

Product Manual

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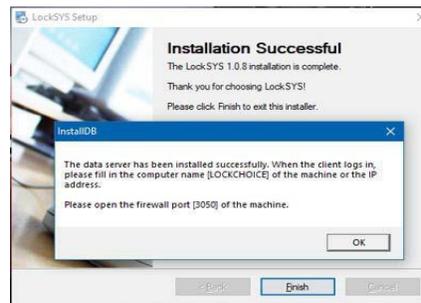
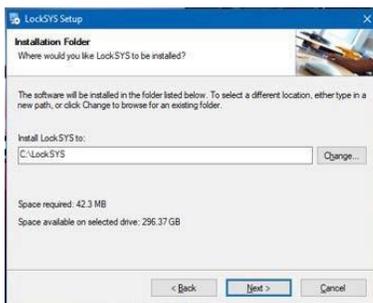
Software Installation

1. Installation

1.1 Operating System: Windows 7, Windows 8, and Windows 10.

1.2 Insert the CD into the CD-ROM drive. **(You have to Log In to your computer as Administrator)**

1.3 Double-click the CD-ROM drive in “my computer”, then double-click the LockSYS set up file to enter the installation windows, then to install Software to C: drive . click “OK” and “finish”.



When the software is installed successfully, the LockSYS will appear on the desktop.

Please restart your computer after installation !

1.4 After the software installation is finished plug in the keycard encoder to your computers USB port.

Running Software

Double Click the LockSYS Icon :



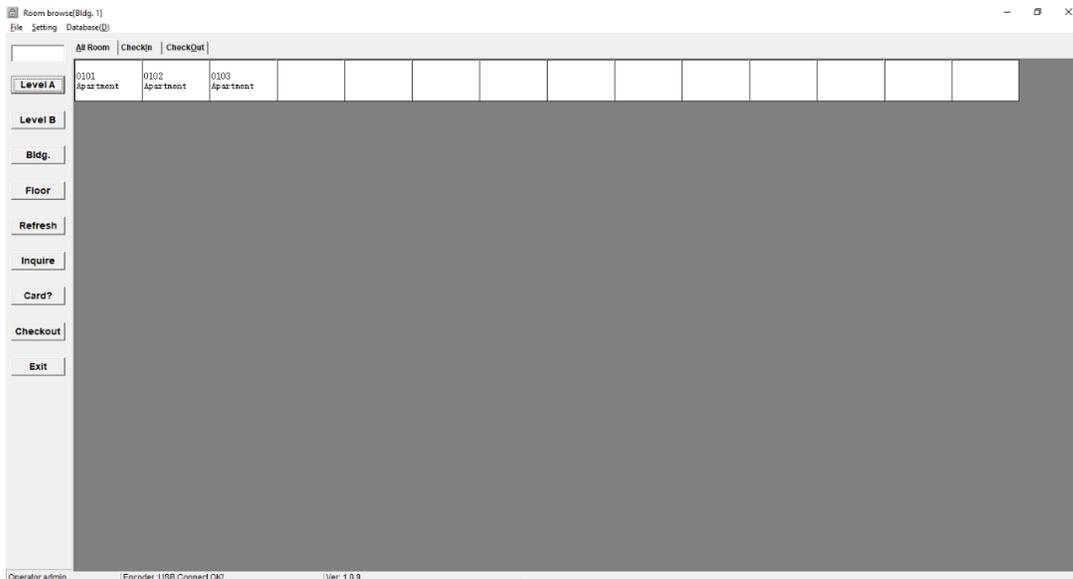
2. Software Activation and Hotel Settings

2.1 Run the software by double-clicking the “LockSYS” Icon on the desktop.



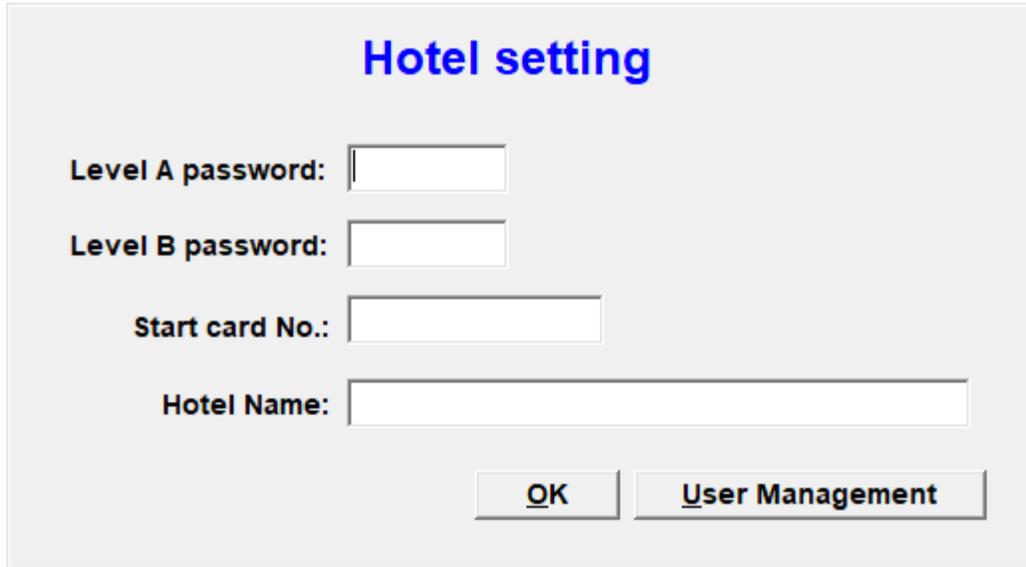
2.2 Input the code and password then click “OK” to enter main menu. (Default code is: 0 (zero), no password)

The main display screen will appear:



The software must be activated in order to use it.

Place your Mifare1 Special Card on the encoder and click the “Card?” button to activate the software.
The Hotel Settings menu will appear:



Hotel setting

Level A password:

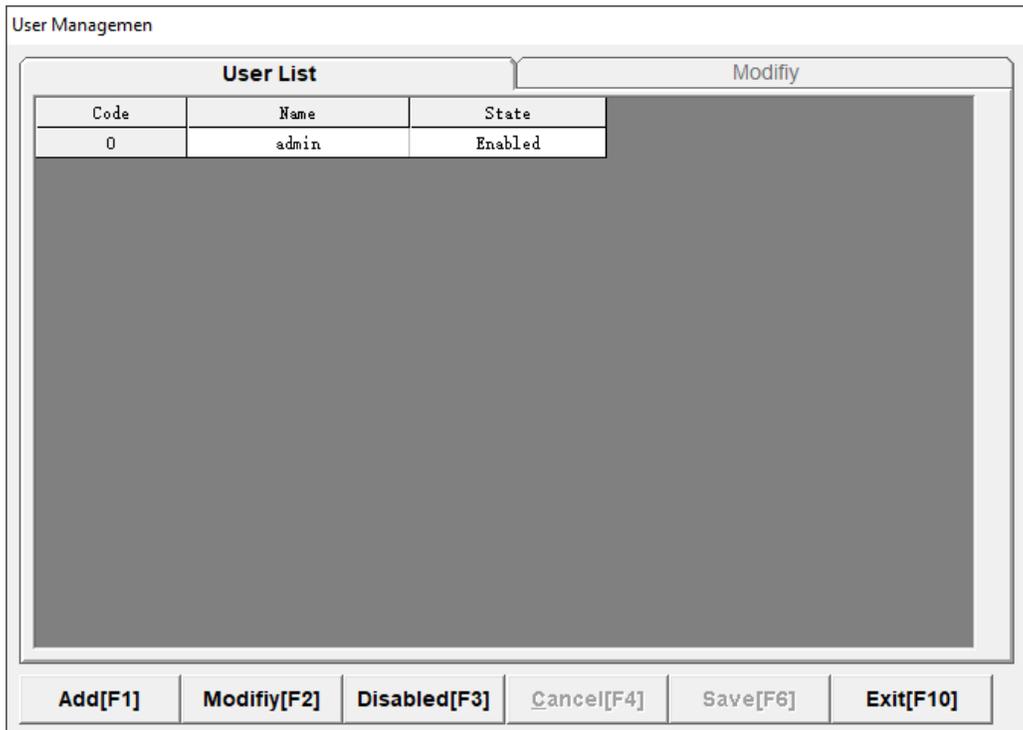
Level B password:

Start card No.:

Hotel Name:

You can change the password for each access level. Passwords can be 8 characters maximum. The Hotel Name can be 20 characters maximum. The Hotel name cannot be changed once it is saved.

Click " User Management", the menu will appear You can add users for management and staff.
Click "Add" to create a new user.



User Management

User List			Modify
Code	Name	State	
0	admin	Enabled	

You can input the code, name and password for each user (Code: Max 6-Digits, Name: Max 20-Characters, Password: Max 10-Digits)

You can add permissions to the user account by selecting the corresponding check box.

User Management

User List Modify

Code: Name:

Password: Code and Password Must be 1-10 numbers only

Confirm:

Level A

Master Card Bldg. Card Floor Card

Limit All Card Issue Record Login Record

Reset Card User Management Stop Card

Single Use Card Select All

Level B

Villa Card Limit Card Time Card

Room Define Record Card System Setting Select All

Add[F1] Modify[F2] Disabled[F3] **Cancel[F4]** **Save[F6]** Exit[F10]

After adding the information for the new user, click “Save” then click “OK” to finish the activation and software settings.

Warning:

Please keep your Special card onsite for management use and security reasons. Each software license has a unique Special card number, reset number, and authorization code. Never attempt to use a different special card or reset card in same software or locks as it may damage the lock.

The first time you attempt to issue a card you will get a message requesting your authorization code. This is located on your Special Card software license. Enter it exactly as it written, it is case sensitive.

Authority No.

Please type in your 4 digit Authority number on your special license card.
Note: It is case sensitive.

Authority No.:

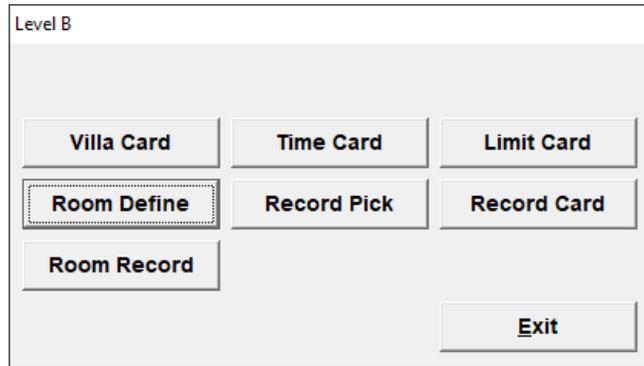
OK **Cancel**

3. Lock Setting (Programming a Lock)

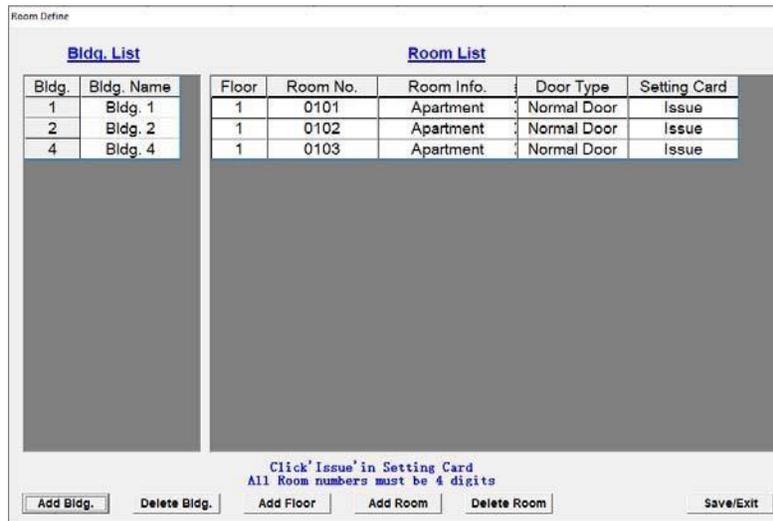
This step requires three cards: Reset card, Room # setting card, and Time card. These cards are provided along with the software CD. Room# Setting card and time card need to be created with the software as follows:

3.1 Issuing Room Number Setting Card (To assign Room Numbers to the locks)

Place your "Room No. Setting" Card on the encoder, enter Level B with your password:



Then click "Room Define":



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. You must create a Room number Setting card for each lock. You can reuse the same card or make multiple cards. You should mark the room numbers on the setting cards. After the room setting card is issued, click to save/exit.

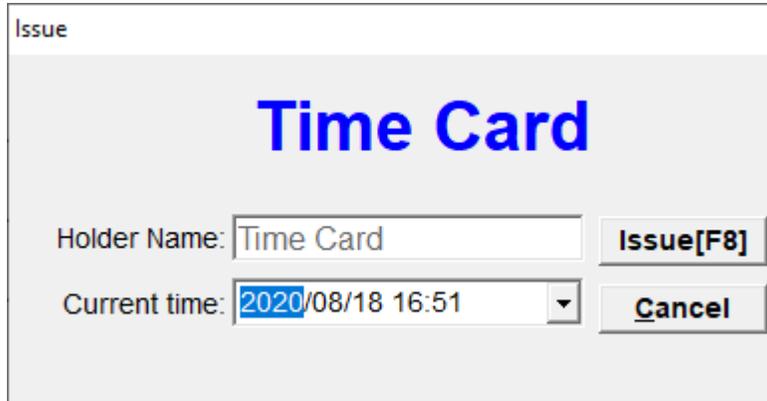
Ensure the room numbers are in a four digit format. Ex: 0101, 0102, etc.

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

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

3.2 Creating a Time Card (To assign the current time on the locks)

Place your Time Card or Any blank card as time card on the encoder, open Level B, click “Time Card”, the following menu will appear.



Click “Issue”. It will display “Write Card OK!” when the operation is successful. Click “Ok” and “Cancel” when done issuing. One time card can program any lock within 10 minutes after issued.

Note:

If you do not use time card within 10 minutes, please re-issue the time card.

3.3 Lock Setting (Programming Lock)

Swipe the cards in the following order:

Reset Card – Room Number Setting Card - Time Card

The Reset Card can be used to program all locks, it is already pre-programmed.

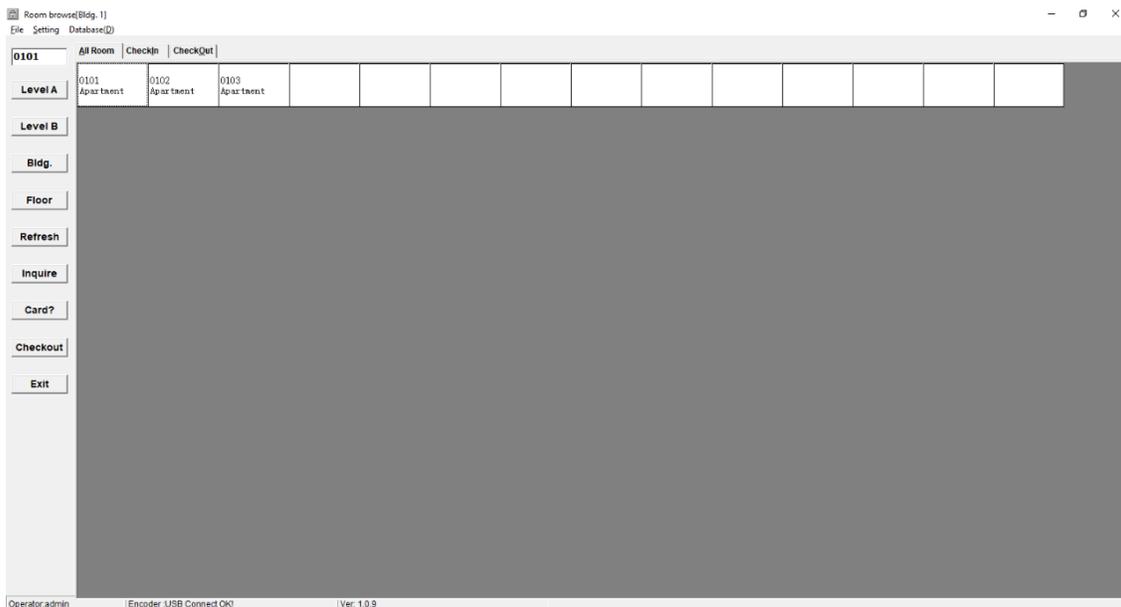
Time card can program all of the locks within 10 minutes after issued.

Each Room# setting card should match the corresponding 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 display screen.



Double click on the room number, the check in guest information window will appear.

Guest Information

Bldg. 1, 0101

Name:	<input type="text" value="0101"/>	ID Card No.:	<input type="text"/>
Address:	<input type="text"/>	Note:	<input type="text"/>
Ccheck-in:	<input type="text" value="2020/08/19 09:46"/>	Days:	<input type="text" value="1"/>
Ccheck-out:	<input type="text" value="2020/08/20 14:00"/>	Deposit:	<input type="text" value="0.00"/>

Number of cards: 0

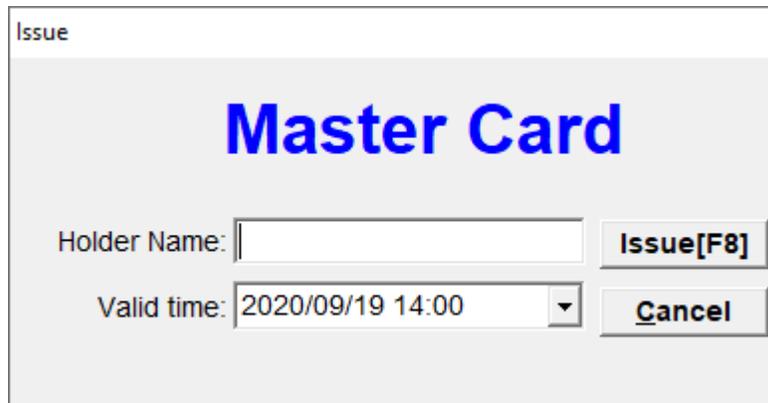
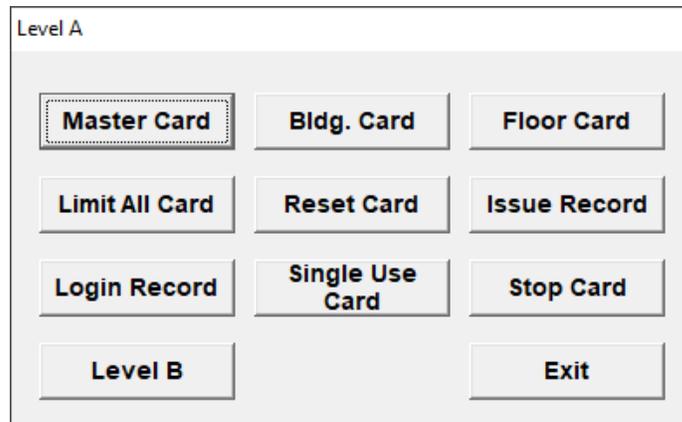
Fill in the information to suit your needs, then click "Issue". It will display "Write Card OK!" if the operation was successful. Click "OK", then "Cancel" to finish issuing. (Name: Max 10 Characters, ID Card No.: Max 20-Characters. Address: Max 40-Characters, Note: Max 20- Characters). An occupied room will change to blue text on the main display window and it will show the amount of cards that have been issued.

4.2 Master Card (For Management or Emergency Needs)

Place an empty card on the encoder, enter Level A, click “Master Card”. Input the holder name (Max 20-Digits) and valid time, then click “OK”. It will display “Write Card OK!” if the operation was successful. Click “OK”, then “Cancel” to close it.

Note:

It is recommended that you to issue the Master Card month by month. If your PC crashes and you lose your database, you will not be able to delete the Master Card without issuing card data.



Note: Only the **Master Card** can open all the locks even if they are locked from inside with the deadbolt.

4.3 Building Card and Floor Card (For staff use)

These cards are used by Building Manager/Floor Manager/Waiter/Cleaner. These cards can open all the locks of specified buildings or floors, however they cannot unlock the door if the deadbolt is engaged.

Issue Building Card:

Place an empty card on the encoder, enter Level A, and click “Bldg. Card”

The screenshot shows a dialog box titled "Issue" with a large blue heading "Bldg. Card". It contains the following fields and controls:

- Holder Name: [Text input field]
- Bldg.: [List box with a scrollable area]
- Add: [Button]
- Issue[F8]: [Button]
- Valid time: [Dropdown menu showing "2020/09/19 14:00"]
- Cancel: [Button]

Input the necessary information into the text field and click “Issue”. It will display “Write Card OK!” if the operation was successful.

Note: Holder name is max 20-Digits You can add a maximum of 6 Buildings.

Click on the “Valid Limit” dropdown menu box to set the valid.

Issue a Floor Card:

Place an empty card on the encoder, enter Level B, and click “Floor Card”. This card allows you to set a time frame.

The screenshot shows a dialog box titled "Issue" with a large blue heading "Floor Card". It contains the following fields and controls:

- Holder Name: [Text input field]
- Bldg.: [List box with a scrollable area]
- Floor: [List box with a scrollable area]
- Add: [Button]
- Valid time: [Dropdown menu showing "2020/09/19 14:00"]
- Issue[F8]: [Button]
- Time frame: [Time input field showing "00:00"] To: [Time input field showing "23:59"]
- Cancel: [Button]

Note: Holder name is max 20-digits.

For each card, you can add max 6 floors in same or different buildings. You can click the drop down menu to set the valid time and also daily time frame.

4.4 Record Card (For picking and reading access of the last 99 open records of a lock)

Place the record card on the encoder, enter Level B, click "Record Pick", it will display "Write Card OK!" Click "OK" to exit. Swipe and hold the Record Card on the Lock reader. The green light will flash and will end with a beep if successful. Next place the record card on the encoder and click "Record Card" to read the records. If the record you are looking for is not in the list, you can scan the card again to download more swipe data from the lock. After doing so, place the card on the encoder and click on record pick. If the time are incorrect , you need to create an updated time card then scan the updated card on the lock before the Record Card.

The records will be listed as follows:

The screenshot shows a menu titled "Level B" with several buttons: "Villa Card", "Time Card", "Limit Card", "Room Define", "Record Pick" (highlighted with a dotted border), "Record Card", "Room Record", and "Exit".

The screenshot shows the "Record Card" interface. It features a table with the following headers: SN, Time, Card No., Type, and Holder Name. Below the table, there are date filters: a checkbox for "Time", a date field set to "2020/08/12", a "To" label, and another date field set to "2020/08/19". At the bottom right, there are buttons for "OK", "Print", and "Cancel".

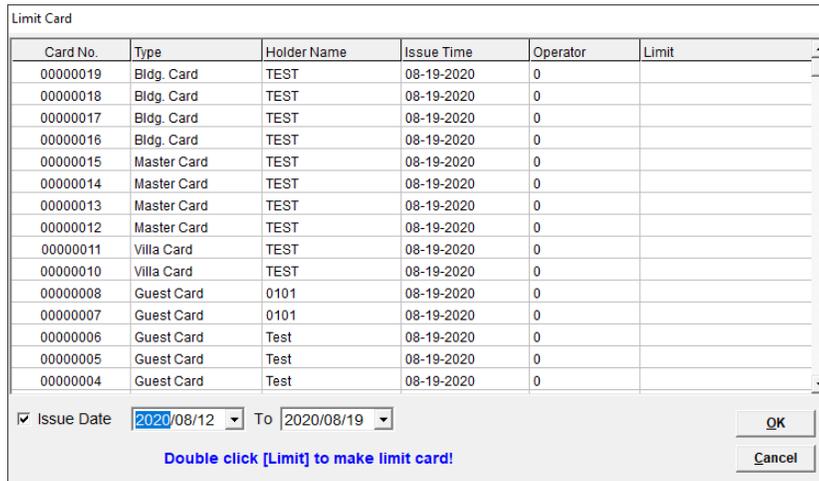
SN	Time	Card No.	Type	Holder Name
----	------	----------	------	-------------

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

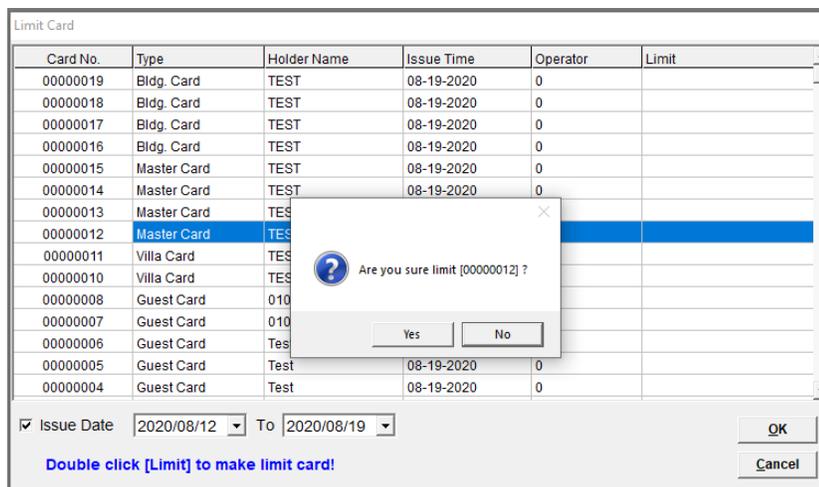
4.5 Limit Card (For Limiting Access to a specific card : Master Card, Floor Card, Bldg. Card, and Guest Cards)

A limit card is used to limit one specific card when it is lost.

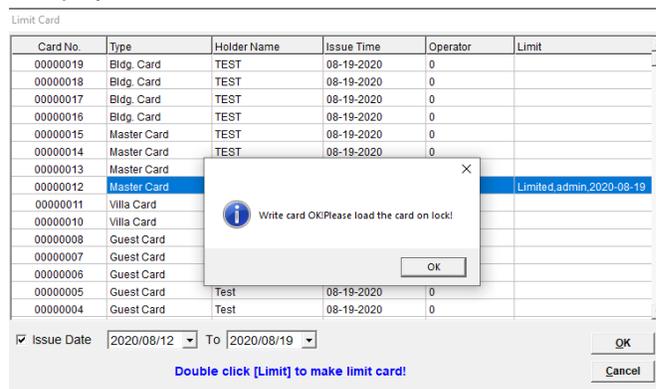
Place an empty card on the encoder, enter Level B, click “Limit Card” and you will see a list of all issued cards.



To limit a card, Double-click “Limit “after on the corresponding line for the card you want to limit.



Click “Yes” to confirm. It will display:



Click “OK” to finish.

Use the issued limit card and swipe it on the locks. The limited card will not work on the scanned locks.

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.

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

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.

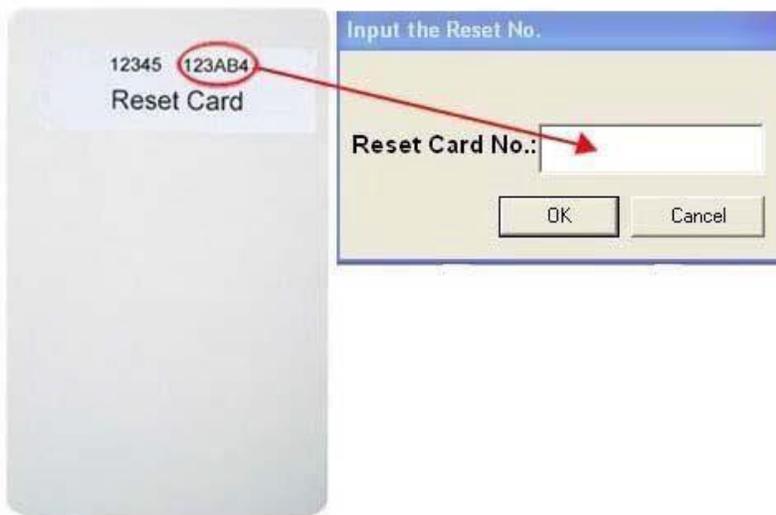
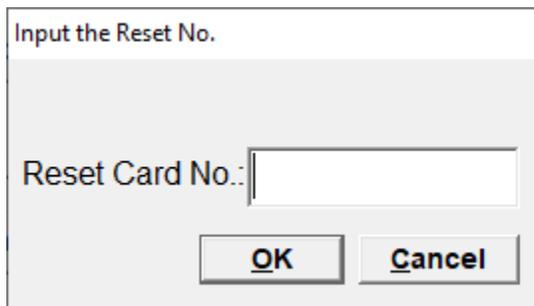
Use this issued "Limit All Card" to swipe any lock to be limited, then all the guest cards of this lock will be limited.

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 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 it's damaged or lost. Place an empty card on the encoder, enter Level A, click "Reset Card", you will see:



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 (one card can open six locks)

Place an empty card on the encoder, enter Level B:

Issue

Villa Card

Holder Name:

Bldg.:

Room No.:

Valid time: 2020/08/20 14:00

Fill the fields and add a maximum of 6 rooms into the field as needed then click "Issue". It will show "Write Card OK!" if the operation is successful. Click "OK" to finish issuing. You can click the drop down menu and select the "Date Limit" to set the valid time of the card.

Note: Holder Name: Max 20-digits . One Villa Card can open 6 locks maximum.

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.

4.9 Single Use Card (This card opens a specific lock only One time)

Place an empty card on the encoder, enter Level A, click "Single Use Card"
Fill in the Holder Name, Building, Room#, and a Valid time then click issue.
This card will only work once on a specific lock until the valid time.

Issue

Single Use Card

Holder Name:

Bldg.:

Room No.:

Valid time: 2020/08/20 14:00

4.10 Stop Card (This card disables a lock when it is scanned on a lock)

Place an empty card on the encoder, enter Level A, click “Stop Card”

Fill in the Holder Name, Building, Room#, and a Valid time then click issue.

This card will only work on a specific lock until the valid time expires. Once scanned on the lock, it will not accept any key. To restore the locks function, scan the Stop Card on the lock again. You can only bypass the lock by using metal mechanical key.

5. Entrance Lock for Public Common Area (All Valid cards can open this lock)

You can use a standard hotel lock and program it as a common area entrance lock.

Put an empty card on the encoder, enter Level B . Click “Room Define” then Change the door type to “Entrance “ for a general door or “Floor Entrance” for a common area only for cards on a specific floor.

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 . All Valid Cards will be able to open this entrance.

Bldg. List		Room List				
Bldg.	Bldg. Name	Floor	Room No.	Room Info.	Door Type	Setting Card
1	Bldg. 1	1	0101	Apartment	Normal Door	Issue
2	Bldg. 2	1	0102	Apartment	Normal Door	Issue
4	Bldg. 4	1	0103	Apartment	Villa Door	Issue
5	Bldg. 5				Floor Entrance	
					Entrance	

Click Issue in Setting Card
All Room numbers must be 4 digits

6. Check Out (Checking out guest cards)

Place the guest card to be checked out on the encoder, click “checkout” on the main menu to enter the “check out” window:

Checkout			
Room No.:	<input type="text"/>	Card balance:	<input type="text" value="0"/>
Days:	<input type="text"/>	Cards:	<input type="text" value="0.00"/>
Charge:	<input type="text" value="0.00"/>	Discount(%):	<input type="text" value="100"/>
Payment:	<input type="text" value="0.00"/>	Change:	<input type="text" value="0.00"/>
<input checked="" type="checkbox"/> Check-out all			
<input type="button" value="Checkout[F5]"/>		<input type="button" value="Read card[F6]"/>	
<input type="button" value="Cancel[Esc]"/>			

Click “Check out”, it will show “check out successful!”, 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 is greyed out, it will only check out the card on the encoder.

7. Other Management Operations

7.1 Issue Record (Displays cards that have been issued)

Enter Level A, click “Issue Record”, you will see the following window:

Card No.	Type	Holder Name	Bldg.	Room No.	Ccheck-in	Ccheck-out
----------	------	-------------	-------	----------	-----------	------------

Issue Date: 2020/08/12 To 2020/08/19

Holder Name: Room No.:

Check-out date: 2020/08/19 Including Check-out rooms

Inquire
Cancel

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

7.2 Login Record (Displays which users logged into the software)

Enter Level A, click “Login Record”, you will see the following window:

Operator	Login Time	Logout Time
admin	8/21/2020 11:49:23 AM	
admin	8/21/2020 11:48:33 AM	
admin	8/20/2020 12:29:59 PM	
admin	8/19/2020 10:53:20 PM	8/19/2020 10:55:14 PM
admin	8/19/2020 2:11:47 PM	8/19/2020 4:56:11 PM
admin	8/19/2020 12:54:11 PM	
admin	8/19/2020 10:16:02 AM	8/19/2020 12:54:05 PM
admin	8/19/2020 9:40:13 AM	8/19/2020 10:13:40 AM
admin	5/20/2020 5:21:57 PM	5/20/2020 5:22:39 PM
admin	5/20/2020 5:21:13 PM	5/20/2020 5:21:26 PM
admin	5/20/2020 5:20:24 PM	5/20/2020 5:21:05 PM
admin	5/20/2020 5:18:51 PM	5/20/2020 5:19:05 PM

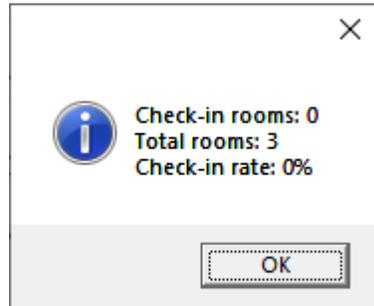
Login Date: 2020/08/2 To 2020/08/2

OK **Print** **Cancel**

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

7.3 Room Record

Enter Level B, click "Room Record":



7.4 Inquire

Click "Inquire" on the main menu, this will display the card issue record:

Issue Record							
Card No.	Type	Holder Name	Bldg.	Room No.	Ckeck-in	Ckeck-out	

Issue Date: To

Holder Name: Room No.:

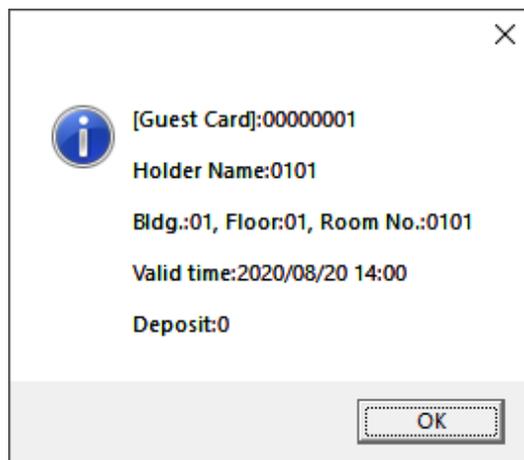
Check-out date: Including Check-out rooms

8 . Explanation of the software Buttons.

8.1 “Bldg./” “Floor”. You can click them to choose a specific building or floor when browsing the rooms on the software . The rooms on the chosen building or floor will be shown on the main menu.



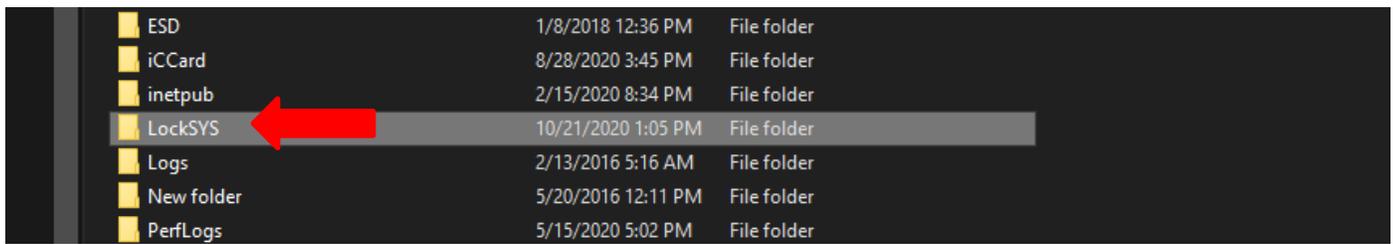
8.2 “Card?” You can use this button to identify what type of card is on the encoder or so verify that it is an empty card. Place a card on the encoder, and select “Card?”, it will display the card data.



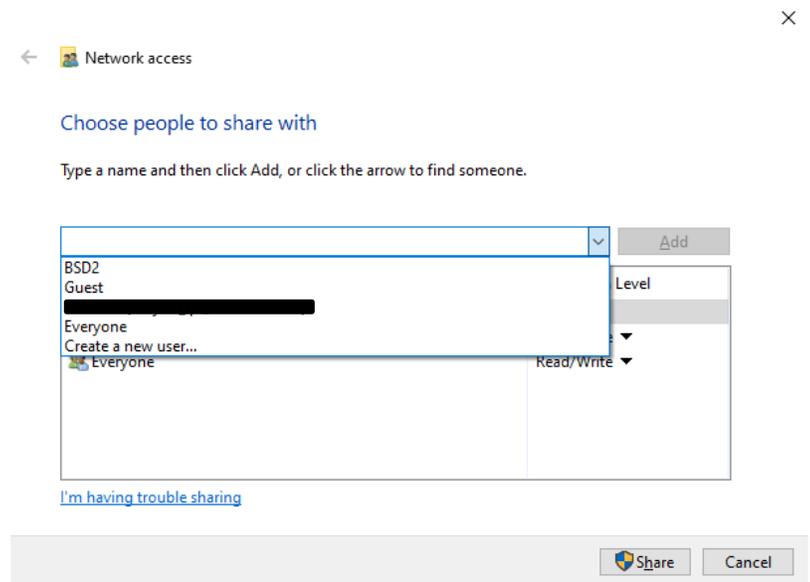
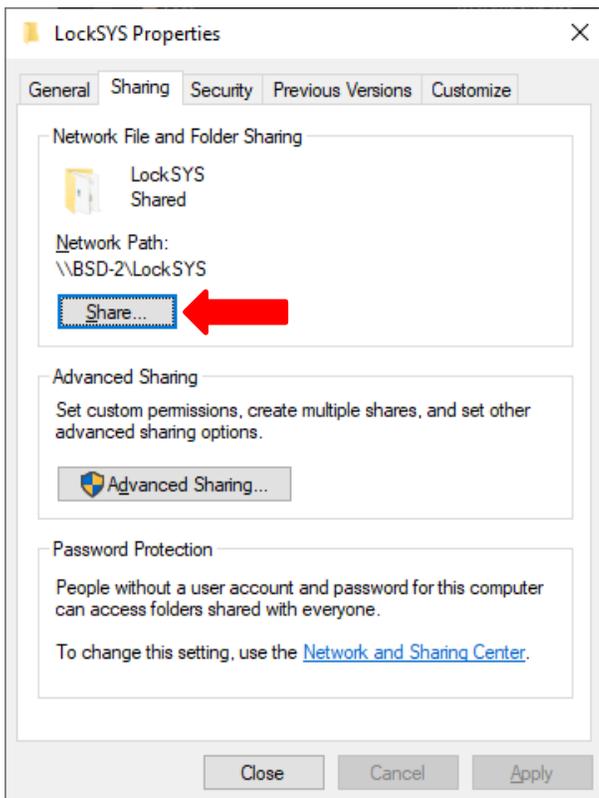
9. Use 2 or More Computers to issue key cards at same time

(The computers must be on the same local area network)

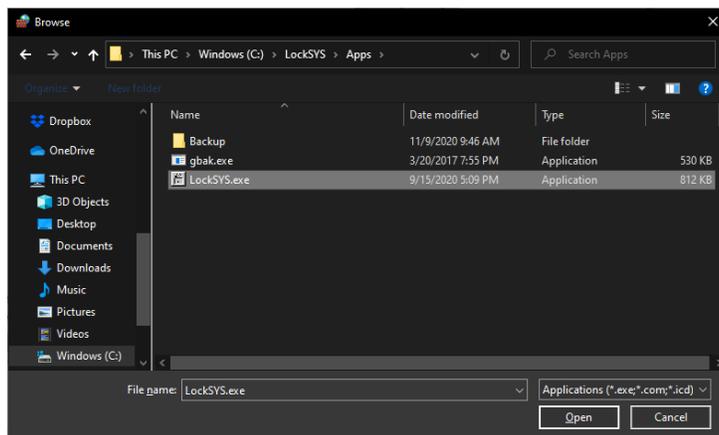
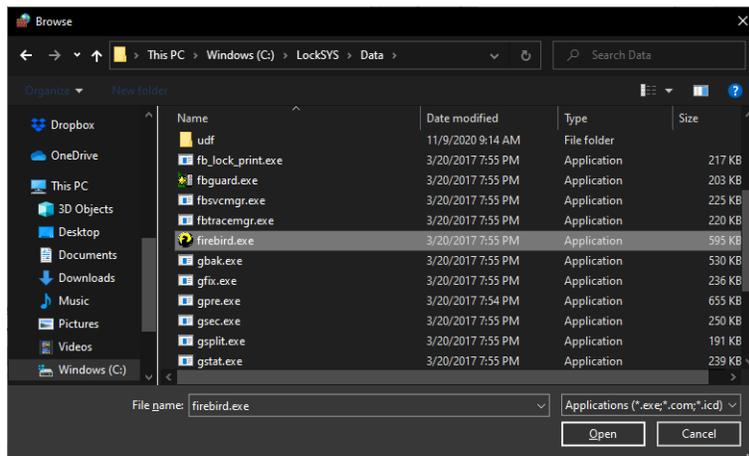
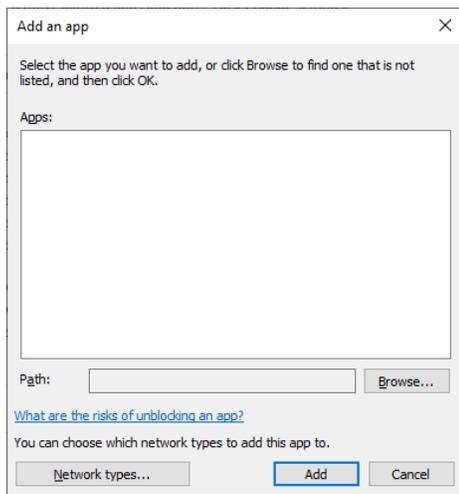
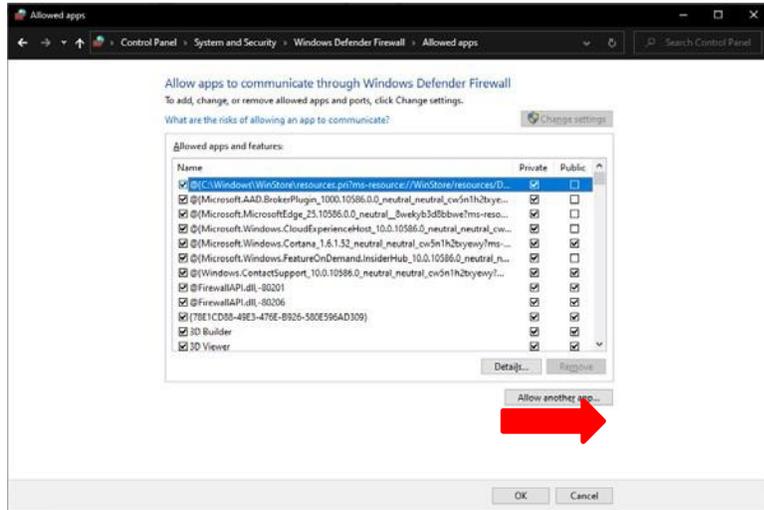
One Computer has to be set as the Database server :Navigate to the installation directory in on your computer (C:\LockSYS).



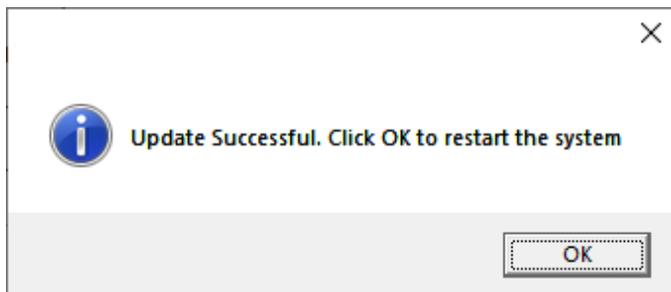
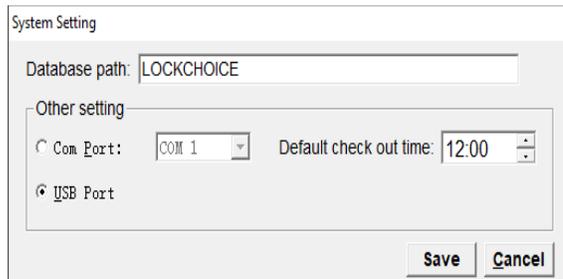
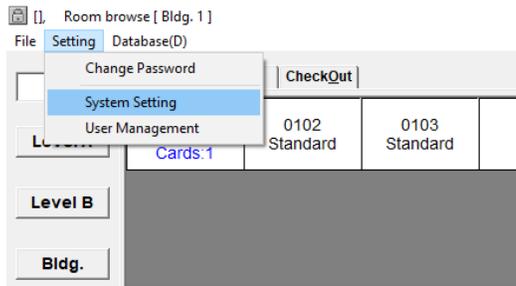
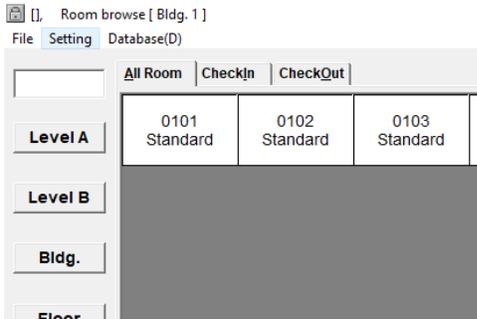
Right click the “LockSYS” folder and right click, then go to properties. Select the Sharing tab, then the Share button. Under the network access folder drop down menu, select the user or computer that you need to share the folder with. Enable both Read/Write and select share.



You will need to add “LockSys” and “Firebird SQL Server” as exemptions in the firewall. If you use the Windows Defender Firewall, please allow them to have access to your network.



Once the software is installed, launch the software and select: Setting > System Setting.
 In the system setting menu, type in the name of the Computer that has the database shared then click save.
 You will be prompted that the update was successful and to restart the software. When you log in , use the
 code and password used on the server PC. The systems will mirror each other when creating cards or
 checking out guest keys.
 The Database server computer but be on at all times or the data cannot be accessed over the network.



Troubleshooting

10. Solution for Common Error

1.

Error Code	Question	Resolution
-150	Incorrect Port	Change Port or the Encoder driver is not installed.
-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.
-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 cannot work. Redownload Software

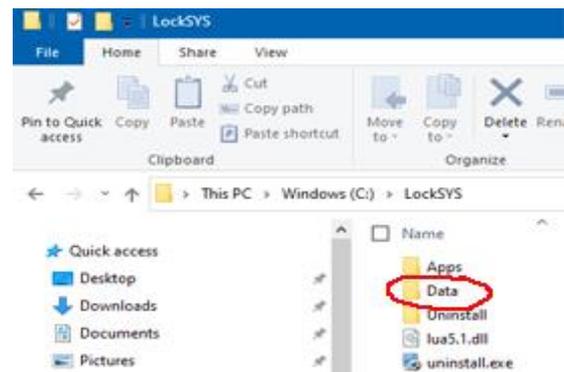
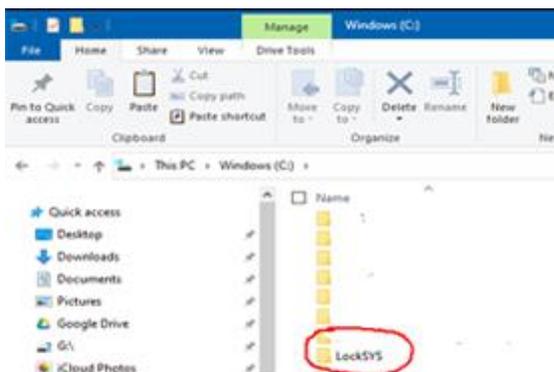
2. If the user card can open the door after its valid time:
Create an updated "TIME CARD" from Level B ,then swipe it on the lock to update the current time .
3. Green LED on 1 long beep 3 short rapid beeps. The deadbolt is engaged.
Only the Master Card and mechanical metal keys can bypass this.

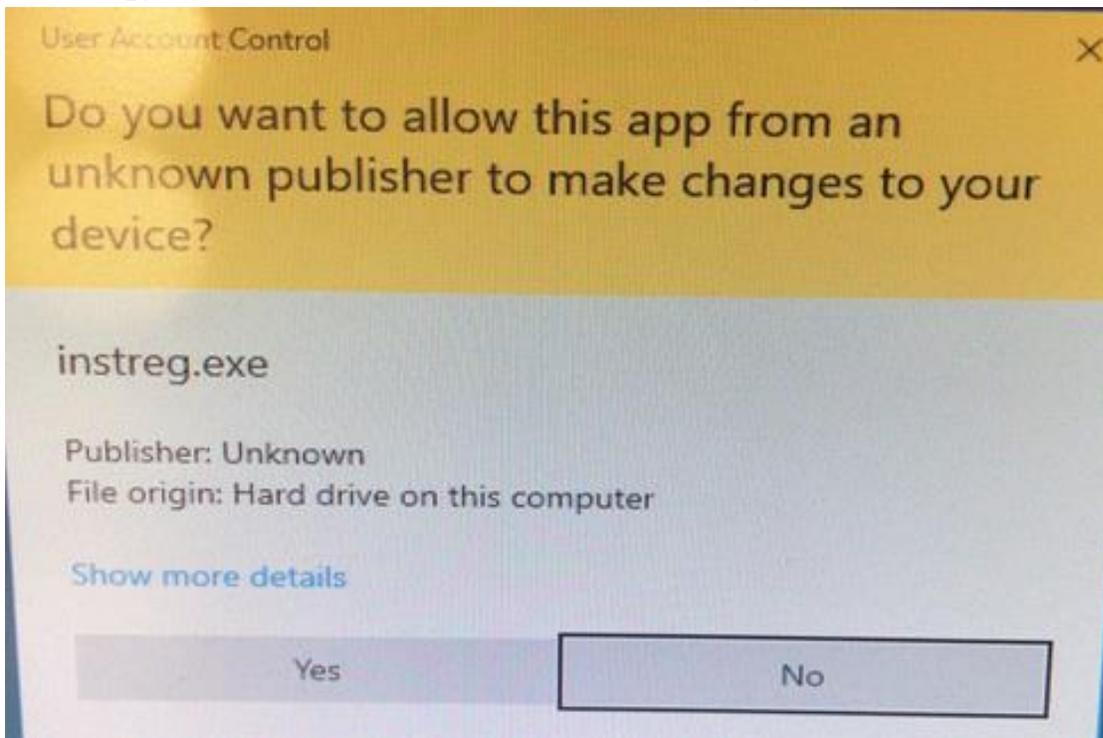
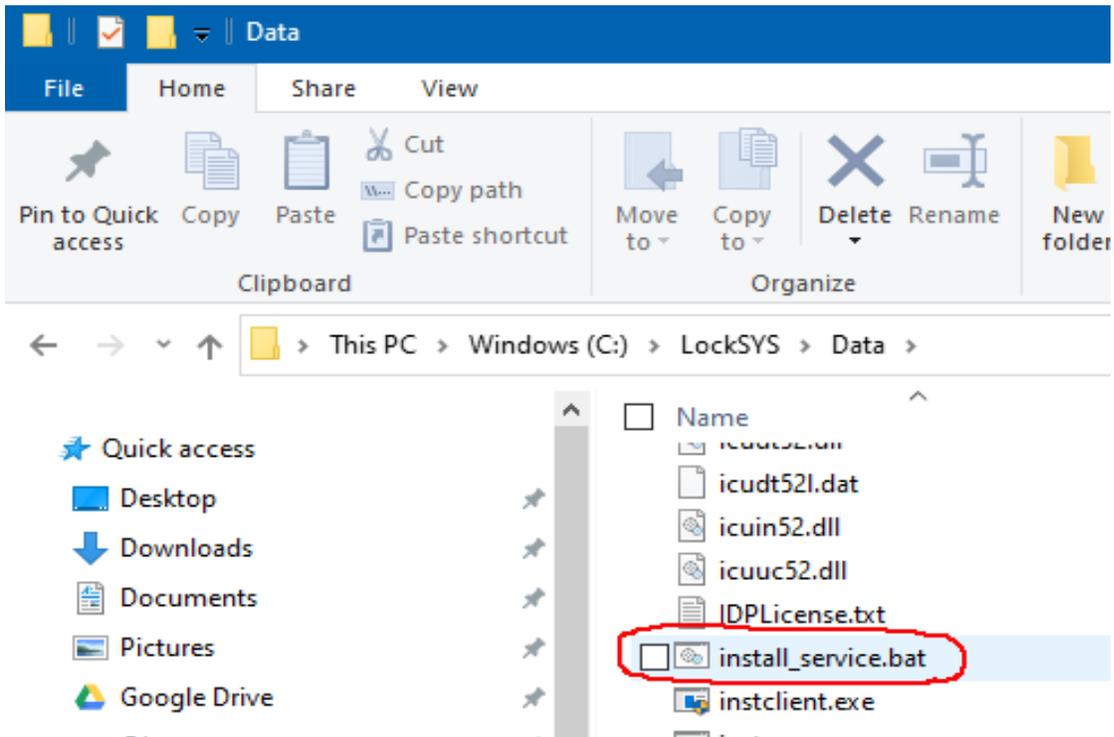
a. The Hotel Lock Sound/Light Indicator

SOUND/LIGHT INDICATOR	MEANING
One long beep and green LED on	Working properly
Three short beeps and red LED flashing	Lock did not read the card correct
One long beep, green LED on, three short beeps, red LED flashing	Lock read the card properly, but key card is for a different room.
One long beep, red LED on, three short beeps, another three short beep, 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 LED on, three short beeps, red light flashing.	The lock read the card properly, but the hotel name is wrong/Different.
Two long beeps, red light on	The voltage of the battery is low, change the batteries.
One beep change to Green then change to red	One battery is in the wrong direction, or one battery has low voltage.

If your system is old Window's System , You have to install firebird security server after restart your computer .

1. Go to your PC to open C: Drive . Then to open LockSYS folder ---click to open Data folder --- Double Click Install_service.bat ---Pop out 3 times permission message --- Click Yes .





Move Data to a new computer and backup

10. Move the software database from an old computer to new computer

In Windows explorer navigate to “C:\LockSYS\Data\Data” . Within the “Data” Folder you will find the file database : “DBLockSYS.FDB”

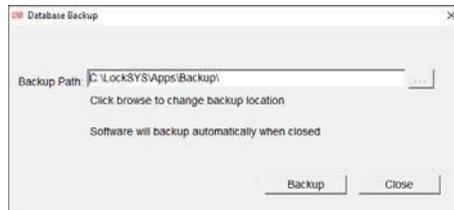
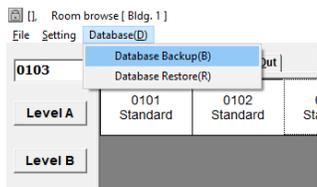
This file contains all your software data, Copy it to a USB flash drive, network directory, or CD-ROM.

When you install the software on a new computer, you can copy “DBLockSYS.FDB” to the same directory,

“C:\LockSYS\Data\Data”. Make sure the software is not running during this process. Once copied over you can launch the software and log in with your code and password from the previous computer. If there is not any issues, all your rooms, check-ins and data will be recovered. This file can also be used to recover a computer that has crashed or no longer works.

The Software also has a backup and restore function. Click on “Database>Database Backup”

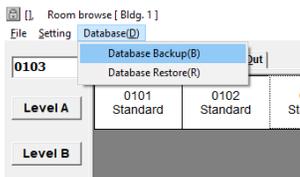
You can choose a Backup path or choose the default software path.



To restore the database from a previous backup. Click on “Database>Database Restore”

Select the backup you would like to restore from and select “restore.”

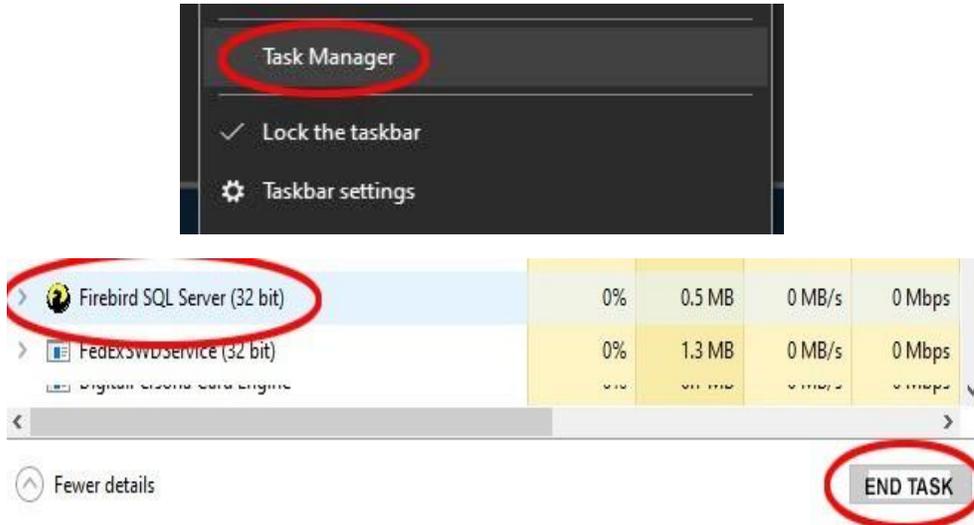
You will have to restart the software after restoring.



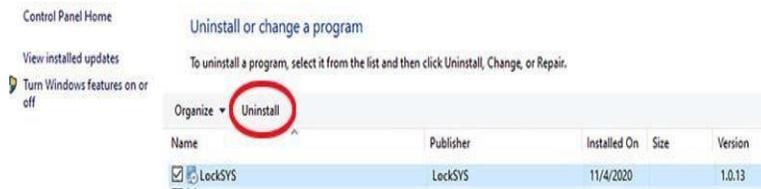
11. Uninstalling the Software

The following steps are necessary to complete uninstall the “LockSYS”

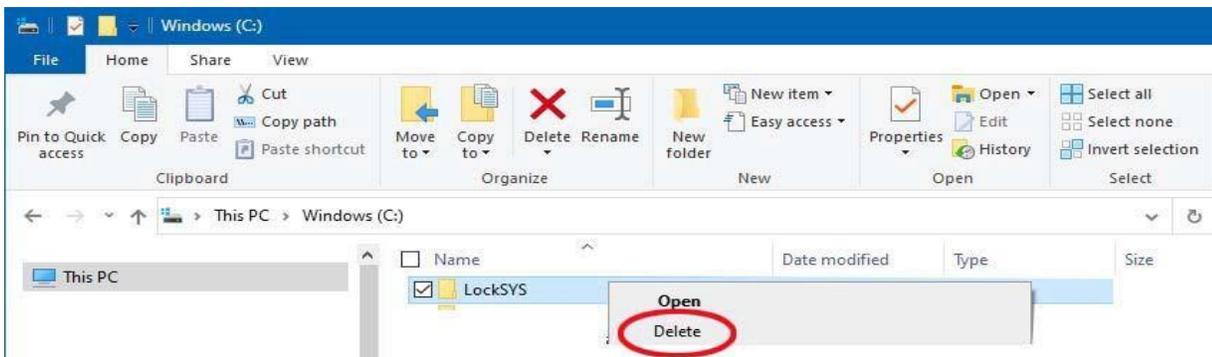
1. Launch the windows task manager from the “Taskbar” or press the “ Ctrl-Shift-ESC” together on your keyboard. This will launch the task Manager.
2. Look for the “Firebird SQL Server”, select it and click “End Task”



3. Next go to the windows Control Panel-Add and Remove Programs : Select the “LockSYS” icon and the “Uninstall” . If successful the desktop icon or shortcuts will disappear.



4. You will have a “LockSys” folder in your “C:\\” drive. It contains your old database, you back this file up if you plan to install to another computer. You can also delete this folder when not needed.



Resetting the lock to factory default:

12. Use a small tool to press and hold 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 LED will stops blinking and the reset is complete.
(After the Lock is Reset, you must reprogram it before using it)

