

WINTEC ProUSB Card Lock Management Software

[Guidance version]

Manual V9

1. Overview

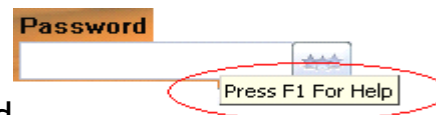
Features:

- proUSB refers to Professional USB. With advanced driverless USB technology, without installing Driver File, It can be easily and conveniently used when there is Windows System in the PC with USB function.
- Easy lock configuration. Setup for *Room No.* and *Clock* isn't needed to be operated. Only Read *Master Card (Authorized Card)* three times over the *Lock inductive area* and use the corresponding *Guest Card* to open the door, they are going to have accessed into Door Lock automatically.
- It is radical reform for proUSB System that having Lock Time kept pace with computer time theoretically in order to eliminate cumulative error (general speaking, the Time Difference between the lock and computer will be kept within 5 minutes).
- Individuated setup for the functions such as *Alarm*, *Close Door Prompt*, *Do-Not-Disturb When Inside Lock* etc.
- Software interface use brand new Win 7 Style, and almost its every Setup step accompanies with indication. Any kinds of report forms can be

exported as Excel files which is convenient for users' sorts of typeset requirement.

- Abundant *Room Status* is more obviously embodied in the aspects of *Reservation* and *Clock Room* as well as *Group Reservation* etc.
- Abundant *System Indication* function. Move the Mouse to a certain position and still for a while, the system will automatically display the Operational

Manual or Function Indication, liked position.



, above that

- One side of the *Card Reader* is connected by the custom-made wire with button to ensure the right connection. There is "Card-laying Place" on *Card Reader* for laying the card that is very obvious to find.

2. Installation

2.1. Preparation:

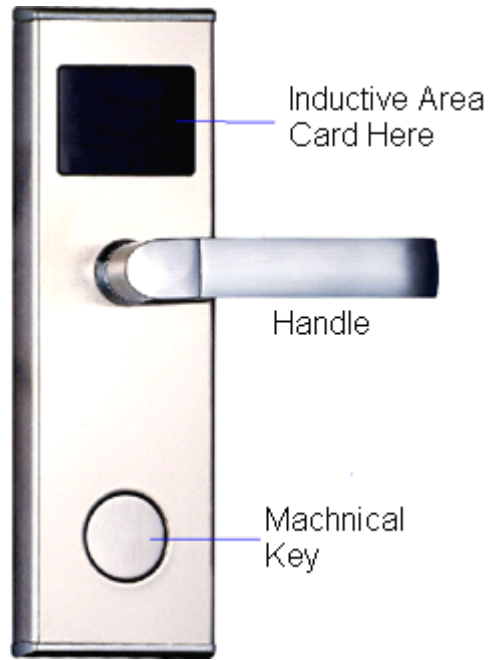
PC installed Windows Operational System (XP, VISTA, WIN7, or Win2000) alone with at less one USB Post, which Solution is at less 1024 x 768.

2.2. Card Reader Installation:

Connect the *Card Reader* wire with computer's USB port, when Green LED lights after two beeps, installation succeed.



Card Reader Appearance

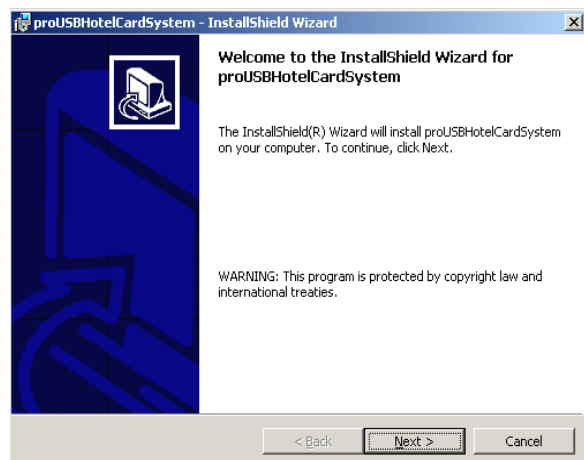
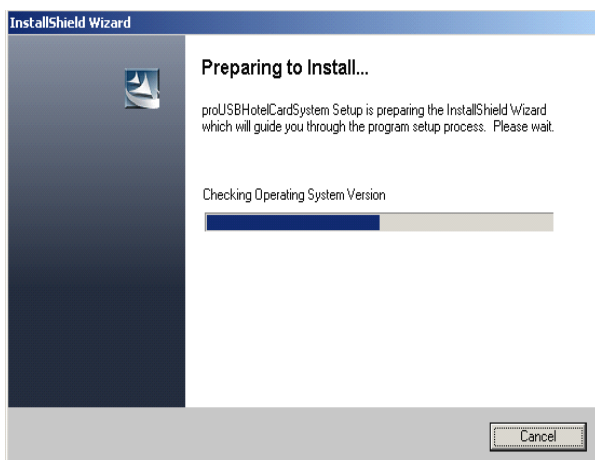


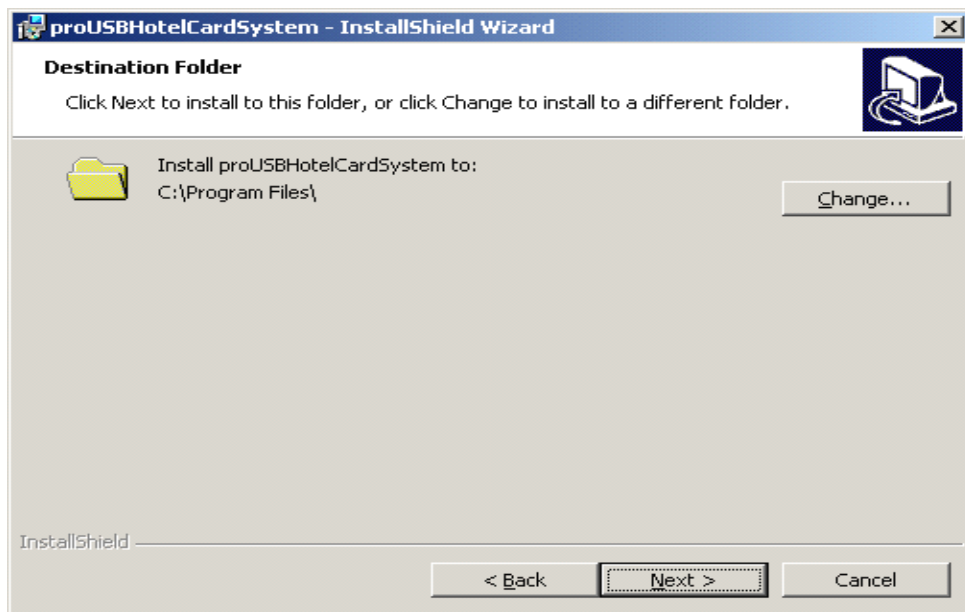
Lock Exterior Appearance

2.3. Door Lock Software Installation:

The Door Lock Software is "Setup.Exe" (It might be copied into disc, or kept in U-Disk or downloaded from Internet).

Double click this software to installation. As normal, installation can be finished following the indication "Next" showing as below.





When this icon appears on desktop, Congratulations, software installs correctly.

2.4. Door Lock Software application



Double click to startup the software. Then, choose defaulted operator "Admin" and enter without password in the Logon Interface.



The main window will appear as follows:



There are six functional parts of this system. Information included Edition Details, Account User, and Name of Hotel shows simultaneously.

3. System maintenance (System Setup)

Click  in the main window to gain access into System Maintenance Interface which has three options



3.1. System general option:

Hotel Name, Default Check-out Time, Room Status After Check-out can be input and the function that Guest's Card which can open the Inside Locks can

be controlled in this interface.

Click Button Save after operation

Options

Hotel Name: Hotel International

Path of DB Backup: D:\proUSB_DBBak

Check-Out: 12:00

VIP Check-Out: 14:00

Check-out to vacant status

Check-out to cleaning status

Guest card can open the door which deadbolt is locked

Save

System Extending Option:

Select the *System Option* and then press F5, select the functions based on user's requirement. Then save and issue one Authorized Card to swipe over the Lock Sensor to set up this option into door lock.

Extra Options

Return To Default

Alarm while Lockpin forced

Remind to close door

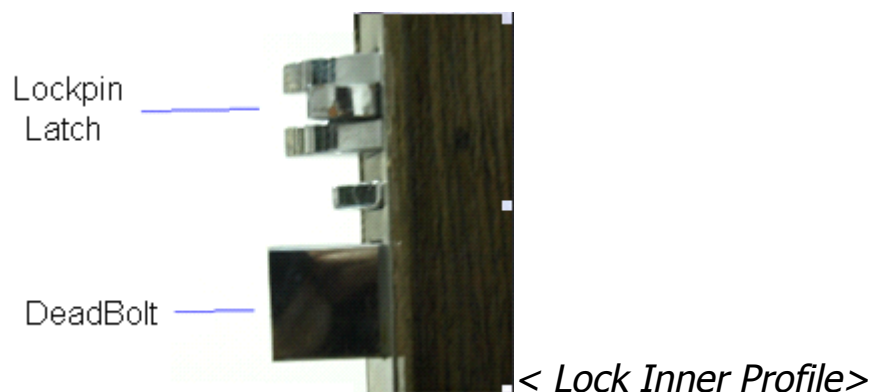
Do not Disturb

Lock After Release Knob

Music

Ignore Overwrite Function

Note: Three lock tongues should be known in advance: Slope Lock Tongue, Thieving-prevented Lock Tongue, and Inside Lock Square Lock Tongue.



Alarm Option:

For Slope Lock Tongues are maliciously operated or the door is not properly closed: Normally, the slope Lock Tongue should enter into the key hole after door close. If slop Lock Tongue is blocked after door closes, Door Lock would alarm. (Insert Audio File here or not?)

Prompt For Closing Door Option:

Within 6 seconds after opening the door by Guest Card, the door still open, Door Lock will sound three beeps for reminding client of closing door. Only have Guest Card had such function.

Inside Lock and No Disturbing Option:

The indicated light will dimly flash every 3 seconds to indicate NO BOTHER when Inside Lock Square Lock Tongue is used.

Release Handle Option:

After swiping card, Mini Motor will turn clockwise, press down the handle right now to open the door. When releasing the handle, Mini Motor will turn counter-clockwise.

If omit this option, the Mini Motor will turn counter-clockwise at once and the door can't be opened again when press down the handle without swiping card.

Music Indication Option:

After swiping card, there is one sound of music to indicate user to open the door. If omit this option, the sound will be "Beep".

Cover Function Option:

The function of this Option is that the information of all cards, except Guest Cards, are allowed covering the one of previous cards according to the type of

card which means that only the same type card can do this operation.

If select this option, the Cover Function is unavailable; if don't, when issuing new Staff Card, user can consider whether select

Overwrite all the previous Master Cards to decide whether revoke the information of the previous card after opening door.

3.2. System Registration:

Selecting "system Registration" Option under the System Maintenance Interface, there will be a menu as below:

System Register

Steps Of Register

Step 1: Get the Device No. and tell it to the vender

01FF ED0B

Step 2: Input the Serial No. and Click Register

For Door Lock Installation Only

Note
Put a master card which can open door on the Reader when you Reinstall the Lock Management System and Register it

Note: 1). Machine Code: Unique Serial Number of Card Reader.

2). It should be registered over again by using the new Machine Code when changing Card Reader.

3). If the system is registered initially, please place a valid card (Master Card or Floor Card) on the Card Reader and then register.

4). If Project Contractor installs this Software for lock testing, please choose this item For Door Lock Installation Only

3.3. Operator Administration:

Selecting "Operator Administration" Option under the System Maintenance Interface, there will be a menu as follows:



The screenshot shows a web interface titled "Operator Management" with a sub-header "List Of Operators". It contains a table with three columns: Code, Name, and Memo. The "Admin" row is highlighted in yellow. Below the table, there are radio buttons for "Type of Operator" with options: Super Administrator, Administrator (selected), Manager, and General Operator. To the right of these options are three buttons: "Add a New Operator", "Remove a Operator", and "Modify Operator Information".

Code	Name	Memo
Admin	Administrator	Default
Super	SuperAdministrator	Auto

Type of Operator

Super Administrator

Administrator

Manager

General Operator

 Add a New Operator

 Remove a Operator

 Modify Operator Information


Note: 1). "Super" refers to Super Administrator, even though it is cancelled, it will be automatically added after logging on system afresh.

2). Difference between "Super" and "Admin":

"Super" can modify the Popedom List of all operator.

3). Account for Operator can't be same.

4). New added operator is defaulted without password. Operator can

revise password by clicking  at the right side in this interface after logging on and selecting his account.

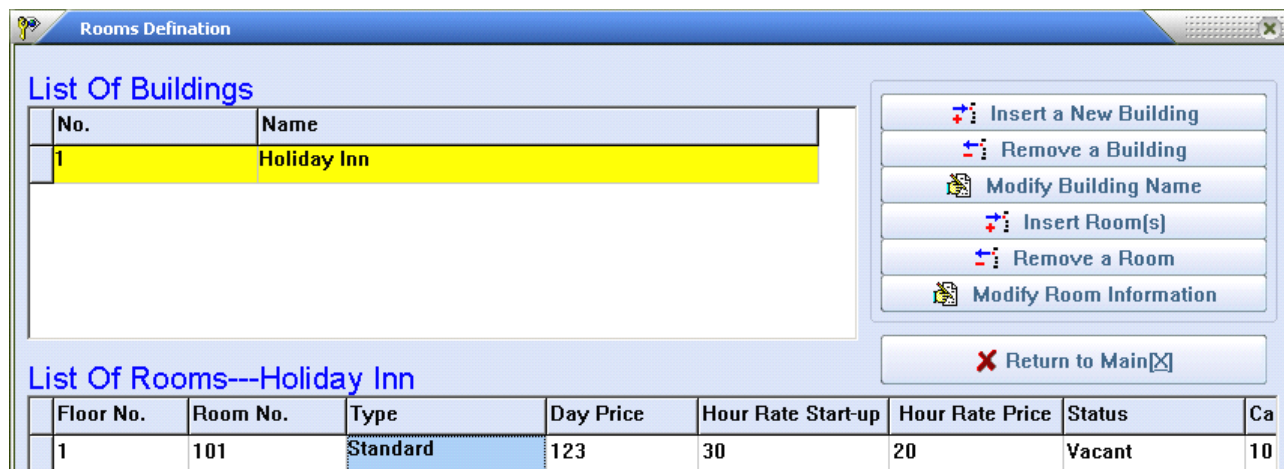
4. Room Definition (Room Number Adding)

Gain access into *Room Definition Interface* by clicking

under the Main Window.



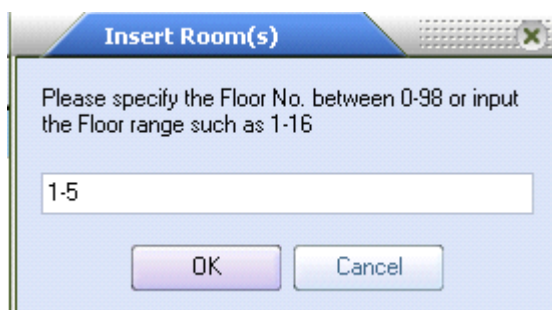
Click the "Order Button" at the upper-left of this interface to easily operate to define room following the indication according to the hotel practical situation.



The function of Adding Room in Batch Bulk:

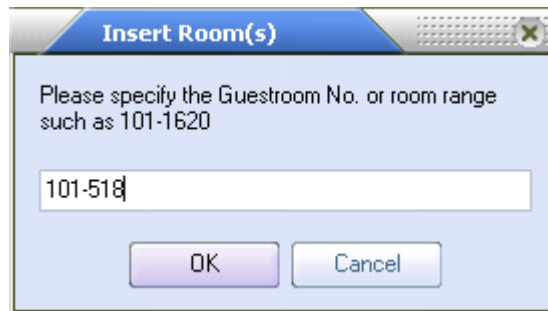
Step1. Click 

Step2. Input Floor Number range separated by "-" according to practical situation. For instance, if 1 to 5 floor, input 1-5.



Step3. To signify that there are 18 rooms in each floor, just input the first room number in first floor and the last room number in last floor, separate them by "-", for instance 101-518.

If some rooms don't exist, add them together with exist ones firstly and then cancel.




Step4. Input *Room Type*, *Room Price*, and *Card Quantity* etc. in turn following the indication to finish adding room number in batch bulk.

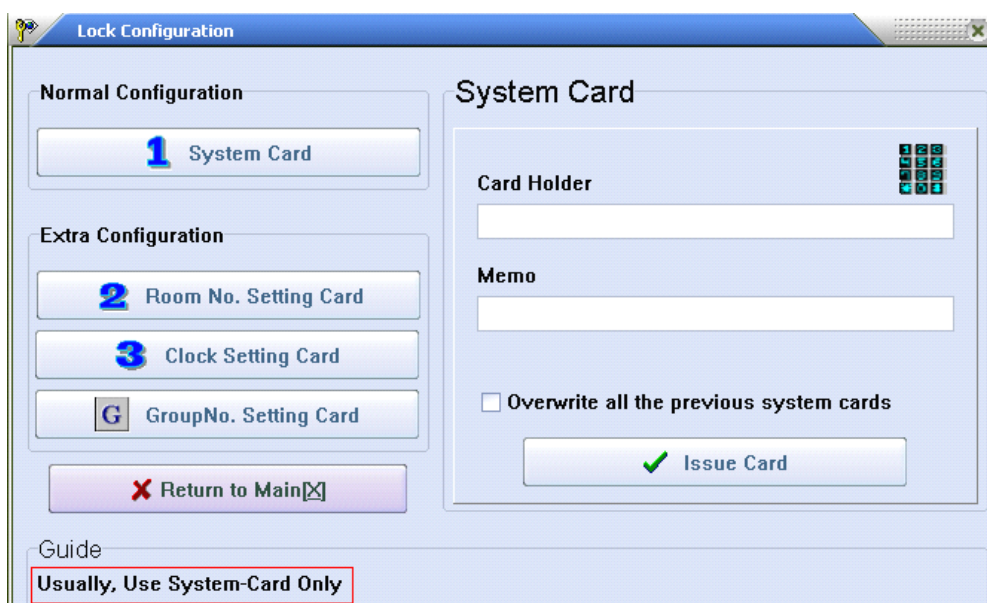
Special Note: For the practical situation, there may be not some rooms or some rooms' details are not in accordant to each other, in this case, add them firstly in batch bulk when operating Definition and then cancel or modify.

5. Door Lock Setup

5.1. Authorization for Door Lock:

Click  in the *Main Interface* to gain access into *Door Lock Setup Interface*. There are operational indications at the down-end of this interface.

One Authorizing Card for one hotel.





5.2. Room Number Setup:

Input the designated *Room Number* to the corresponding *Door Lock* (This function is to take good care of our old clients' using habit).


As usual, use an *Authorizing Card* to swipe over the *Lock Sensor* for three times and then open the door directly by *Guest Card* of this room, the room number will have been setup into Door Lock.

Room No. Setting Card

Card Holder 

Building-Room No.  Search

Overwrite all the previous room no. setting cards

 Issue Card

2 Room No. Setting Card


Set room no. to door lock

5.3. Door Lock Clock Setup:

Set up the appointed time into the corresponding *Door Lock* (This function is to take good care of our old clients' using habit.).


Generally, use an *Authorizing Card* to swipe over the *Lock Sensor* for three times and then open the door directly by *Guest Card* of this room, the *Card-issuing Time* for this *Guest Card* will have been setup into *Door Lock*.

Clock Setting Card

Card Holder 

Current Time
2010-1-25 18:31:20

Overwrite all the previous date/time setting cards

 Issue Card

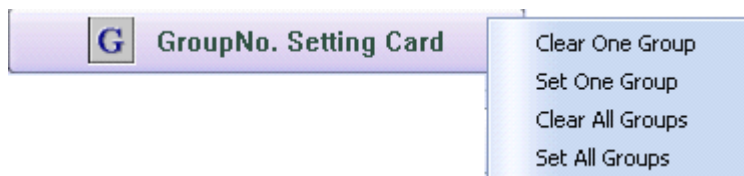
3 Clock Setting Card



5.4. Group Number Setup: To group the Door Lock.



Please apply this function when you are in below conditions:

- 1). One card for many floors but not the whole floors of building (for this purpose, *Building Card* can be use).
- 2). One card for some rooms of half floor or one floor.
- 3). One card for opening any room controlled under this System.

Group Number Setup Option:



Step1. For initializing *Grouping Setup* of *Door Locks*, please click  in the *Door Lock Setup Interface*, select  for issuing a card named "Delete All Group Number" (*DAGN Card*), use this *DAGN Card* to delete group number by swiping it over these *Lock Sensors*. After hearing two beeps, deletion finishes.



Step2. For grouping the number(0-255) to these *Door Lock*, please click  in *Door Lock Setup Interface* and then select , input the needed group number, click "Issue" to make one card named "One Group Number Setup"(*OGNS Card*). Use this *OGNS Card* to set up group number for these *Door Locks* by swiping it over these *Lock Sensors*. After hearing two beeps, setup finishes.

Note for Group Number:

- 1). There is 256 groups for one lock which means one lock can simultaneously set up several Group Numbers.*
- 2). To canceling one certain Group Number of lock, firstly issue a card named "Delete One Group Number" (DOGN Card), use DOGN Card to swipe over these Lock Sensors. After hearing two beeps, deletion finishes.*
- 3). To have one certain lock been subject to all Group Numbers, firstly issue one card named "Setup All Group Numbers" (SAGN Cards), use it to swipe over these Lock Sensors. After hearing two beeps, Setup finishes.*


Step3. After finishing *Group Number Setup*, issue one "Group Controlling Card" for opening all locks of this group.

How to issue:

Click  in the *Main Window* and then click , input information about *User Name*, *Date of Validity*, *Period of Time*, *Group Number* and the like, and click "Issue" for finishing.

For instance: Inputting Group Number "5" stands for that this card can open all the locks which are subject to Group Number 5.

Group Card

Holder 

Date of Expiry: 2011- 1-25 Time: 00:00 → 23:59

Group No.

Overwrite all the previous Group Cards
 Unlock Public Door
 Unlock Deadbolt Locked

6. Card for hotel staff

Click  in the Main Window, there will be an interface as below:

Card key for staff

Keys For Open Door

Functional Cards

Floor Card

Holder 

Building Name: Floor No.:

Date of Expiry: 2010- 2-24 Time: 00:00 → 23:59

Memo

Overwrite all the previous Floor Cards
 Unlock Public Door
 Unlock Deadbolt Locked

Clicking the buttons at the left side in this interface, the corresponding items will appear at the right side of this interface. The information can input into the blanks of these items according to the practical situation and then click "Issue" to issue a *Staff Card*.

The use of Staff Card:

- 1). *Floor Card*: Use for opening all locks in a certain floor in a certain building.
- 2). *Building Card*: Use for opening all locks in a certain building.
- 3). *Master Card*: Use for opening all locks of *Lock System*.
- 4). *Emergency Card*: Use for opening all locks of *Lock System* and all the locks will remain unlock state.

To disable the opening state, here are two solutions:

- A). Press down the handle and swipe the *Emergency Card* immediately;
- B). Use ordinary Cards (*Master Card* or *Floor Card* etc.) to open the door one time, the lock will be free from opening state.

- 5). *Group Card*: Use for opening the group locks. For details, please refer to "Group Number Setup" in "Door Lock Setup".
- 6). *Record Card*: For *MIFARE 1 Lock*, its *Record Card* is *S70 Card* using for picking up the door-opening record; For *TEMIC Lock*, its *Record Card* is *T5557* or *T5567 Card* using as *Directing Card* which swipe over the *Lock Sensor* before using *Collector* to pick up the door-opening record.
- 7). *Loss-Report Card*: If the card lose, please input or select *Card Number* of the lost card to issue the *Loss-Report Card*. Use it to swipe the *Door Lock* that the lost card can open.

8). *Check-out Card*: For server.

Normally, there are two cards taken by servers. One is *Floor Card* using for opening door. Another is *Check-out Card*, which is used to disable the unlock function of the previous *Guest Card* without affecting the one of new *Guest Card*.

7. Reports

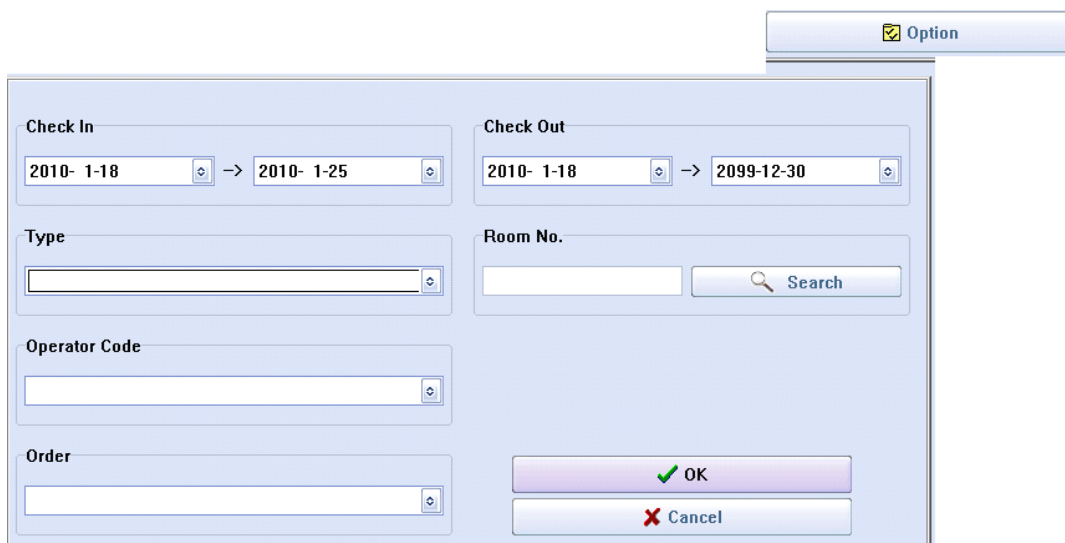
7.1. Check a variety of records:

Click  on the Main Window, there will be showed as follows:



Choose *Want-to-be-checked Record* by clicking the upper-middle sheet which includes *Card Record*, *Client Record*, and *Door-opening Record*.


Select  for *Record Scope* at the upper-right side.



The screenshot shows a dialog box for selecting report scope. It has a title bar with a checked "Option" button. The dialog contains several fields: "Check In" (2010- 1-18) and "Check Out" (2010- 1-18) with arrows between them; "Type" (empty dropdown); "Room No." (empty text box with a "Search" button); "Operator Code" (empty dropdown); and "Order" (empty dropdown). At the bottom are "OK" and "Cancel" buttons.

Note:

(1). All records can be exported as Excel File. The file can be typed or saved or printed and the like.

(2). Under the condition of default, only had the Cancelled Card and Expired Card and Checked-out Card deleted when clicking on the button "Cancel". Supposed other cards want to be deleted, except the above mentioned ones, please move the mouse to the appointed record and press the button "Del" on keyboard. The icon  will be appeared at the left side of the record, and then click





to delete.


(3). It is the system data for factory engineer's reference when troubleshooting that shows in the last 32 lines in the Door-opening Record.

(4). The Last-uploaded Door-opening Record will be saved in the Database. It is also the Last-uploaded Door-opening Record that be showed when clicking "Door-opening Record". If wondering the new one, please operate as the following steps.

7.2. Steps for Door-opening Record Checking

Step1. Card issuing:

Click  in the main interface → Click  → Put the Record Card (TEMIC LOCK is any kinds of TEMIC Card and Mifarel LOCK is S70

Card) on the Card Reader induction zone→Click .

Step2. Record downloading:

Download the *Door-opening Record* into *Record Card* (Mifarel LOCK) or *Collection Device/Encoder/Collector* (TEMIC LOCK).

If Mifarel LOCK, the card should be put over Door Lock's Induction Zone 1cm and then the indicator LED will flash, still where it is for 20 seconds. When hearing one "beep", the download procedure finishes successfully.

If TEMIC LOCK, *Collector* with four 7# batteries must have been prepared. Turn on *Collector* which green light will light on after two beeps. Swipe the *Record Card* over the *Lock Sensor* and put away, and pull the *Collector* near to *Lock Sensor* (as following picture) within 3 seconds, then the red LED of *Collector* will glitter regularly which stands for that the *Collector* is in the course of download that need about 30 Seconds. Turn off the Collector immediately after finishing collection.



How to download the records to the collector

7.3. Record uploading:


If Mifarel LOCK, put the *Record Card* on the induction zone of *Card Reader* directly.

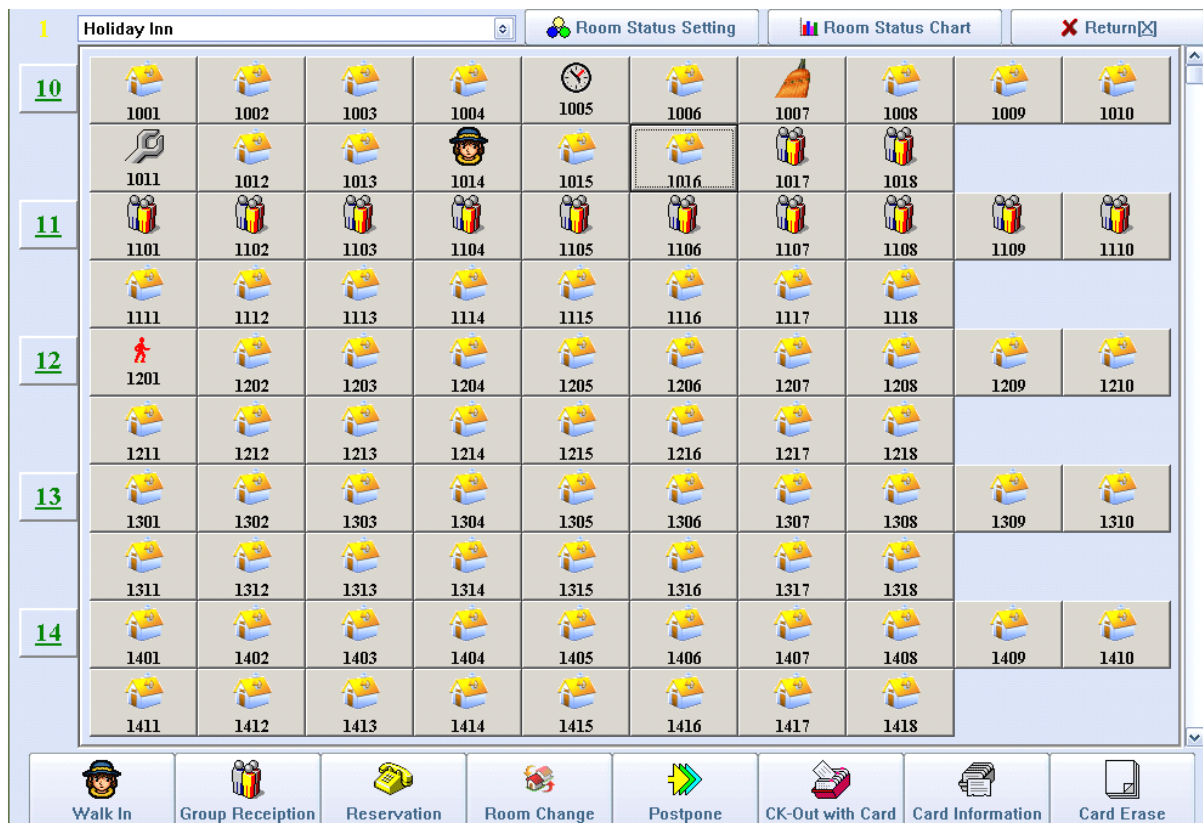
If TEMIC LOCK, connect the *Collector* to computer after finishing collection for downloading the records, after, turning it off.

Follow the below steps to fetch the records:

Click  → Select "Report of Open Door" → Click  → Operate as the indication showed.

8. Reception

Click  on the Main Window, there will be Reception Menu:



8.1. Single Client Reception.

Directly click the "Designated Room" or input the "Room Number" or look for "Room Search" for room selection. Please note that the system will default current building for not input the building Number.

The screenshot shows a light blue dialog box for single client reception. At the top left, it says "[F3]Room No." with a text input field containing "1-1215". To the right is a yellow "Walk In" label and a "Search" button with a magnifying glass icon. Below this, the room type is set to "Standard" and the status is "Vacant". There are two checkboxes: "New Check-In & Cover Cards Before" (checked) and "Hour-rate Room" (unchecked). The "Days" field contains "1" and a "Detail >>" button. The "Expiry" field shows "2010- 1-26" and "12:00", with a "VIP" checkbox. A "Cards Count:" label shows "0". At the bottom, there are three buttons: "[F5] Issue Card" with a key icon, "Check-Out without Card" with a person icon, and "Close" with a red X icon.

8.2. Group Reception.

The screenshot shows a three-pane interface for group reception. The left pane, titled "Rooms Allocation", has a list of "All Valid Rooms" (1-1001 to 1-1115) and a "Rooms Selected" list (1-1006, 1-1015, 1-1009, 1-1013). The middle pane, titled "[F3]Room No.", shows "1-1006" with a yellow "Group Check-In" label. It includes fields for "Standard", "Vacant", "New Check-In & Cover Cards Before" (checked), "Hour-rate Room" (unchecked), "Days" (1), "Expiry" (2010- 1-26, 14:00), and "VIP" (checked). The "Cards Count:" is "0". Buttons for "[F5] Issue Card" and "Close" are at the bottom. The right pane, titled "Team Leader", has fields for "Name" (Jordan), "Sex" (Male), "Credential Type" (Phone No.), "Credential No." (00112345678), "Price" (123), "Deposit" (300), "Memo", "Check-In", and "Check-Out".

Step1: Input information of *Tour Guide* (the Name and IC Number at less).

Step2: Input *Estimated Check-in Date* or *Estimated Check-out Time*.

Step3: Appoint room.

Step4: Release card for each room.

Group Check-out: Click "Group Reception" → Group Browse → Choose

Tour Guide Name, Then Click



8.3. Reservation:

The screenshot shows a reservation system interface with the following components:

- Rooms Allocation:** A list of 'All Valid Rooms' with room numbers 1-1001 through 1-1018. Room 1-1013 is selected. Below it, a 'Rooms Selected' list shows 1-1006, 1-1009, 1-1010, 1-1005, and 1-1012.
- Central Reservation Form:** A green-bordered area containing:
 - '[F3]Room No.' with a text input field and a yellow 'Make Reservation' link.
 - 'Reservation Check-In' with date '2010- 1-25' and time '19:11'.
 - 'Days' with a value of '1' and a 'Search' button.
 - 'Expiry' with date '2010- 1-26', time '12:00', and a 'VIP' checkbox.
 - 'Cards Count: 0'.
 - Buttons: 'Make Reservation' (with a key icon), 'Cancel Reservation' (with a trash icon), and 'Close' (with a red X icon).
- Team Leader:** A section for entering leader information:
 - 'Name': Lucy
 - 'Sex': Female
 - 'Credential Type': ID Card
 - 'Credential No.': 1234567890
 - 'Price': 200
 - 'Deposit': 3000
 - 'Memo': (empty text area)
 - 'Check-In': (empty text area)
 - 'Check-Out': (empty text area)

Step1: Input Information of Group Leader (the Name and IC Number at less).

Step2: Input *Estimated Check-in Time*, *Estimated Check-in Date* or *Estimated Check-out Time*.

Step3: Click "Room Search" to show all the available rooms in this period.

Step4: Appoint room

Step5: Click "New Reservation". After the Reservation Setting success,

Room Status will show as



Reservation Cancellation: Click "Reservation" → New Reservation → Select

Name of Group Leader → clicks



to cancel the rooms in the Sheet of Appointed Rooms.

It also can be done if client just want to cancel some parts of rooms. Its operation as follows:

Remove do-not-want-to-canceled rooms from the sheet of "Designated Rooms" by double-clicking them. The rest of rooms in this sheet will be canceled.

Accommodation Cancellation: Click "Reservation" → Reserve Accommodation → Select the Name of Group Leader → Issue Card for each room.

8.4. Modify Room Status.

There are *Room Status Setup* steps at the end of the interface.

Room Status Setting

	Floor No.	Room No.	Type	Status	Lock No.
	10	1001	Standard	Vacant	01100199
	10	1002	Standard	Vacant	01100299
	10	1003	Standard	Vacant	01100399
	10	1004	Standard	Vacant	01100499
	10	1005	Standard	Hour Used	01100599
	10	1006	Standard	Vacant	01100699
?	10	1007	Standard	Cleaning Room	01100799
	10	1008	Standard	Vacant	01100899
	10	1009	Standard	Vacant	01100999
	10	1010	Standard	Vacant	01101099
	10	1011	Standard	Maintenance	01101199
	10	1012	Standard	Vacant	01101299
	10	1013	Standard	Vacant	01101399
	10	1014	Standard	Guest	01101499
	10	1015	Standard	Vacant	01101599
	10	1016	Standard	Vacant	01101699

Vacant [A]

Hour Used [B]

Rented Remind [C]

Cleaning Room [D]

Maintenance [E]

Guest [F]


Guest Group [G]

Close

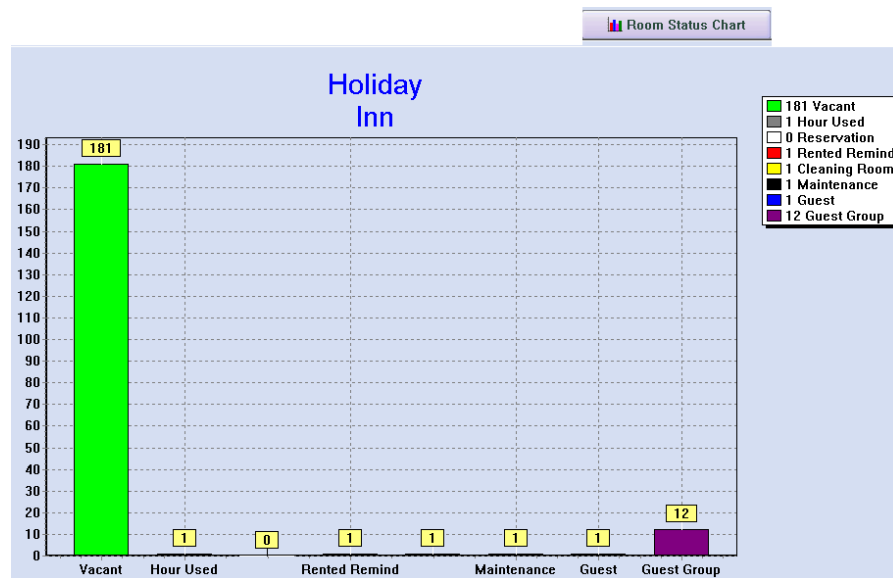
Guide

Step 1: Select the guestroom that you want to set the status.
 Do the one of the following method 1.Double click the guestroom 2.Use the Up/Down button to the guestroom, and then Enter 3.Press Shift + Up/Down button
 "?" means the selected guestrooms.

Step 2: Choose the room status at the right-hand side, -> means Successful

Note: If, one room, for example, Check-out Time exceeds the computer's current time, "Ask for Rent" Icon  will automatically display when refreshing Room Status.

8.5. Room Status Diagram Checking:



8.6. Card Information Inquiry

N9055---6

Guest Card [6A11CCCF]

Date of Issue: 2010-1-25 19:15

Date of Expiry: 2010-1-26 12:00

Room No.: 1-1205

ID: 1
Holder: [WalkIn]1-1205
Operator Code: Admin
Status: New Check-In && Cover Cards Before

Data In Card

Data In Database

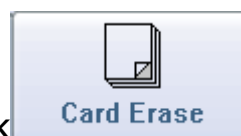
8.7 Room Changing, Stay Extend, and Check-out With Card.

Put the *Guest Card* on *Card Reader* induction zone and click the relevant button and operate as the indication.



8.8. Card Write-off

Put the card on the *Card Reader* induction zone and click



to