User Manual of Self-Service Type Cabinet Lock

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Please follow the operation steps to test the lock first, after your fully understand how it works, then put them into use

Items Involved

Front Panel  Lock Body  Side Catch  RFID Key Wristband  Key Encoder

Models For Option

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—— Software Version (Mifare 1K key) ——

<1> Install Software

1. Contact us for the cabinet lock management software via email: info@eproer.com
2. Double click cabinetlock_v8 LockHub setup.exe and following the guide to install.
3. This icon on right side will show up on your PC desk if software installed successfully.

<2> Set Software

1. Connect key encoder to PC by USB port.
2. Double click the “LockHub( Cabinet Lock) 8.0” icon ( picture shows above) to run the software.
3. Choose user name “admin”, enter initial password “admin” and tick “Login in and Change Password”, then click “OK” to login:

   ![Login Interface]

4. Change password:
5. Choose COM Port.
Normally, you just need to tick "Detect COM Port automatically" and click “OK”

![LockHub Lock Management System](image)

6. Set Default Parameter
Input Customer Name (Project Name) and click “OK”

![LockHub Lock Management System](image)

7. Register
Only after registration, can you use the software normally.

7.1. Put the authorization key (Given By Us) on encoder
7.2. Click (Y)
7.3. Enter registration code and click “OK” to register.

Note:
If you don’t have registration code, please send us the PIN Code then we will generate registration code for you.

<3> Add Locks To The Software

All locks are managed by “Region→Sub-region→Lock”, which means a certain lock must belong to a certain sub-region, and of course a certain sub-region must belong to a certain region. For example, there are Man’s Region and Woman’s Region. And Man’s Region divided into 2 sub-regions, in charged by Tom and Dan respectively.
1. Enter the “Adding Locks” interface

2. Add Region
3. Add Locks

4. Modify Region & Lock (If necessary)
If a certain item is editable, you will see an icon like picture shows below (② Position) when you click it.
5. Remove Region & Lock (If necessary)
Selected the to-be-deleted-item, then click "remove" button.

<4> Set Cabinet No. To The Locks
1. Program “SS Lock Setup” key (You may also call it Cabinet Number Key)

2. Read Cabinet Number Key on the corresponding lock once, then the cabinet number will be set to the lock.

<5> Recycle Cabinet Number Key

Each time after setting cabinet number to the locks, you need to erase the Cabinet Number Key to recycle them and used as guest key.

**Operation:** Put the Cabinet Number Key on encoder, click “Query/Recycle key” button, then click “Recycle” button.

<6> Lock & Unlock Cabinet

1. User chooses an available cabinet. (“Available” means the latch is inside & No light flashing)
2. User reads a blank key to the lock to make the latch get outside. The key become guest key.
3. User puts his/her stuff in the cabinet
4. User closes the cabinet door and leave
5. User come back and read guest key once to unlock.
6. User takes his/her stuff out and leave
7. Latch is inside the lock, cabinet available for the next user.
Note:
1. One guest key for one cabinet. If a cabinet is locked by a certain guest key, then this guest key can not lock/unlock other cabinet. And other guest key can not unlock this cabinet.
2. If read wrong guest key, there will be 2 beeps sound.
3. If a cabinet is being used, blue light on the panel will flash continuously.

<7> Query Cabinet No.

If user forget the No. of the cabinet he is using, he can give guest key to reception desk, they the staff can query the cabinet No. on software for him. Then he finds the correct cabinet to unlock.

Operation: Put the guest key on encoder, click “Query/Unbind SS key” button.

<8> Master Key To Unlock

If a cabinet is being used (locked) by guest, but he lost guest key, you can unlock it for emergency with master card.

Operation: Read master key once with 2 long beeps and blue light flashes slowly, then read master key once again, then cabinet will be unlocked.

Note:
1. You can also read master key once to lock an unoccupied cabinet, if you don’t want guests to use that cabinet. If a cabinet is locked by master key, the blue indicator will not light.
2. Every time a guest's cabinet is unlocked by master key, the current guest key will get invalid automatically. That guest key can not lock/unlock any cabinets again until it is unbound in software.

How To Unbind A Guest key:
Put the guest key on encoder, click “Query/Unbind SS key” button, then click “Unbind” button.

<9> Program Master Key And Management Key

Function of management key: To program master key, can not lock/unlock cabinet. (1 piece available, keep it safe!)
Function of master key: To unlock for emergency if guest key lost. (multiple pieces available)

Normally, we will help you to program a management key and a master key for all your locks in factory, so you don’t have to program it again on your side.

Program Master Key:
Read management key twice continuously, blue light flashes slowly, before the light goes off, read blank key continuously as master key. (Master key amount based on your actual need)
Program Management Key:
If management key get lost, you may follow the operation below to program management card for your locks one by one by yourself. But note, after new management key programmed, old management key and all master key and guest keys get invalid.

Operation:
Press the reset button on the lock body once, there will be 1 short beep and blue light flashes slowly, before the blue light goes off, read a blank key with a long beep as management key. Then light goes off and latch gets inside.

Note:
After new management key programmed, if you find other cards can not lock an available cabinet, use software to recycle or unbind those cards.

<10> Delete Master Key

Read management key 3 times continuously, all master keys deleted. But guest key remain valid.

<11> Tips

1. “Query/Recycle Card” button is used to erase cabinet number key. When do you need to erase cabinet number key?
After you has set number to cabinet with cabinet number key, you need to erase (recycle) it so that it can be used as guest key or be programmed as master key.

2. “Query/Unbind SS Card” button is used to unbind guest key. When do you need to unbind a guest key?
If a cabinet is being used (locked) by guest, but he lost the guest key. Then you need to use master key to help him to open the cabinet. Then if the lost guest is found afterward, you need to unbind this guest key so that it can be put in normal use again.

That is to say, a key can not be covered automatically, you need to erase or unbind it then you can write new information to it again.