User Manual of V9.0 Data Collector for Hotel Lock
1. Install Battery

Disassemble the hard case of the data collector from its back to install 4pcs standard AAA (1.5V) alkaline batteries. Remove the batteries if the data collector won't be used in near time.
2. Program Record Card

Put a card on encoder that already connected to computer to and program a Record Card in the door lock management software by following the steps below.
3. Collecting Door-Opening Data

A. Use the Record Card to Swipe the door lock in the induction area, blue light appears with one beep.

B. Turn on the data collector during blue light, put collecting head to the lock induction, within 30mm.

C. Take it away from the lock till hearing a sound “Di” from door lock and data collector at the same time, the reading process is about 10~50 seconds.
4. Upload Door-Opening Data

A. After door-opening data is collected successfully, turn off the data collector (and keep it off during reading process) and connect it to computer.
4. Upload Door-Opening Data

B. Click “Report” button on the software, and select “Report of Open Door”, then click “Upload” button at the bottom-left corner.
4. Upload Door-Opening Data

C. During the uploading process, the led light on data collector will flash in red and green. When it turns to green light (no flash) and with a long beep, data uploading succeeded. Refresh the display page and the new door-opening data will show on the system.
5. Export Door-Opening Data

Click “Export to Excel” button to export the door-opening data to computer.
Note

1. The save path of door-opening record (and card record, guest record) is the same with the software's installation path. The records will be saved in a file folder named "Reports". Do not delete nor change file name of this folder and the files inside.
Note

2. The Door-opening Record can not be deleted manually in the system. It will show the latest uploaded 255 pieces of door-opening record (including 32 pieces of system data) in the system. If exceed 255 pieces, the old ones will be covered.

3. One data collector can collect multiple locks' opening record respectively. For example, a lock's opening record is collected by a data collector, and then you collect the second lock's, the first lock's opening record will not be covered by the second lock's.