

**eSSL<sup>®</sup>**  
Security at Fingertips

# HOTEL LOCK

## HL400



**Manual**



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## 1. (System Composition)

### 1.1. (Hotel Lock)



### 1.2. RFID (RFID card reader)

**FE- 01 :** (Support System : WIN7/WIN8/WIN10/WIN11)

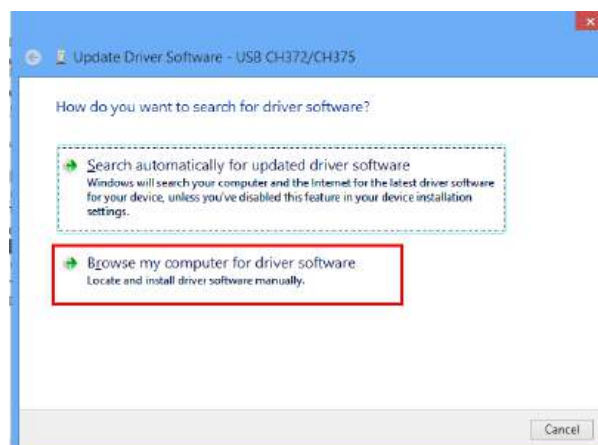
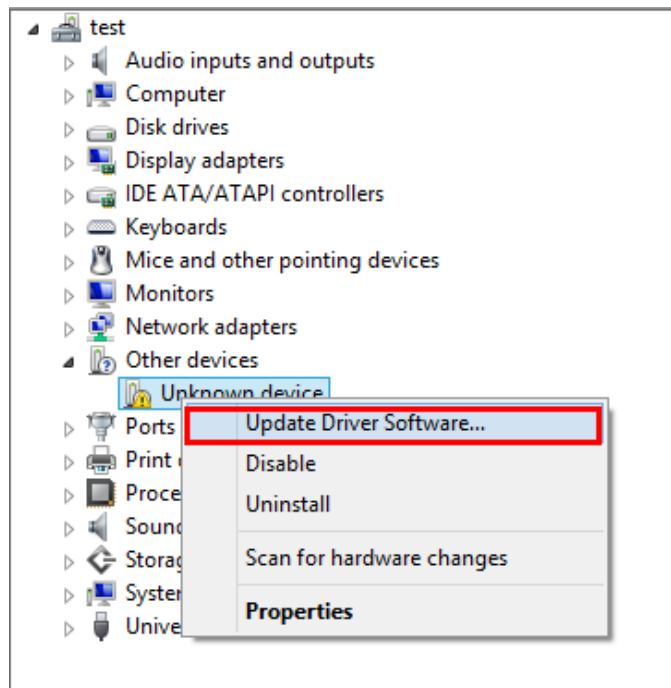
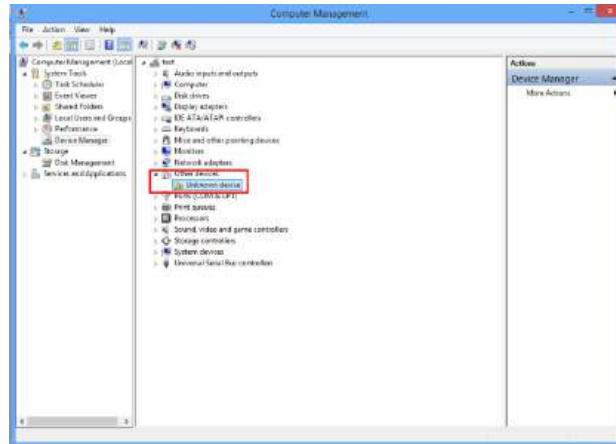
FE-01 :No driver installation is required.(Supported systems:WIN7/WIN8/WIN10/WIN11).

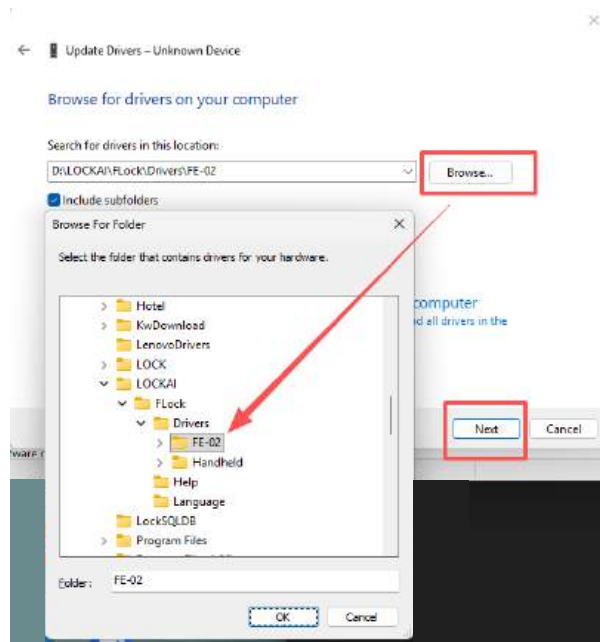


**FE- 02:** (Supported Systems : WIN7/WIN8/WIN10/WIN11)

FE-02 :**Driver installation is required.** The driver program is located in the installation directory.(Supported systems: WIN7/WIN8/WIN10/WIN11).

FE-02( Driver installation) :





### 1.3. (Handheld Device)

Make it more convenient for users to debug the locks. (Optional).



### 1.4. (V3.1 Software)

This software can be used on Win 7, Win 8, Windows 10, Windows 11, Win Server 2003 and above systems.

### 1.5. (Configuration Card)

Card type: S70/MifarePlus 4K

This card is used to set up a newly installed or factory-restored door lock.

### 1.6. ( Maintenance Card )

Card type: S70/MifarePlus 4K

When the door lock malfunctions, this card is used to verify the door lock information.

### 1.7. ( Authorize Card )

Card type: S70/MifarePlus 4K

When using the authorized employee card function, the access rights of the employee card need to be authorized to the door lock via this authorize card.

### 1.8. ( Data Card )

Card type: CPU

Used to download door lock data, and read door lock information and access records via the card reader.

## 2. (Software Installation)

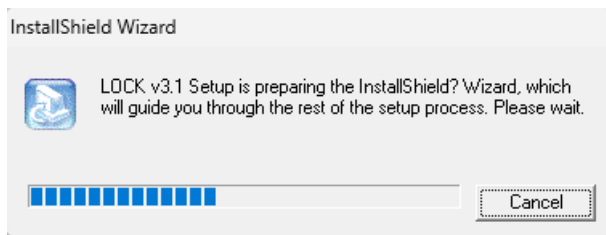


(Double-click)

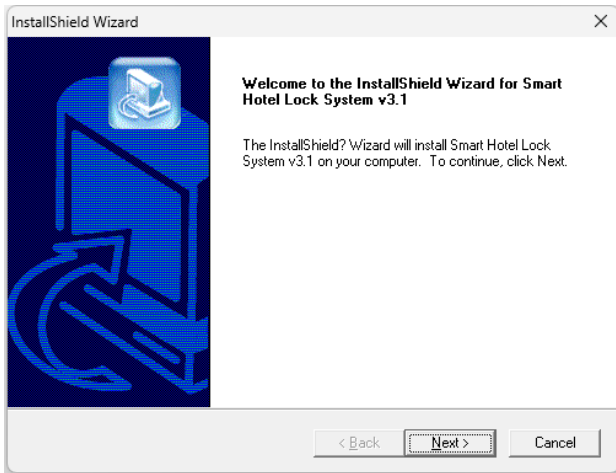
“Next”(Click ‘Next’)



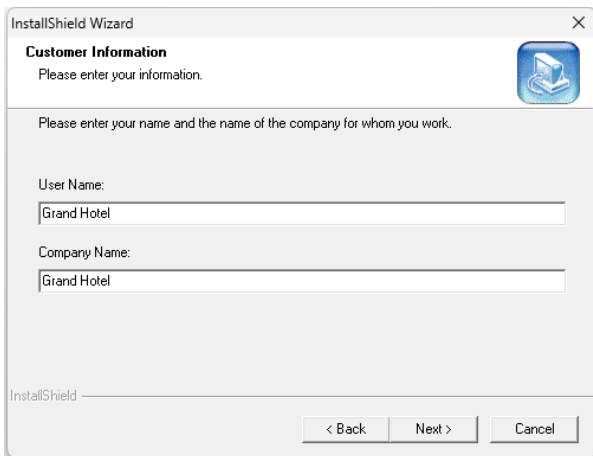
Click ‘OK’)



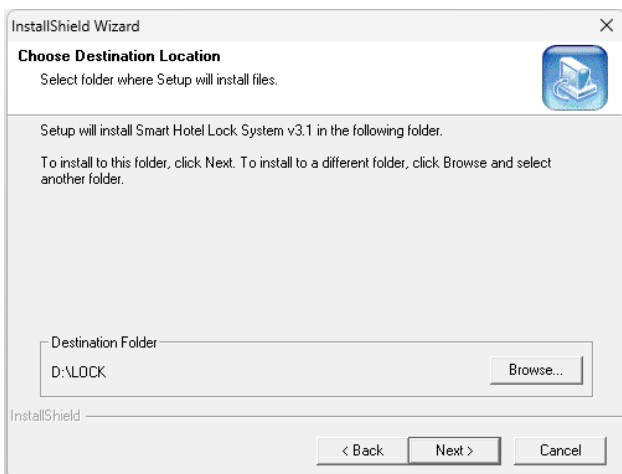
Click 'Next')



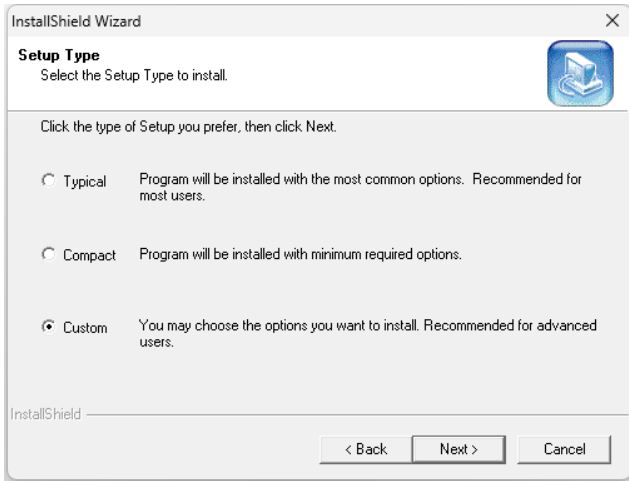
Enter the user name and company name as needed, then click "Next".



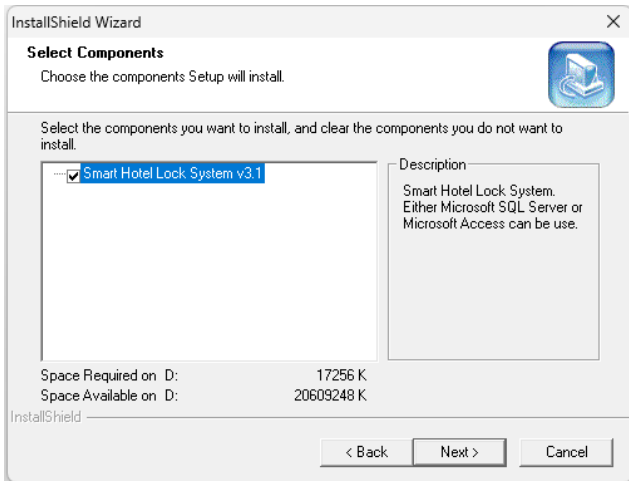
Click 'Next')



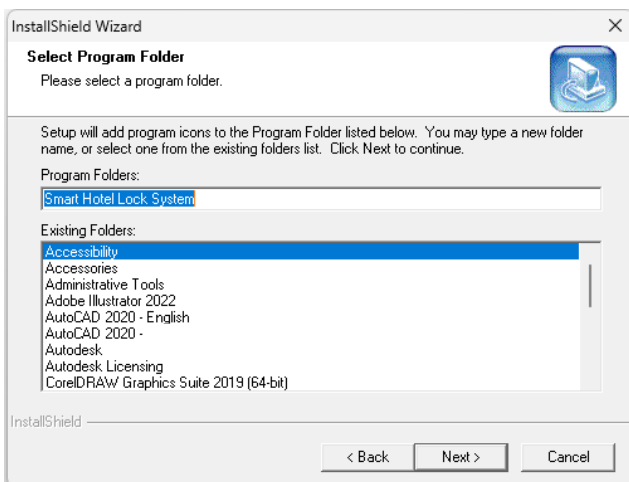
Click 'Next')



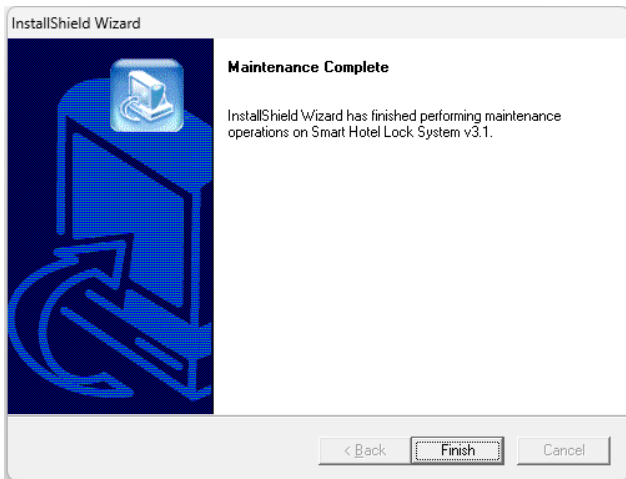
Click 'Next')



Click 'Next')



Click 'Finish')



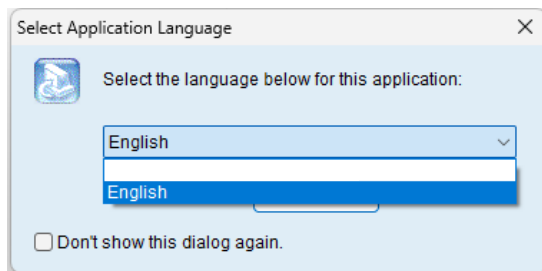
(After installation is complete, the software icon is displayed on the desktop)

### 3. (Run the software)

(Double-click the software icon)

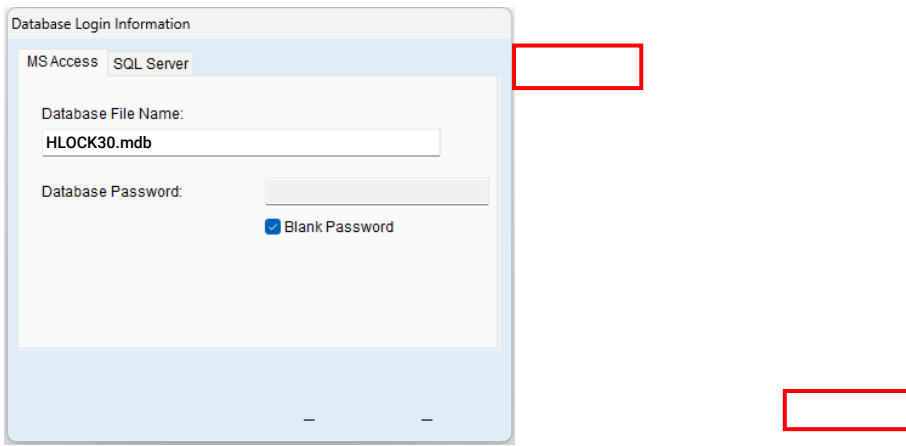
( Select 'English')

Check 'Do not show dialog again.', then click 'Next')

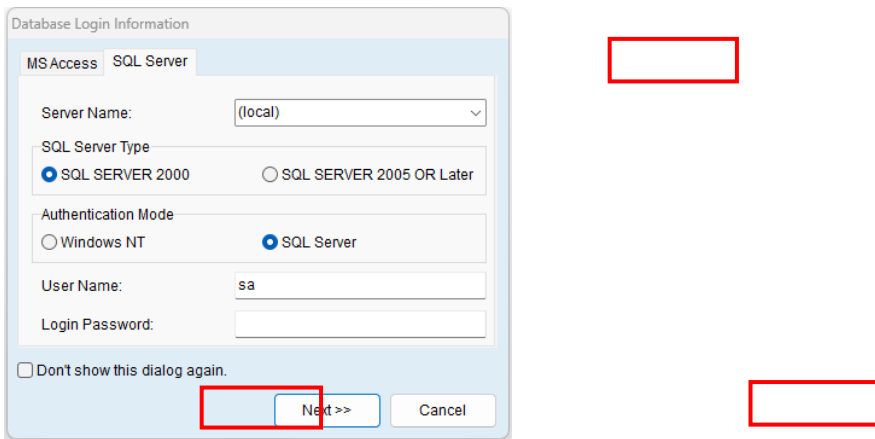


SQLSERVER ACCESS (Select the database type for the software to use. The software supports two types of databases: SQL Server and Access.)

1. Access: which is used for hotels with only one front desk for card issuance.)

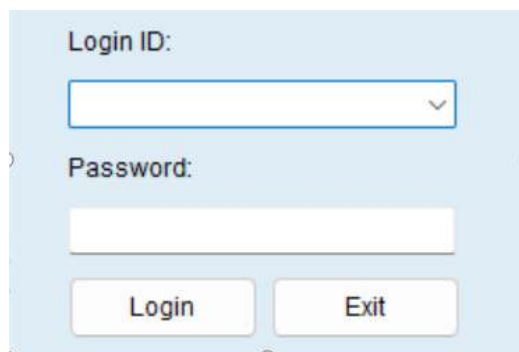


2. SQL Server : (SQL Server: This type of database is used by hotels with more than two front desks issuing cards.)



(After selecting the database, check 'Do not show this dialog again', then click 'Next'.)

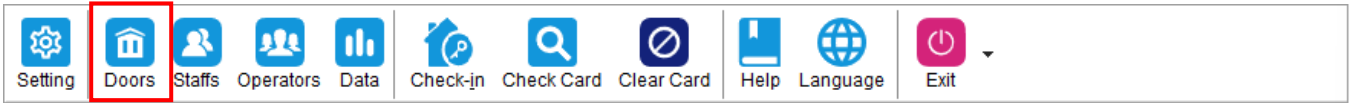
(Enter the default login ID: **admin**, password: **admin**, then click 'Login')



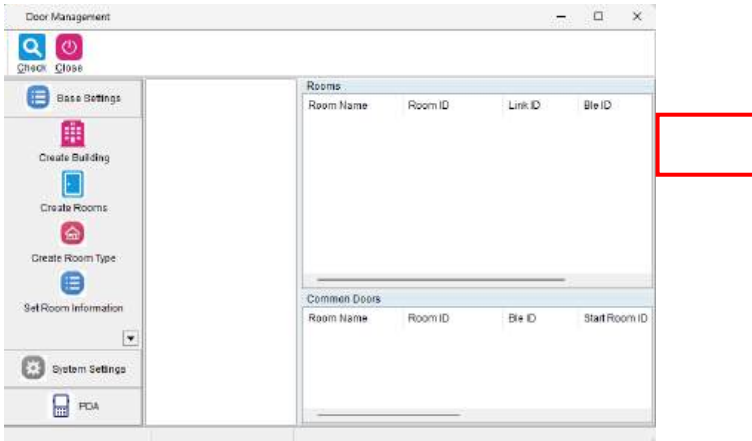
## 4. (Setting Software)

### 4.1. (Creating Hotel Rooms)

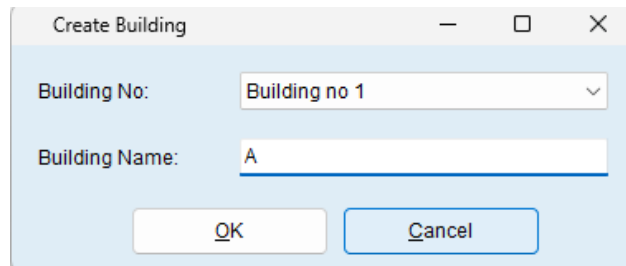
Click 'Doors')



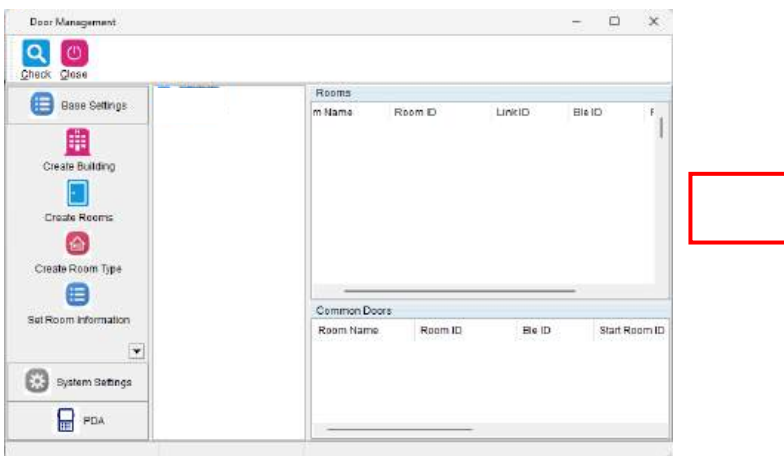
Click 'Create Building' )



(Select the Building No, enter the Building Name, and click 'OK')



After creating the building, click 'Create Room' )



(Select Building No, Floor No, modify Room Name Template, enter Room Count, click 'OK' )

Building No: 1 | A

Floor No: 1

Room Name Template: 0001##

Start Room No: 1

Room Count: 1

OK Cancel

(After setup, the result will appear as shown below) :

Room Name	Room ID	Link ID	Blk ID
000001	000101		
000002	000102		
000003	000103		
000004	000104		
000005	000105		
000006	000106		

Room Name	Room ID	Blk ID	Start Room ID

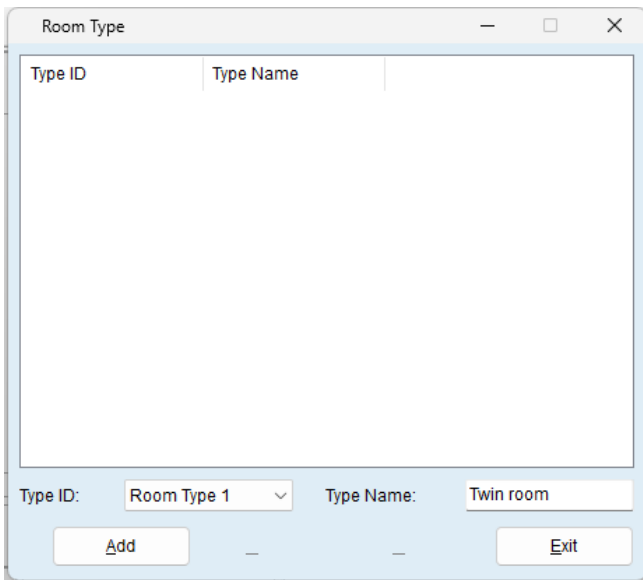
#### 4.2. (Creating Room Types)

Room Name	Room ID	Link ID	Blk ID
000001	000101		
000002	000102		
000003	000103		
000004	000104		
000005	000105		
000006	000106		

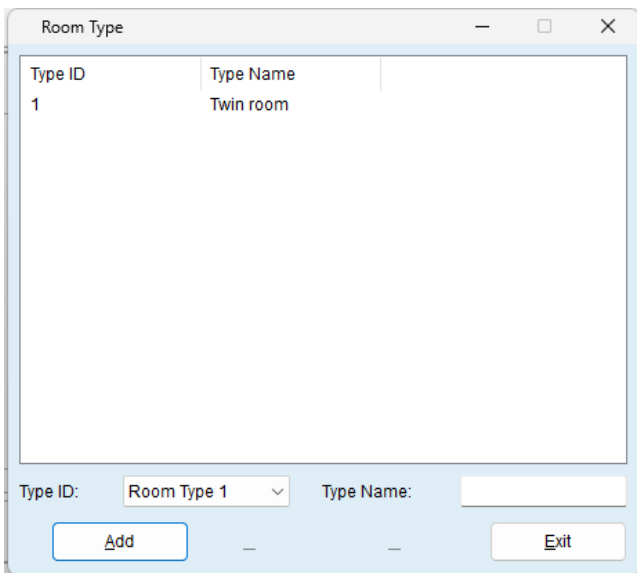
  

Room Name	Room ID	Blk ID	Start Room ID

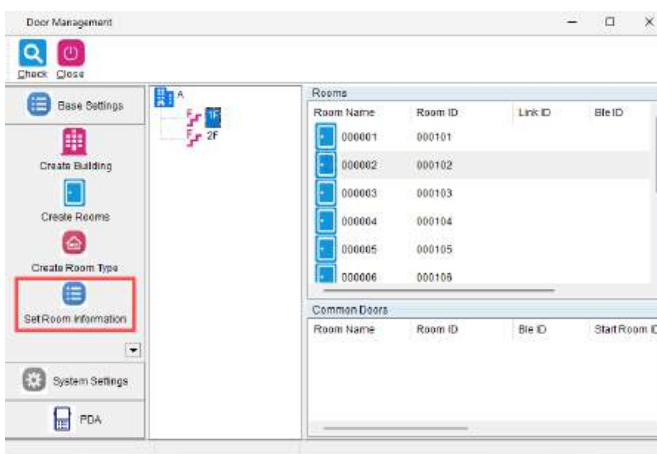
(Select Type ID, enter Type Name and click 'Add')



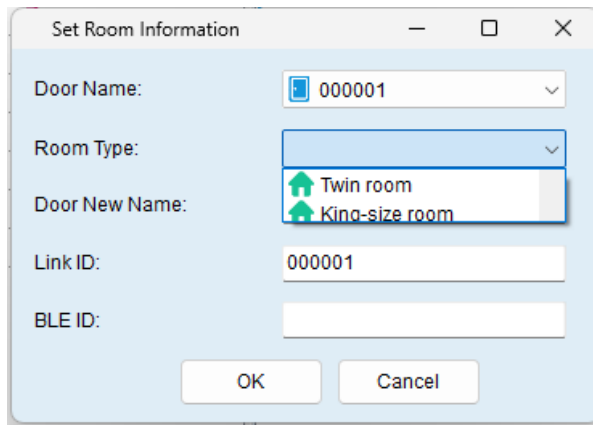
(After completion, see the figure below)



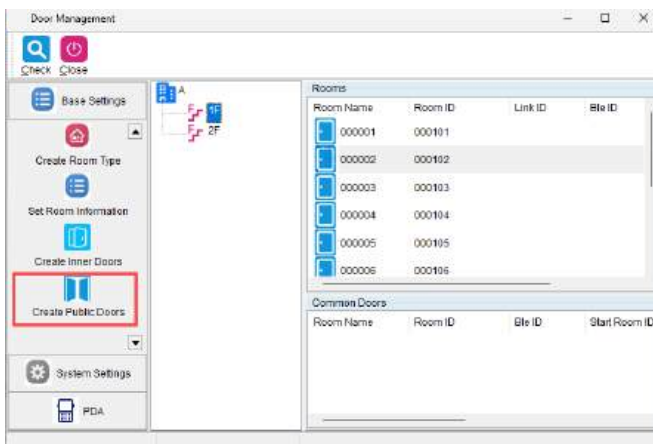
( Set Room Information )



Select the Room Name and set the Room Type,click 'OK' . (After setting the Room Type, Need to set the room type operation permissions for all operators in 'Operators'.Please refer to 4.12)



### 4.3. (Creating Public Doors)



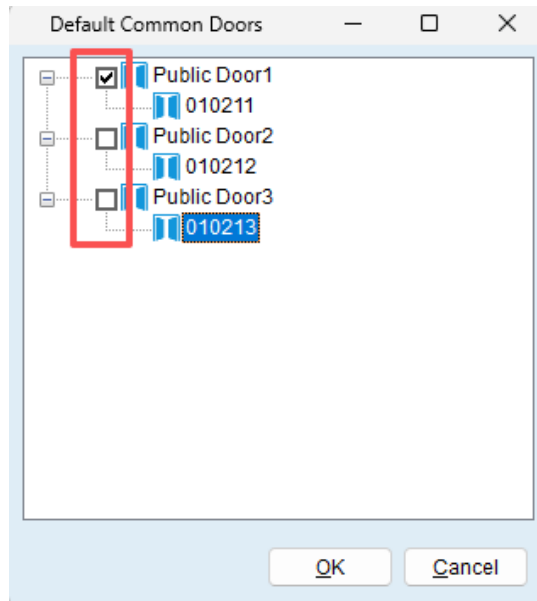
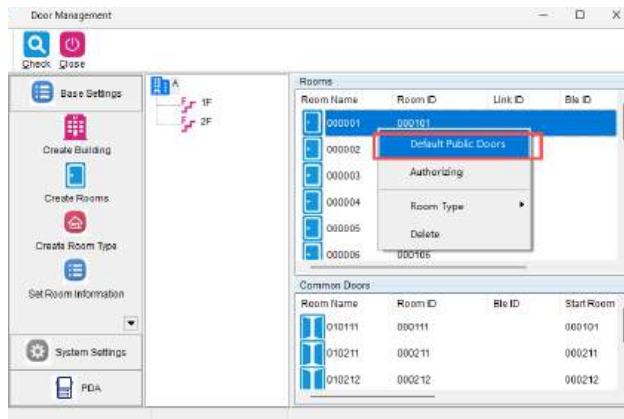
(The system can set two types of public doors with functions:) :

( Area Public Doors: Guest cards within the range of starting room number to ending room number can open this type of public door during their valid period; Master cards,manager cards, floor cards, and employee cards can open all area public doors during their valid periods.)

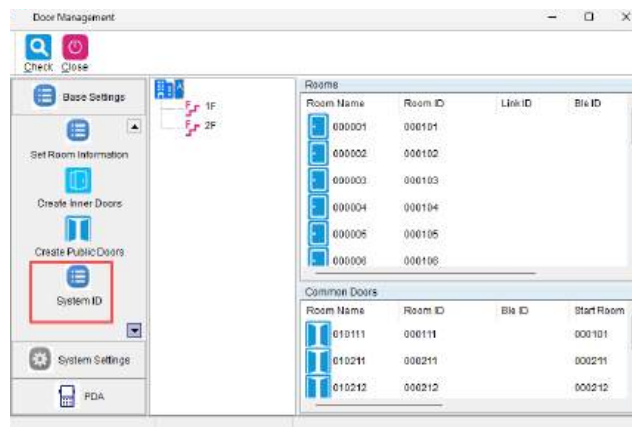
(Public-type doors: There are a total of 8 types. Guest cards, manager cards, floor cards, and employee cards need to be set up to open public-type doors that can be unlocked. The master card can unlock all public doors.)

(Set the default public-type doors that can be opened in the room)

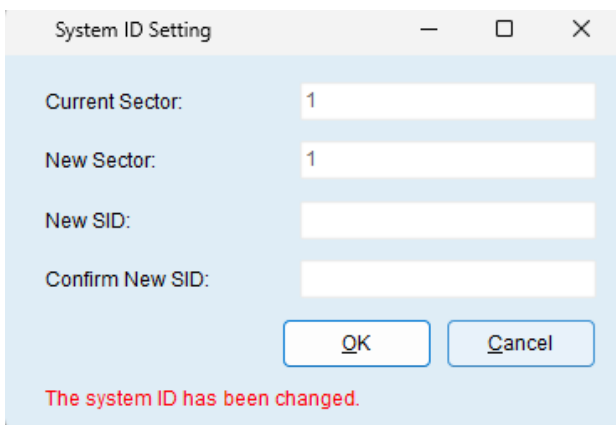
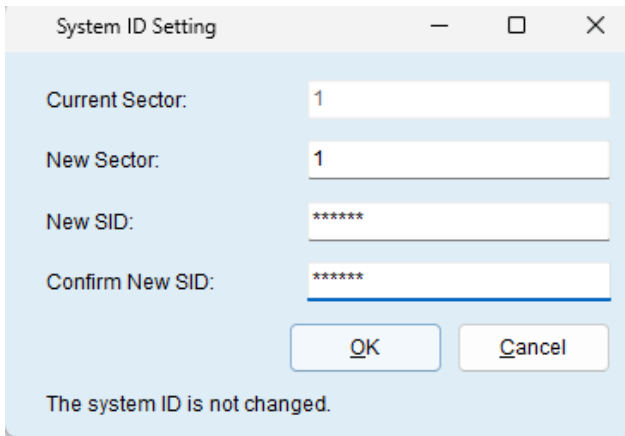
- ( Select the room to be set, right-click to bring up the menu, select "Default Public Doors", and guest cards can open these default public-type doors after setup. )



#### 4.4. (Setting System Password)

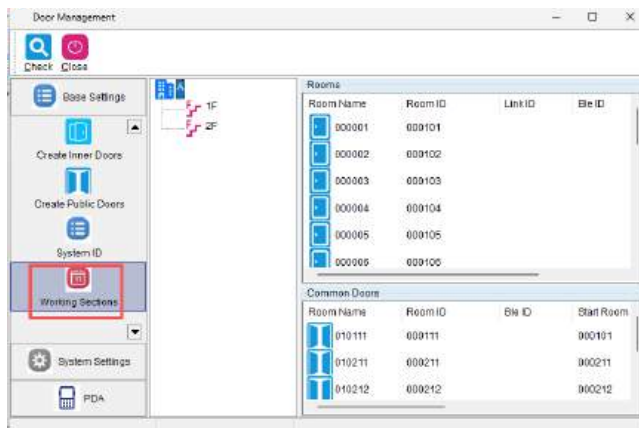


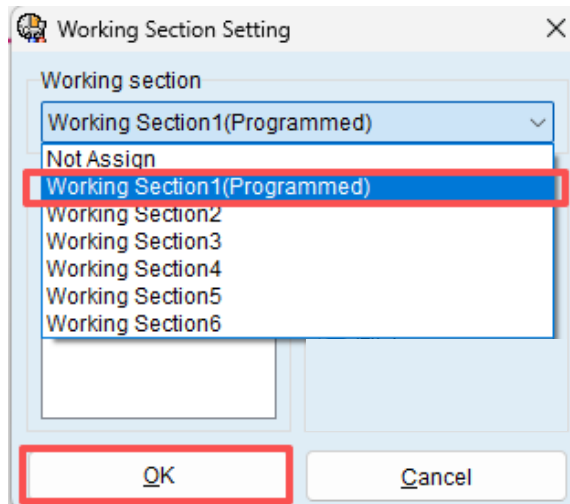
Enter a numeric password (do not change the system password if it is only used for testing the door lock; change the system password if installing or debugging the door lock with hotel). If the password is not changed, the window will display "System password not changed" in black. After changing the password, the window will display "The system ID has been changed" in red.



#### 4.5. (Setting Working Setctions)

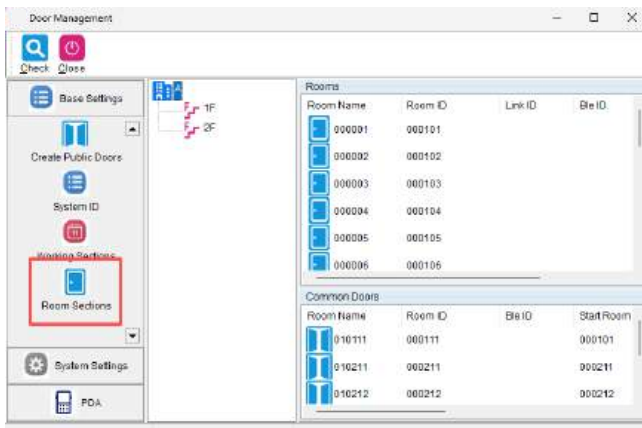
- (Used to set the valid opening door time periods for manager cards, floor cards, and employee cards.)



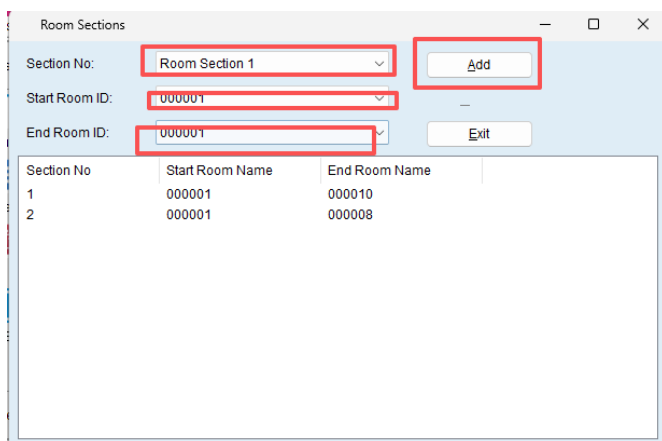


#### 4.6. (Setting Room Sections)

- o (Used to set the door opening permission range for the manager card.)



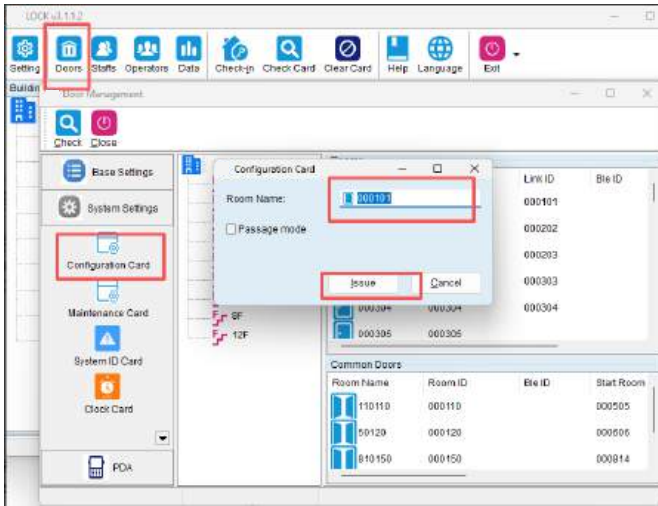
Select the Section No, choose the Start Room ID and End Room ID, then click 'Add'. The table below will then display the room section you have set. **When creating the manager card, room section must be configured.**



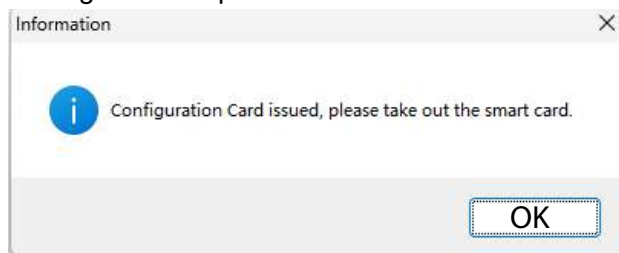
#### 4.7. (Debugging Door Locks)

After completing room information setup, follow these steps to configure the door lock:

Doors → Base Settings → Select the room to be debugged → Connect the card reader → Place the "Configuration card" on the card reader → Press "Issue"

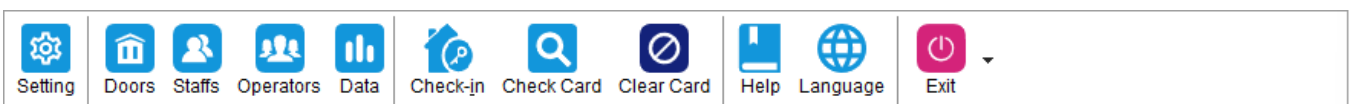


The card reader emits a DI signal indicating card completion. Press 'Confirm' to exit.



Then use the Configuration card to swipe the door lock. The lock will emit a DI sound and the blue light will turn on, indicating successful setup.

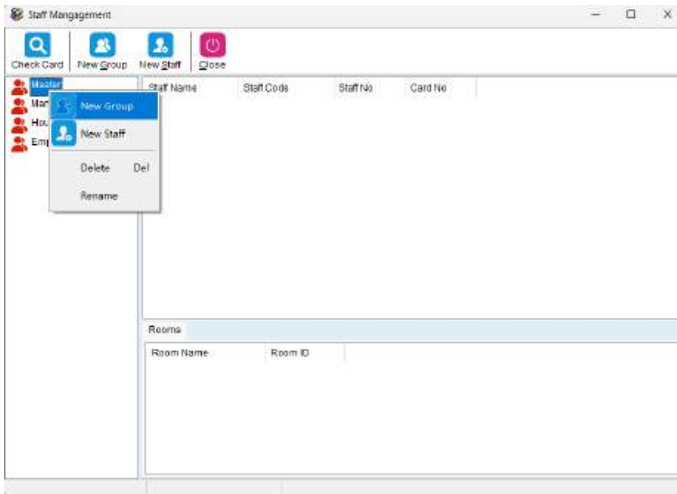
#### 4.8. (Staffs Management)



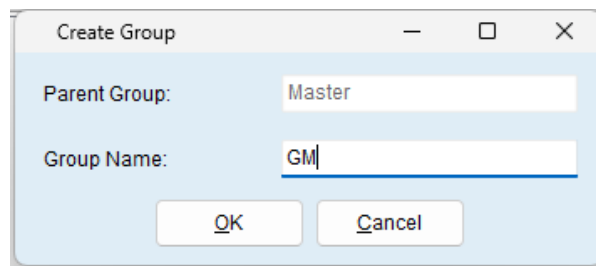
##### 4.8.1. (Master Card)

( The master card: The cards with the highest authority, which can open all door locks.)

Click the "Master Card", then right-click and select 'New Group' )

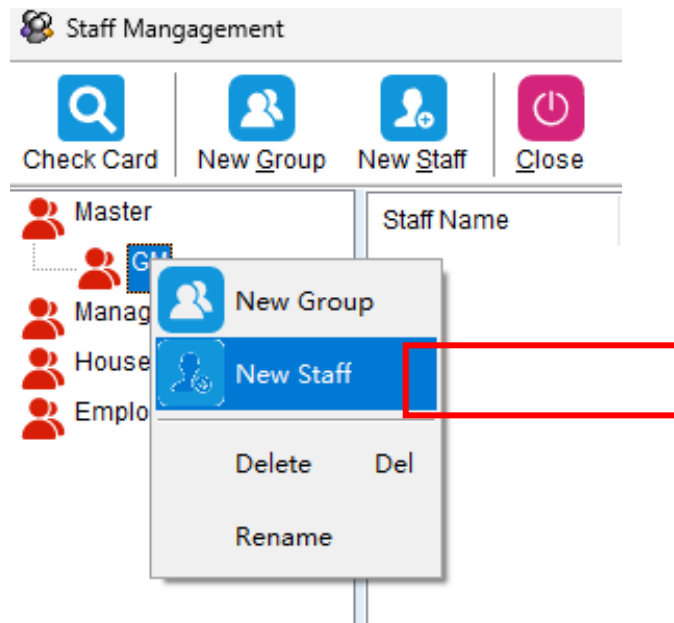


”(Enter the Group Name and press ‘OK’ )

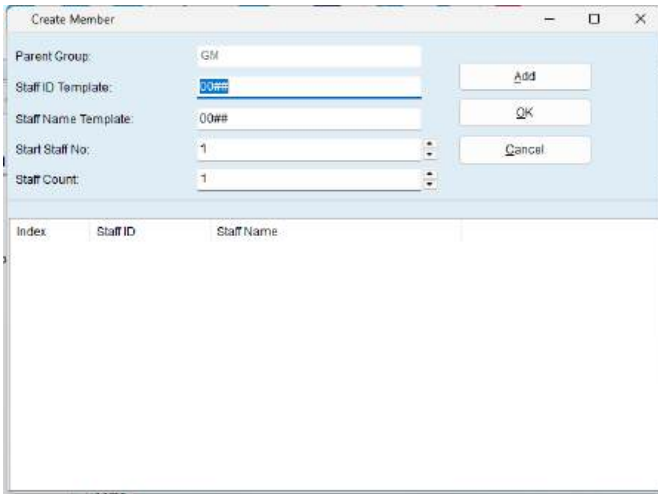


Select the group, right-click, and select ‘New staff’

)



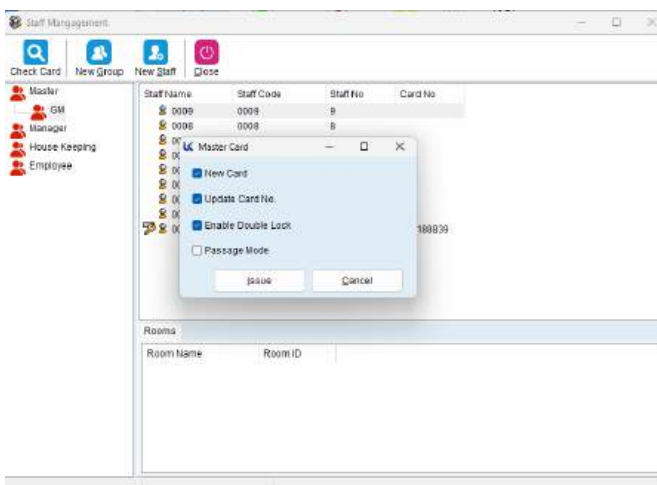
Fill in the Member information and click 'Add' to create the members.)



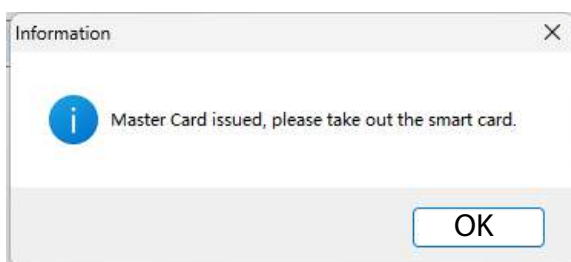
(Double-click the member who needs make card, connect the card reader, place the card on the reader, and press 'Issue'.)

New card option : If checked and card is issued, all old master cards will become invalid after the door lock is swiped with the new card

Update Card No option: If the card cannot open the door lock due to the card no issue, you can check this option and reissue the card, which will then be able to open the lock normally. The old card will not be affected.



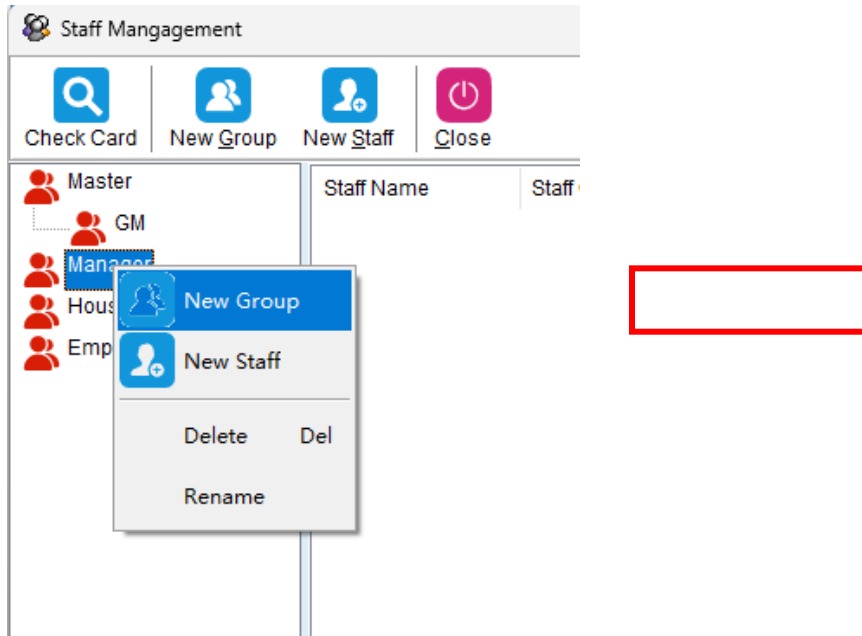
The card reader emits a DI signal indicating card production completion. Press 'OK' to exit.



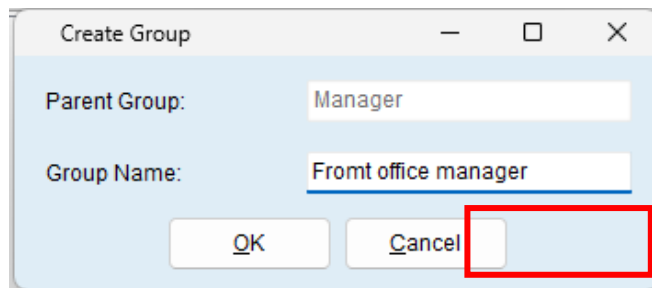
#### 4.8.2. (Manager Card)

o (Managers can open rooms within the room section during the valid time period.)

”(Click the " manager Card", then right-click and select 'New Group' )

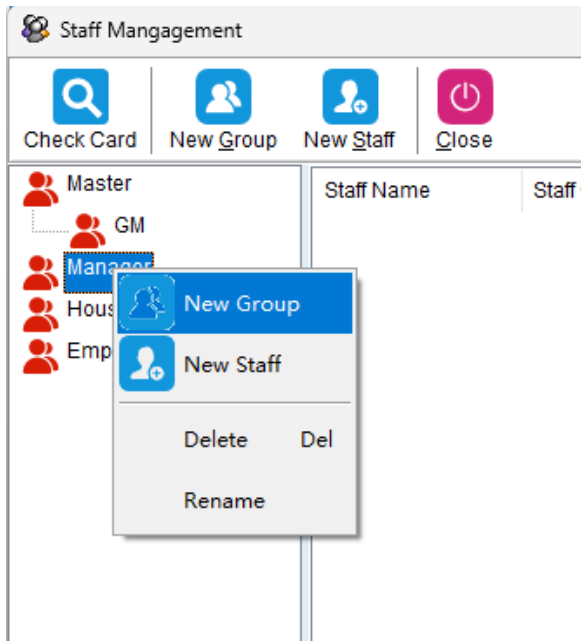


Enter the Group Name and press 'OK' )

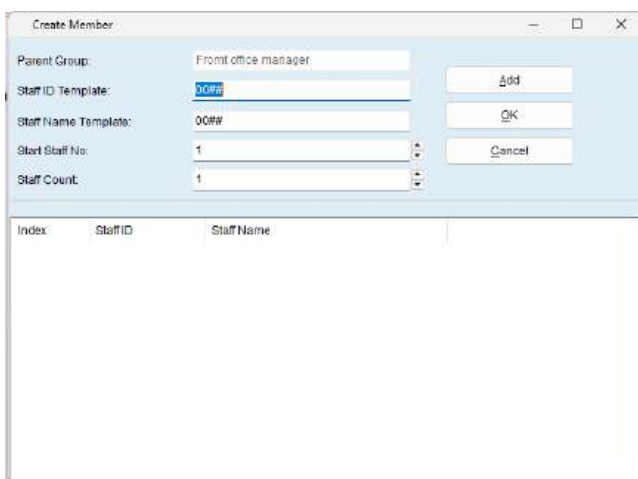


(Select the group, right-click, and select 'New staff'

)



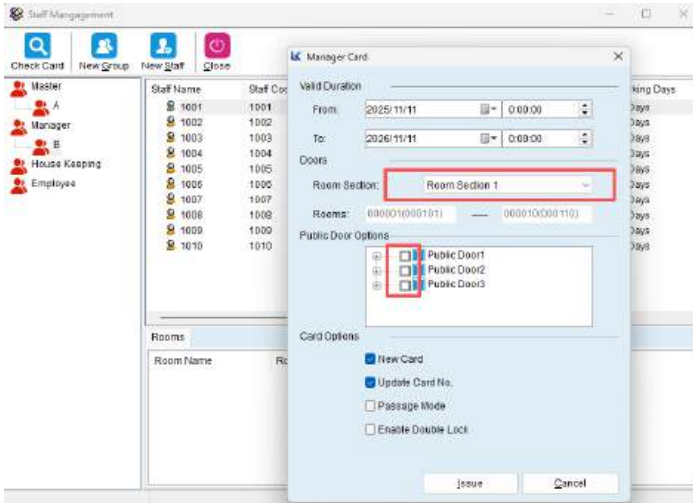
Fill in the Member information and click 'Add' to create the members.)



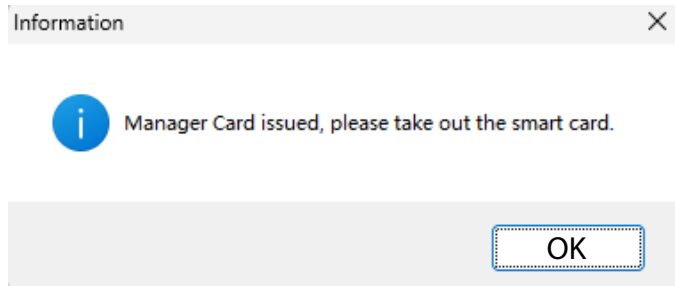
Double-click the member who needs to make the manager card, select the room section number (for room section settings, please refer to 4.7), select the accessible public door, and choose the available floors. Connect the card reader, place the card on it, and press "Issue".

New card option : If checked and card is issued, all old manager cards will become invalid after the door lock is swiped with the new card

Update Card No option: If the card cannot open the door lock due to the card no issue, you can check this option and reissue the card, which will then be able to open the lock normally. The old card will not be affected.



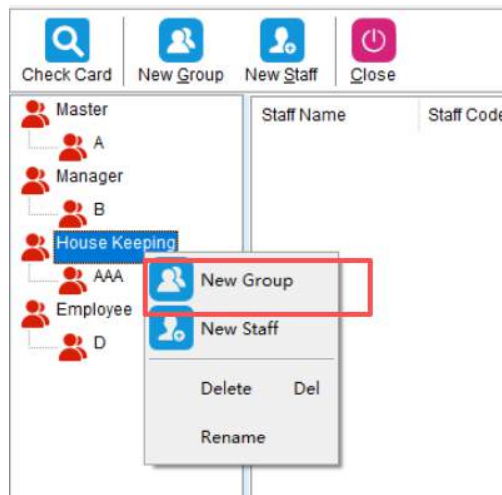
The card reader emits a DI signal indicating card production completion. Press 'OK' to exit.



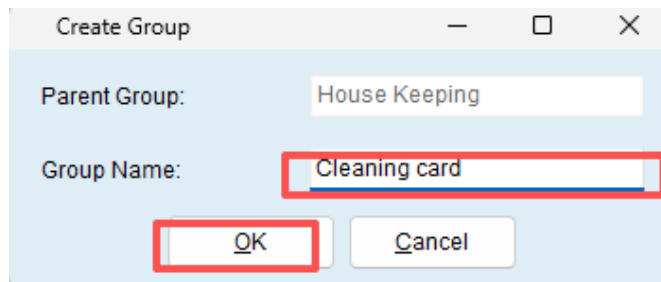
#### 4.8.3. (House Keeping Card)

。(House Keeping Cards can open door locks within the valid floor range during their validity period.)

Click the "House Keeping Card", then right-click and select 'New Group' )

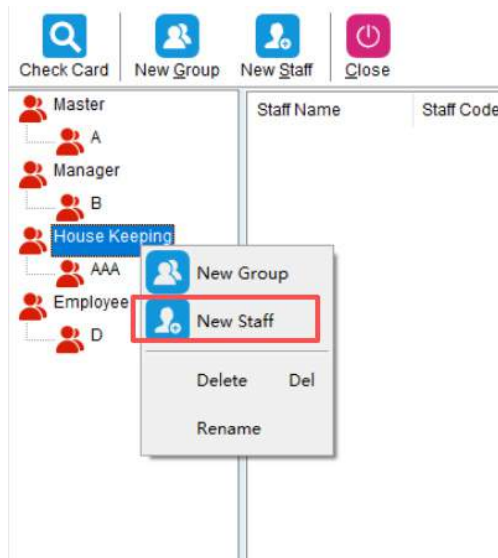


Enter the Group Name and press 'OK' )

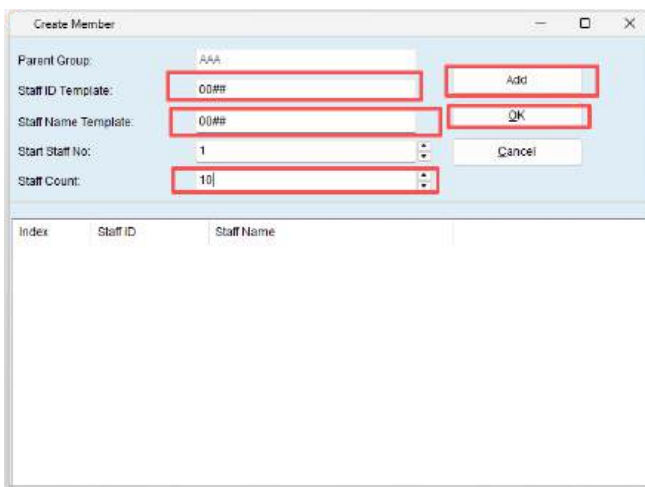


Select the group, right-click, and select 'New staff'

)



o. (Fill in the Member information and click 'Add' to create the members.)

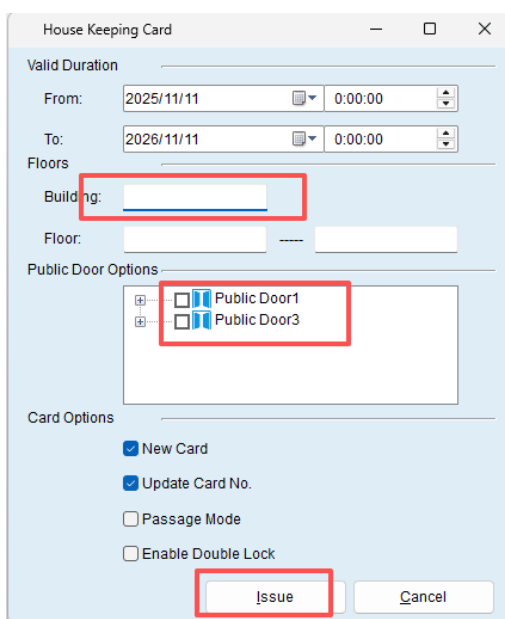


Double-click the member of the House keeping card you need to issue, select the accessible public door, and specify the reachable floors. Connect the card reader, place the card on it, and press the

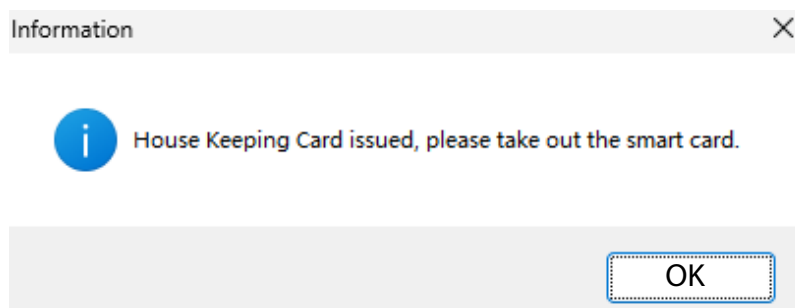
"Issue" .

New card option : If checked and card is issued, all old House keeping cards will become invalid after the door lock is swiped with the new card

Update Card No option: If the card cannot open the door lock due to the card no issue, you can check this option and reissue the card, which will then be able to open the lock normally. The old card will not be affected.



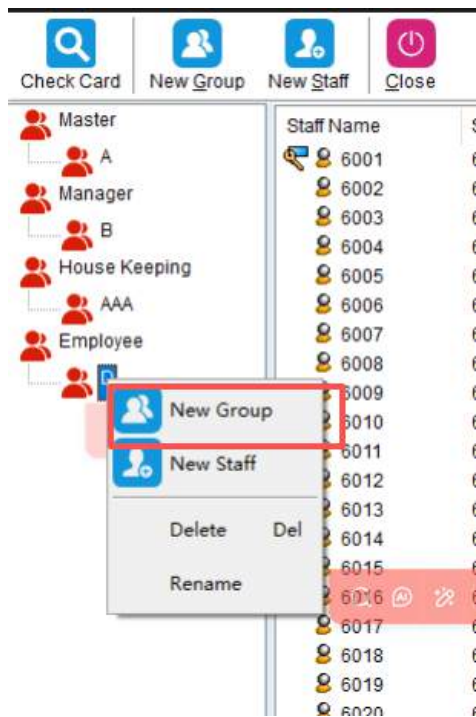
The card reader emits a DI signal indicating card production completion. Press 'OK' to exit.



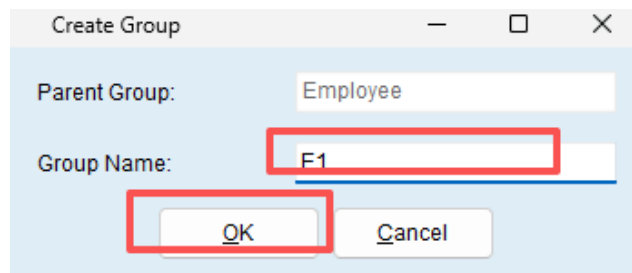
#### 4.8.4. (Employee card)

The employee card must be used with an authorization card. After authorization, the employee card can open the corresponding room.

(Click the "Employee Card", then right-click and select 'New Group' )

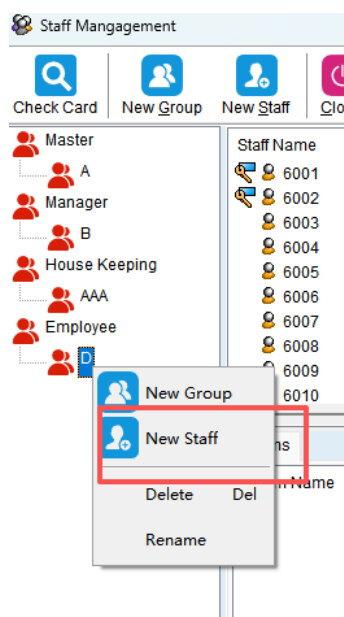


(Enter the Group Name and press 'OK' )

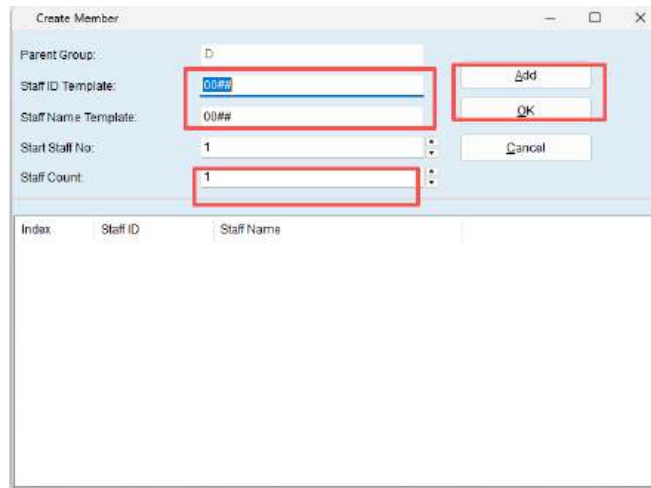


(Select the group, right-click, and select 'New staff' )

Click "Employee Group", then right-click and select "Create Staff"



Fill in the Member information and click 'Add' to create the members.)

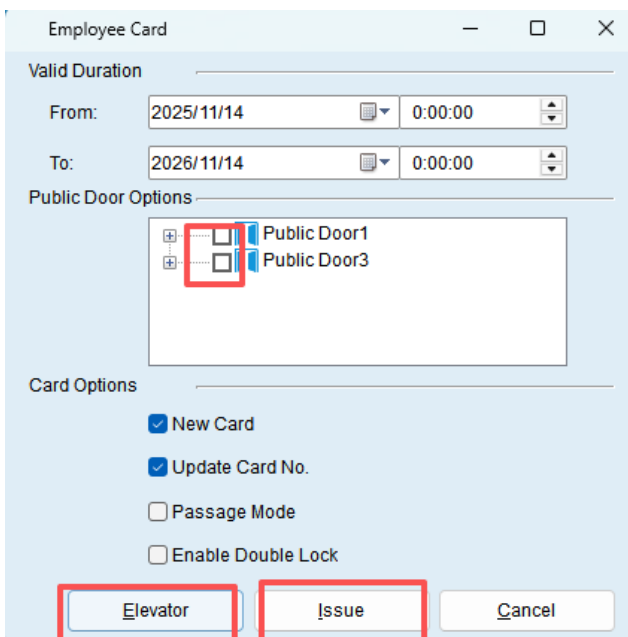


Double-click the member who needs to issue the employee card, select the public door t, and choose the floor to access. Connect the card reader, place the card on it, and press "Issue".

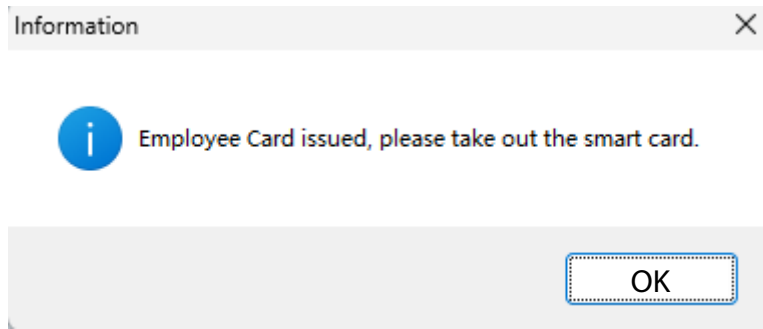
**New card option :** If checked and card is issued. The member's old employee card is invalid

The door lock is swiped with the new card

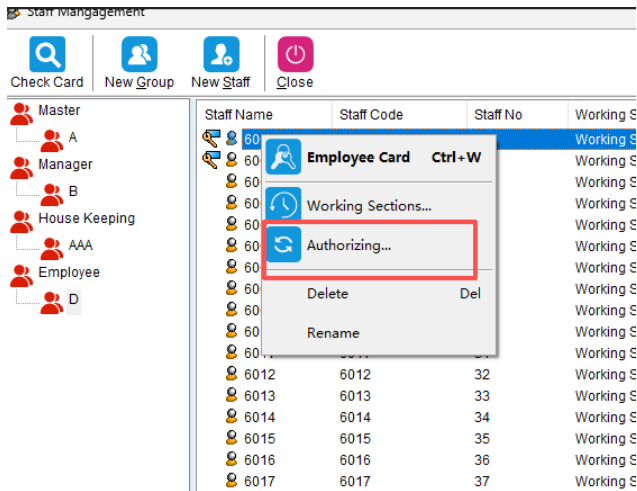
**Update Card No option:** If the card cannot open the door lock due to the card no issue, you can check this option and reissue the card, which will then be able to open the lock normally. The old card will not be affected.




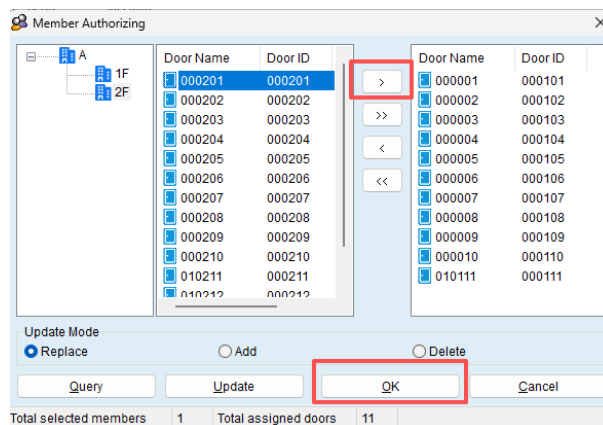
The card reader emits a DI signal indicating card production completion. Press 'OK' to exit.



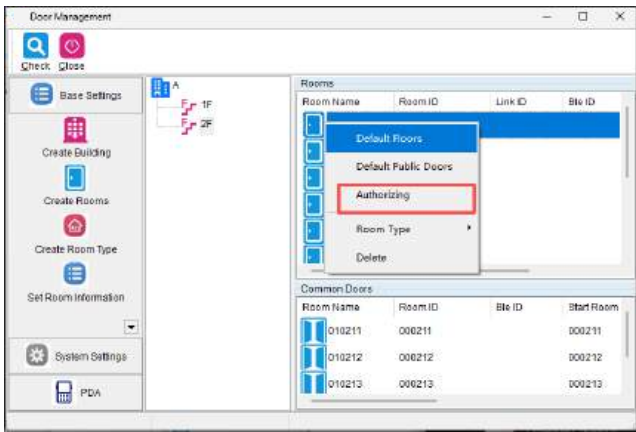
Select employees whose room access permissions need authorization. Right-click and choose "Authorizing"



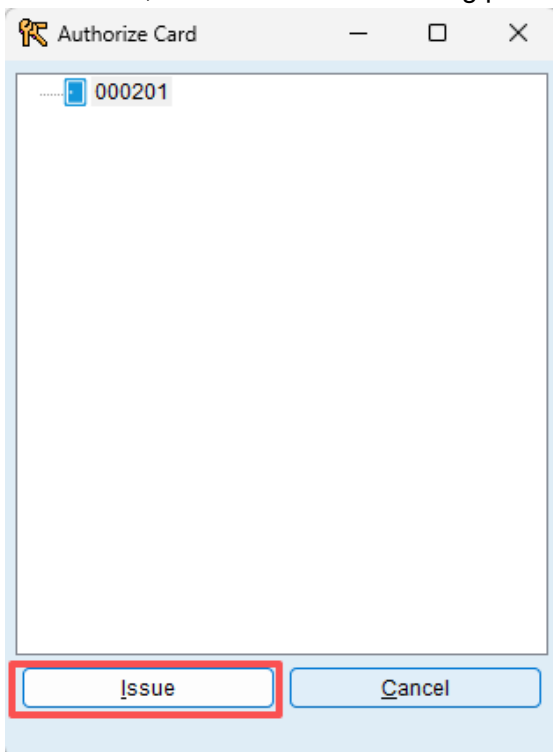
Select the rooms that this employee can access. Click  to move the room to the right list, then click OK.



After setting up all employee cards, you need to write authorization cards by room and configure the information of employee cards that can open the door into the door lock. Select the rooms that require the authorized employee card to open the locks, and select "Authoring"

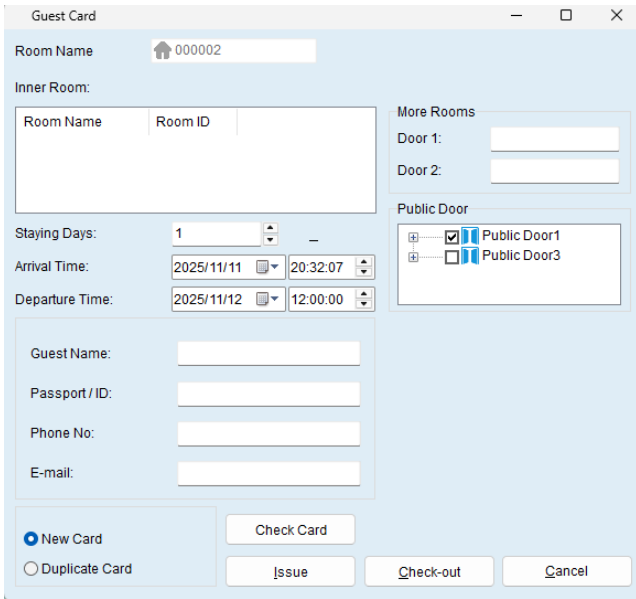


Click on "Issue", and after the card making process is completed, you need to swipe it on the door lock.



#### 4.9. (New guest card)

Double-click the room to issue the guest card, place the card on the card reader, select 'New Card' and press 'Issue'

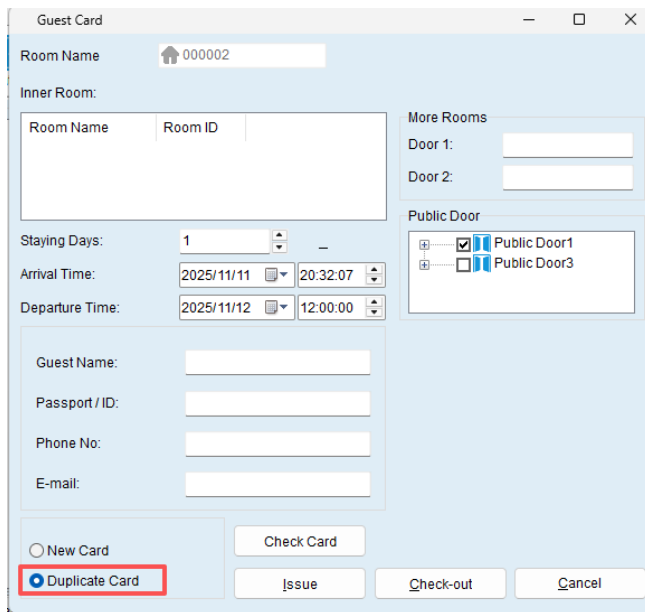


The card reader emits a DI signal indicating card production completion. Press 'Confirm' to exit.

#### 4.10. (Duplicate card)

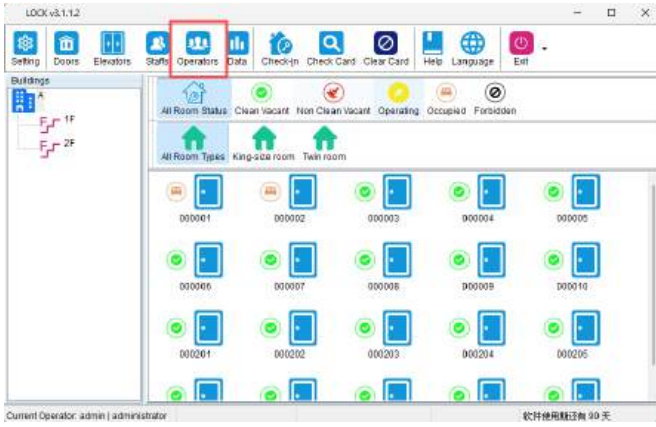
”

Double-click the room to issue the guest card, place the card on the card reader, select 'Duplicate Card' and press 'Issue'

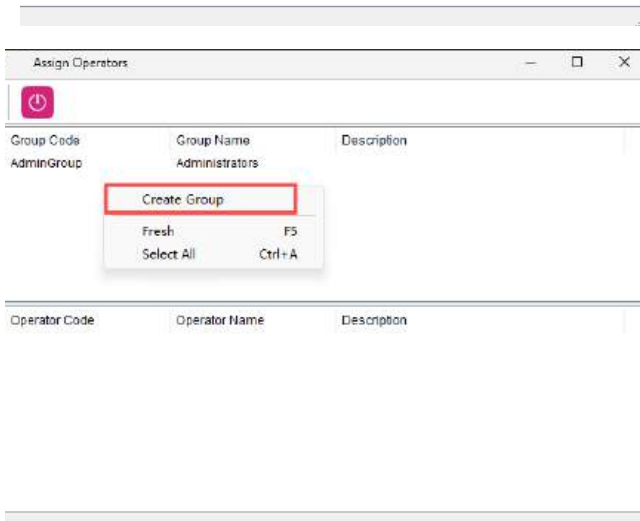
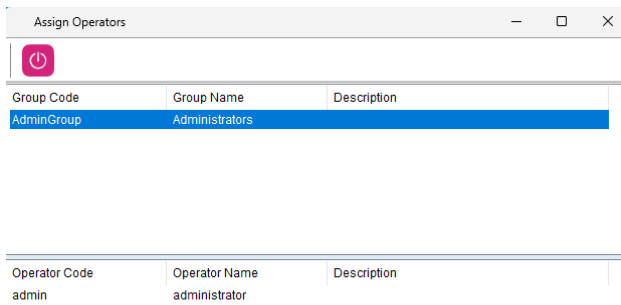


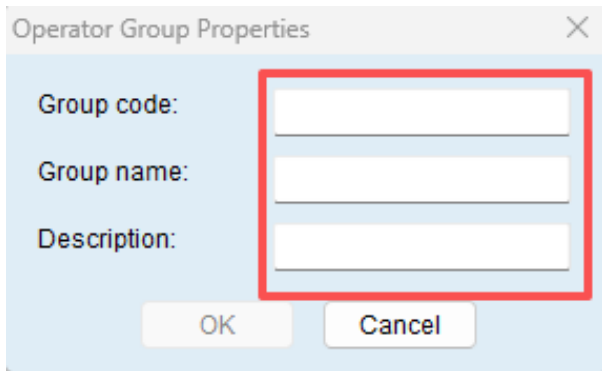
#### 4.11. (Set login permissions for software)

This feature is used to set access permissions for hotel staff to software.

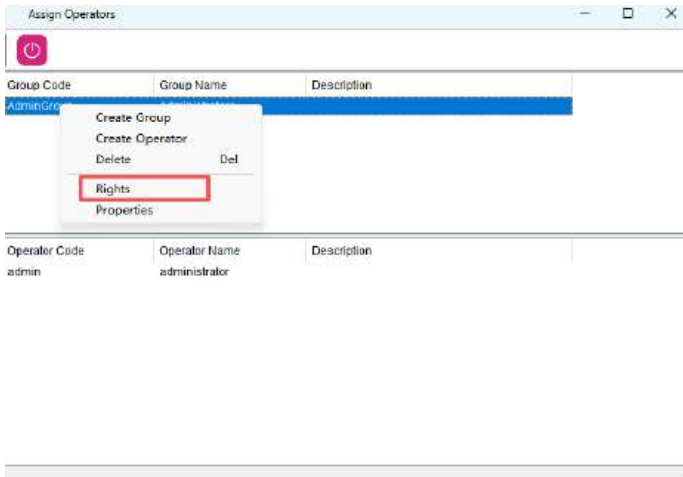


(Create operator group)

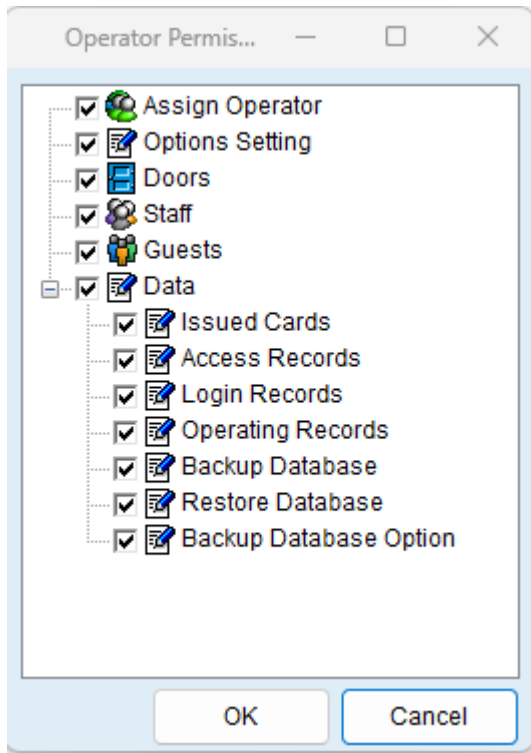




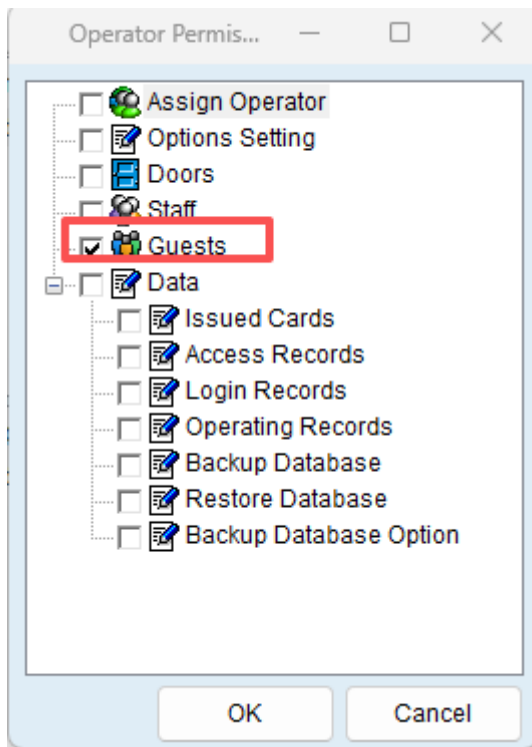
(Set the group permission )



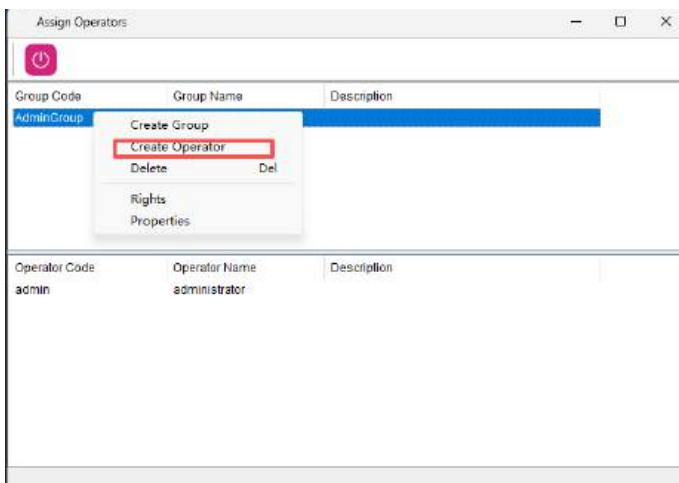
Set permissions for different groups as needed. Typically, Admin is the highest administrator and can access all features of the software.



The front desk staff can only manage guests. Set up as shown below, then press OK.



( Create operator )



After filling in the Operator Code, Name, Password, click 'OK'. After exiting the software, you need to enter the operator code and password to log in the software again.

Add Operator

Operator Code:

Operator Name:

Description:

Login Password:

Confirm Password:

Expired Date: 2025/12/11

Status:  Inactive  Active

OK Cancel

The length of password is 8, then must contains lower case char, upper case char, digit char and special char.

(Right-click the operator, set the room types that operators can operate)

Assign Operators

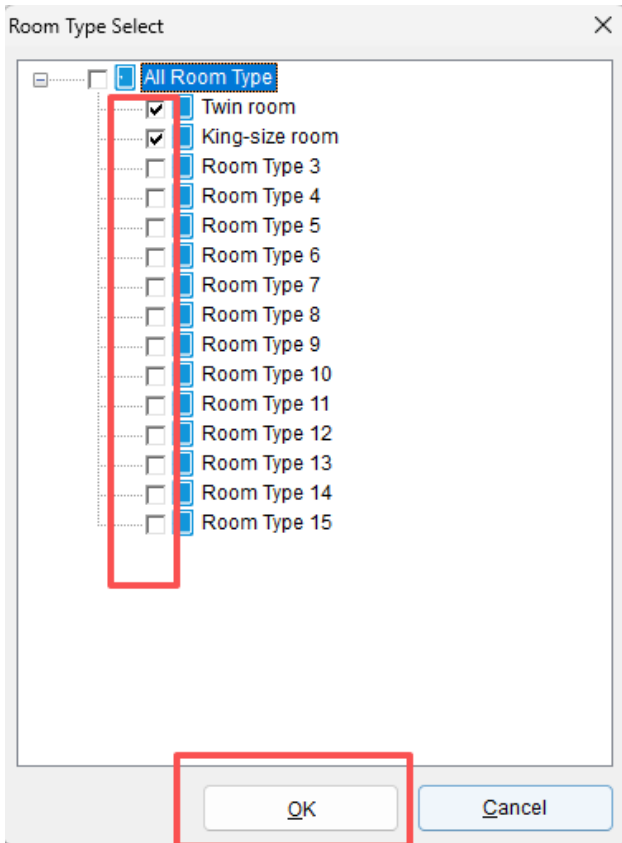
Group Code	Group Name	Description
AdminGroup	Administrators	

Operator Code	Operator Name	Description
admin	administrator	

Context menu for 'admin' operator:

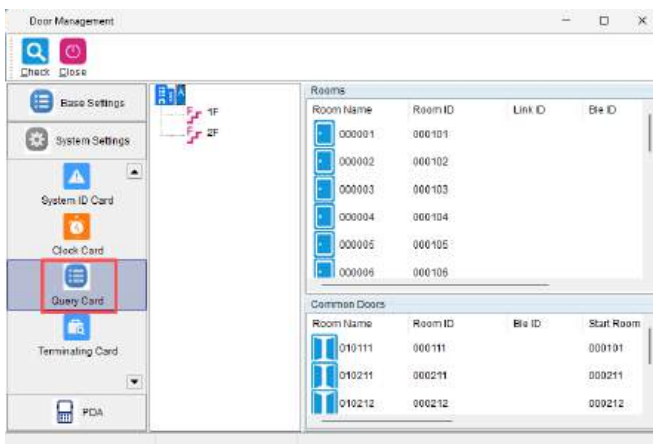
- Create Operator
- Properties
- Reset Password
- Delete Del
- Rights
  - Room Type

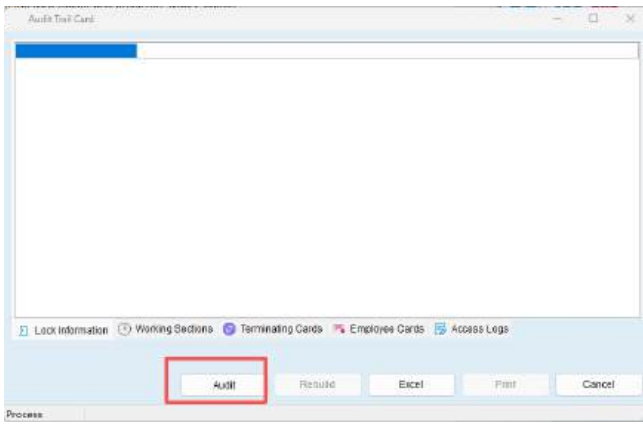


## 5. (Opening records)

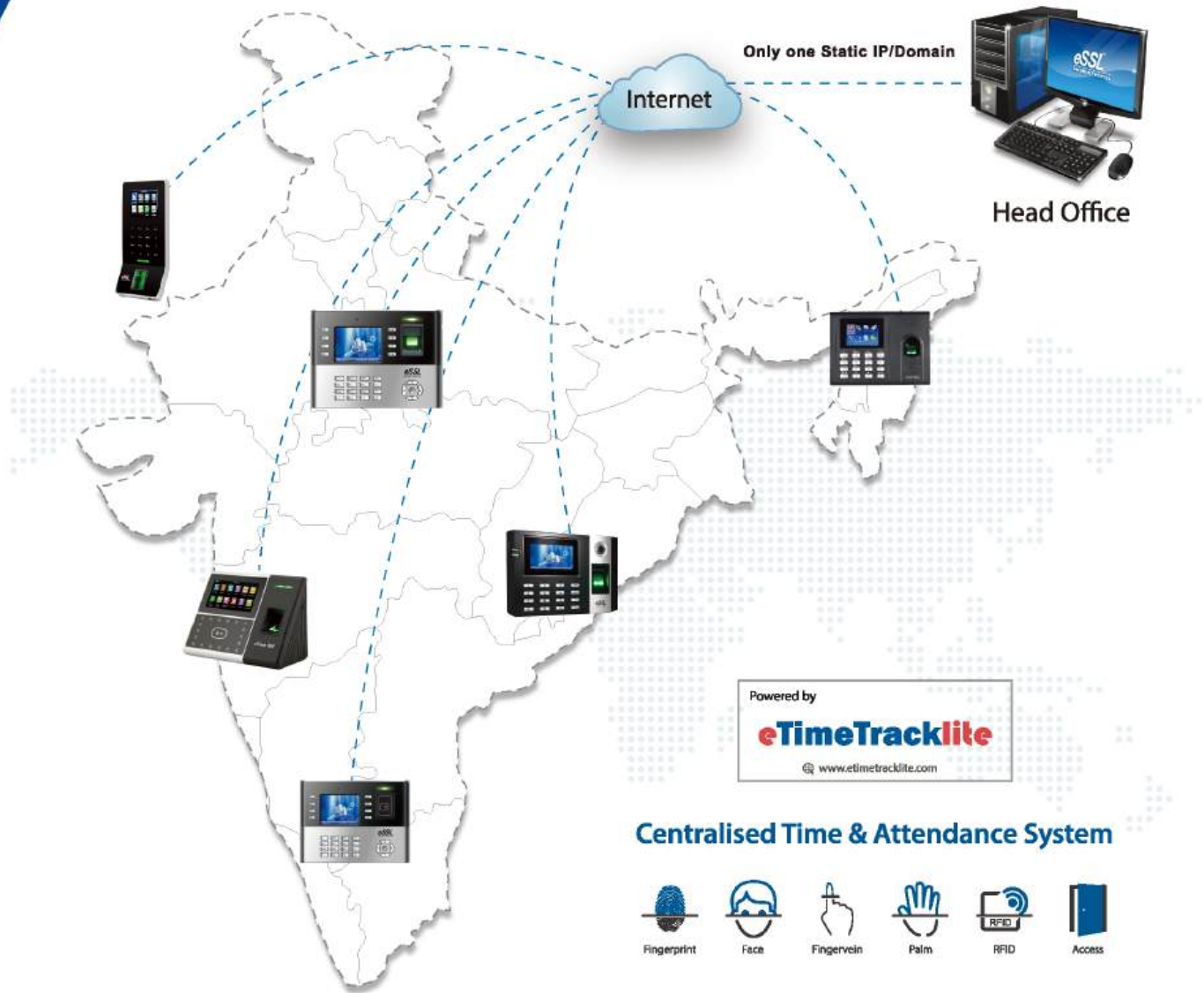
Swipe the Master Card. before the light off, swipe the Data Card. The Data Card must remain in the designated slot for approximately 75 seconds. The process concludes with a long D1 beep, confirming successful data retrieval.

Next, place the Data Card on the card reader and press the 'Audit' button.





# Manage Time & Attendance for all your Branches from Head Office



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