Product Manual

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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.

| DigRockWF1 Setup | 🔀 🛛 la DigilociaMif 1 | Setup |
|--|-----------------------|---|
| Installation Felder Where would you like DiglockMF1 is be installed? | | Installation Successful The DigleckMF1 515 installation is complete. |
| The software will be installed in the folder listed below. To select a different location, either type in new path, or click Drange to browse for an existing folder. Install Diglicid/MFI to: | • | Thenk you for choosing DiglockNF11 Please click Pinish to exit this installer. |
| C:DiglockMF1 Dange. | | |
| Space required 13.8MB Space available on selected drive: 43.05 GB | | |
| (gack Heat> Cancel | | <set devel<="" erih="" td=""></set> |

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

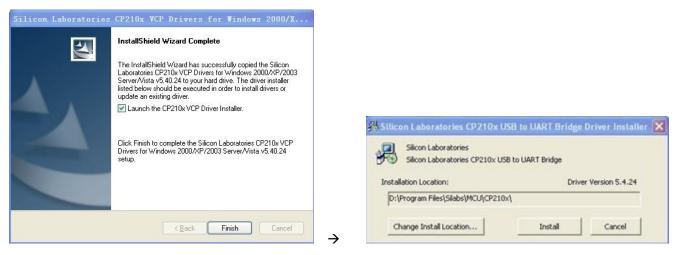
For the Newer Encoder there is no need install USB driver. Once the encoder is connected to the computer, it will appear as "HID-compliant devices" in the "Device Manager" if the connection was successful.

| L Device Manager | 🚇 Device Manager |
|--|---|
| File Action View Help | File Action View Help ← → II II II II III III ← → III III III III III IIII ● III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII |
| Display adapters DVD/CD-ROM drives Floppy disk controllers Human Interface Devices USB Human Interface Device Mice and other pointing devices Wetwork adapters | DVD/CD-ROM drives Floppy disk controllers Human Interface Devices HID-compliant device USB Human Interface Device Wise Human Interface Device Mice and other pointing devices |
| Ports (COM & LPT) Processors SCSI and RAID controllers Sound, video and game controllers System devices Universal Serial Bus controllers | Network adapters Ports (COM & LPT) Processors SCSI and RAID controllers Sound, video and game controllers System devices Universal Serial Bus controllers |

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:

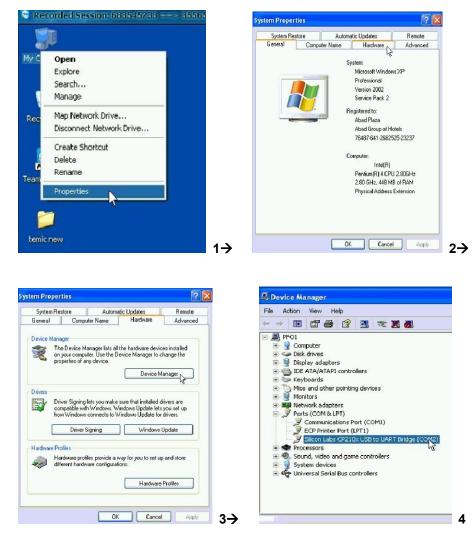
| ilicon | Laboratories CP210x VCP Drivers for Windows 2000/XP/2 📮 🗖 🗙 |
|----------|--|
| Exist | ing Installed Instances Detected |
| Sele | ect the appropriate application instance to update. |
| can m | has detected one or more instances of this application already installed on your system. You aintain or update an existing instance or install a completely new instance. |
| 0 | nstall a new instance of this application. |
| 0 | Maintain or update the instance of this application selected below: |
| | Display Name |
| | Silicon Laboratories CP210x VCP Drivers for Windows 2000/XP/2003 Server/Vista Silicon Laboratories CP210x VCP Drivers for Windows 2000/XP/2003 Server/Vista_2 (c: |
| | |
| stallShi | <back next=""> Cancel</back> |

| 0 1 1/1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | |
|--|-------------------------------|--|
| Select folder where setup will install files. | | Contraction of the local division of the loc |
| Setup will install Silicon Laboratories CP. Server/Vista v5.40.24 in the following fo | | ndows 2000/XP/2003 |
| To install to this folder, click Next. To ins another folder. | tall to a different folder, o | click Browse and select |
| | | |
| | | |
| | | |
| Destination Folder | | |
| Destination Folder c:\\MCU\CP210x\Windows_2K_XF | 9_S2K3_Vista_3 | Browse |
| | °_S2K3_Vista_3 | Browse |



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.



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:

| III Room | browse[Bl | ig. 1] | | | | | | | | | |
|---------------------------|-----------|--|-------------|--------------------|---------|-------|----------|------|--|--|--|
| File Settin | Checkin | CheckQut | | | | | | | | | |
| 0101 Luxury 600/Day | - | 2 ury (Day | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 0101 | Level A | Level B | evel C Bidg | Floor | Inquire | Card? | Checkout | Exit | | | |
| | | Concernation of the second sec | cours | Contraction in the | e | - | Theread | | | | |

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

| Level A password: | | |
|-------------------|-----------------|--|
| Level B password: | Hotel Name: | |
| Level C password: | Start card No.: | |

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":

| Use | r Managemen | | | | |
|------------------|-------------|----------------------|-----------------|----------|-----------|
| $\left[\right]$ | | User List | Y | Modifiy | |
| | Code | Name | | State | |
| | 0 | 000 | V | Enabled | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | Add[F1] | 1odifiy[F2] Disabled | (F3) Cancel[F4] | Save[F6] | Exit[F10] |

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:

| Floor Card | Time Card | Limit Card |
|----------------|-------------|-------------|
| Room Define | Record Pick | Record Card |
| System Setting | Room Record | Villa Card |

Then click "Room Define":

| Bldg | . List | | | Room List | <u>t</u> | | |
|-------|------------|-------|-------------|------------|----------|------------------------------|--------------|
| Bldg. | Bldg. Name | Floor | Room No. | Room Info. | Charge | Door Type | Setting Card |
| 1 | Bldg 1 | 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 | | | | |

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:

| Time Card | |
|-------------------|-----------|
| | |
| | |
| Holder: Time Card | Issue[F8] |

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.

| All Room | Checkin | CheckOut | | | | | |
|-----------------------------|--------------------|---------------------|-----------------------------|-----------------------------|-----------------------------|--------------|------|
| 0010 VIP Room 688/Day | 010 sing 688 | 1 e room /Day | 0102 VIP Room 688/Day | 0103 VIP Room 688/Day | 0104 VIP Room 688/Day | | |
| | | | | | ÷ | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 0010 | Level | A Level E | B Level C | Bidg. Floor | Inquire Ca | rd? Checkout | Exit |

Double-click a room number, you will see:

| | Bldg | . 1 | , 0101 | |
|--------------|------------------|-----|-----------|--------------------|
| Name: | 0101 | | | |
| ID Card No.: | 7 | | | |
| Address: | | | Remark: | |
| Check-in: | 2012/01/09 17:45 | - | Days: | 1 |
| Check-out: | 2012/01/10 12:00 | • | Deposite: | 0.00 |
| | | | | Number of cards: 0 |
| | | | Issue | Cancel |

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.

| elA | | |
|----------------|------------|--------------|
| Guard Card | GM Card | Bldg. Card |
| Limit All Card | Reset Card | Issue Record |
| Login Record | Level B | Exit |

| ssue | |
|------------------------------|-----------|
| GM Card | |
| Holder: | Issue[F8] |
| Valid time: 2012/01/06 12:00 | Cancel |

| lssue | |
|------------------------------|-----------|
| Guard Card | |
| Holder: | Issue[F8] |
| Valid time: 2012/01/06 12:00 | Cancel |
| | |

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"

| Issue Bldg. | Card |
|------------------------------|---------------------------|
| Holder: | ☑ |
| Add Valid time: 2012/01/06 1 | Issue[F8] 2:00 Cancel |

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) :

| | Floc | or Ca | rd | |
|--------------|-----------|----------|-----|-----------|
| Holder Name: | | | | |
| Bldg.: | | | | |
| Floor: | | - | | |
| | Add | | | |
| Valid time: | 2015/04/3 | 30 12:00 | • | Issue[F8] |
| fective Time | 00.00 | To 23:59 | 9 - | Cancel |

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:

| Recor | d Card | | | | |
|-------|--------|----------|----------------|-------------|--------|
| SN | Time | Card No. | Туре | Holder | |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | Tir | ne 2011 | L/12/06 🖵 To 💈 | 011/12/06 - | ок |
| | | | | | |
| | | | | Print | Cancel |
| | | | | | |

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:

| Card No. | Туре | Holder | Issue Time | Operator | Remark | |
|----------|------------|----------------|-------------|----------|----------------|----|
| 80000000 | Floor Card | ff | 12-06-2011 | 0 | | |
| 00000007 | GM Card | fd | 12-06-2011 | 0 | | |
| 00000006 | GM Card | fd | 12-06-2011 | 0 | | |
| 00000005 | GM Card | reconstruction | 12-06-2011 | 0 | | |
| 00000004 | Guest Card | 0101 | 12-06-2011 | 0 | | |
| | | | | | | |
| | | | | | | 04 |
| | | ┌ Issue | Date 2011/1 | 2/06 💌 T | o 2011/12/06 💌 | ОК |

Double-click Remark to create a limit card, you will see:

| Limit Card | | | | | | |
|------------|------------|-----------|--|----------------|----------------|--------|
| Card No. | Туре | Holder | Issue Time | Operator | Remark | |
| 00000008 | Floor Card | ff | 12-06-2011 | 0 | | |
| 00000007 | GM Card | fd | 12-06-2011 | 0 | | |
| 00000006 | GM Card | ~ | 10.00.0014 | | x | |
| 00000005 | GM Card | | Concession of the local division of the loca | 6 | | |
| 00000004 | Guest Card | | | | | |
| | | | e you sure limit | 27/11/11/11/11 | | |
| | | | Yes | No | | |
| | | F Issu | ue Date 2011/1 | 2/06 y 1 | 0 2011/12/06 - | OK |
| Do | uble click | Remark to | make limi | t card! | | Cancel |

Click "Yes" to confirm. It will display:

| Limit Card | | | | | | |
|------------|------------|--|----------------------|--------------------|-----------------|--------|
| Card No. | Туре | Holder | Issue Time | Operator | Remark | |
| 80000000 | Floor Card | ff | 12-06-2011 | 0 | | |
| 00000007 | GM Card | fd | 12-06-2011 | 0 | | |
| 00000006 | GM Card | fd | 12-06-2011 | 0 | | |
| 00000005 | GM Card | future for the second s | 12-06-2011 | 0 | | |
| 00000004 | Guest Card | 1 | | | × | |
| | | i) writ | e card OKIPlease los | id the card on loc | ki | |
| | | 🕅 Issue | Date 2011/1 | 2/06 💌 | ro 2011/12/06 🔻 | ОК |
| Do | uble click | Remark to r | nake limit | t card! | | Cancel |

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:

| 12245 (12240) | Input the Reset No. |
|----------------------------|---------------------|
| 12345 123AB4 Reset Card | |
| | Reset Card No.: |
| | OK Cancel |
| | |
| | |
| | |
| | |

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:

| Villa Card | k |
|----------------------------------|--------------|
| Holder: | ⊽ Date Limit |
| Add Valid time: 2011/12/09 12:00 | Issue[F8] |

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 ".

| 12222 | and the second | | | Room List | 2 | | |
|-------|--|-------|----------|------------|--------|-------------|--------------|
| Bldg. | Bldg. Name | Floor | Room No. | Room Info. | Charge | Door Type | Setting Care |
| 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 |

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 Day | s | Cards: | 1 |
| Charge: | 0.00 | Discount(%): | 100 |
| Payment: | 0.00 | Change: | 0.00 |
| 🗹 Check-out a | I | | |
| Checkout[F5 | 5] Read card[F | 6] | 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 " $\sqrt{}$ " 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 |
| 80000000 | 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 | mmmmmmm | | 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 |
| < | | | | | | > |
| | | | T Issue | Date 2011/12/08 | - To 2011 | /12/08 - |
| | | | | ок | 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:

| Login Record | | | | | |
|--------------|---------------------|---|--|--|--|
| Operator | Login Time | Logout Time | | | |
| 000 | 1/9/2012 4:55:24 PM | | | | |
| 000 | 1/9/2012 4:53:54 PM | 1/9/2012 4:54:31 PM | | | |
| 000 | 1/9/2012 4:53:07 PM | 1/9/2012 4:53:17 PM | | | |
| 000 | 1/9/2012 4:49:17 PM | 1/9/2012 4:53:04 PM | | | |
| 000 | 1/9/2012 4:43:26 PM | | | | |
| | | | | | |
| | | 09 • To 2012/01/09 • OK Print Cancel | | | |

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:

| Issue Record | | | | | | | |
|--|----------------|--|-------|----------|------------------|------------------|------|
| Card No. | Туре | Holder | Bldg. | Room No. | Check-in | Check-out | ^ |
| 00000015 | Guest Card | 0103 | 1 | 0103 | 2011-12-08 10:00 | 2011-12-09 12:00 | 20 |
| 00000014 | Guest Card | 0103 | 1 | 0103 | 2011-12-08 10:00 | 2011-12-09 12:00 | 20 |
| 00000013 | Guest Card | 0201 | 1 | 0201 | 2011-12-08 09:56 | 2011-12-09 12:00 | 20 |
| 00000012 | Villa Card | fd | 0 | | 2011-12-08 09:56 | 2011-12-09 12:00 | 20 |
| 00000011 | Villa Card | fd | 0 | | 2011-12-08 09:56 | 2011-12-09 12:00 | 20 |
| 00000010 | Limit All Card | | 0 | | | | 20 |
| 80000008 | Floor Card | ff | 0 | | | 2012-01-06 12:00 | 20 |
| 00000007 | GM Card | fd | 0 | | | 2012-01-06 12:00 | 20 |
| 00000006 | GM Card | fd | 0 | | | 2012-01-06 12:00 | 20 |
| 00000005 | GM Card | ++++++++++++++++++++++++++++++++++++++ | 0 | | | 2012-01-06 12:00 | 20 |
| 00000004 | Guest Card | 0101 | 1 | 0101 | 2011-12-06 15:50 | 2011-12-07 12:00 | 2(🧹 |
| < | | | | 1 | · | | > |
| Issue Date: 2011/12/01 To 2011/12/08 Guest name: Room No.: Inquire Check-out date: 2011/12/08 F Including Check-out rooms Cancel | | | | | | | |

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.

| Bldg./Floor | Bldg./Floor |
|-------------|------------------------|
| Bldg.: 1 | Bldg.: 1 Floor: All |
| OK Cancel | OK Cancel |

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.

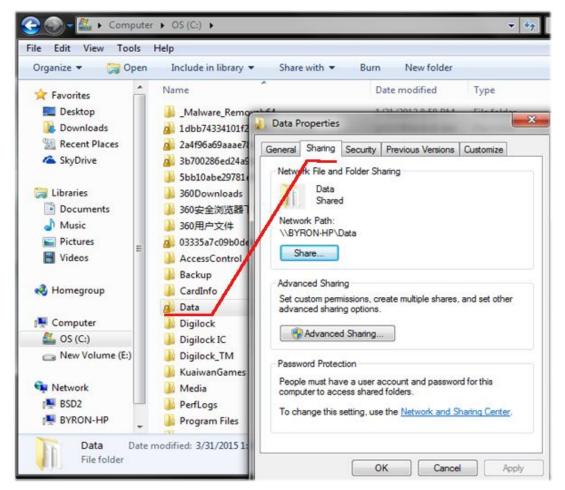


8. Use 2 or More Computers to Create Card Key at Same Time (The computers must be on the same network)

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.

| ile Edit View Tools | | | | |
|---------------------|---|--|----------------------------|-----------|
| Organize Share w | ith Burn New folder Name | Date modified | Туре | Siz |
| 😭 Favorites | | | | 514 |
| E Desktop | 🎍 _Malware_Removalx64 | 1/31/2013 8:58 PM | File folder | |
| 🚺 Downloads | a 1dbb74334101f225085ff448c013 | 2/12/2014 8:33 AM | File folder | |
| Secent Places | 2a4f96a69aaae78b25b3e3 | 2/11/2015 8:51 AM | File folder | |
| le SkyDrive | 3b700286ed24a9ab81748652 5bb10abe29781e9ff4b6eec4 | Date created: 2/11/2015 8:51 AM Size: 3.26 MB | 115 I. 64 VP2 | |
| 🔀 Libraries | 360Downloads | Files: Windows6.1-KB3023562-x86, | THE TOIGET | J23302-X8 |
| Documents | 360安全浏览器下载 | 12/28/2013 4:56 PM | File folder | |
| | | | | |
| J Music | 360用户文件 | 3/31/2014 11:17 AM | File folder | |
| J Music | 360用户文件 | 3/31/2014 11:17 AM 3/11/2015 8:50 AM | File folder File folder | |
| | | | THE FERE | |
| Pictures | 🔒 03335a7c09b0debdaf419430 | 3/11/2015 8:50 AM | File folder | |
| Pictures | 03335a7c09b0debdaf419430 AccessControl | 3/11/2015 8:50 AM 3/26/2015 3:07 PM | File folder File 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.

| н | lotel setting |
|-------------------|-----------------|
| Level A password: | |
| Level B password: | Hotel Name: |
| Level C password: | Start card No.: |

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

| File Setting | heck <u>i</u> n Check <u>O</u> | ut | | | |
|-----------------------------|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|)101 /IP Room Cards:3 | 0102 VIP Room Cards:1 | 0103 VIP Room Cards:1 | 0104 VIP Room 688/Day | 0105 VIP Room 688/Day | 0106 VIP Room 688/Day |
| Other C Cor C USI | se path: C:\\Da setting n <u>P</u> ort: COM 8 Port number of each | 3 🔺 De | efault check out | ot limit) | ncel |

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 | Just close software completely, then |
| l | in an extended period of time. | 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 |
| l | | 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 |
| l | | 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 | |
| l | number | |
| -500,-600 | Issue User card by Reset or | Change card |
| l | Special Card | |
| -700 | Put Special Card to activate | Just put special card on encoder and |
| | software first | click " Card ? " |
| -750 | Data file damaged after entered | Reboot PC, If still can not work. |
| 1 | Authorization Code | Redownload Software |
| -200 -300 -350, -360 -400 -500,-600 -700 | Read Card Error Card original code wrong Data file damaged Floor Card with wrong building number Issue User card by Reset or Special Card Put Special Card to activate software first Data file damaged after entered | Card , (Case Sensitive) Do not put metal or other cards close to Encoder Change Card Redownload software Change card Just put special card on encoder and click " Card ? " Reboot PC , If still can not work. |

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

| D | igilock | (|
|--------------------|----------|---|
| | Ver:MF1- | |
| | | |
| Code: | 0 | |
| Code: Password: | 0 | |

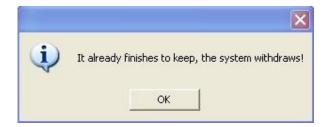
Enter the software with the default code 0 and password remains blank.

| [Room br File Setting | |] | | | | | | |
|---|---|---------|-----------------------------|-------------------------|-------|-----------------------------|-------|----------|
| All Room 0010 VIP Room Cards:2 | Check <u>In</u> 0101 single Cards: | | 0102 VIP Room 688/Day | 0103 VIP R0 688/D | | 0104 VIP Room 688/Day | | |
| | | | | | | | | |
| 0101 | Level A | Level B | Level C | Bldg. | Floor | Inquire | Card? | Checkout |
| Operator:000 | | Encod | der:USB connecte | ed! | | | | |

Then click "Setting" on the top > "System Index":

| Other setti Cother setti Cother setti Cother setti | path: D:\D\glockMF1\D ing Port: COM 2 • | ata/Diglock.mcb |
|---|---|-----------------|
| 0 | | Save Cancel |
| Nev | v 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:



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

 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)

