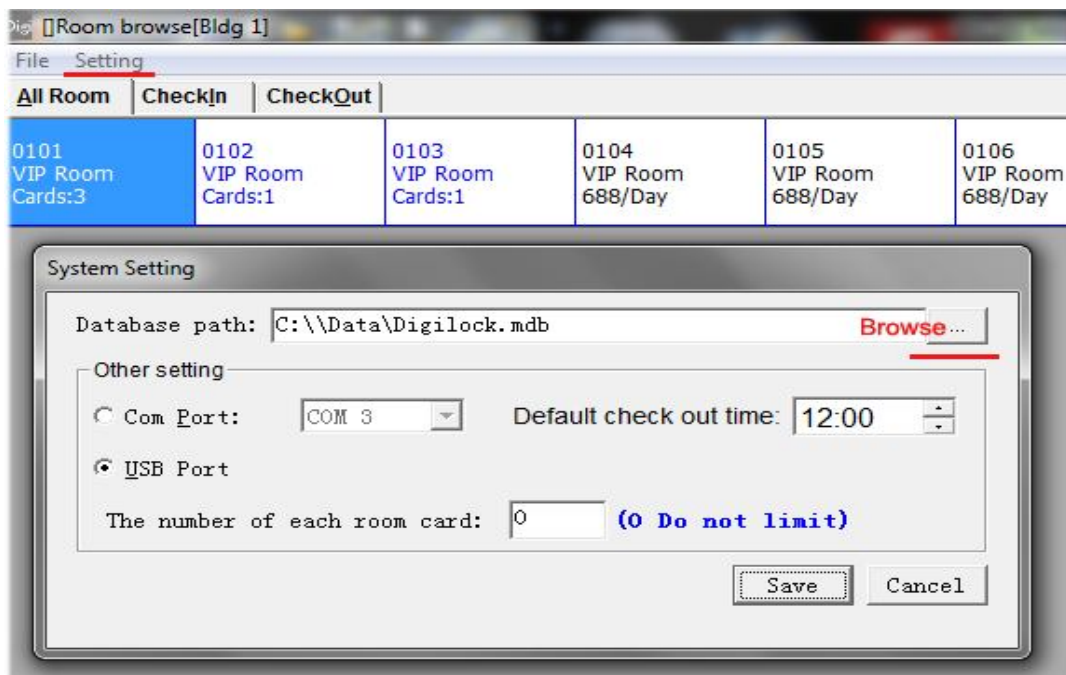

Then Click Setting on the top , Then Click System Setting.

Click Browse Button to find the Shared Data Folder on the computer as server . Click Save to Exit.

Trouble Shooting

9. Solution for Common Error

1.

Error Code	Question	Resolution
-150	Port Incorrect	Change Port Or Not install Encoder Driver
-128	Read Card Error	Check Encoder and connection port and card
-129	Write Card Error	Reconnect Encoder

-130	Click Wrong Button	
-131	Wrong Code	Change Card
-132	The software has not been used in an extended period of time.	Just close software completely, then log in again.
-133	Card Wrong	Change Card
-134	No Card	Change Card
-136	Communicate Error	Reboot PC and Reconnect Encoder
-138	Read Card Error	Check Encoder and connection port and card
-149	Port in use	Change Port
-164	Communicate Error	Reboot PC and Reconnect Encoder
-100	Require Authorization Code	Find it on CD or 4 digits on Special Card , (Case Sensitive)
-200	Read Card Error	Do not put metal or other cards close to Encoder
-300	Card original code wrong	Change Card
-350, -360	Data file damaged	Redownload software
-400	Floor Card with wrong building number	
-500,-600	Issue User card by Reset or Special Card	Change card
-700	Put Special Card to activate software first	Just put special card on encoder and click " Card ? "
-750	Data file damaged after entered Authorization Code	Reboot PC , If still can not work. Redownload Software

2. User card still can open the door after expiration time:
   Create an updated time card from Level B .   Then use it to program the lock .
3. Green light on 1 long beep 3 short beep . All Cards can not open the door except Guard Card .
   Deadbolt is locked from inside.

## I. The Hotel Lock Sound/Light Indicator

SOUND/LIGHT INDICATOR	MEANING
One long beep and green light on	Working properly
Three short beeps and red light flashing	Lock did not read the card correct
One long beep, green light on, three short beeps, red light flashing	Lock read the card properly, but wrong room number
One long beep, red light on, three short beeps, another three short bee, and red light flash	Lock read the card properly, but the card is expired or, time of the lock is wrong
Two long beeps, green light on, three short beeps, red light flashing	The lock read the card prop- erly, but the hotel name is wrong

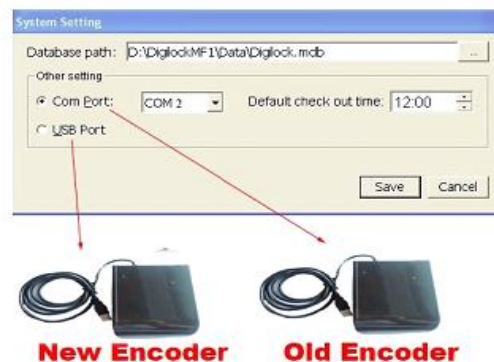| Two long beeps, red light on	The voltage of the battery is low, time to change battery
One beep change to Green then change to red	Wrong direction of battery or one battery low volt

9.1 Checking the Encoder on your Software

Enter the software with the default code 0 and password remains blank.
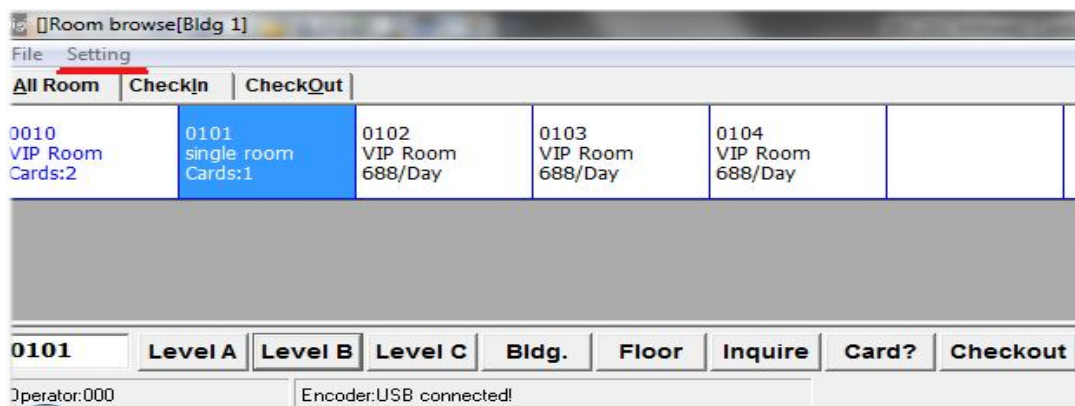
Then click "Setting" on the top > "System Index":

New Encoder   Old Encoder

(If your encoder is new, then click "USB Port"; If your encoder is old version, then click "Com Port")

You will see the Encoder Port is also COM 2 same as the step **1.6** shows. In case the port number here is not same as step**1.6** shows, please choose the correct port number to make it same as step **1.6** shows. Then choose the correct encoder type as the picture shows. Now click "Save" and it will appear:

It already finishes to keep, the system withdraws!

OK
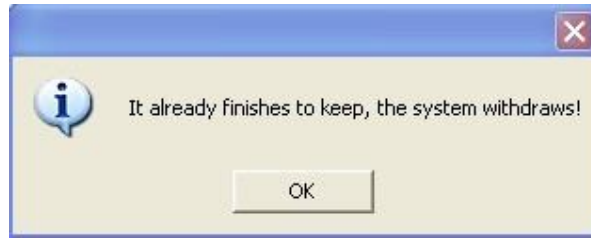
Click "OK" and exit all software windows and enter the software again to operate.

Move Data To New Computer

10. Move Data from an old computer to new computer

Go to the location the software downloaded to. For Example,
Open C: Drive . You can find Data Folder.
Right click the Data Folder and Copy it from old computer, then Go to the new computer and replace existing Data folder.

Resetting the Lock to Factory Default

11. Use any tool to press the Reset Button on the back of the lock . Then swipe any User card or time card in front of the lock. The Green light will keep blinking. When you hear a beep , The green light will stop blinking and the reset is complete. (After the Lock is Reset, You must reprogram it before using it)