User Manual of ProUSB Card Lock Management Software

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CONTENTS

1. Overview about the lock/system................................................................. 3
2. Installation.................................................................................................. 3
   2.1. Preparation & Card Encoder Connection........................................... 3
   2.2. Door Lock Software Installation....................................................... 4
   2.3. Door Lock Software Application...................................................... 4
3. System maintenance (System Setup)......................................................... 4
   3.1. System General Option..................................................................... 5
   3.2. System Registration........................................................................ 5
   3.3. Operator Management.................................................................... 6
4. Rooms Definition (Room Number Editing)................................................ 6
5. Door Lock Setup....................................................................................... 7
   5.1. Activate locks..................................................................................... 7
6. Card for hotel staff.................................................................................... 7
7. Reception..................................................................................................... 9
   7.1 Set Room Number and Date/Time....................................................... 9
   7.2. Walk In Reception............................................................................. 9
   7.3. Group Reception.............................................................................. 10
   7.4. Reservation....................................................................................... 10
   7.5. Room Changing, Postpone, and Check-out With Card..................... 11
   7.6. Card Information Inquiry................................................................. 12
   7.7. Card Erase....................................................................................... 12
   7.8. Modify Room Status........................................................................ 12
   7.9. Room Status Diagram Checking...................................................... 13
8. Reports....................................................................................................... 13
   8.1. Check a variety of records............................................................... 13
9. Operation for Data Collector (V9.0)........................................................... 14
Warm Tips: Before you operate the software and set the locks, be patient to read all the user manual carefully. We keep on making the user manual easier to understand and operate for our clients. So highly appreciated for any of your advice on how to make the user manual easier and better.

1. Overview about the lock/system

Main Features:

- Work with stable hotel lock system, unlock by card or mechanical keys for emergency
- Unique hidden mechanical key hole design
- ANSI standard five latches mortise, with inside-deadbolt function
- Intelligent hotel management system: card reader/encoder, data collector, software
- High reliable, easy to install and operate
- API allows different system to be integrated
- Application: hotels, motels, villas, apartments, offices etc

Technology Details:

- Color: Silver, Golden, etc
- Material: zinc alloy or stainless steel
- Door thickness: 38~60mm adjustable
- Working voltage: 6V (4pcs AA alkaline batteries)
- Battery life: more than 15,000 times normal continuous opening
- Reading distance: <25 mm
- Working temperature: -20 ℃ ~ 75 ℃

2. Installation

2.1. Preparation & Card Encoder Connection

Computer with system: XP, VISTA, WIN7/8 or Win2000, the resolution should be at least 1024 x 768. Connect the card reader/encoder wire with computer’s USB port, blue LED lights with two beeps.
2.2. Door Lock Software Installation

Downloaded software from our web: www.eproer.com

Double click “setup.exe” to run the installation. Usually, installation can be finished by following the indication “Next” showing as below.

When this icon appears on desktop, the software installed successfully.

2.3. Door Lock Software Application

Double click to run the software. Select “Admin” by default and click “OK” to log in the software. Then you will see main window as picture below (Right one)

NOTE: no password by default, you can set password if needed when you get into the software.

3. System maintenance (System Setup)

Click in the main window to access into System Maintenance Interface which has three options as picture below:
3.1. System General Option

- You can set Hotel Name, Path of Database Backup, Check-out time and VIP Check-out time.
- Set room status after check-out.
- Decide if need the function that Guest Card can unlock with inside-deadbolt locked.
- Click “Save” button to confirm.

NOTE: You can press F5 to select "Extra Options" you need, check the pictures below.

3.2. System Registration

Select “System Register” option, you will see an interface below:

1. **Device No.**: On the back of card reader/encoder, it is 8-digit. And after the card encoder connected to computer, here will appear the Device No.. If not, please connect it again, or restart the software.
2. **Serial No.**: it is 16-digit given by us. If you did not get the Serial No., please pass **Device No.** to us, then we will update you the **Serial No.**. There is a time limitation for the Serial No., 1-4095 days for options. Usually we will marked it on the back of encoder before shipping.
3.3. Operator Management

You decide if add new operators, or if add password.

4. Rooms Definition (Room Number Editing)

1. Click “Building Management”

2. Insert a New Building, you can set a Building No. and Building Name

3. Insert Rooms > Insert Floor Range > Insert Room Number > Define Guest Room Type, eg, Luxury, Standard, etc > Define Guest Room Rate > Set Hour Rate Start-Up > Set Hour Rate > Set Numbers for Card (if 10, you can program 10 guest cards)

After setting rooms, you can modify all items as you need.
5. Door Lock Setup

5.1. Activate locks

1. Click Door Lock Configuration

2. Program a “System card”: Place a blank card on the encoder, input “Card Holder” and “Memo”, then click “Issue Card” to program it.

Note: just need to program System Card, don’t need to program “Room No. Setting Card” and “Clock Setting Card”, later when you program a guest card to open the lock first time, the ROOM NUMBER, and Time/Date will be set to the lock. Check PAGE 9

Activate locks: Read the System Card on each lock 3 times with 2 short beeps each time and a long beep when third reading. You can also keep the System Card on the lock till you hear a longer beep.

After activating locks, you can program all other cards to open locks.
You will learn how to program Staff Cards and Guest Cards later.

NOTE: Group Number Setup (This function is seldom used, if needed, please contact us separately)

6. Card for hotel staffs

1. Click “Card Key for Staffs”
2. Program staff cards from the interface below.

Function of Staff Cards:
1). Floor Card: to open appointed floor.
2). Building Card: to open appointed building.
3). Master Card: to open all locks under the system.
4). Emergency Card: to open all locks and remain the lock in the state of unlock (can use the handle to unlock the door without any card). You can cancel the UNLOCK STATE by opening the lock with any staff cards.
5). Group Card: Used for opening the group locks. For details, please refer to “Group Number Setup” in “Door Lock Setup”, usually, it is seldom used.
6). Record Card: For T5557/E4305 type of locks, the card is working with data collector to read opening history, check user manual of Data Collector to know more details, on PAGE 14, 15. For Mifare 1K type of lock, the card can directly get opening history and read it on encoder.
7). Lost (Report) Card: If a card lost, please input or select card number of the lost card, program a Lost(Report) Card to read on the lock that the lost card can open. Then the lost card can not open the lock any more.

Lost(Report) Card can be used to cancel "floor card, building card, master card, system card etc. But can not be used to cancel guest cards. Actually, if the Guest Card lost, just tick the option “New Check-In Cover Cards Before” and program a new Guest Card to open the lock once. Then the lost card can not open any longer. CHECK “7.Reception” get the interface below.

8). Terminate Card (Check-out Card): to cancel the guest card when a guest check-out, just read on the
lock once to cancel the guest card.

7. Reception

7.1. Set Room Number and Date/Time

Step 1: Click "Reception"

Step 2: Select a room number, place a guest card on encoder, then program it to read on the lock once, the room number and date/time will be set to the lock, then use the same way to set other locks.

Congratulations! After setting all locks, you can learn how to program cards for guests now.

7.2. Walk In Reception

Directly click the designated room number or input the room number or search and select room number, to program Guest Card. Please select a building you need if with several buildings.
7.3. Group Reception

Step 1: Input information of Tour Guide/Team Leader. (The name and identity card number at least).
Step 2: Input estimated check-in date or estimated check-out time.
Step 3: Select rooms.
Step 4: Program card for each room.

Group Check-out: Click “Group Reception” → Group Browser → Choose Tour Guide Name, then click

7.4. Reservation
Step 1: Input Information of Team Leader (The name and identity card number at least).
Step 2: Input estimated check-in time, estimated check-in date or estimated check-out time.
Step 3: Click “Search” button to show all the available rooms.
Step 4: Select rooms
Step 5: Click “Make Reservation”. After the reservation made successfully, room status will show as the picture below:

![Reservation Status](image)

**Cancel reservation:** Click “Reservation” → Make Reservation → Select Name of Team Leader → clicks

It also can be done if client just want to cancel some of the rooms. Its operation as follows: Remove do-not-want-to-canceled rooms from the sheet of “Rooms Selected” by double-clicking them. The rest of rooms in this sheet will be canceled.

Reservation Check-in: Click “Reservation” → Reservation Check-in → Select the Name of Group Leader → issue(program) Guest Card for each room.

**7.5. Room Changing, Postpone, and Check-out With Card**

Put the Guest Card on card reader/encoder and click the relevant button and operate as indicated.

![Reservation Options](image)
7.6. Card Information Inquiry

Put the card on the card reader/encoder and click “Card Erase” to erase the card information.

7.7. Card Erase

7.8. Modify Room Status

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

Note: If one room’s Check-out Time exceeds the computer’s current time, “Ask for Rent” Icon will automatically show up when refreshing Room Status.
7.9. Room Status Diagram Checking

8. Reports

8.1. Check a variety of records

Click "Reports" on the Main Window, it will appear as follows:

Choose Wanted-Check Record by clicking the upper-middle sheet which includes Card Record, Client Record, and Door-opening Record. Click "Option" for Record Scope at the upper-right corner.
Note:
(1). All records can be exported as excel file. The file can be typed or saved or printed.
(2). By default, only Canceled Card, Expired Card and Checked-out Card can be deleted when clicking “Delete” button. If want to delete other cards, please move the mouse and click the appointed record and press the “Del” button on keyboard.
The icon “X Delete” will appear 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”.

9. Operation for Data Collector (V9.0)

Note:
1. If you did not purchase the Data Collector, you may ignore this part.
2. Mifare 1K Chip Lock doesn't need Data Collector, ignore this part too.

(1) Program a Record Card in the door lock management software
(2) Use the Record Card to read the lock for once, blue light appears

(3) Turn on the Data Collector during the lock’s blue light, put collecting head to the door lock induction area to read data for 10-50 seconds.
(4) Take it away from the lock till hearing a beep from door lock and Data Collector at the same time.
(5) Turn off the data collector. Connect the data collector to the computer to read the latest door-opening data.
(6) Click “Report”
(7) Select "Report of Open Door", then "UPLOAD" data, then you can "Export to Excel" for further operation.

Should you have any better idea about the user manual, kindly share with us, HIGHLY APPRECIATED! If you still got problem on operating the system, please contact us to get a video link to guide you to make it.