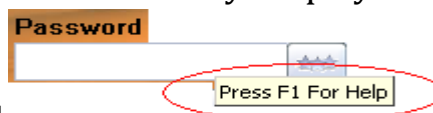


# ProUSB Card Lock Management Software [Guidance version] Manual

## 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 System Card (*Authorized Card*) three times over the *Lock inductive area* and use the corresponding Guest Card to open the door, *Room No.* and *Clock* is 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 Windows-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 *Hour-Rate 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.

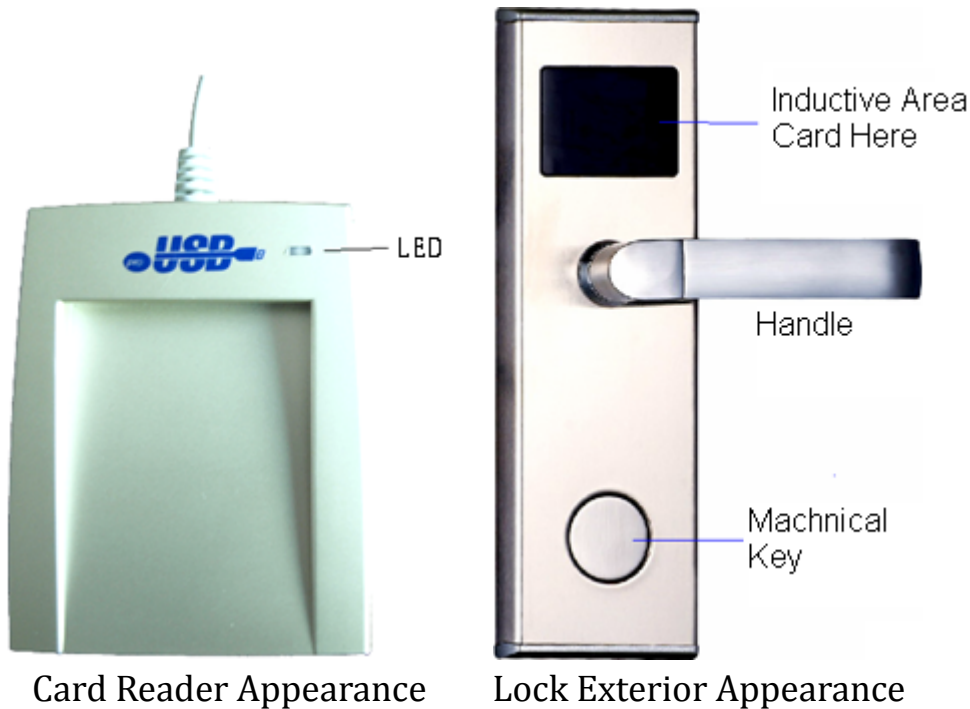
## 2. Installation

## 2.1. Preparation:

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

## 2.2. Card Reader Installation:

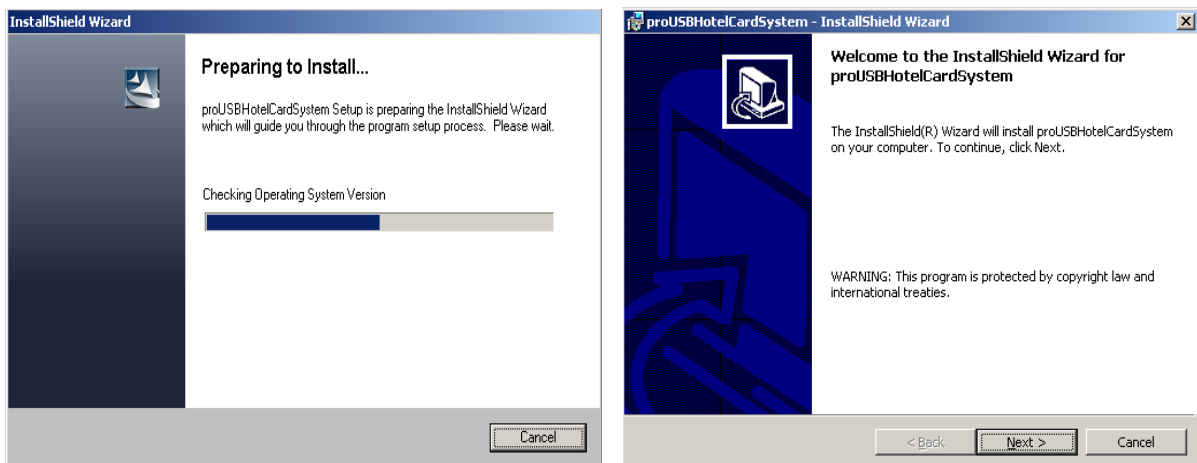
Connect the *Card Reader* wire with computer's USB port, when Green LED lights after two beeps, installation succeed.

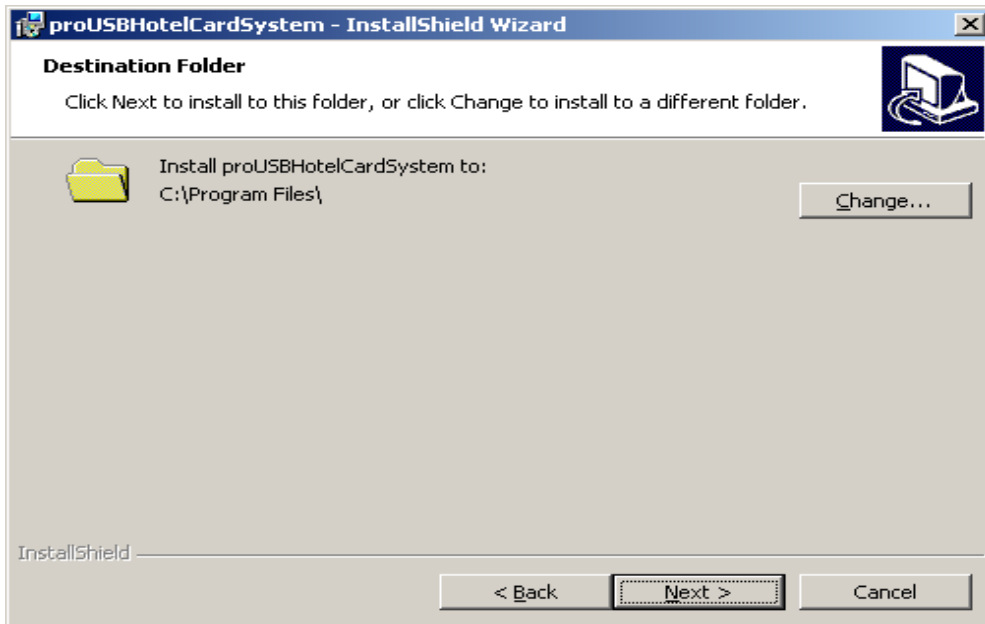


## 2.3. Door Lock Software Installation:

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.

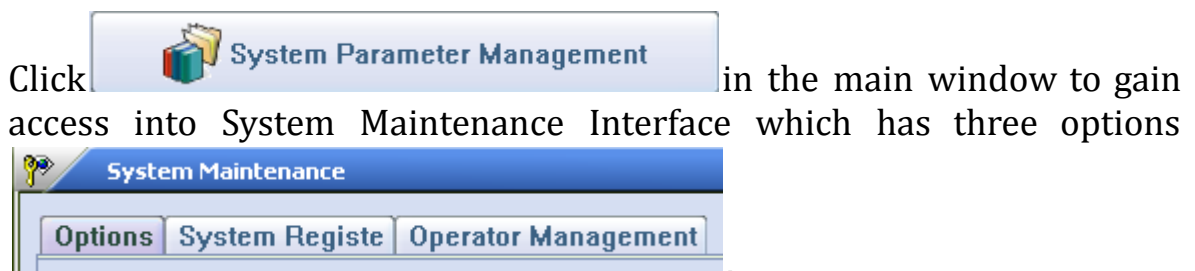


The main window will appear as follows:



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

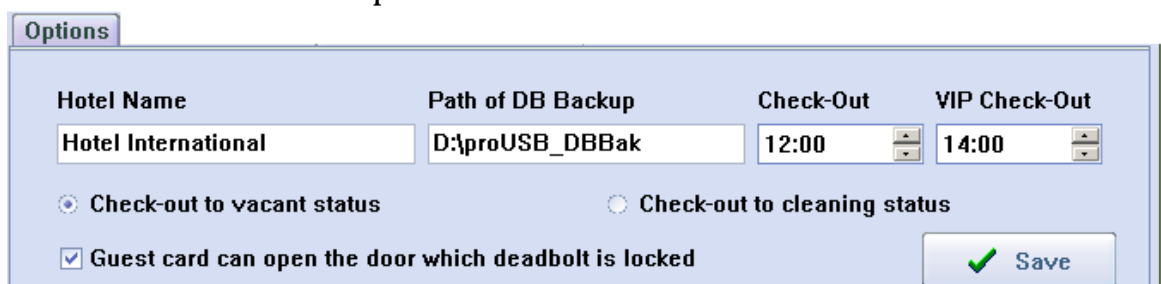
## 3. System maintenance (System Setup)



### 3.1. System general option:

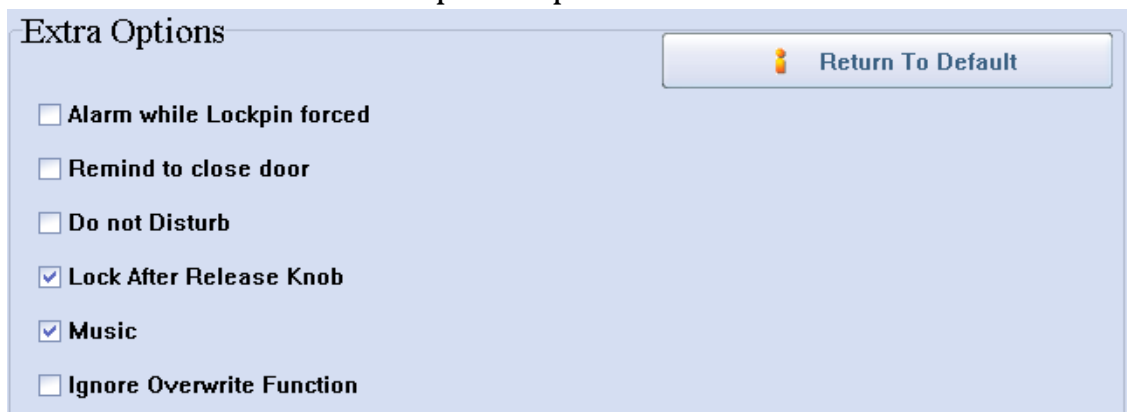
Hotel Name, Default Check-out Time, Room Status After Check-out can be input and the function that Guest Card which can open the *Inside Locks* can be controlled in this interface.

Click Button Save after operation



## System Extending Option:

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



Extra Options

Alarm while Lockpin forced

Remind to close door

Do not Disturb

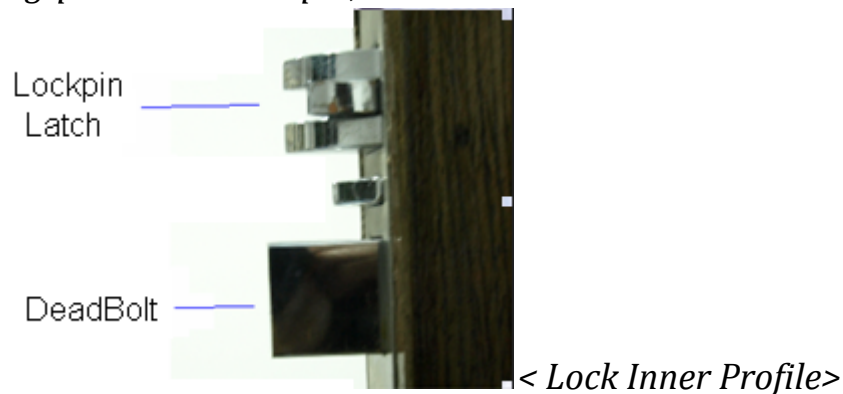
Lock After Release Knob

Music

Ignore Overwrite Function

Return To Default

**Note:** Three lock pins should be known in advance: Slope Lock pin, Thieving-prevented Lock pin, and Deadbolt.



### **Alarm Option:**

For Lockpin Latch are maliciously operated or the door is not properly closed: Normally, the Lockpin Latch should enter into the key hole after door closed. If Lockpin Latch is blocked after door closes, Door Lock would alarm.

### **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 Guest 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 Deadbolt is locked.

### **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.

### **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” only.

**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:

The screenshot shows a web-based interface titled "System Management" with a close button (X) in the top right corner. The interface has three tabs: "Guestroom Parameters", "Registration" (which is active), and "User Management". The main content area is titled "Registration Process" in blue text. Below the title, there are three instructions in green text: "Please input the Hotel Name, Save, and then Register", "Please connect a encoder, re-start the computer, and then register", and "Version: D801". Each instruction is followed by a text input field and a button. The first instruction has a "Save" button with a green checkmark icon. The second instruction has a "Register" button. The third instruction has a "Register" button. At the bottom of the interface, there is a "Guide" section with the text "Please contact our agent for the Registration Code" and an "Exit" button with a red X icon.

- Note:** 1). It should be registered over again by using a new Card Encoder.  
2). If the system is registered initially, please place a valid card (Master Card or System Card) on the Card Encoder and then

register.

### 3.3. Operator Administration:

Selecting “Operator Management” Option under the System Maintenance Interface, there will be a menu as follows:

Operator Management

List Of Operators

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

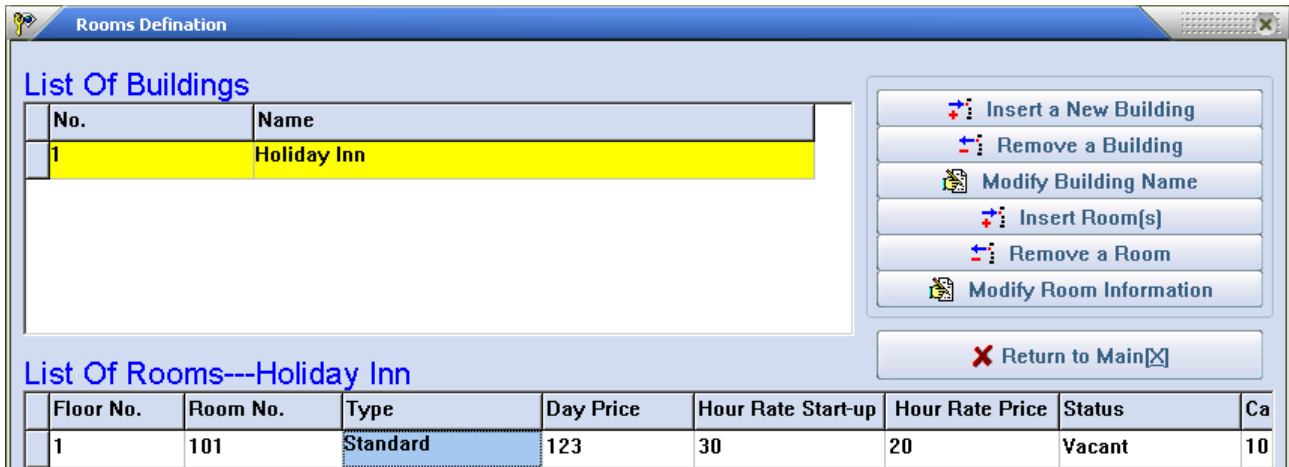
 Modify Operator Information

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

## 4. Rooms Definition (Room Number Editing)

Gain access into *Room Definition Interface* by clicking  Building Management under the Main Window.

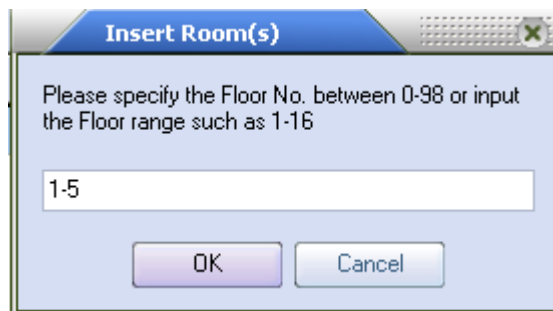
Click the “Order Button” at the upper-left of this interface to easily operate to define room following the indication according to the hotel practical situation.



**The function of Adding Room in Batch Bulk:**

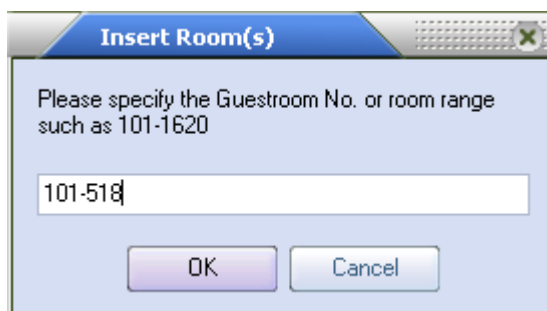
Step1. Click Insert Room(s)

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.




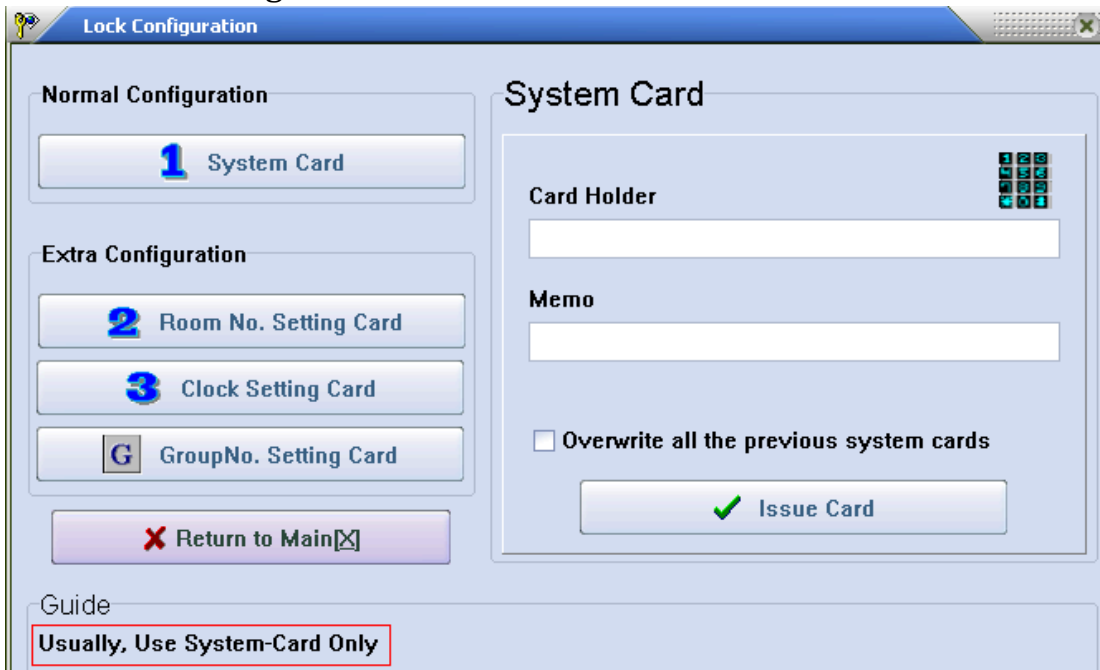
Step4. Input Room Type, Room Price, and Card Quantity etc. in turn following the indication to finish adding room number in batch bulk.

**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.

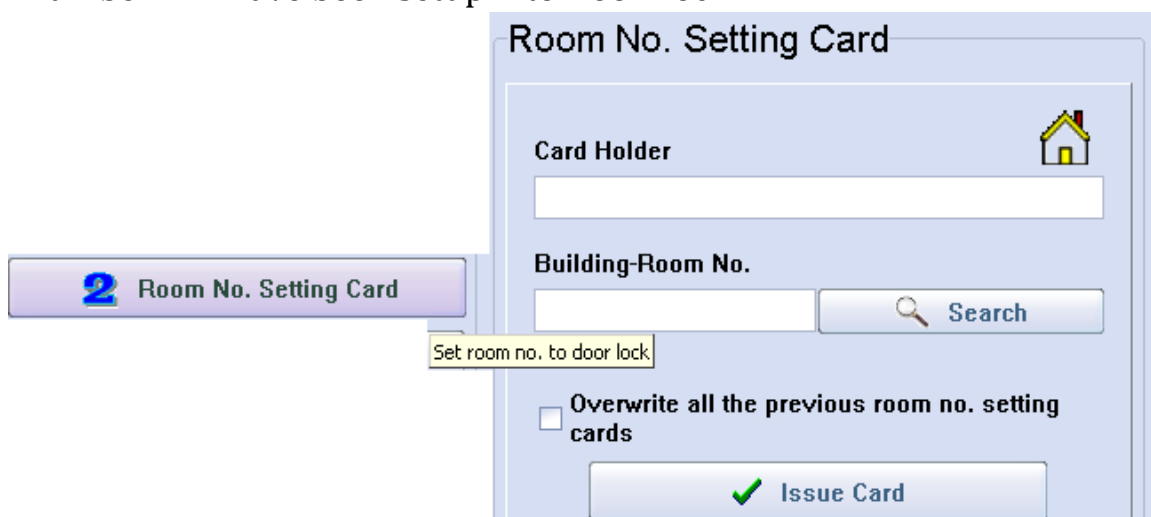


The screenshot shows the 'Lock Configuration' window. On the left, under 'Normal Configuration', there is a button labeled '1 System Card'. Below that, under 'Extra Configuration', are buttons for '2 Room No. Setting Card', '3 Clock Setting Card', and 'G GroupNo. Setting Card'. At the bottom left is a 'Return to Main' button. On the right, the 'System Card' section has a 'Card Holder' field with a keypad icon, a 'Memo' field, an 'Overwrite all the previous system cards' checkbox, and an 'Issue Card' button. A 'Guide' section at the bottom left contains the text 'Usually, Use System-Card Only' which is highlighted with a red box.

## 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.



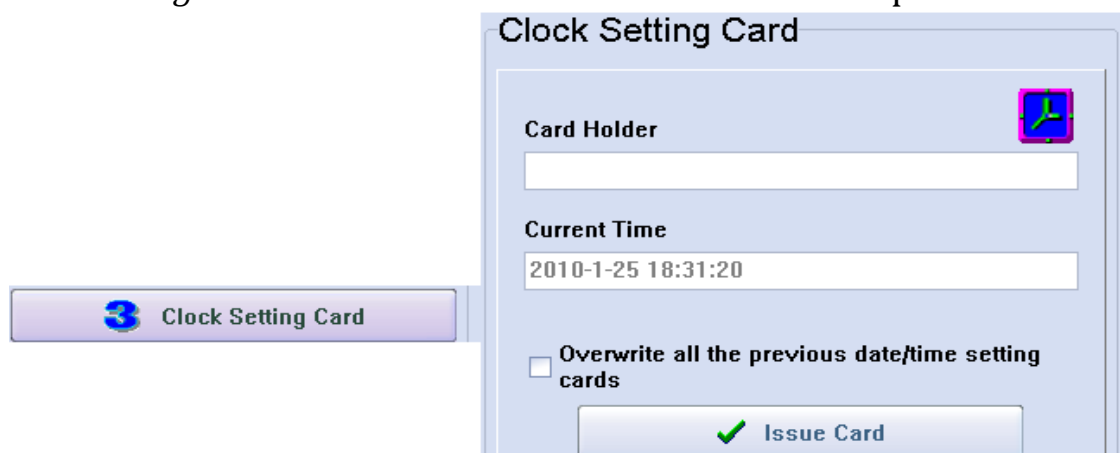
The screenshot shows the 'Room No. Setting Card' window. It features a 'Card Holder' field with a house icon, a 'Building-Room No.' field with a search button, an 'Overwrite all the previous room no. setting cards' checkbox, and an 'Issue Card' button. A callout box points to the 'Building-Room No.' field with the text 'Set room no. to door lock'. On the left, a button labeled '2 Room No. Setting Card' is shown.

## 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*.

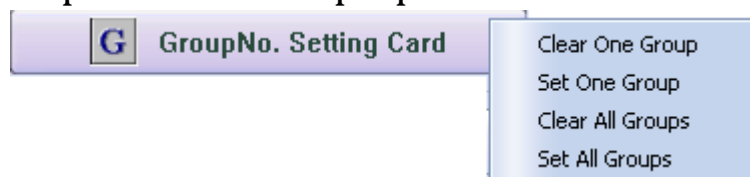


#### 5.4. Group Number Setup: To group the Door Lock.



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.

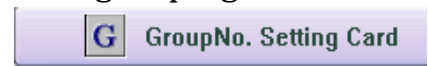
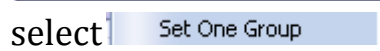
Group Number Setup Option:



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

 Issue Card

# 6. Card for hotel staff

Click  **Card Key for Staffs** in the Main Window, there will be an interface as below:



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

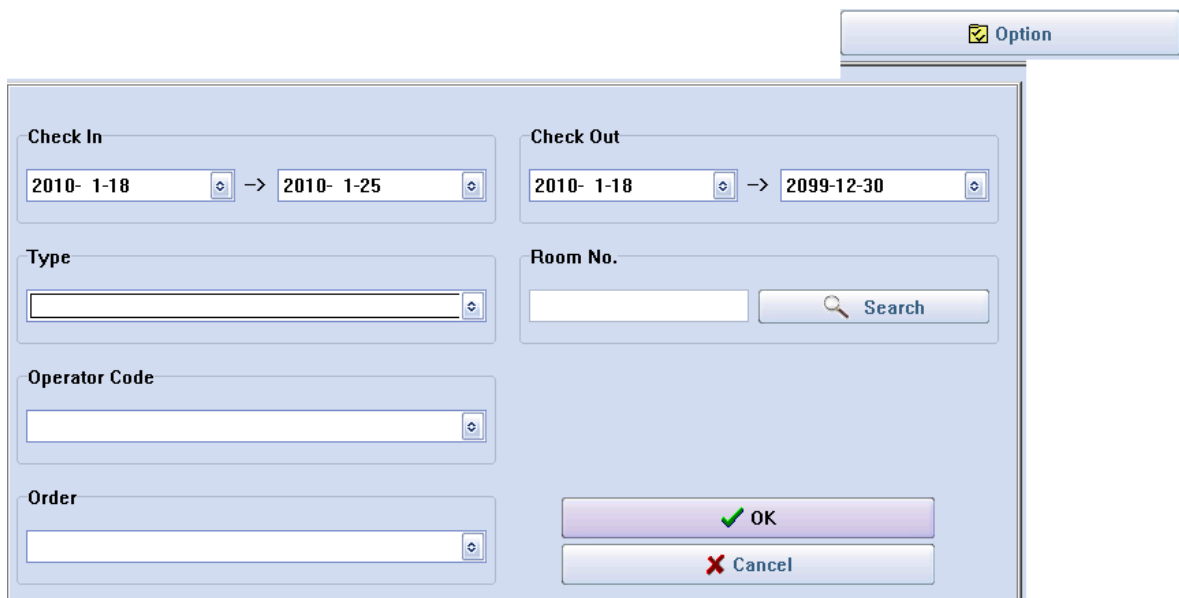
### 7.1. Check a variety of records:

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 two columns of date pickers: "Check In" (2010- 1-18 to 2010- 1-25) and "Check Out" (2010- 1-18 to 2099-12-30). Below these are input fields for "Type", "Room No." (with a search button), "Operator Code", and "Order". At the bottom right are "OK" and "Cancel" buttons. An "Option" button with a checked checkbox is visible at the top right of the dialog.

**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  **Report**  Select” Report of Open Door”  Click  **UpLoad**  Operate as the indication showed.

## 8. Reception

Click  **Reception** 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.

**[F3]Room No.** **Walk In**

1-1215 Search

**Standard**

**Vacant**

**New Check-In & Cover Cards Before**

**Hour-rate Room**

**Days**

1 Detail >>

**Expiry**

2010- 1-26 12:00  **VIP**

**Cards Count:** 0

[F5] Issue Card

Check-Out without Card

Close

## 8.2. Group Reception.

Rooms Allocation	[F3]Room No.	Team Leader
<p>All Valid Rooms</p> <ul style="list-style-type: none"> <li>1-1001</li> <li>1-1002</li> <li>1-1003</li> <li>1-1004</li> <li>1-1008</li> <li>1-1010</li> <li>1-1012</li> <li style="background-color: #e0e0e0;">1-1016</li> <li>1-1111</li> <li>1-1112</li> <li>1-1113</li> <li>1-1114</li> <li>1-1115</li> </ul> <p>Rooms Selected</p> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0;">1-1006</li> <li>1-1015</li> <li>1-1009</li> <li>1-1013</li> </ul>	<p><b>1-1006</b> <span style="float: right;"><b>Group Check-In</b></span></p> <p><b>Standard</b></p> <p><b>Vacant</b></p> <p><input checked="" type="checkbox"/> <b>New Check-In &amp; Cover Cards Before</b></p> <p><input type="checkbox"/> <b>Hour-rate Room</b></p> <p><b>Days</b></p> <p>1</p> <p><b>Expiry</b></p> <p>2010- 1-26 <span style="float: right;">14:00</span> <input checked="" type="checkbox"/> <b>VIP</b></p> <p><b>Cards Count:</b> 0</p> <p><span style="float: right;">[F5] Issue Card</span></p> <p><span style="float: right;">Close</span></p>	<p><b>Name</b></p> <p>Jordan</p> <p><b>Sex</b> <span style="float: right;"><b>Credential Type</b></span></p> <p>Male <span style="float: right;">Phone No.</span></p> <p><b>Credential No.</b></p> <p>00112345678</p> <p><b>Price</b></p> <p>123</p> <p><b>Deposit</b></p> <p>300</p> <p><b>Memo</b></p> <p><b>Check-In</b></p> <p><b>Check-Out</b></p>

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:

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 [E]


Guest Group [G]

Close

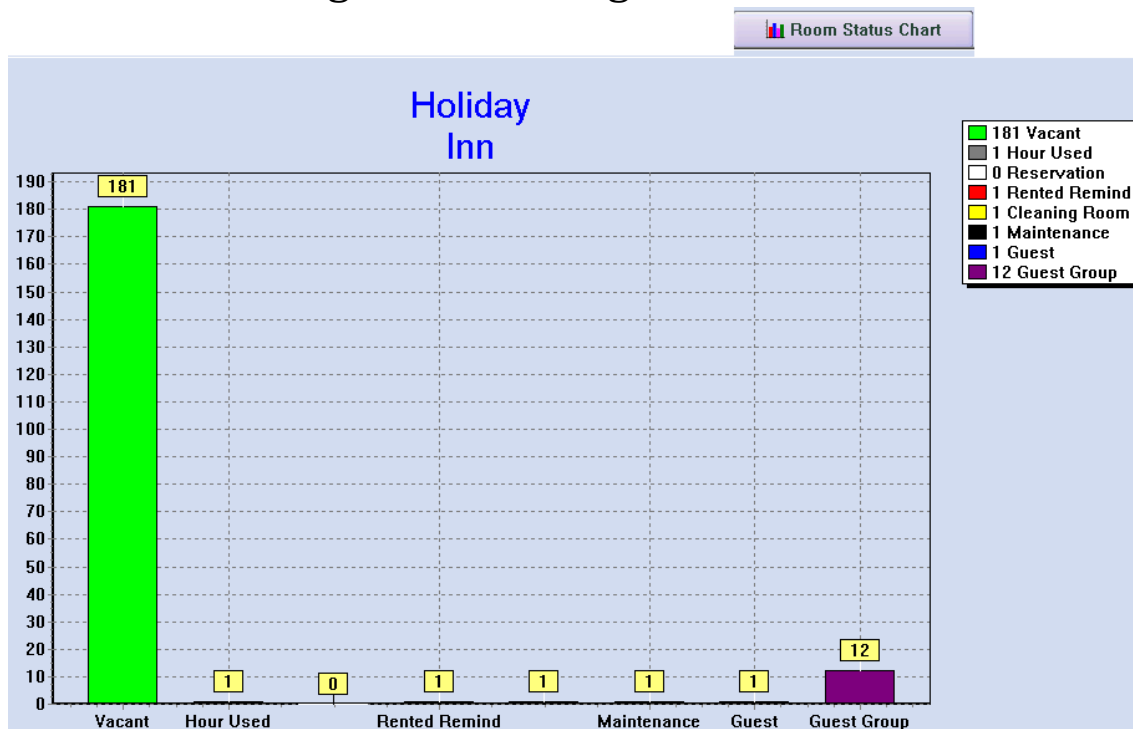
Guide

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.

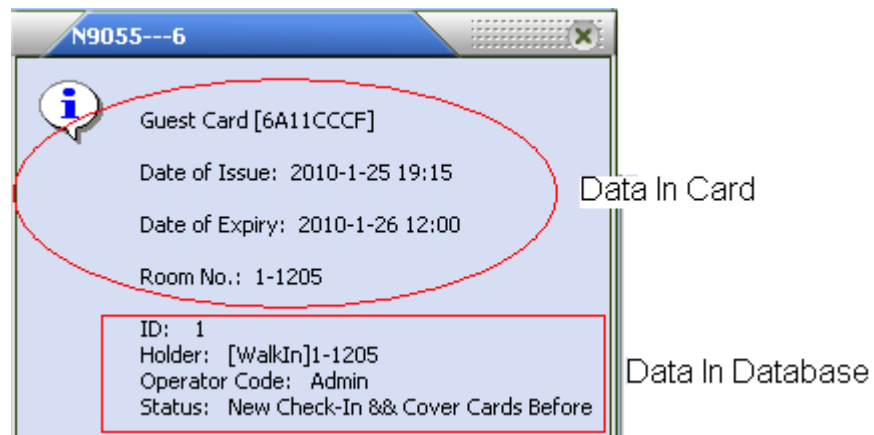
Step 2: Choose the room status at the right-hand side, -> means Successful

**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:

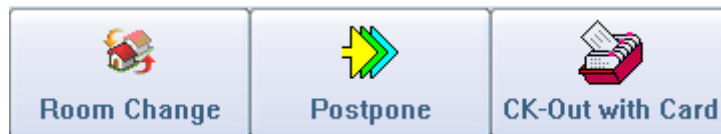


### 8.6. Card Information Inquiry

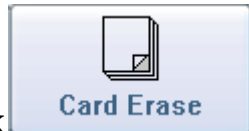


## 8.7 Room Changing, Postpone, and Check-out With Card.

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



## 8.8. Card Erase

Put the card on the *Card Reader* induction zone and click  to revoke the card information.