



Locstar®

M102A



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400-8833-566

Smart Lock User Manual



Reserves the right to interpret this manual

Content

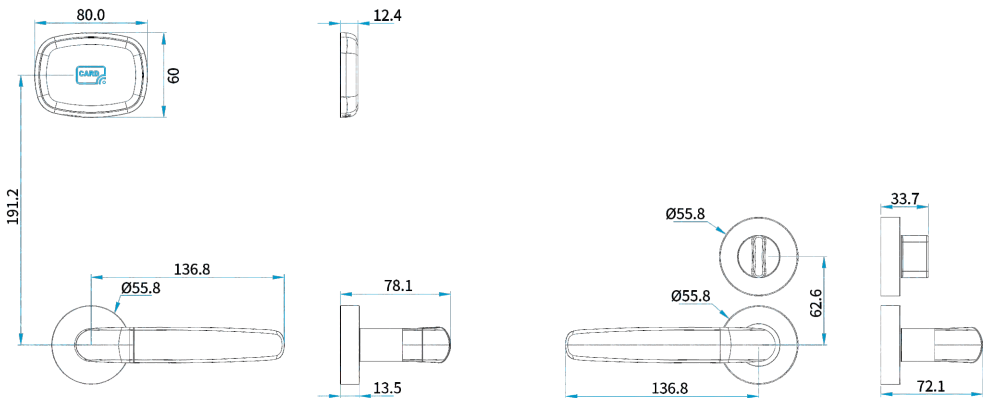
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I、Product introduction

1.1. Product performance parameters

Door lock type	Rfid card door lock
Mechanical material	Stainless steel
Unlocking mode	Mifare S50 card, mechanical key
International standard	ISO14443-A
Operating voltage	4 5# batteries (4.2-6.5V)
Open-door power consumption	$\leq 200\text{mA}$
Duration	≤ 0.2 seconds
Battery opening life	≥ 10000 times
Static power consumption	$\leq 40\mu\text{A}$
Low voltage alarm	4.5V(Soil 0.2V)
Operating temperature	- 20 °C ~ 55 °C
Storage temperature	- 30 °C ~ 70 °C

1.2 Product Size



1.3 Packing list(accessories in kind prevail, pictures are for reference only)

No.	Name	Unit	Quantity
1	Front panel	pc	1
2	Back panel	pc	1
3	Opening size diagram	pc	1
4	Side panel	pc	1
5	door buckle box	pc	1
6	door buckle	pc	1
7	Mortise	pc	1
8	Mechanical key	pc	1
9	Key hole cover	pc	1
10	Battery box	pc	1

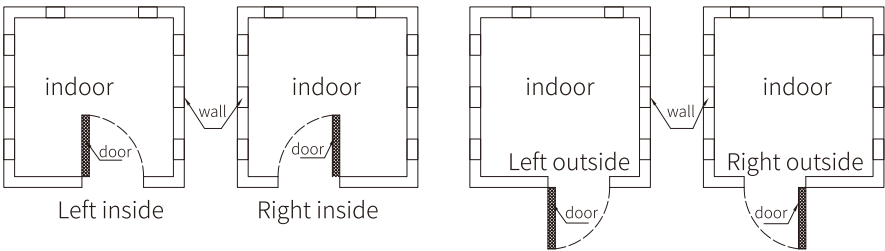
II、Installation Guide

2.1、installation conditions

1.1、Door thickness

- Door lock border ≥ 110 mm (thickness of inconsistent doors)
- 38mm≤ door thickness ≤ 60mm(custom accessories are required when size exceeded)

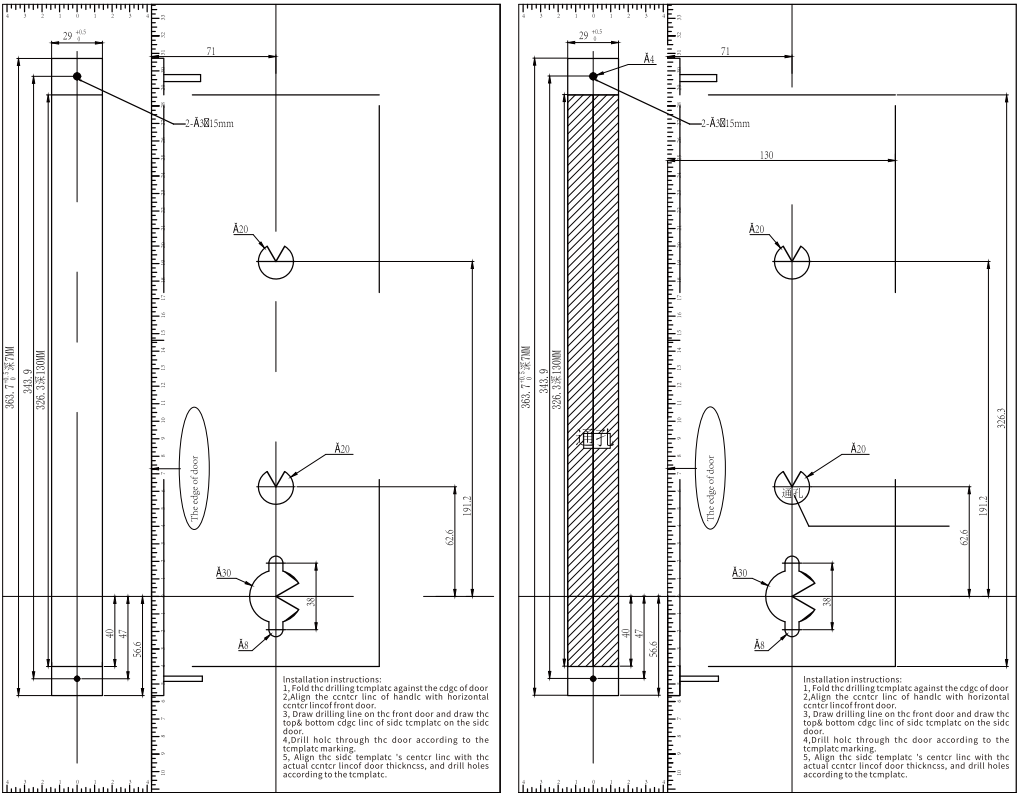
● Opening direction



2.2、Installation tool (for reference only)

				
1.manual electric drill	2.pencil	3.tape ruler	4.hammer	5.bit
				
6.hacksaw	7.angle ruler	8.screwdriver	9.Cutter	10.chisel

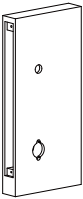
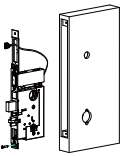
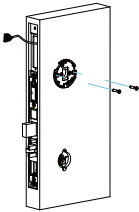
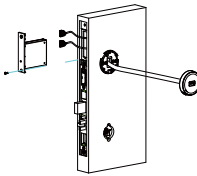
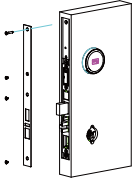
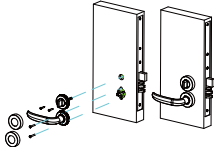
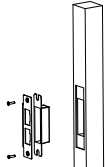
2.3 Opening size diagram (for reference only)



2.4 Installation Notes

① In order to ensure successful installation, do not exert excessive force when tightening the screws, which may cause damage to the lock	② Select correct screw tool	③ Wearing eye protection devices when opening doors to avoid eye injury	④ In order to prevent unnecessary damage to the door, when opening the door, please make the opening from both sides, remember to penetrate the opening on one side
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2.5 Installaton Steps

 2.5.1 Open door hole • Draw a horizontal center line on the inside/outside side of the door 1 meter from the ground. • Fold the opening template in half to make room for the holes, align the center line of the handle of the template with the horizontal line on the door, • Draw the opening lines on the front and side of the door according to the requirements of the opening template	 2.5.2 Install mortise • Insert the lock mortise into the already opened door hole, with a screw ST4*25 fixed on the door. • Fix the side trim on the lock mortise with two M4*6 screws.
 2.5.3 Install the induction cover base • Fix the induction cover base to the door with two wooden door tapping screws ST3.5 * 16	 2.5.4 Install the induction cover and motherboard box • Thread the wire reserved for the induction cover through the hole on the door surface and out through the hole above the side plate of the lock core • Insert the wire group terminal into the corresponding socket of the motherboard box. • Insert the motherboard box into the mounting hole of the lock core side plate and fix it with M3 screws
 2.5.5 Install the lock core side trim • Fix the side trim on the lock core • with a wooden door self-tapping screw ST4*25 and three M4*6 wire screws fixed	 2.5.6 Installing front handle base • Insert the 8 * 8 front shaft into the lock core hole • Thread the exposed connection on the front handle assembly through the front shaft, and then press the front handle assembly tightly against the surface of the door. Note that the 8 * 8 front shaft needs to be inserted into the square hole of the handle
 2.5.7 Install the rear handle base and knob base • Insert the 8*8 rear shaft into the lock cylinder hole • Insert the other end of the 8*8 rear shaft into the square hole on the handle of the rear handle assembly, and then press the rear handle assembly tightly against the surface of the door. According to the thickness of the door, choose two M4 machine screw fixation • Insert the small square shaft on the torsion seat assembly into the lock cylinder hole and tightly adhere to the surface of the door, then use two wooden door tapping screws ST3.5 * 16 to fix it on the door • Place the handle seat cover on the knob seat and the rear handle seat respectively and tighten them tightly	 2.5.8 Door buckle box installation • Close the door to the door frame, use a pencil to draw the position of the lock tongue on the door frame, and then draw the shape of the opening on the door frame; • After opening the hole, insert the door buckle box and door buckle plate into the hole in the order shown in the left figure, and fix the door buckle plate with 2 screws; • After closing the door, check whether the locking tongue can be fully extended.

III、Software Instructions

3.1. System requirements

- Windows 7 64-bit or more
- More than 2G memory
- One available USB port

3.2. System Installation

3.2.1 Encoder installation

Encoder installation: Connect the USB cable to the USB port of the computer and the USB port of the encoder.

Note: In order to ensure normal use, the USB port on the computer must be connected to the USB socket on the motherboard (located at the back of the chassis). Some computers, such as the USB socket connected to the front of the chassis, may not work properly.

Note: The encoder driver must be installed before issue cards. The following picture shows the encoder driver installation file.

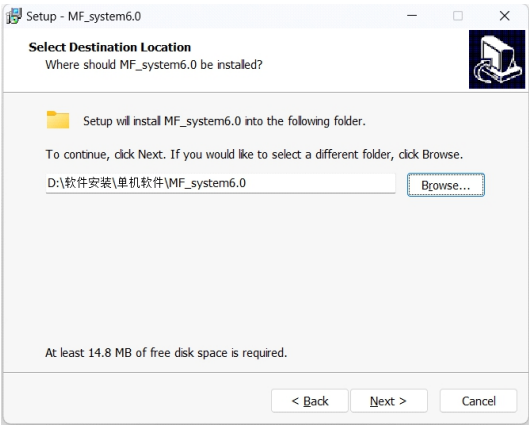
名称	修改日期	类型	大小
x64	2018/6/23 20:04	文件夹	
x86	2018/6/23 20:04	文件夹	
an197	2015/5/29 10:30	WPS PDF 文档	80 KB
CP210xVCPInstaller_x64	2014/4/12 5:56	应用程序	1,026 KB
CP210xVCPInstaller_x86	2014/4/12 5:56	应用程序	901 KB
dpinst.xml	2014/4/12 5:56	XML 文件	12 KB
ReleaseNotes	2014/4/12 5:56	文本文档	11 KB
SLAB_License_Agreement_VCP_Wind...	2014/4/12 5:56	文本文档	9 KB
slabvcv	2014/4/12 5:56	安全目录	12 KB
slabvcv	2014/4/12 5:56	安装信息	5 KB

3.2.2 Software Installation

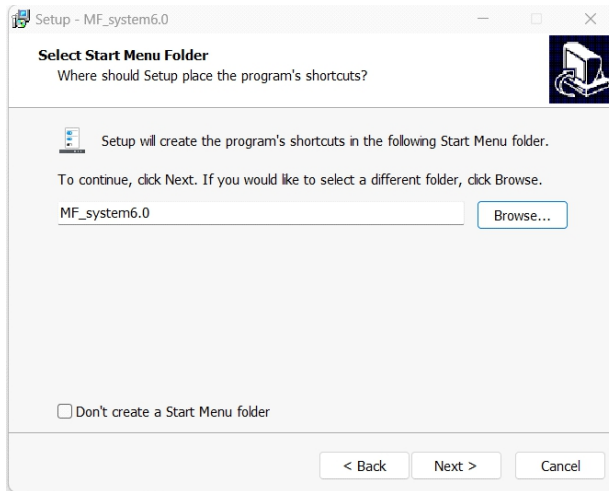
(1)Select the software installation package, double-click to start the installation and select the next step

 MF_system6.0	2023/7/29 13:54	应用程序	3,578 KB
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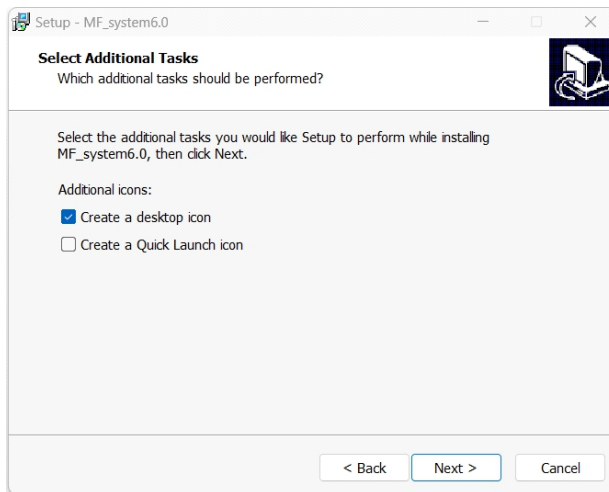
(2)Select the software installation address and click Next



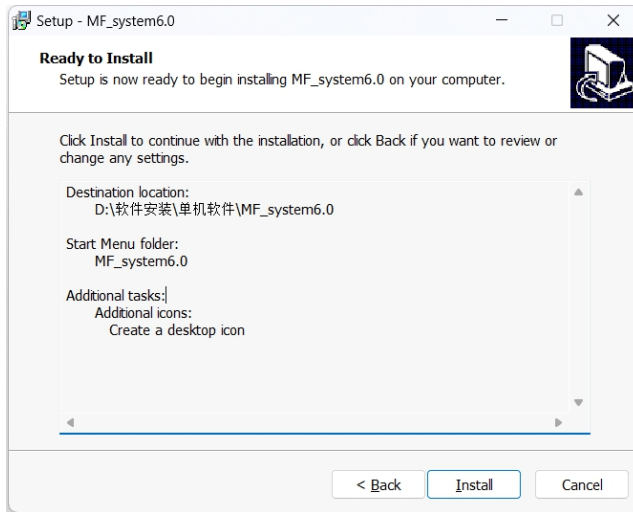
(3) Select shortcut address, default to next step



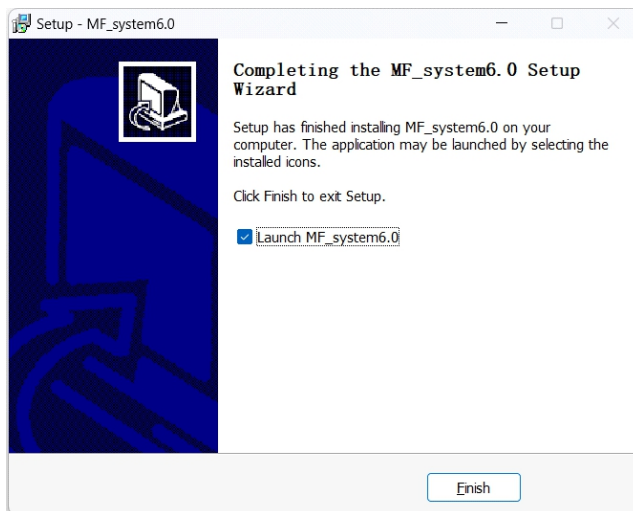
(4) Select Create Desktop shortcut icon and click Next



(5) Confirm all installation configurations and click Install

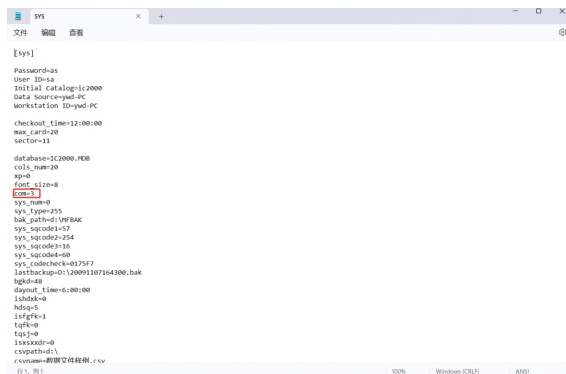


(6) Select whether to open the software and click Finish



(7) Configure the connection file SYS

- Open the installation location of the software, locate the SYS file and open it for editing
- Sets the COM interface



Attention:

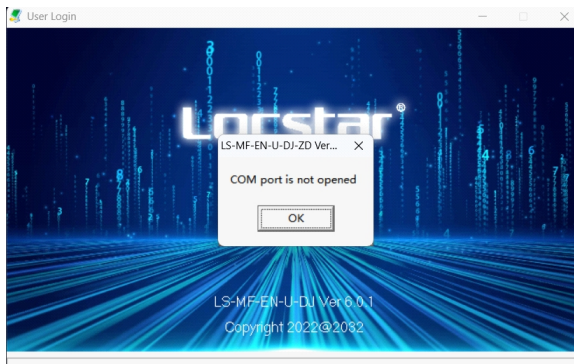
SYS file COM interface Settings please check the COM interface displayed after the local computer is connected to the card issuer, refer to the following figure



3.2.3 System initialization:

When the system is run for the first time, the default user name is **SUPER**, the password is 0. This is a super administrator. (** For security reasons, change the user's password immediately **)

Enter the user name and password on the login screen. The system will check the serial port and encoder. If the encoder is detected, it automatically enters the door lock software. If the encoder is not detected, the software will prompt you whether to continue. Select "Yes" to enter the software for demonstration (the encoder function is invalid).



3.3. System operators

Three levels of operators are configured: **super administrator**, **administrator**, and **Front desk operator**. Operators at all levels have the following permissions:

Super administrator: can use all system functions.

Manager: can use all the operating functions of the system except the restore authorized information operator management function;

Front desk: Only the function of issuing guest card and changing personal password.

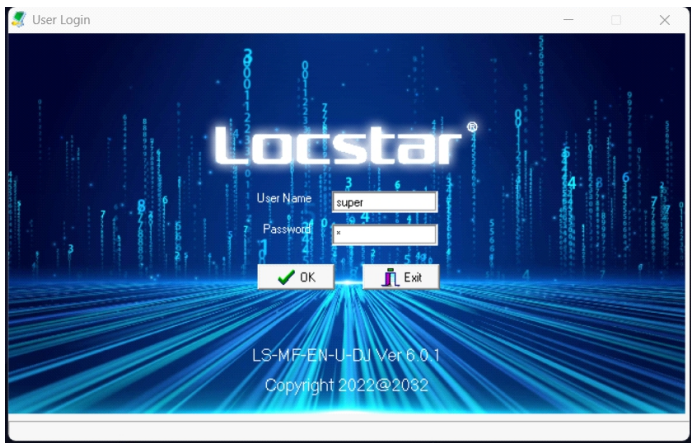
3.4. Key cards types and functions

Card Type	Function	Operator
Authorization card	Used to set, clear, and update the door lock password	System administrator
Master Card	Used to open all locks	General Manager, customer service manager
Building Card	Used to unlock all the locks on the corresponding building	Customer service manager
Floor Card	Used to open all door locks on the corresponding floor	Floor attendant
Clean Card	Used to open all door locks in a specified area	cleaner
Emergency Card	Used to open all locks and keep them normally open	General MANAGER
Guest Card	Used to open the door lock of the specified room	Patron
Terminate Card	Used to terminate the use of the guest card	Floor service staff
Lock out Card	For closing door lock	Customer Service Manager
Room No. Setting Card	Set door lock parameters (building number, floor number, room number)	Hotel maintenance
Foreman Card	Used to open all door locks on the corresponding floor	Duty manager
Passage Card	Set and deactivate the normally on function	System administrator
Clock Card	Used to check the lock clock	Hotel maintenance
Alarm Card	Set and clear the alarm function of door lock false close and open door	Hotel maintenance
No Disturb Card	Set and clear the anti-lock do not disturb function	Hotel maintenance
Check-out card	For early termination of guest card use	Duty manager

IV、Software operation instructions

4.1 Software Login

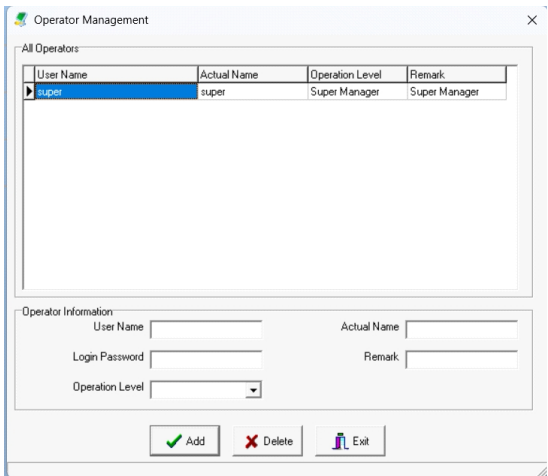
Double-click the desktop shortcut icon 'MF_system6.0', and enter the account and password to log in. The default administrator account is 'Super' and password is '0'.



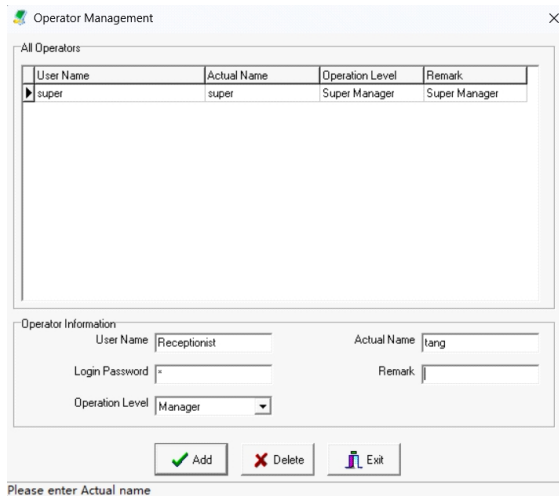
4.2 Operation Administrator

- **Function:** Add, delete, and query maintenance operators and their operation rights
- **Operating instructions**

Click the "Operator Management" module (or Ctrl+E) in the menu "Super Administrator" to enter the following screen.



(1) Add an operator: First enter the user name, real name, login password, remarks, select an operation right, and then click the Add button to complete the operator addition



The screenshot shows the 'Operator Management' window. At the top, there is a table titled 'All Operators' with the following data:

User Name	Actual Name	Operation Level	Remark
super	super	Super Manager	Super Manager

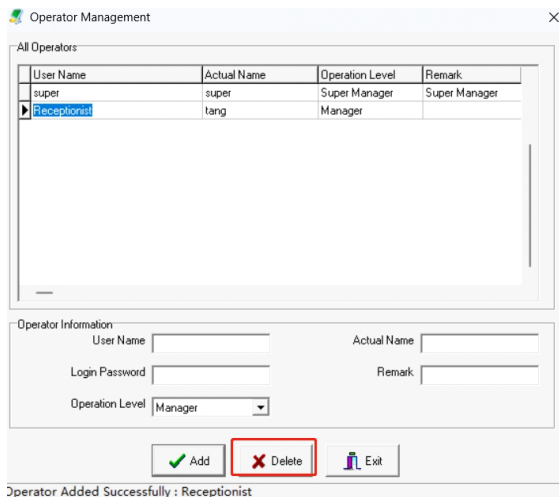
Below the table is the 'Operator Information' section with the following fields:

- User Name: Receptionist
- Actual Name: tang
- Login Password: (empty)
- Remark: (empty)
- Operation Level: Manager (dropdown menu)

At the bottom, there are three buttons: 'Add' (with a green checkmark), 'Delete' (with a red X), and 'Exit' (with a door icon). The 'Add' button is highlighted with a green border.

Please enter Actual name

(2) Delete an operator: Select the operator you want to delete from the table on the screen, and then click the Delete button



The screenshot shows the 'Operator Management' window. The 'All Operators' table now has two rows:

User Name	Actual Name	Operation Level	Remark
super	super	Super Manager	Super Manager
Receptionist	tang	Manager	

The 'Receptionist' row is selected with a blue highlight. In the 'Operator Information' section, the 'User Name' field is empty. The 'Delete' button (with a red X) is highlighted with a red border.

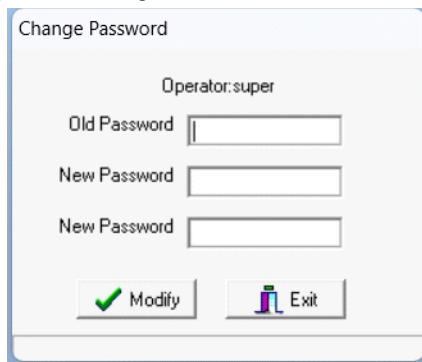
Operator Added Successfully: Receptionist

4.3 Change Password

- **Function:** Modify personal login password
- **Operating instructions**

Click "Change Password" (or F11) in the menu "Tools" to enter the following screen:

Then enter the old password and the new password, the new password needs to be entered twice, click OK to complete the password change.

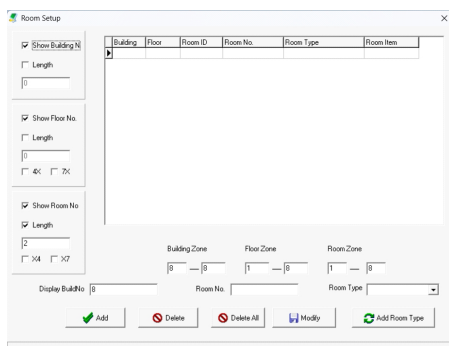


The "Change Password" dialog box has a title bar with the text "Change Password". Below the title bar, it displays "Operator:super". There are three input fields: "Old Password", "New Password", and another "New Password" field. At the bottom, there are two buttons: "Modify" with a green checkmark icon and "Exit" with a red X icon.

4.4 Room Setup

- **Functions:** Add, delete, modify room number
- **Operating instructions**

Click "Guest Room Setup" in the menu "System Setup"



The "Room Setup" dialog box has a title bar with the text "Room Setup". On the left side, there are three sections for filtering: "Show Building No.", "Show Floor No.", and "Show Room No.", each with a "Length" input field and checkboxes for "4X" and "7X". The main area is a table with columns: Building, Floor, Room ID, Room No., Room Type, and Room Item. Below the table, there are input fields for "Building Zone", "Floor Zone", and "Room Zone", each with a "Length" input field. At the bottom, there are input fields for "Display Build No.", "Room No.", and "Room Type". At the very bottom, there are five buttons: "Add" (green checkmark), "Delete" (red X), "Delete All" (red X), "Modify" (blue pencil), and "Add Room Type" (green plus).

- **Add room**

Enter the building number, floor, and room number range that needs to be added (building number cannot exceed 10, floor number cannot exceed 30, and room number cannot exceed 100). Select a room type from the room type drop-down box, and then click the add button to complete the room number addition within the filled range

For rooms that do not require room numbers such as 04, 14, 07, and 17, please tick in front of X4 and X7

For rooms that do not require floors 4, 40, 7, 70, etc., please tick in front of 4X and 7X

For example, if you need to fix the number of digits in the display of building number, floor, and room number, first check the fixed length in front of the building number, floor, and room number that needs to be fixed on the left, and then modify the corresponding fixed length.

Room Setup

☒ Show Building N
☐ Length

☒ Show Floor No.
☒ Length

☒ 4x ☐ 7x

☒ Show Room No.

☒ X4 ☐ X7

Building	Floor	Room ID	Room No.	Room Type	Room Item
0	1	1	1 0011		1
0	1	2	2 0012		2
0	1	3	3 0013		3
0	1	5	5 0015		4
0	1	6	6 0016		5
0	1	8	8 0018		6
0	2	1	1 0021		7
0	2	2	2 0022		8
0	2	3	3 0023		9
0	2	5	5 0025		10
0	2	6	6 0026		11
0	2	8	8 0028		12
0	3	1	1 0031		13
0	3	2	2 0032		14
0	3	3	3 0033		15
0	3	5	5 0035		16

Building Zone: [0] — [0] Floor Zone: [1] — [0] Room Zone: [1] — [0]

Display BuildNo: [0] Room No.: [012] Room Type: []

☒ Add ☐ Delete ☐ Delete All ☐ Modify ☒ Add Room Type

Add Room Successful

● Modify room type

Select the room you want to modify, and then select the corresponding type from the drop-down options of the room type to complete the modification

Room Setup

☒ Show Building N
☐ Length

☒ Show Floor No.
☒ Length

☒ 4x ☐ 7x

☒ Show Room No.

☐ X4 ☐ X7

Building	Floor	Room ID	Room No.	Room Type	Room Item
0	1	1	1 0011		1
0	1	2	2 0012		2
0	1	3	3 0013		3
0	1	5	5 0015		4
0	1	6	6 0016		5
0	1	8	8 0018		6
0	2	1	1 0021		7
0	2	2	2 0022		8
0	2	3	3 0023		9
0	2	5	5 0025		10
0	2	6	6 0026		11
0	2	8	8 0028		12
0	3	1	1 0031		13
0	3	2	2 0032		14
0	3	3	3 0033		15
0	3	5	5 0035		16

Building Zone: [0] — [0] Floor Zone: [1] — [0] Room Zone: [1] — [0]

Display BuildNo: [0] Room No.: [011] Room Type: []

☒ Add ☐ Delete ☐ Delete All ☐ Modify ☒ Add Room Type

● Modify room number

Select the room you want to modify in the table, and then enter the modified room number. Click the modify button to complete the operation (if the user does not click the modify button, the modification is invalid).

Room Setup

☒ Show Building N
☐ Length

☒ Show Floor No.
☒ Length

☒ 4x ☐ 7x

☒ Show Room No.

☐ X4 ☐ X7

Building	Floor	Room ID	Room No.	Room Type	Room Item
0	1	1	1 0011		1
0	1	2	2 0012		2
0	1	3	3 0013		3
0	1	5	5 0015		4
0	1	6	6 0016		5
0	1	8	8 0018		6
0	2	1	1 0021		7
0	2	2	2 0022		8
0	2	3	3 0023		9
0	2	5	5 0025		10
0	2	6	6 0026		11
0	2	8	8 0028		12
0	3	1	1 0031		13
0	3	2	2 0032		14
0	3	3	3 0033		15
0	3	5	5 0035		16

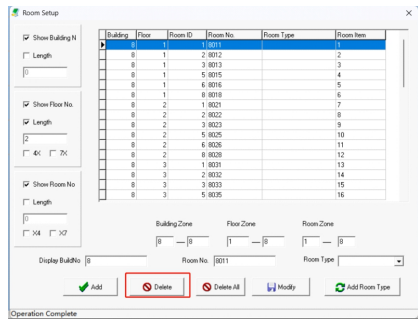
Building Zone: [0] — [0] Floor Zone: [1] — [0] Room Zone: [1] — [0]

Display BuildNo: [0] Room No.: [011] Room Type: []

☒ Add ☐ Delete ☐ Delete All ☐ Modify ☒ Add Room Type

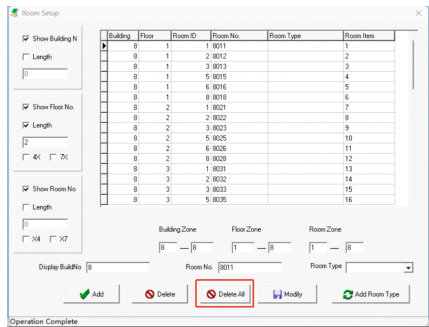
● **Delete room number**

Select the room number in the list box above and click the Delete button



● **Delete all**

Click the Delete All button



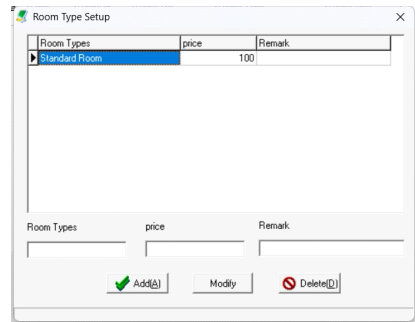
4.5 Room Type Setup

● **Function**

Add or delete room types

● **Operating instructions**

Click the Add Room Type button to the following figure:



Enter the room type to be added, click the add button, select the option to be deleted, and click the delete button to complete the deletion operation

4.6 Maid Zoon Setup

- **Function:** Set the cleaning area range
- **Operating instructions**

Add Area: Click on 'Maid Zoon Setup' (or Ctrl+B) in the 'System Setup' to enter the following screen.
Add Area: Enter the area number and description, and then click on the add button.

Delete Area: Select the area number to be deleted from the area list above, and then click the delete button to delete it

Maid Zoon Setup

Zone Lists

Zone	Description
1	1

Zone Information

Zone

Description

✓ Add(A)

✗ Delete(D)

4.7 System Parameter Setup

- **Function:** Set system parameters
- **Operating instructions**

Click "System Parameters" in the menu "System Setup" or system parameters in the toolbar (or Ctrl+D) to enter the following screen:

System Setup

Default check out time10:00:00Maximum amount of guest cards20

Shift check out date to tomorrow after6:00:00Room Amount per Row20

Interface width48

Deadbolt Setting ☐ Issued cards can unlock deadbolt

Guest Card setting ☒ Able to modify issued guest card

Check in Tips ☐ Notify user if the room is occupied

Advance lodging ☐ to advance the valid time of guest card by2Hours

Backup Pathd:\MFB\AK

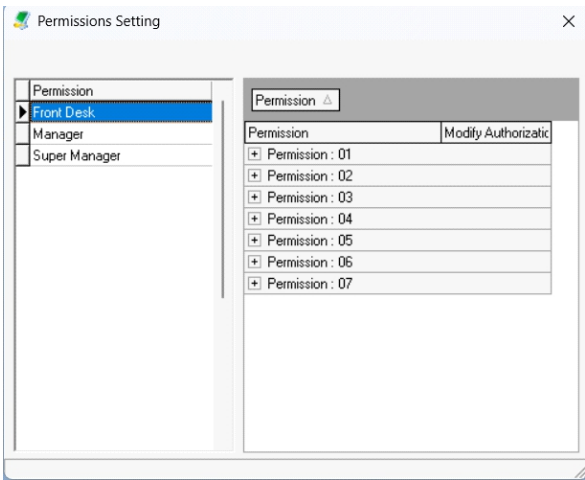
✓ OK

- Default check-out time:** The default check-out time for the guest card
- Maximum amount of guest cards:** The maximum number of cards that can be issued in each room. If the setting is exceeded during the issuance of guest cards, a prompt will be given that no more guest cards can be issued.
- Shift check out data to tomorrow after :** The system will compare the current time with the time. If the guest checks in before that time, the system will change the check out time to the same day time.
- Room Amount per Row:** The number of rooms per row displayed on the interface (default to 20 rooms per row) can be adjusted by users according to their needs.
- Interface width:** This setting can change the display size of the room number table on the main interface.
- Deadbolt setting:** Whether the system door opening card (only valid for guest cards) can unlock the deadbolt lock, users can set it to be able to unlock the deadbolt lock or not according to their own needs.
- Guest Card Settings:** This option controls whether the guest card must be a new card when issued.
- Advance lodging:** This option controls whether the check-in time on the guest card is advanced, and the number of hours in advance is the set data.

4.8 Permission Settings

- Function:** You can modify the operation rights of the system operator
- Operating instructions**

Click "Permission Settings" (or Ctrl+G) in the menu "Adminstation Manager" to enter the following screen: Select the operator category to be modified on the left, and then check or cancel the operation permission of the corresponding name on the left, and then click the triangle button to modify, and then click the tick button to save the operation to complete the modification operation



4.9 Issuance of various cards

- **Function:** Store authorization information for this system
- **Operating instructions**

Card issuance: Click on the 'Issue Card' function in the 'Card Management' menu, or click on the 'Issue Card' function in the toolbar (or Ctrl+F4) to enter the following screen. Then select the issue card page, and then select the card type to be issued. You can enter the name, ID number and remarks of the cardholder as required. Then click the OK button to issue the card. Please determine if the release was successful based on the status below the screen

Issue Card

Floor

Setting

House Keeping

Foreman

Authorization

No Disturb

Master, Emergency, Passage, Lock Out, Check Out, Terminate

Clock

Building

☐ Master

☐ Check Out

☐ Emergency

☐ Lock Out

☐ Passage

☐ Terminate

2023/ 7/25

14:22:23

2023/ 8/26

14:22:23

Card No.

☐ Lost

Card Holder

Name

ID No.

Remark

OK

Exit

- **Remarks:**

If you want to update the authorization card, you must first use the old system's clear authorization card to clear the authorization of the door lock, and then cancel all the original issued cards before issuing a new authorization card (if some rooms still have records, you can clear them by checking out without card).

If the original authorization information in the door lock has not been cleared, and the authorization of the door lock system needs to be updated at this time, the mechanical key can be turned to make the door open and forcibly cleared with the current new setting authorization card

4.10 Guest check-in

- **Issue guest cards**

Function: When a guest registers for accommodation, a guest card corresponding to the room is issued, and the corresponding room door lock can be opened within the valid time

- **Operating instructions**

Select a room on the room status table, as shown in the following figure. After modifying the number of check-in days. Click the OK button or press the Enter key to issue the guest card. After successful release, you can use the up and down keys or left and right keys on the keyboard to change the room number.

8101	8102	8103	8105	8106	8108
Standard	Standard	Standard	Standard	Standard	Standard
8201	8202	8203	8205	8206	8208
Standard	Standard	Standard	Standard	Standard	Standard

Issue Guest Card

×

Room No.
☐ Suit Inner Door(1)

Check In

Check Out

Lodging day ☐ Lost

Guest Name

ID No.

Remark

- Click "Issue Guest Card" in the menu "Check In" or "Issue Guest Card" in the toolbar (or F2), enter the picture below, select the room number and enter the corresponding information, and click the OK button to issue the card

Issue Guest Card

×

Room No.
☐ Suit Inner Door(1)

Check In

Check Out

Lodging day ☐ Lost

Guest Name

ID No.

Remark

- **Remarks:**

Room number must be entered. Option to report loss for issuance. When a guest card in a certain room is lost, in order to prevent others from using this card to open the door lock of the room, it should be reported as lost and issued. After unlocking the guest card issued for loss reporting, the original lost guest card will not be able to unlock the door of the guest room.

4.11 Changing Rooms

- **Functions**

Change rooms for guests

- **Operating instructions**

Click on "Change Room" (or F4) in the menu "Check In" with the mouse, enter the room number, and click the change room button to proceed with the change.

Change Room

Room No.

Lodging day

Check In

Check Out

Guest Name

☐ Lost

Remark

ID No.

Card Issue Staff

Name

Card Issue Time

No card

4.12 Revise Check Out Time

- **Functions**

Modify the guest's check-out time.

- **Operating instructions**

Click on "Revise Check Out Time" (or F5) in the menu "Check in" , select the check out time, and click the "Revise Check Out Time" button to modify the check out time.

Revise Check Out Time

Room No.

Lodging day

Check In

Check Out

Guest Name

☐ Lost

Remark

ID No.

Card Issue Staff

Name

Card Issue Time

Guest Card

Card No. : 3723656371

2023年8月

日	一	二	三	四	五	六	日
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	

今天: 2023/8/8

4.13 Erase Guest Card

- **Function:** After the guest checks out, cancel the guest's guest card.
- **Operating instructions**

Click on "Erase Guest Card" in the menu "Check in", press the Erase button or the Delete key on the main interface to cancel the guest card.

Room No.	Suit Inner Door(1)	Card Status	Card No.	Room No.	Card Issue
8101		Available	3723656371	8101	2023/7/31

Occupied Rooms:1 | Total Rooms:48 | Issued Cards:1 | Operator:super | No card

- **Remarks:**
This functional module can only erase guest cards

4.14 Room status

- **Function:** Display seven types of room status, including Clean Room, Occupied Room, Reserved Room, Private Room, Prpairing Room, Forbidden Room, Non-cleaned Room.
- **Operating instructions**

Select a room and right-click to pop up the room status menu, and select an item with the left mouse button to change the room status.

1011	1012	1013	1015	1016	1018
1021	1022	1023	1025	1026	1028
1031	1032	1033	1035	1036	1038
1051	1052	1053	1055	1056	1058
1061	1062	1063	1065	1066	1068
1081	1082	1083	1085	1086	1088

Clean Room
Occupied Room
Reserved Room
Private Room
Repairing Room
Forbidden Room
Non-cleaned Room

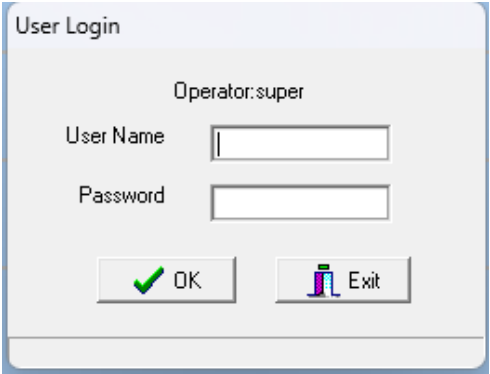
4.15 Shift handover

- **Functions**

Conduct staff shift

- **Operating instructions**

Click on the 'Operator Shift' function in the 'Tools' (or F10) menu, enter the code and password of the new staff member, and click the OK button.



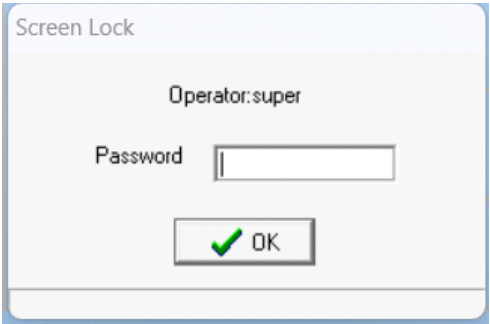
4.16 Screen Lock

- **Functions**

Lock the screen, you must enter a password to use the software again

- **Operating instructions**

Click on the 'Screen Lock ' (or F12) function module in the 'Tools' menu to enter the following screen. Only by entering the password of the operator on duty can enter, otherwise you will need to shut down the system and re-enter it.



4.17 Reading and Erase Various Cards

- **Functions**

Used to read or cancel all cards issued by this system

- **Operating instructions**

Click on the "Read Cards/Erase Cards" function module in the "Card Setup" menu, or click on the "Read Cards/Erase Cards" function module in the toolbar (or Ctrl+F5 (Read Cards) or Ctrl+F8 (Erase Cards)). After entering the operation interface, place the card above the sensing area of the card issuer, and the system will display the card information. After confirming the information inside the card, if you want to erase the card, click the Erase button. After successful cancellation, a new card will be displayed in the bottom left corner of the screen.

Erase Card

Card TypeGuest

Card No.3723656371

Building8

Floor1

Room No.8101

Zone

Valid Period2023/7/31 11:21:00

2023/8/1 12:00:00

Card Issue Staffsuper

Card Issue Time2023/7/31 11:21:21

Card Holderguest

Remark

☐ Lost

ID No.

✖ Erase

🏠 Exit

4.18 Data Management

- **Functions**

Clear records of invalid cards used in the system

- **Operating instructions**

Click on 'Data Management' (or CTRL+F9) in the 'Card Setup' menu, select a time period, and click on the data delete button to manage the data.

Data Management

Tidy Time

2006/ 9/11

.....

2006/ 9/11

Data Delete

Exit

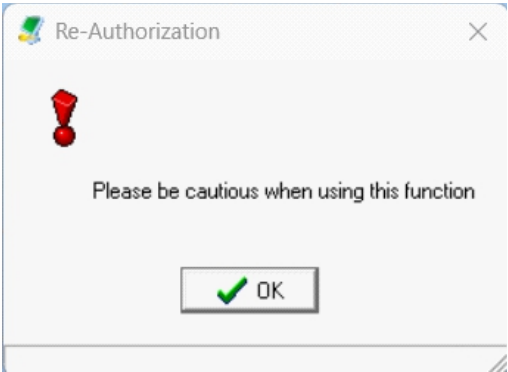
4.19 Re-Authorization

- **Functions**

Read the authorization card and restore the system authorization to the authorization on this card

- **Operating instructions**

Place the authorization card you want to restore authorization on the reader and click on 'Restore Authorization Information' in the dropdown menu 'Administration Manager' (or Ctrl+F) with the mouse



4.20 Help

- **About us**

To display the software version, use the mouse to click "About Us" or "Ctrl+z" in the "Help" dropdown menu.



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Exit the system

You can click on "About Us" or "Ctrl+Q" in the dropdown menu to exit this system

V、Door lock maintenance and troubleshooting

5.1 Common problems and solutions

1. Software problem analysis		
Problem	Problem Discription	Solutions
Issue Cards Problems	tip: No card	No card or the card isn't on the right place.
	tip: correction error	Card isn't issued successfully. Need to issue again.
	tip: Port communication error	The encoder isn't connected properly or the port of PC is occupied.
	tip: data of card error	Card isn't issued successfully. Need to issue again.
	tip: not detect the blank card	The card has been issued and need to be erased and issued again.
	tip: Authorization error	Card isn't fit your software and need to change it with factory.
Guest card can't unlock the lock (Master card and floor card can unlock it)	LED blinks and beeps twice.	1.The guest card is expired,Issue this card again. 2.The time of lock is wrong,Correct the time of lock.
	Red LED blinks and beeps for four times.	1.The guest card doesn't match this room No,Issue this card again. 2.The lock doesn't match this room No, Reset the room No. of lock.
	No action	1.The card is damaged, Change a new card. 2.The card isn't issued, Issue this card again
Floor card,clean card and guest card can't unlock the lock (Master card can unlock)	Red LED blinks and beeps twice.	1.Floor card is expired, Issue this card again. 2.The time of lock is wrong, Correct the time of lock.
	Red LED blinks and beeps for four times.	1.The floor No., building No.,room No. and clean district of lock doesn't match the floor No., building No.,room No. and clean district of card, Issue card again. 2.The lock doesn't match this room No., Reset the room No. of lock.
	Blue LED blinks and beeps for three times.	1.The deadbolt works.Open the deadbolt. 2.The tiny switch of the mortise damaged,,check the tiny switch and replace it if damaged.
	No action	1.The card is damaged, Change a new card.
Master card, floor card and guest card can't unlock the lock.	No action	1.The battery is used out, Change the battery. 2.The authorization error. Reset the lock with Authorization card again. 3.PCB is broken, Change the PCB.
	Blue LED is blink and motor has no action.	1.PCB is broken, Change the PCB. 2.Change the battery. 3.Motor is broken. Check the motor and the wire(If the motor is broken, need to change the motor.)

2. Lock Mechanical problems		
Problem	Problem Discription	Solutions
Latch problem	The latch can't be out	Check the side panel of mortise if it is on the right place and reinstall it .
Deadbolt problem	The deadbolt can't be locked.	Check the strike if it is on the right place and reinstall it.
can not unlock	Swipe the card and blue LED blink, but can't unlock and motor has no action.	1.If the battery is used out, change the battery. 2.The motor is broken and change it.
	The door can't be unlocked and the latch can't be stretched.	Check the latch if it isn't out or inflexible and adjust the side panel.

3. Encoder problems		
Problem	Problem Discription	Solutions
Encoder Problem	LED isn't blinked.	Change the encoder
	Can't read and write the card, tip no card	Change the encoder
	Tip: can't detect the encoder	1.Check the connect line if it loose. 2.Change the encoder

5.2 Door lock maintenance

● Clock calibration

The accuracy of the door lock clock will directly affect the use of the key card. Therefore, it is necessary to regularly check (collect with a data card). If it is not correct, it should be calibrated in a timely manner, using the same method as setting the clock. When repairing the door lock, if the power outage exceeds 5 minutes, the door lock clock should be reset after the repair is completed.

● Replace the battery

When the battery is depleted to the alarm voltage, insert any card and the buzzer will beep continuously once, with a red light on. If a valid door opening card is inserted, the buzzer will beep twice continuously, with the red light on first and then the green light on. The door can be opened about 50 times. At this time, the battery should be replaced in a timely manner. The operation is very simple. Remove the side trim panel from the side, pull out the battery box, install a new battery, reinstall the battery box, and then reinstall the side trim panel.

● Backup mechanical key unlocking

If the card key cannot unlock (door lock failure or battery depletion), a backup mechanical key can be used to unlock. First, use a special tool to remove the lock cover, and then use the mechanical key to unlock the door lock.

Attention: After opening the door lock, it should be repaired in a timely manner.

● Maintenance and refurbishment

Regularly wipe the surface of the lock with a clean soft cloth or paper, and do not use water, alcohol, or other chemical cleaning agents to clean the surface. If there are scratches on the surface of the lock body and handle, the decorative panel and handle can be replaced.

● Add lubricating oil

If the lock cylinder is not flexible or cannot maintain the correct position, lubricating oil can be added to the lock cylinder. The method is as follows: remove the side trim panel, spray oil into the lock cylinder with an oil gun (note: oil should not be sprayed onto the motor), and at the same time, turn the handle and knob by hand until the door lock is flexible (note: do not spray too much oil, as long as the lock cylinder is flexible).

5.3 Precautions

- The door lock handle sheath should be removed after the door lock is officially put into use.
- The door lock battery must be alkaline.
- Do not use acidic substances to clean rooms or door locks.
- Maintain good ventilation in the room, especially in rooms that have been unoccupied for a long time. Regular ventilation is essential.

○ Warranty Card ○

1. The manual and warranty card are included in the factory default packaging for each product. After installation, please fill in the warranty card and keep it properly as the warranty certificate.
2. Full grantee: 1 year
3. The following are not covered by the warranty:
 - A. Damage caused by accidental factors or human behavior and external forces including violent tampering, un-suitable voltage inputted.
 - B. Force majeure caused by natural disasters, such as earthquake, fire, flood etc
4. We charge corresponding fees for those beyond the warranty scope.
5. If the product fails, please contact the local distributor for repair, and write down the specific address, name, telephone number and fault phenomenon.

Product info	Product Name	
	Product Model No	
	Purchase Price	
	Purchase Date	
User Info	User Name	
	User Phone No	
	Delivery Address	
	Post code	
Distributor Info	Distributor	
	Address	
	Phone No	
	Invoice No	
	Distributor Chop	

Maintenance Record (Filled in by the maintenance staff)

Maintenance Date	Fault Phenomenon	Maintenance Record	Authorized Maintenance Chop