

ProUSB RF Card Lock Software User Manual

1. Preface

Advantages of the ProUSB Card Lock System:

- * Adopt the most advanced non-driver technologies, ProUSB means Professional USB, that is the professional USB, plug and play, no need to install the driver file. In general, the computer with Windows that can use U disk, can use the ProUSB RF Card Lock system.
- * Easy in Lock configuration, it can skip the Room No. Setting and Time Setting, Use the System Card(Reset Card)continuously scan 3 times to the lock, and use the matching guest card open the lock, the Room No. and Clock access to the lock.
- * Ensure the lock time and computer time synchronization in theory, eliminates the inaccuracy of the accumulated clock of the lock. General speaking, the time difference always keeps in 5 minutes. This is the basic revolution of the ProUSB system.
- * Alarm, Close prompt, Deadbolt no-disturb, etc. function can be set accordingly.
- * Software interface choose the latest Win 7 style, each step will have indication almost. All kinds of reports can export to Excel file, convenient to the user's requirement.
- * Luxury Room status, reflect on the reserved, hour room, group room, etc.
- * Various system prompt function, move the mouse to the place and pause a second, the system will automatically display the operating guide or prompt the function, like:



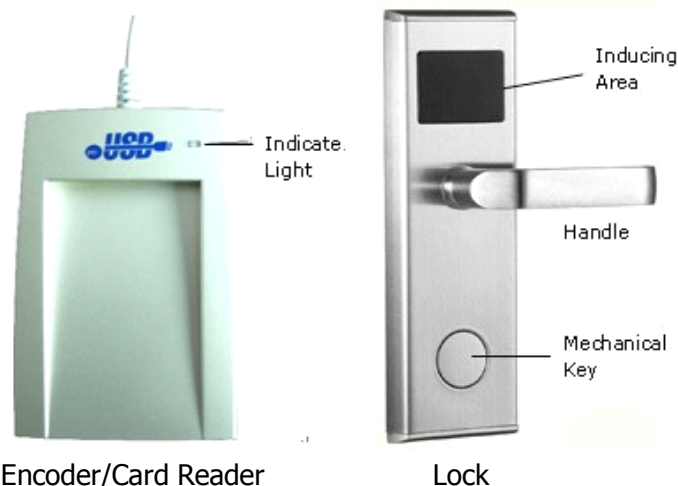
- * One end of the encoder is connected with buckle wire, ensure the connection. The encoder with obviously slot, convenience for the operator put the card and operating.

2. Installation

2.1. Preparation: 1 PC with at least a USB port, and installed the Windows system, can be Win XP, Vista, Win7 or Win2000. Screen Solution 1024x768.

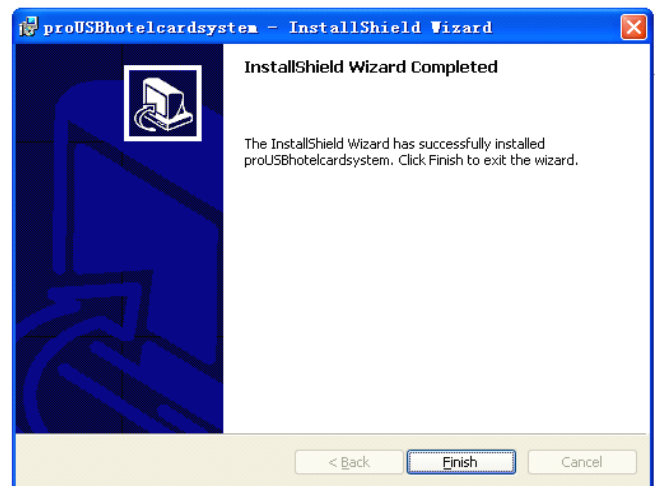
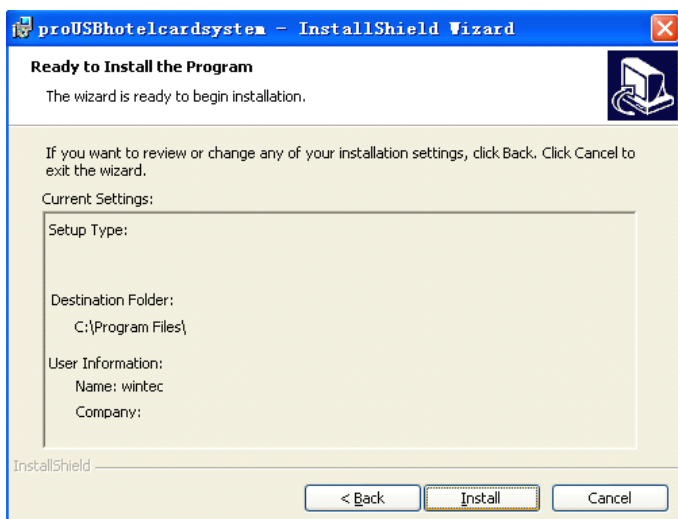
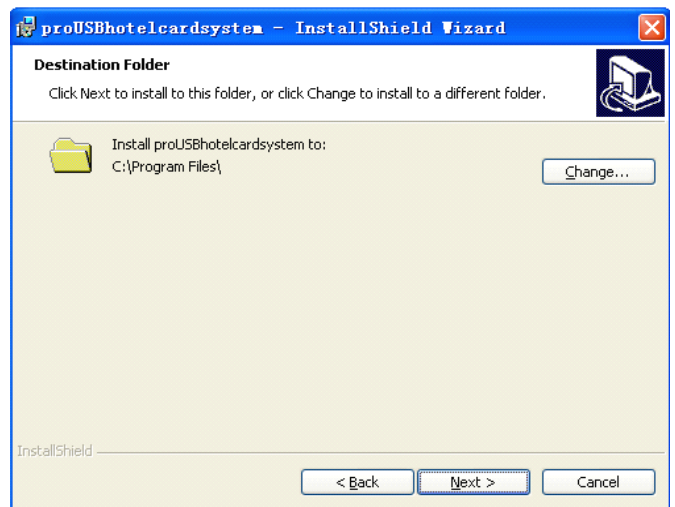
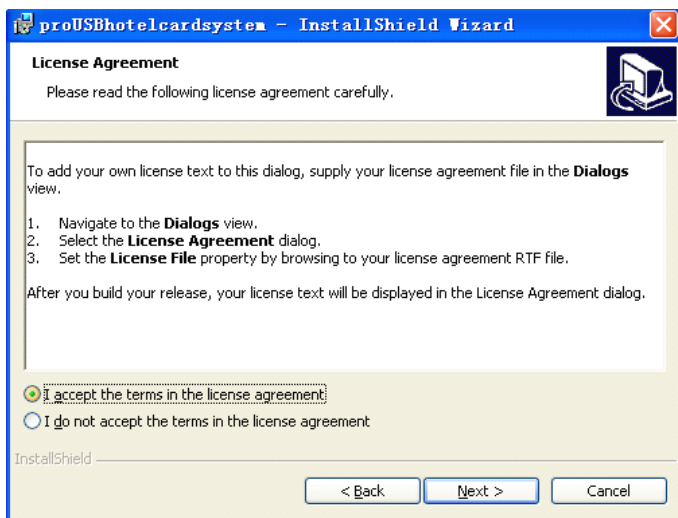
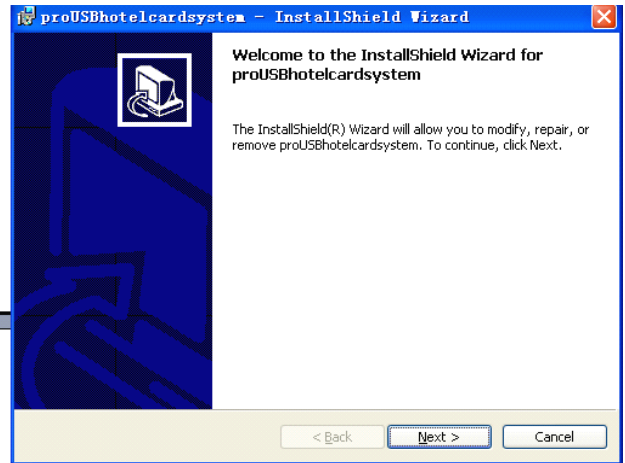
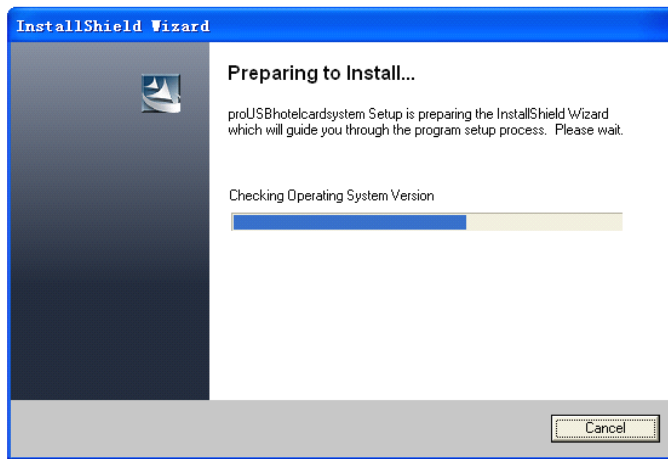
2.2. Install the Encoder /Card Reader.

Connect the Encoder cable to the computer USB port, the encoder prompts two beeps and after the green light turns on, means installing is ok. (If the encoder can not install properly, copy the Driver to the computer's file, suggest to save on C disk, install the USB port according to the indication of the computer)



2.3. Door Lock Software installation: the Lock software is Setup.exe(can be find it from the CD, or the U disk, or download from internet), double click the file start installing the software, generally, according to the

indication, click the Next Step can finish the installation.



The Desk shows this picture logo means that the installation is correctly.

2.4. Start running the Lock software:



Double click the logo on the desk, starts running the lock software.


Operator log on Page: Defaulted Code is Admin, no password.



Main Page: The main page list the 6 functions of the systems, and shows the software's version information, current operator and hotel name as well.



3. System Maintenance (System Setup)

Click  **System Parameter Management** of the main page, enter the system maintenance page.

There are **Options** **System Register** **Operator Management** 3 options.

3.1. System Normal Option:

In this page, can input the Hotel Name, Default Check-out Time, Room Status after-Check-out, and can select Guest Card Can Open the Door which the deadbolt is Locked. Click Save after finish input.

System Extend Option: Press F5 under the System Option, according to your concreted requirement to select, and issue a "System Card (Reset Card) after save, and use the System Card to scan the lock, your selected extend option is set to the lock.

Options System Register Operator Management

Hotel Name Path of DB Backup Default Check-Out

Holiday Inn D:\proUSB_DBBak 14:00

☒ Check-out to vacant status ☐ Check-out to cleaning status

☒ Guest card can open the door which deadbolt is locked

Extra Options

☒ Alarm while Lockpin forced

☐ Remind to close door

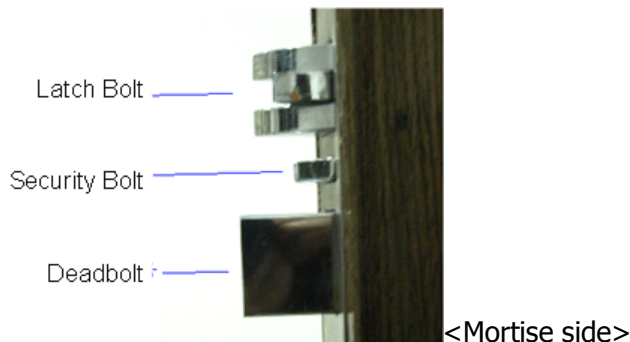
☐ Do not Disturb

☒ Lock After Release Knob

☒ Music

☐ Ignore Overwrite Function

Remark: Firstly, let us learn the 3 latches of the mortise(lock body): Latch Bolt, Security Bolt and Deadbolt.



False Locked alarm: general speaking, if the door is closed, the latch bolt is extended, if the latch bolt is pressed, we call it false locked, the door will alarm.

Close prompt: After the guest card open, if do not closed the door within 6 seconds, the door will has 3 beeps to remind the guest close the door. Only the guest card has this prompt, other cards have no.

No Disturb: When the Deadbolt spring out, the indicated light will slightly flasheach3 seconds to indicate the server people no disturb.

Release Knob: After scan the card, the motor rotates positively, then press the handle to open, after release handle the motor rotates back. If do not select this option, when press the handle, the motor rotates back immediately, then can not open the door if do not scan the card again after the motor rotates back.

Music: After scan the card to open, after the music prompt to open, if do not select this option, can open after a beep.

Overwrite function: this function use to the cards to have the function to cover the previous cards except the guest card. If select this option means cancel the cover function, if do not select, the operator will select or not

when he/she is issue the card to decide ☐ **New Check-In & Cover Cards Before** to cover the previous card or not. Card overwrite function is according to the card type to cover, that is only same type card can cover the same previous card.

3.2. System Register, select the system register under the system maintenance, will see the page 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

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

Remark:

1. Device No., that is the code of the Encoder, each encoder has its unique code.
2. After change the Encoder, must use the new register code and register again.
3. If the system is not the first time register, put a card that can open the lock (Master Card or Floor Card) on the encoder, after that to register again.

3.3. Operator Management, select the Operator Management under the System Maintenance, like the below picture:

Options System Register 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

Remark:

1. Super is the super-admin, even deleted, once log on again, the system will add a Super-Admin automatically.
2. Operator Code can not repeat.
3. When Add new operator, no need to input password of the new operator, default is no password, the operator can modify his password at the password frame when he logs on using his code.
4. Difference between "Super" and "Admin". "Super" can modify the Pop-down list of all operator.

4. Building Management (Adding room number in the software)

Click **Building Management** on the main page, enter the room definition page, according to the hotel requirement, click the right top order-button can realize the room definition easily.

Rooms Definition

List Of Buildings

No.	Name
1	Holiday Inn

[Insert a New Building](#)
[Remove a Building](#)
[Modify Building Name](#)
[Insert Room\(s\)](#)
[Remove a Room](#)
[Modify Room Information](#)

[Return to Main](#)

List Of Rooms---Holiday Inn

Floor No.	Room No.	Type	Day Price	Hour Rate Start-up	Hour Rate Price	Status
1	101	Standard	123	30	20	Vacant
1	102	Standard	120	30	20	Vacant
1	103	Standard	123	30	20	Vacant
1	104	Standard	123	30	20	Vacant
1	105	Standard	123	30	20	Vacant
1	106	Standard	123	30	20	Vacant
1	107	Standard	123	30	20	Vacant
1	108	Standard	123	30	20	Vacant
1	109	Standard	123	30	20	Vacant
1	110	Standard	123	30	20	Vacant
1	111	Standard	123	30	20	Vacant
1	112	Standard	123	30	20	Vacant

Special prompt is the software can add room in lots.

Step 1: Click [Insert Room\(s\)](#)

Step 2: according to the situation input the floor number range, e.g., from 1 to 5 floor, input 1-5.

Insert Room(s)

Please specify the Floor No. between 0-98.

1-5

OK Cancel

Step 3: Input the first room of the first floor and the last room number of the last floor, e.g., 101-518, means that each floor has 18 rooms, if the room is not exit, can add first, and delete the exceed room later.

Insert Room(s)

Please specify the Guestroom No.

101-518

OK Cancel

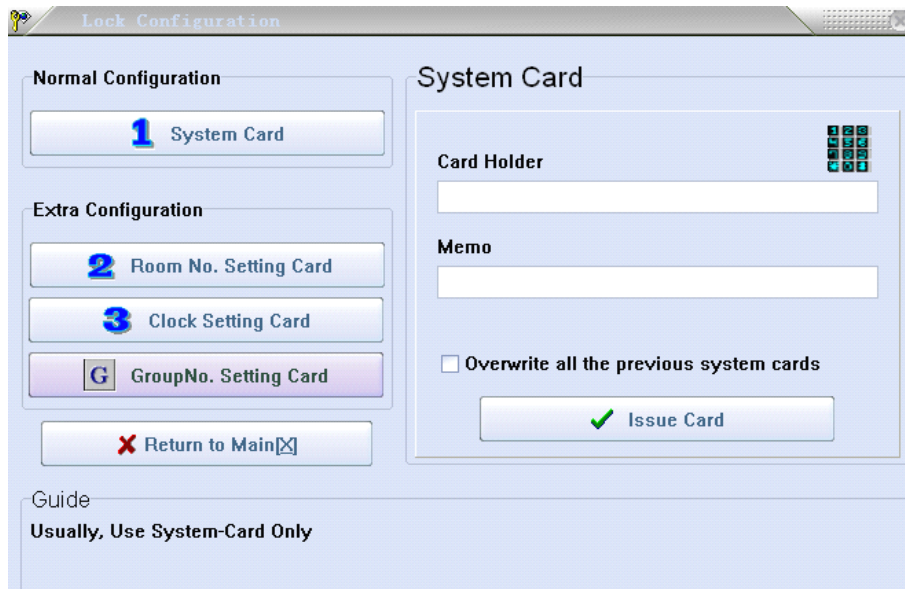
Step 4: according to the indication input the room type, price, max card quantity to finish the adding room in lots.

Special Prompt: The Hotel can add the room in lot and delete /modify the room information in details according to the situation.

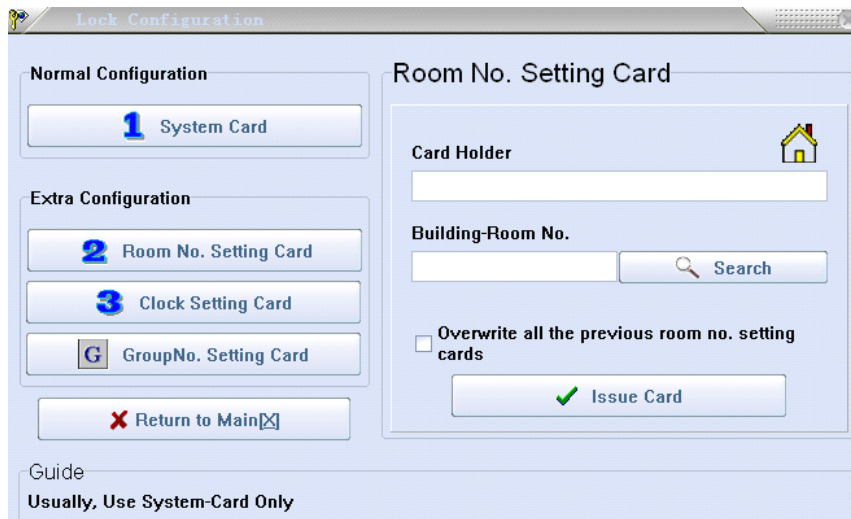
5. Door Lock Configuration

5.1. Authority to the door lock.

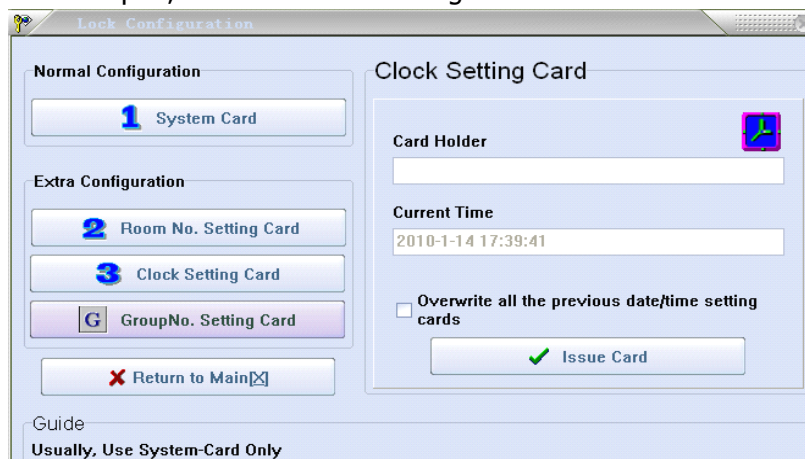
Click the [Door Lock Configuration](#) on the main page, enter the door lock configuration page. Under the page has operating prompt. One hotel needs one System Card (Reset Card).



5.2. Setting Room No. Setting Card. It means that setting the room number to the matching door lock. This function is to follow the old customers' usual practice. General Speaking, use the system card to scan the lock 3 times continuously, and use the guest card of the room number to the lock, the room number will match to the lock.



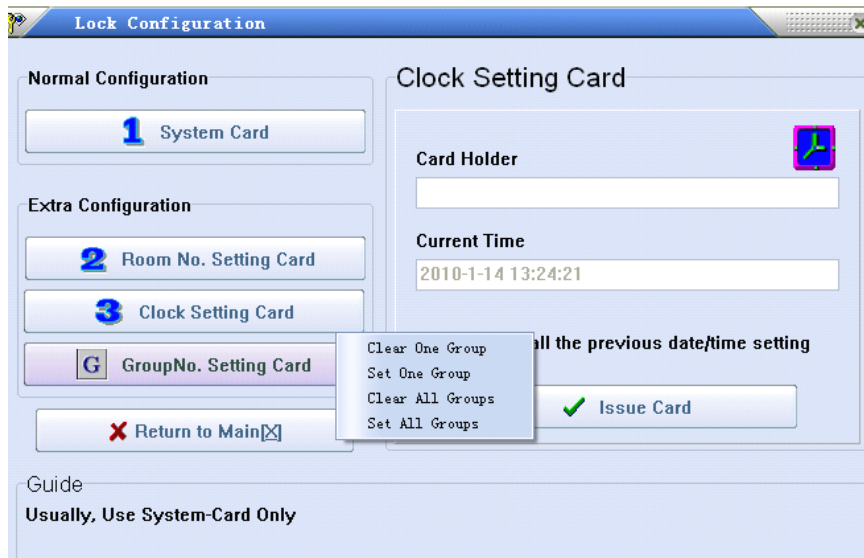
5.3. Set the door lock clock. It means set the time to the matching door lock. This function is to follow the old customers' usual practice. Generally, when use the System Card to scan the lock 3 times continuously, then use the current guest card to open, the issue time of the guest card set to the door lock.



5.4. Set Groups, that is arranging the group to the door lock.
If you have the below requirement, please use the group function:

1. Use one card to open multi-floor, but not the whole building (use the building card if want to open a whole building).
2. Use one card to open half of the floor or parts of the rooms of a floor.
3. Use one card to open any random room.

Group No. setting option:



GroupNo. Setting 1st step: if the door lock is first time to set the group, please the **GroupNo. Setting Card**, and select the "Clear All Groups" and issue a "Clear All Groups" Card and to scan to all the lock. The lock has two beeps means clear successfully.

GroupNo. Setting 2nd step: arrange a group no to the locks (group No. from 0-255), click the **GroupNo. Setting Card** and select the "Set One Group", click "Issue Card" to issue a Set One Group Card" and to scan the locks, the lock has two beeps means setting successfully.

Remark to the Group No.:

1. One lock can be attached to 256 groups, that is say, one can be set multi-groups at the same time.
2. If want to cancel a group No. on the lock, issue a "Clear One Group" Card, and scan to the lock, the lock has two beeps mean clear successfully.
3. If want to set a lock attached to all group No. issue a "Set All Groups" Card and scan to the lock, the lock has two beeps mean setting successfully.

Group No. open 3rd Section: Finish the GroupNo setting, thru the Group Card to open the room locks of the group.

Operating: click the **Card Key for Staffs** at the main page, and click **Group Card**, input the holder's name, valid time, period, group No, etc. information accordingly, click Issue Card.

E.G.: input the Group No. 5, means this card can open all the locks which were set to the Group of 5.

6. Issue Card Key for the Staffs

Click **Card Key for Staffs** at the main Page, the system show as below:

Click the button at left, input the relative item at right, and click "Issue Card" after inputting the information to make the matching function card.

Usage of staff card.

1. **Floor Card:** To unlock all the room locks at one floor of a building.
2. **Building Card:** To unlock all the room locks at one building.
3. **Master Card:** To unlock all the room locks of the system.
4. **Emergency Card:** To unlock all the room locks of the system, after open, the lock keep in passage function. To remove the passage function – A. Press the handle and scan the emergency card once again. B. Use the normal card (Master card, floor card, etc.) to open the door, the lock get back to normal.
5. **Group Card:** To unlock the desired group locks. Refer to the Four Chapter > Four Section: GroupNo Setting.
6. **Record Card:** For the Temic Lock System, the Record Card is T5557 or T5567, when collect the open records from the lock, firstly use the Record Card to Guide the lock, then use the data collector to retrieve the record from the lock.(Mifare 1 Card is the S70, use the record card to retrieve record from the lock directly).
7. **Lost Card:** If a card is lost, can cover this card. Input or select the lost card number, issue a lost card and use the Lost Card to scan the lock which the card is lost.
8. **Terminate Card(Check-Out Card):** For Waiters use, generally, the waiter has two card, one is floor card for open the door, the other is Terminate Card. When the guest notifies check out, the waiter will scan the Terminate Card to the lock after he check the room. And the before guest card can not unlock the door. Do not effect issuing the new guest card.

7. Reports

7.1. Check Reports:

Click  Report at the main page, the system shows:

Reports

1-213

Report of Open Door

Report of Cards

Report of Guests

Report of Open Door

Option

Card ID	Holder	DATA
B60C52F3		B60C52F30C52F445
00000000		000000000C52F35C
650C52F3	2009-12-10 11:51:52	650C52F30C52F35A
650C52F3	2009-12-10 11:51:50	650C52F30C52F359
650C52F3	2009-4-2 0:00:18	650C52F304100029
040C52F3	2009-4-2 0:00:12	040C52F304100026
040C52F3	2009-4-2 0:00:10	040C52F304100025
040C52F3	2009-4-1 23:59:58	040C52F3040DFB3D
00000000	2009-4-1 23:59:56	00000000040DFB5C
60040800	2009-4-1 23:59:52	60040800040DFB5A
30040DFB	2009-4-1 23:59:50	30040DFB040DFB39
00040800	2009-1-1 23:59:50	00040800010DFB39
20040800	2009-1-1 23:59:50	20040800010DFB39
FFFFFFFF		FFFFFFFFFFFFFFFF
FFFFFFFF		FFFFFFFFFFFFFFFF
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FFFFFFFF		FFFFFFFFFFFFFFFF
FFFFFFFF		FFFFFFFFFFFFFFFF
FFFFFFFF		FFFFFFFFFFFFFFFF
FFFFFFFF		FFFFFFFFFFFFFFFF
FFFFFFFF		FFFFFFFFFFFFFFFF



UpLoad

Export to Excel




Exit

Includes [Report of Cards](#), [Report of Guests](#), [Report of Open Door](#), you can select from the middle frame to check the records you need. You can click the "Option" on the right top to display the reports range you need.

Remark:

1. All records can be exported to Excel file, you can publish, save and print in the Excel.
2. At Default, click "Delete" only can delete the erase card, expired card, guest cards which were checkout. If want to delete other card, can move the mouse to the desired records, and press the Del/Delete keypad on the keyboard, and the record at left side will show  then click  to delete the desired record.
3. Report of Open Door, displays at the last 32 line is the system data, is reference for the factory engineer resolve the problem.
4. Data base save the latest time upload Report of Open Door, Click Report of Open Door, it displays the latest upload report. Follow the below steps to check new open records.

7.2. Check Open Record's Steps

Step 1: Issue a Record Card. Click  **Card Key for Staffs** on the main page > Click  **Record Card** > put the Record Card(any Temic Card/Mifare 1 is S70) on the Encoder inducing area > click  **Issue Card**



Step 2: Download the record from the lock to the data collector/ or mifare 1 record card. Get the Data Collector ready, (the data collector need to install 4 pcs AAA batteries, and turn on the collector power switch, the collector sounds "DI, DI", and Use the Record Card to scan the lock, move off the record card, put the data collector to the inducing area within 3 seconds, like pictures below, the data red light regularly means in downloading, proceeding about 30 seconds, when finishing the downloading, turn off the collector power switch.




Collecting position

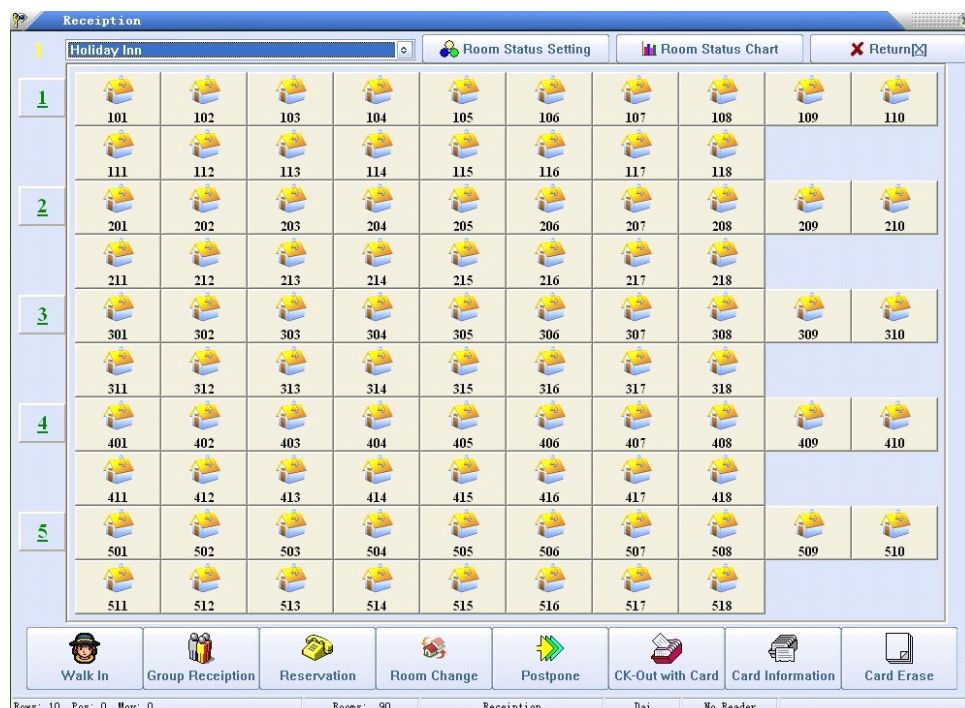
If it is Mifare Lock, use the Mifare record card put at the inducing area, approx. 1cm, the indicate light of the lock flashing, after about 20 seconds, the lock sound "DI" means download successfully.

Step 3: Upload Records.

Turns off the power of the collector, connect the USB to the computer USB port, click the  **Report** on the main page > Select "Report of Open Door" > click  **UpLoad** and operate according to the indication.

8. Reception

Click  **Reception** on the main page, the system display the reception page as below:



8.1. Single Guest Reception, click the desired room directly, display walk in page, can input room number directly here. If not input the building number before the room number, default to the current building, also

can click  **Search** to select room.

[F3]Room No. Walk In

1-201 Search

Standard

Vacant

☒ New Check-In & Cover Cards Before

☐ Hour-rate Room

Days

1 Detail >>

Expiry

2010- 1-15 14:00

Cards Count: 0

[F5] Issue Card

Check-Out without Card

Close

8.2. Group Reception:

Rooms Allocation

All Valid Rooms

- 1-1001
- 1-1002
- 1-1003
- 1-1004
- 1-1008
- 1-1010
- 1-1012
- 1-1016**
- 1-1111
- 1-1112
- 1-1113
- 1-1114
- 1-1115

Rooms Selected

- 1-1006**
- 1-1015
- 1-1009
- 1-1013

[F3]Room No. Group Check-In

1-1006

Standard

Vacant

☒ New Check-In & Cover Cards Before

☐ Hour-rate Room

Days

1

Expiry

2010- 1-26 14:00 ☒ VIP

Cards Count: 0

[F5] Issue Card

Close

Team Leader

Name

Jordan

Sex

Male

Credential Type

Phone No.

Credential No.

00112345678

Price

123

Deposit

300

Memo

Check-In

Check-Out

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

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 团体退房

8.3. Reservation:

Rooms Allocation

All Valid Rooms

- 1-1001
- 1-1002
- 1-1003
- 1-1004
- 1-1007
- 1-1008
- 1-1011
- 1-1013
- 1-1014
- 1-1015
- 1-1016
- 1-1017
- 1-1018

Rooms Selected

- 1-1006
- 1-1009
- 1-1010
- 1-1005
- 1-1012

[F3]Room No.

Make Reservation

Reservation Check-In

2010- 1-25 19:11

Days

1 Search

Expiry

2010- 1-26 12:00 VIP

Cards Count: 0

Make Reservation

Cancel Reservation

Close

Team Leader

Name

Lucy

Sex

Female

Credential Type

ID Card

Credential No.

1234567890

Price

200

Deposit

3000

Memo

Check-In

Check-Out

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 Cancel: 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 Cancel: 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 under the page:

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	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.

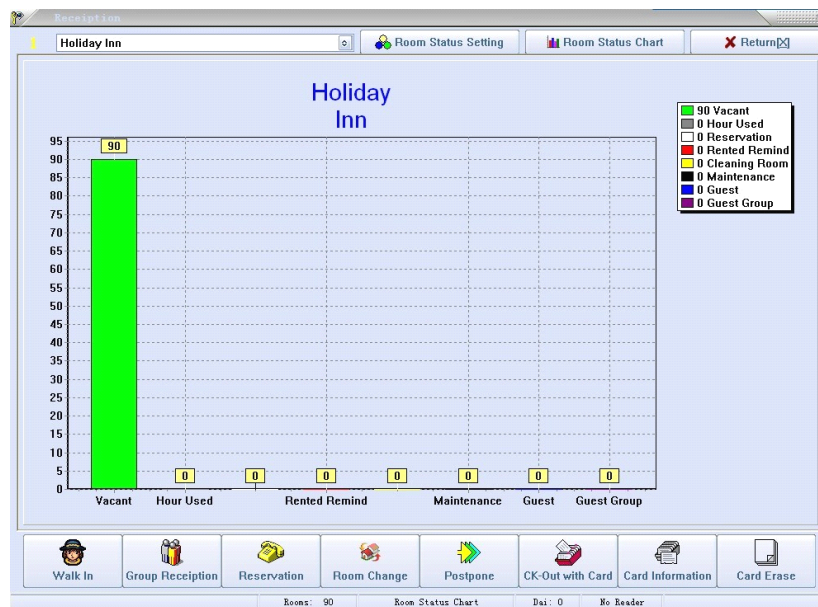
Step 2: Choose the room status at the right-hand side, -> means Successful

Remark: If the check out time of a room is later than the computer current time, refresh the Room Status will

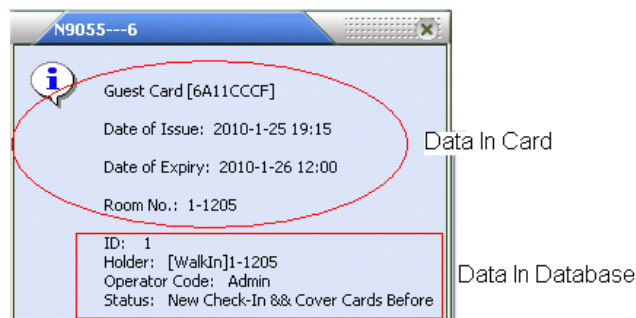
automatically make it displays as Rented Remind



8.5: Check Room Status Chart.



8.6: Check Card Info.



8.7. Room Change, Postpone, CK-out with chard.



Put the Guest Card on the Encoder inducing area, and click the relative button, operate it according to the indication.

8.8 Card Erase

If want to erase the information in the card, put the card on the Card Encoder, and click



is ok.