

ACSHotel D8-M1 Hotel Lock System Software

User Manual



1. Overview

- **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 D8-M1 Hotel Lock 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 , above that position.

- 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 (Win 10, XP, VISTA, WIN7, or

Win2000) alone with at least one USB Port, which Solution is at least 1024 x 768.

2.2. Key card encoder Installation:

Connect the Hotel key card encoder wire with computer's USB port, when Green LED lights after two beeps, installation succeed.

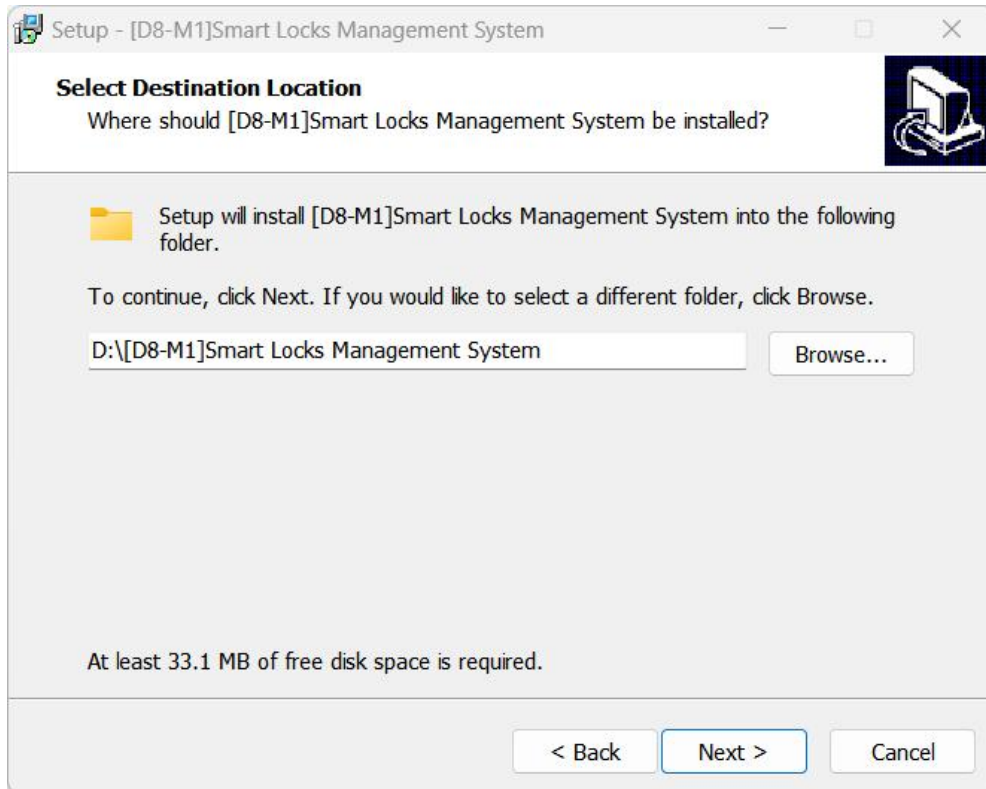
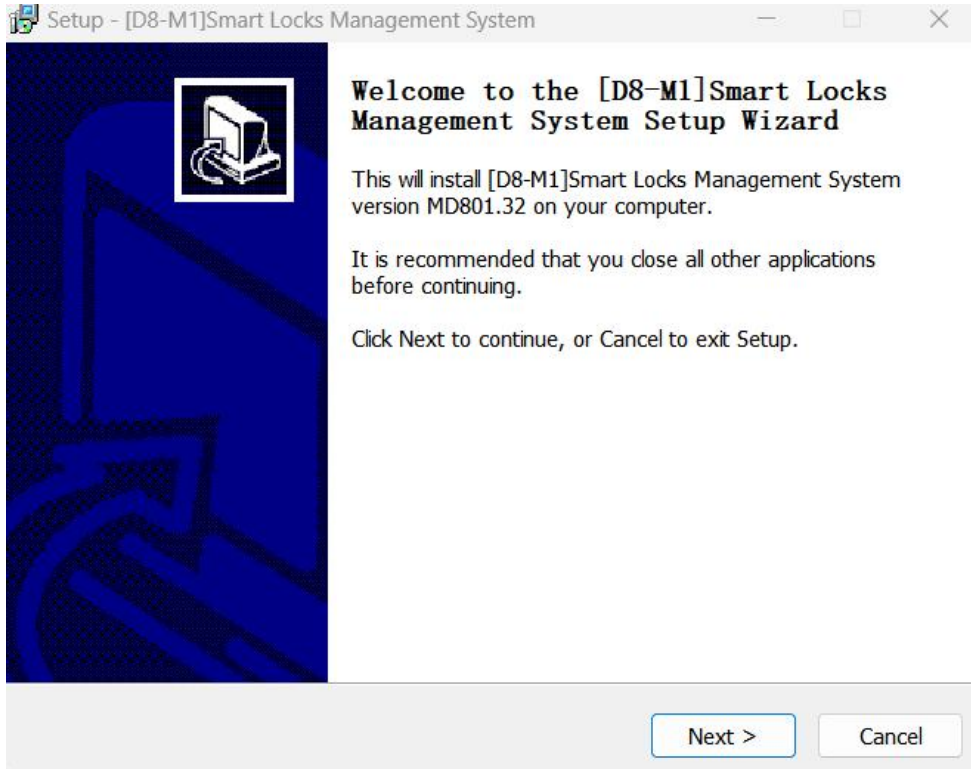


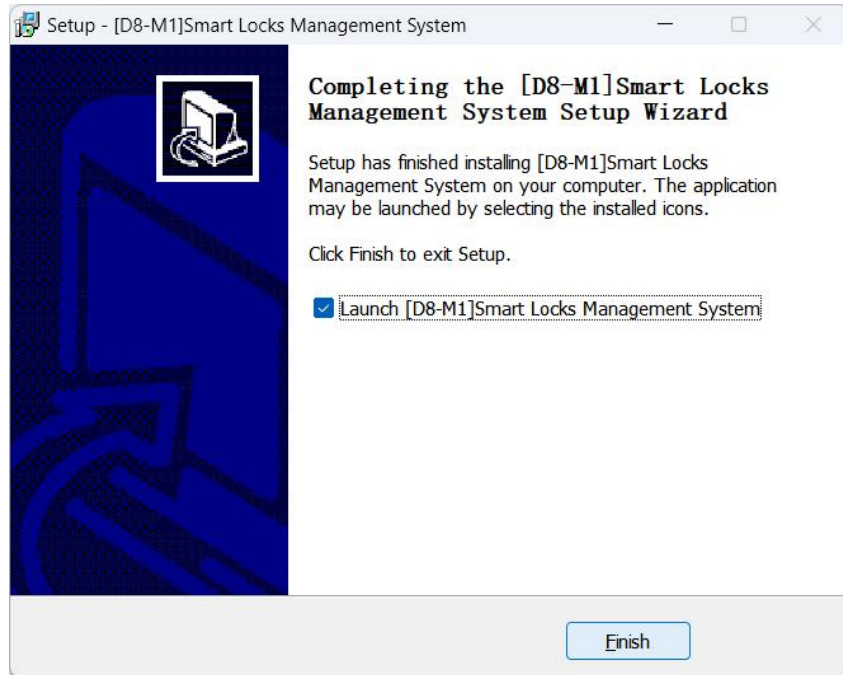
D8-M1 Hotel Hotel key card encoder

2.3. D8-M1 Hotel Lock System Software Installation:

The Door Lock Software is "[D8-M1]Smart Locks Management System.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.



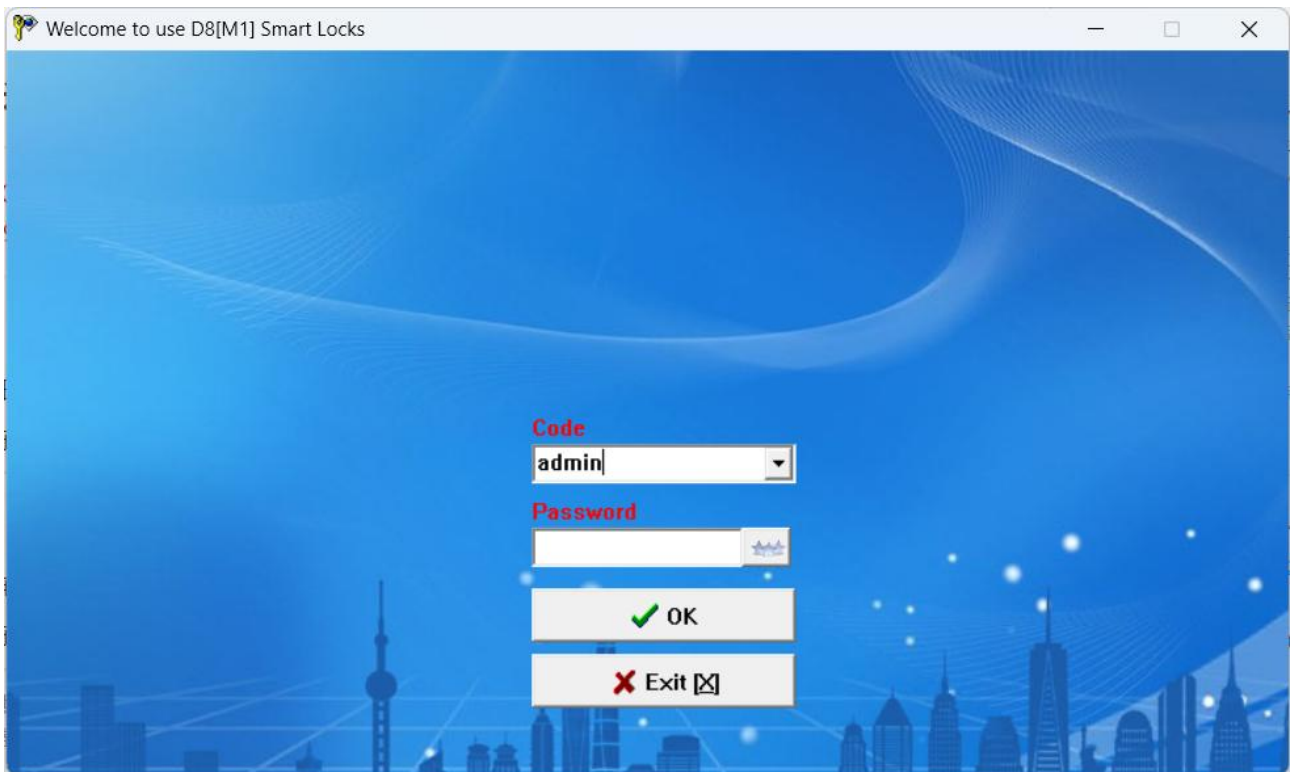


When this icon [D8-M1]S... Locks Ma... appears on desktop, Congratulations, software installs correctly.

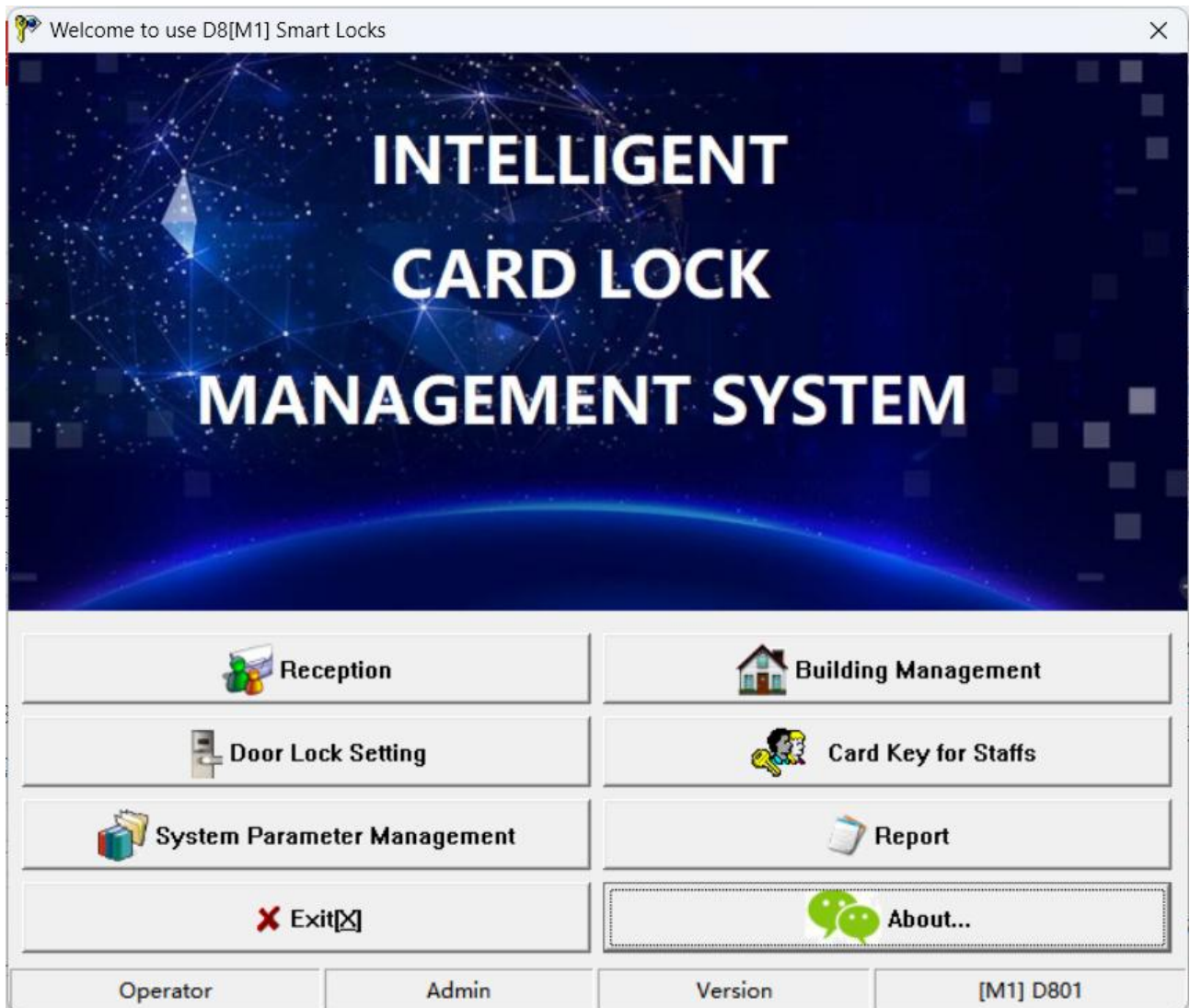
2.4. D8-M1 Hotel Lock System Software initialization



Double click [D8-M1]S... Locks Ma... to startup the software. Then, choose defaulted operator “Admin” and enter without password in the Login 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



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

Path of DB Backup	Check-Out	VIP Check-Out
<input type="text" value="D:\proUSB_DBBak"/>	<input type="text" value="12:00"/>	<input type="text" value="14:00"/>
<input checked="" type="radio"/> Check-out to vacant status		
<input type="radio"/> Check-out to cleaning status		
<input checked="" type="checkbox"/> Guest card can unlock the lock which deadbolt is locked		
<input type="button" value="Save"/>		

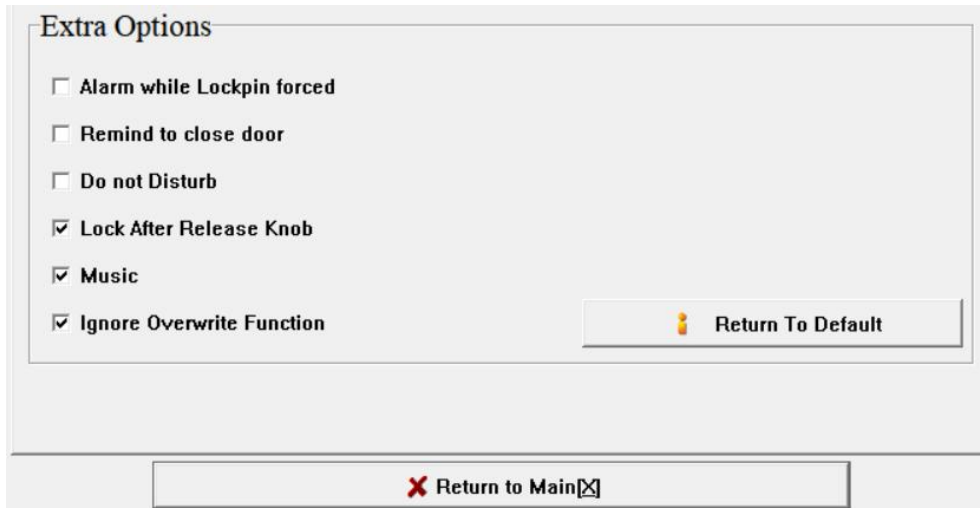
Steps Of Registe

Please input the Hotel Name, Save, and then Register

Hotel Name	<input type="button" value="Save"/>
<input type="text"/>	

System Extending Option:

Select the *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.

**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:

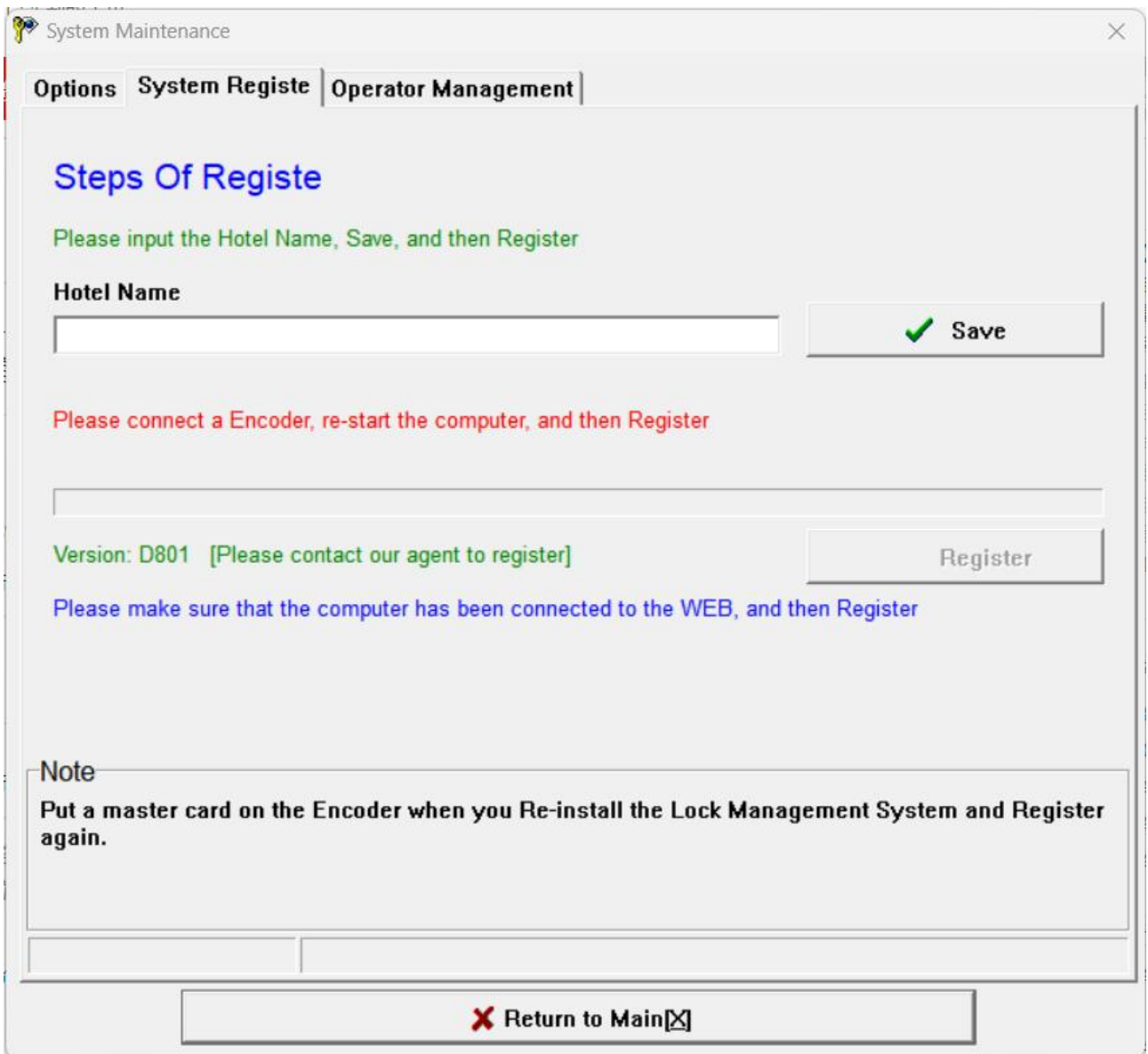
The function of this Option is that the information of all cards, except Guest Cards, are allowed covering the one of previous cards according to the type of card which means that only the same type card can do this operation.

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



The screenshot shows a software window titled "System Maintenance" with three tabs: "Options", "System Register", and "Operator Management". The "System Register" tab is active. The window contains the following elements:

- Steps Of Register** (Section Header)
- Instruction: "Please input the Hotel Name, Save, and then Register" (Green text)
- Form field: "Hotel Name" with an empty text box.
- Button: "Save" with a green checkmark icon.
- Instruction: "Please connect a Encoder, re-start the computer, and then Register" (Red text)
- Form field: An empty text box.
- Text: "Version: D801 [Please contact our agent to register]" (Green text)
- Button: "Register"
- Instruction: "Please make sure that the computer has been connected to the WEB, and then Register" (Blue text)
- Note** section with the text: "Put a master card on the Encoder when you Re-install the Lock Management System and Register again."
- Bottom button: "Return to Main" with a red 'X' icon.

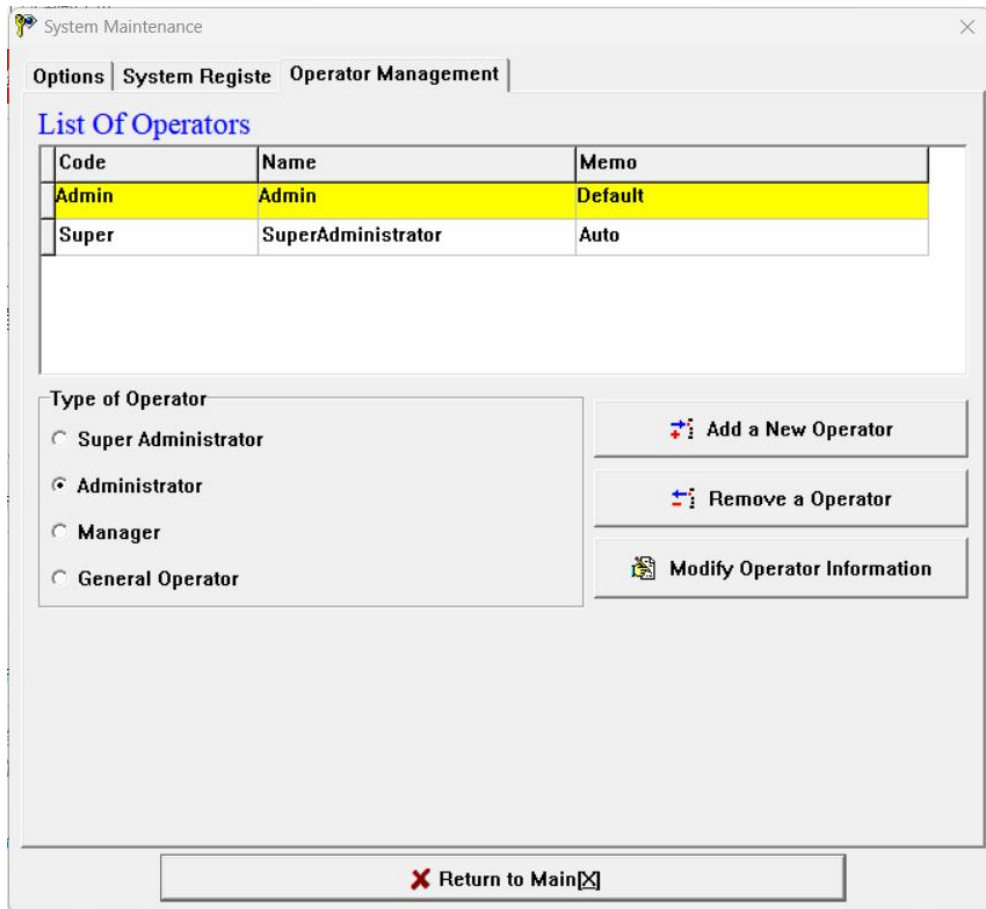
Note: 1). It should be registered over again by using a new Card Encoder.


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:



- 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.

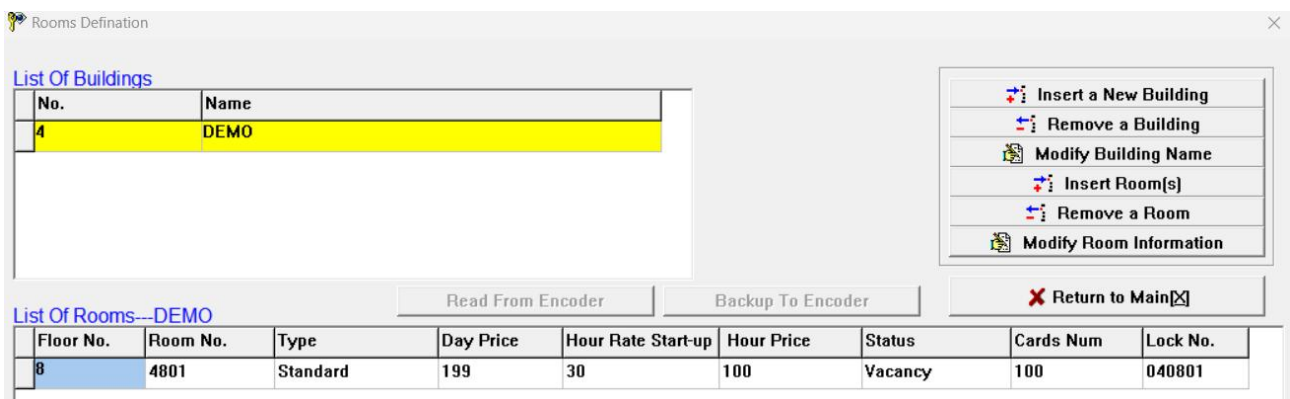
4. Rooms Definition (Room Number Editing)

Gain access into *Room Definition Interface* by clicking



under the Main Window.

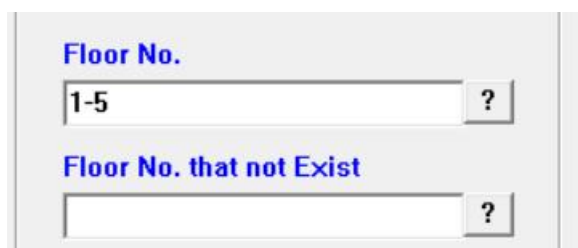
Click the “Order Button” at the upper-left of this interface to easily operate to define room following the indication according to the hotel practical situation.



The function of Adding Room in Batch Bulk:

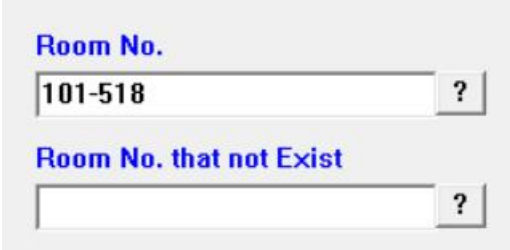
Step1. Click 

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.

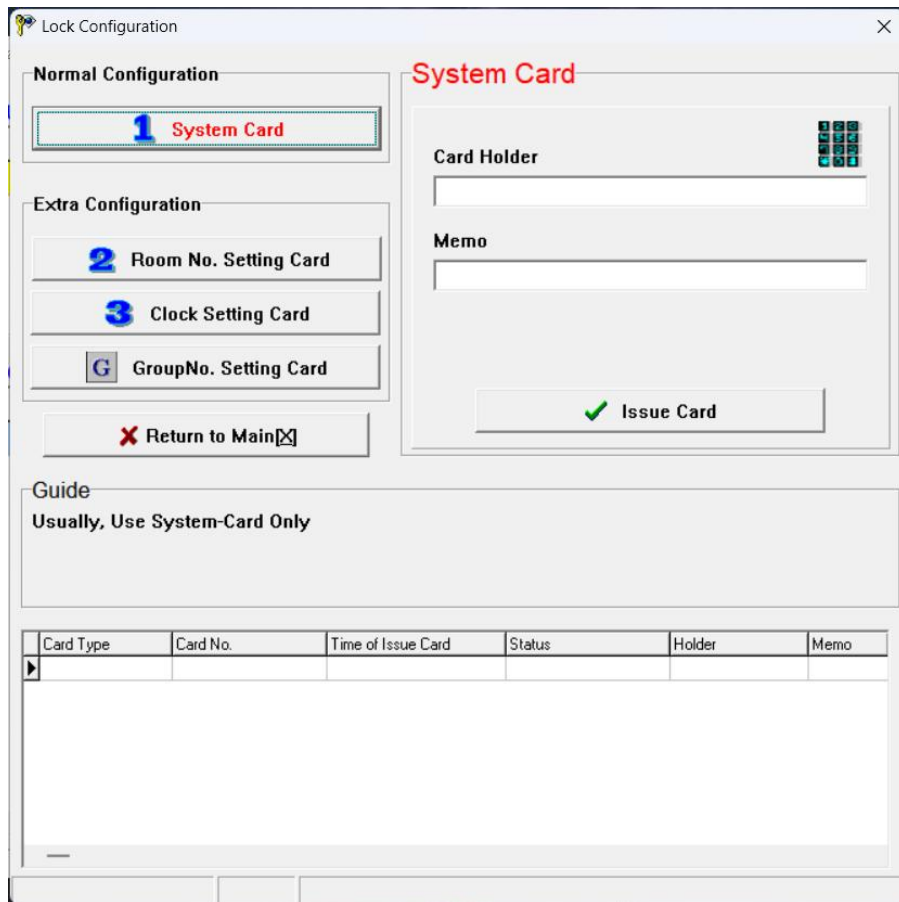
5. Door Lock Setup

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.

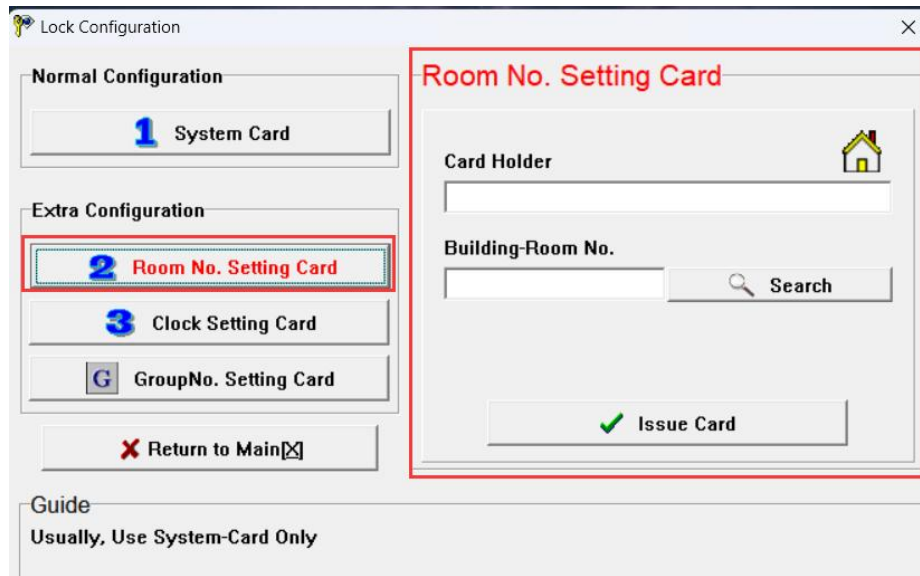
One Authorizing Card for one hotel.



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).

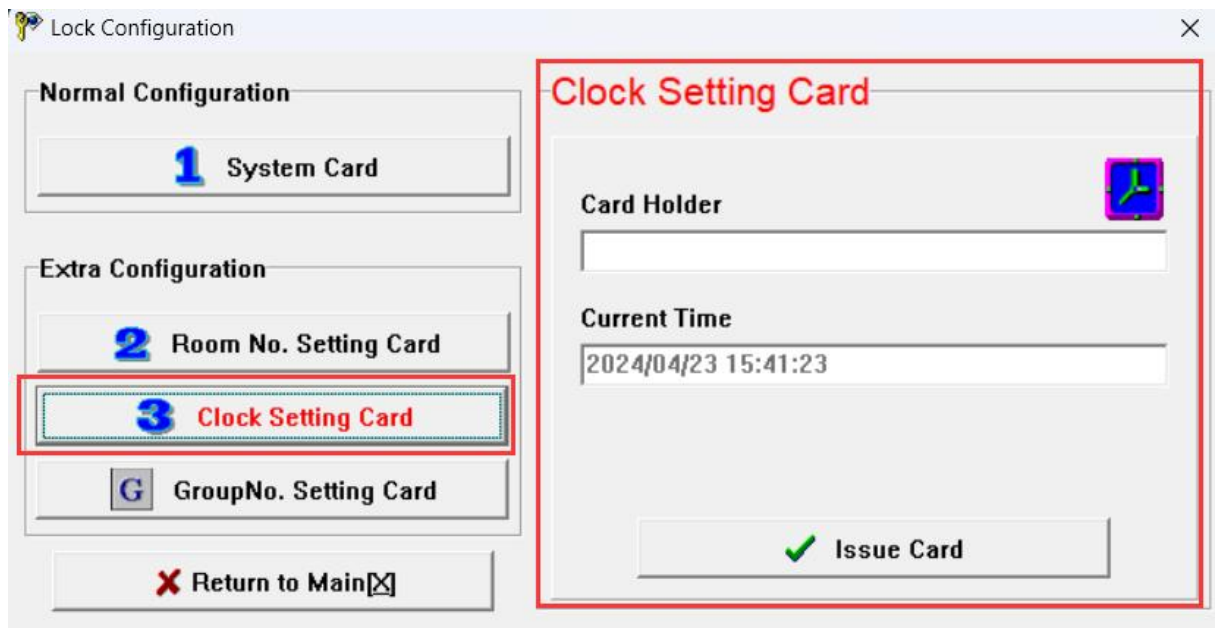
As usual, use an *Authorizing Card* to swipe over the *Lock Sensor* for three times and then open the door directly by *Guest Card* of this room, the room number will have been setup into Door Lock.



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*.

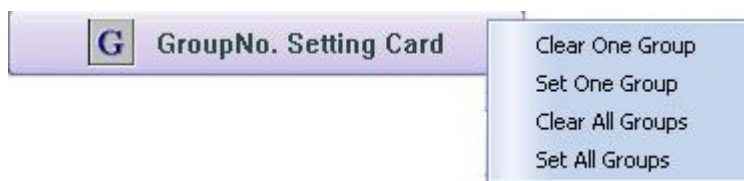


5.4. Group Number Setup: To group the Door Lock.



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.

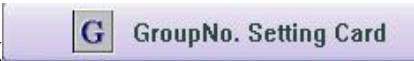
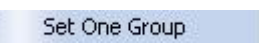
Group Number Setup Option:



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  **Card Key for Staffs** in the *Main Window* and then click  **Group Card**, 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 Time

2025/04/23 00:00 → 23:59

Group No.

Unlock Deadbolt






 Issue Card

6. Card for hotel staff




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


Card key for staff

Keys For Open Door


-  Floor Card
-  Building Card
-  Master Card
-  Emergency Card
-  Group Card

Functional Cards

-  Record Card
-  Lost Card
-  Terminate Card

 Return to Main

Floor Card


Holder 

Building Name **Floor No.**

Date of Expiry **Time** →

Memo

Unlock Deadbolt

 **Issue Card**

Card Type	Card No.	Time of Issue Card	Expiry	Status	Hold
▶					

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.

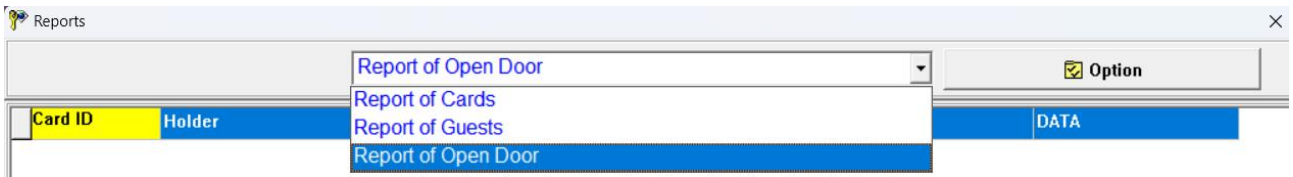
- 5). **Group Card:** Use for opening the group locks. For details, please refer to “Group Number Setup” in “Door Lock Setup”.
- 6). **Record Card:** For *MIFARE 1 Lock*, its *Record Card* is *S70 Card* using for picking up the door-opening record; For *TEMIC Lock*, its *Record Card* is *T5557* or *T5567 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

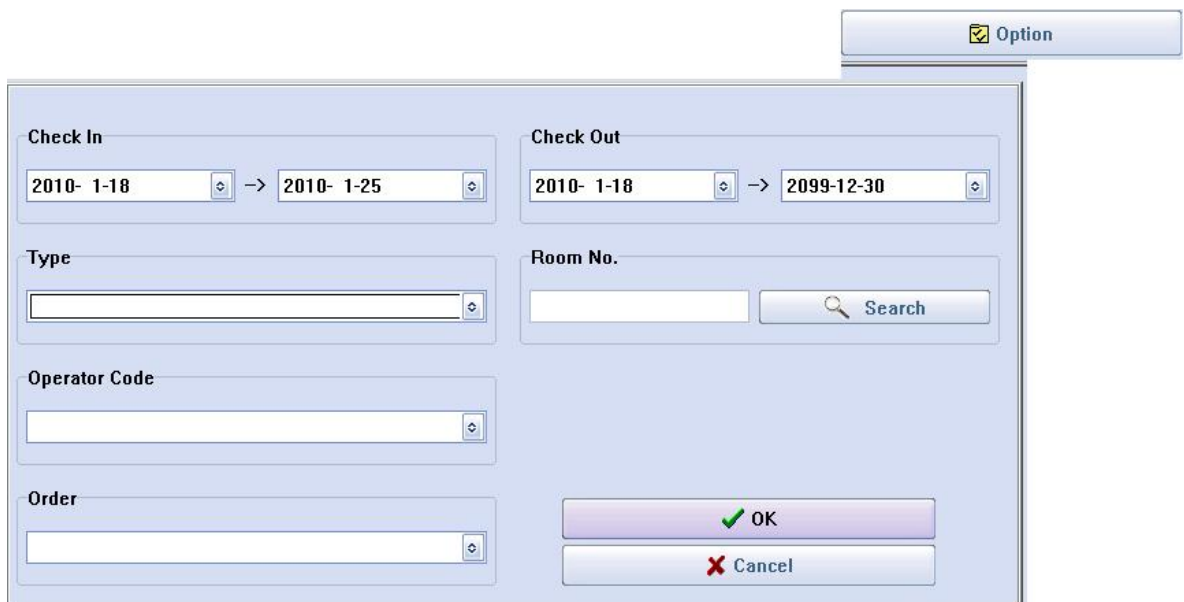
7.1. Check a variety of records:

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



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 Mifare 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.

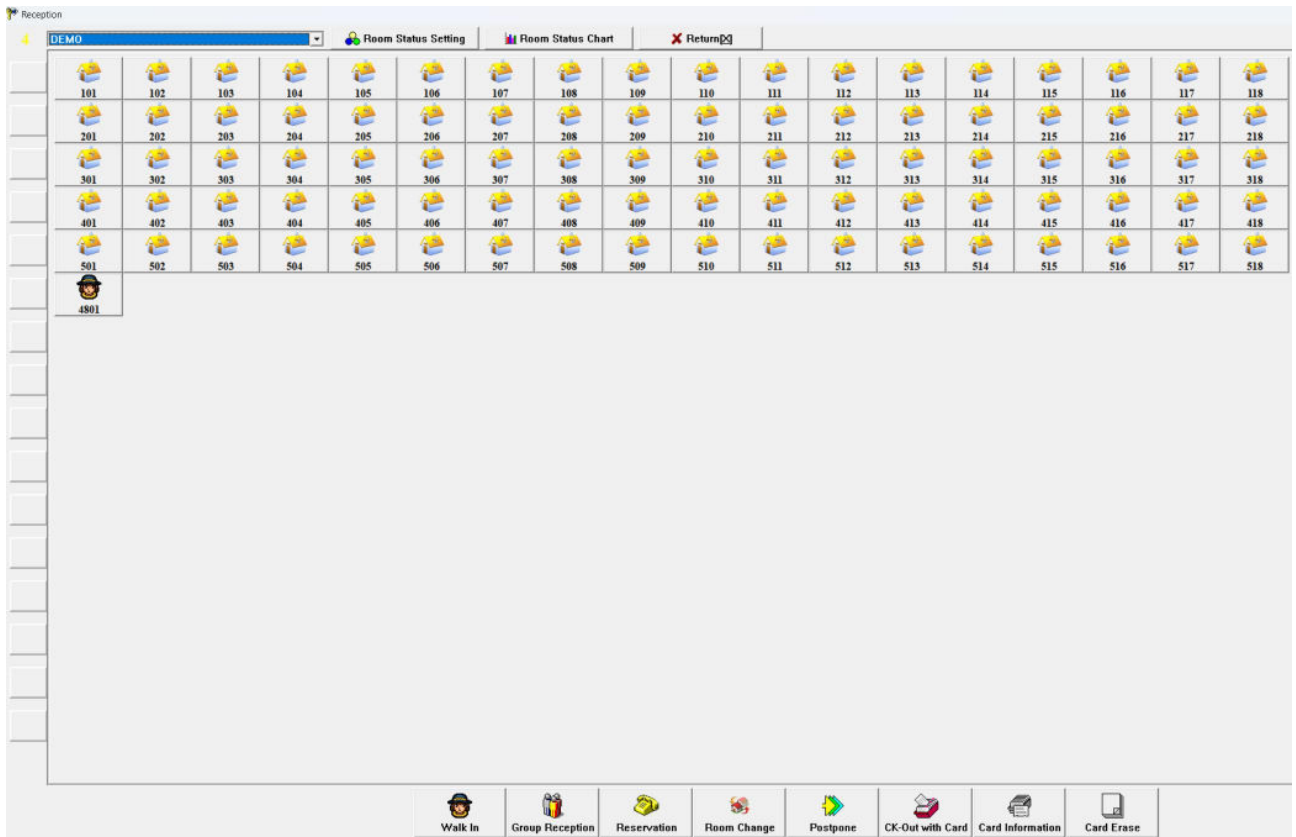
Follow the below steps to fetch the records:

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

4-101 Search

Standard

Vacant

New Check-In & Cover Cards Before

Hour-rate Room

Days

1 Detail >>

Expiry

2024/04/24 12:00 VIP

Cards Count: 0

🔑 **[F5] Issue Card**

🚫 **Check-Out without Card**

✖ **Close**

8.2. Group Reception.

<p>Rooms Allocation</p> <p>All Valid Rooms</p> <ul style="list-style-type: none"> 4-101 4-102 4-103 4-104 4-105 4-106 4-107 4-108 4-109 4-110 4-111 4-112 4-113 <p>Rooms Selected ↓ ↑</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<p>[F3]Room No. Group Check-In</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> New Check-In & Cover Cards Before</p> <p><input type="checkbox"/> Hour-rate Room</p> <p>Days</p> <p>1</p> <p>Expiry</p> <p>2024/04/24 12:00 <input type="checkbox"/> VIP</p> <p style="text-align: center;">Cards Count: 0</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-bottom: 5px;"> 🔑 [F5] Issue Card </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> ✖ Close </div>	<p>Team Leader</p> <p>Name <input type="text"/></p> <p>Sex <input type="text"/> Credential Type <input type="text"/></p> <p>Credential No. <input type="text"/></p> <p>Price <input type="text" value="199"/></p> <p>Deposit <input type="text"/></p> <p>Memo <input type="text"/></p> <p>Check-In <input type="text"/></p> <p>Check-Out <input type="text"/></p>
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Step1: Input information of *Tour Guide* (the Name and IC Number at less).

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

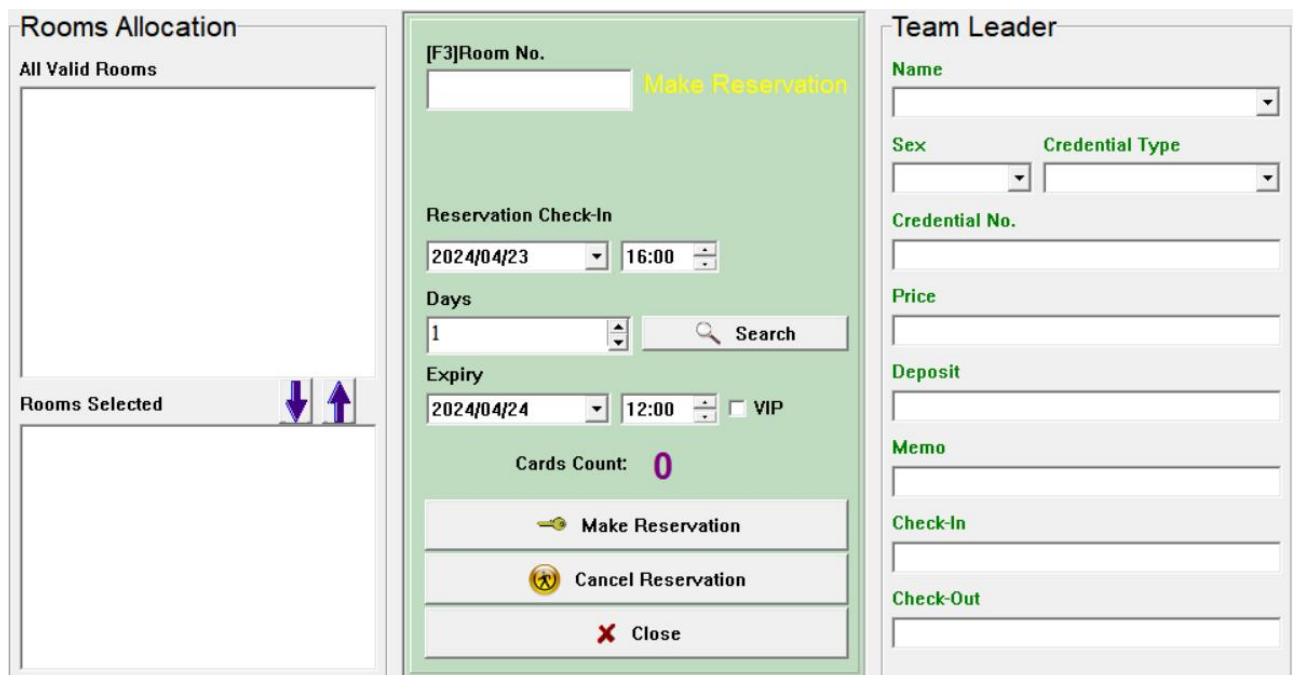
Step3: Appoint room.

Step4: Release card for each room.

Group Check-out: Click “Group Reception” → Group Browse → Choose Tour

Guide Name, Then Click  **Group Check-Out**

8.3. Reservation:



The screenshot displays the reservation interface with three main sections:

- Rooms Allocation:** Contains a list of "All Valid Rooms" and a "Rooms Selected" section with up/down arrows.
- Reservation Details (Green Panel):**
 - [F3]Room No. with a "Make Reservation" button.
 - Reservation Check-In: Date (2024/04/23) and Time (16:00).
 - Days: 1, with a "Search" button.
 - Expiry: Date (2024/04/24), Time (12:00), and a "VIP" checkbox.
 - Cards Count: 0.
 - Buttons: "Make Reservation", "Cancel Reservation", and "Close".
- Team Leader:**
 - Name: Dropdown menu.
 - Sex: Dropdown menu.
 - Credential Type: Dropdown menu.
 - Credential No.: Text input field.
 - Price: Text input field.
 - Deposit: Text input field.
 - Memo: Text input field.
 - Check-In: Text input field.
 - Check-Out: Text input field.

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.

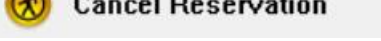
Step4: Appoint room

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 Setting* steps at the end of the interface.

Reception

4 DEMO Room Status Setting Room Status Chart Return

Floor No.	Room No.	Type	Status	Lock No.
1	101	Standard	Vacant	040101
1	102	Standard	Vacant	040102
1	103	Standard	Vacant	040103
1	104	Standard	Vacant	040104
1	105	Standard	Vacant	040105
1	106	Standard	Vacant	040106
1	107	Standard	Vacant	040107
1	108	Standard	Vacant	040108
1	109	Standard	Vacant	040109
1	110	Standard	Vacant	04010A
1	111	Standard	Vacant	04010B
1	112	Standard	Vacant	04010C
1	113	Standard	Vacant	04010D
1	114	Standard	Vacant	04010E
1	115	Standard	Vacant	04010F
1	116	Standard	Vacant	040110

Vacant [A]

Hour Used [B]

Rented Remind [C]

Cleaning Room [D]

Maintenance [E]

Guest [E]

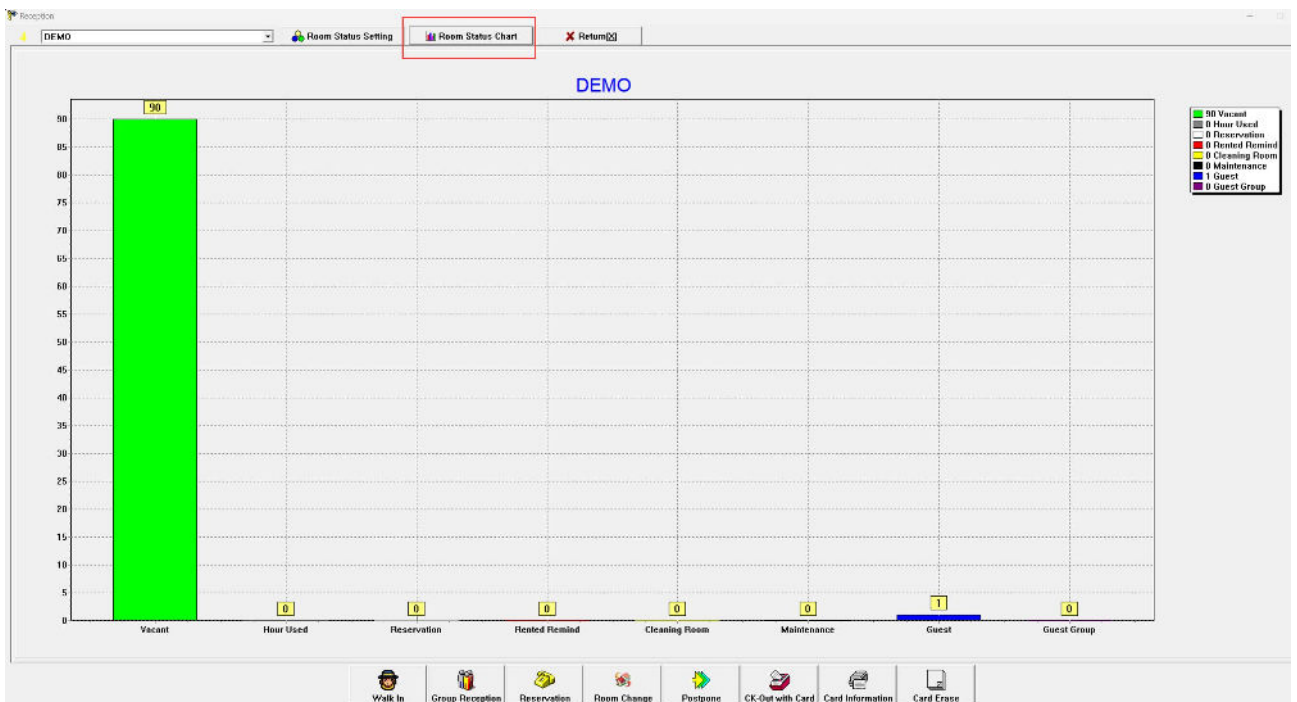
Guest Group [G]

Close

Note: If, one room, for example, Check-out Time exceeds the computer's current

time, "Ask for Rent" Icon  304 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.