



SOFTWARE MANUAL

For Cardlocks by BeLine

Page 1 of 36

BeLine

info@cardlockusa.com

www.belinelocks.com www.cardlockusa.com

www.innlockcompany.com www.innlockco.com



BEFORE INSTALLATION OF THE SOFTWARE.....	3
REQUIRES MICROSOFT LANGUAGE PACK.....	3
CREATING YOUR ROOM AND BUILDING LAYOUT	8
CHECKING IN A GUEST	11
CHECKING IN WITH A KNOWN ROOM NUMBER.....	11
CHECKING IN WHILE SEARCHING FOR AN AVAILABLE ROOM.....	13
EXTENDING A CHECK OUT TIME	15
CHECKING OUT A GUEST	16
READING A CARD	18
REVOKE A CARD.....	19
ISSUING CARDS WITH HOURLY EXPIRATION.....	20
CARD TYPES AND USAGE.....	21
FOREMAN CARD TYPES	22
FLOOR CARD.....	22
EMERGENCY CARD.....	22
MASTER CARD.....	23
GROUP CARD.....	23
BUILDING CARD.....	23
PROGRAMMING CARD TYPES.....	24
DATA CLEAR CARD.....	24
TIME CARD	24
DATA STARTUP CARD and DATA CARD.....	24
LOSS REPORT CARD	25
USER MANAGEMENT OF THE SOFTWARE.....	28
ENTITLE USERS.....	28
SYSTEM SETTINGS.....	31
SETTING HOTEL PARAMETERS.....	31
SETTING UP ROOM TYPES.....	33
ASSIGNING LOCKS TO GROUPS.....	34
BACKING UP SYSTEM DATA	35
RECOVERING SYSTEM DATA	36



BEFORE INSTALLATION OF THE SOFTWARE

REQUIRES MICROSOFT LANGUAGE PACK

The Cardlock software requires the installation of the East Asian Language Pack provided in Microsoft Windows. Although the Cardlock software version that was supplied to you is completely in English, BeLine provides access to all languages in the Cardlock management system. Therefore, even though you are not going to use this feature the language pack still needs to be installed.

You will need the operating system CD that was supplied with your computer.

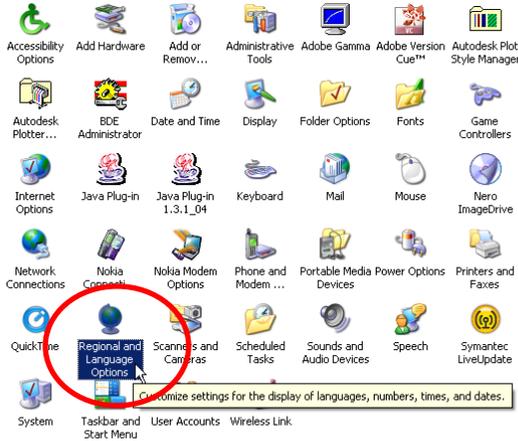
Follow the steps to install the language pack:

1. Go to the CONTROL PANEL

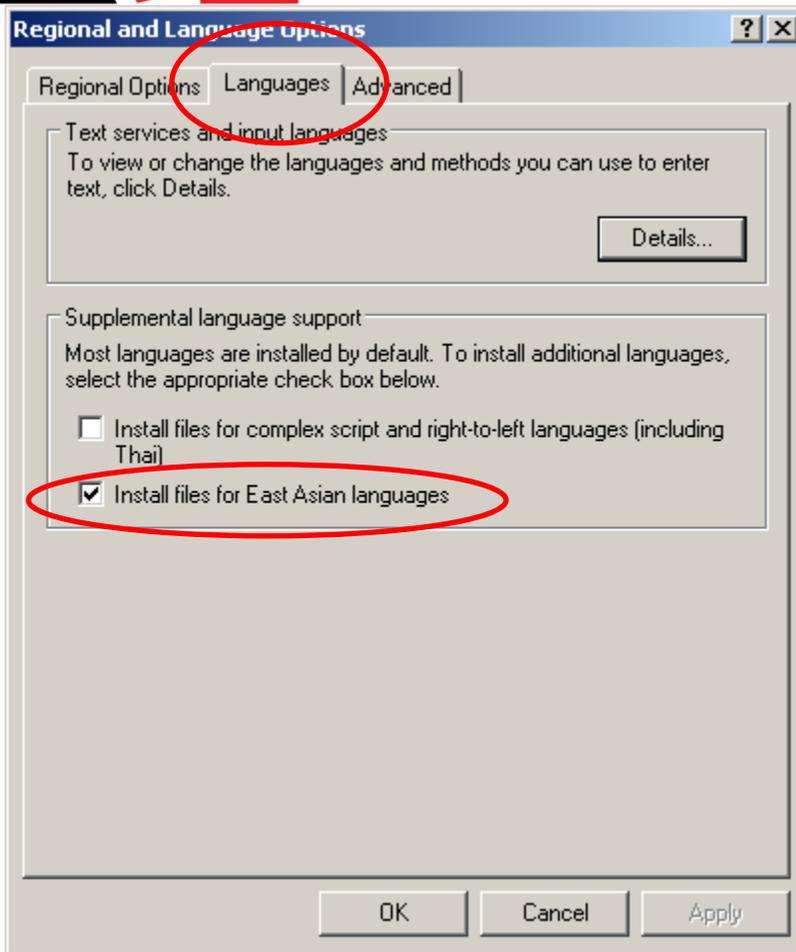




2. In the CONTROL PANEL go to REGIONAL AND LANGUAGE OPTIONS



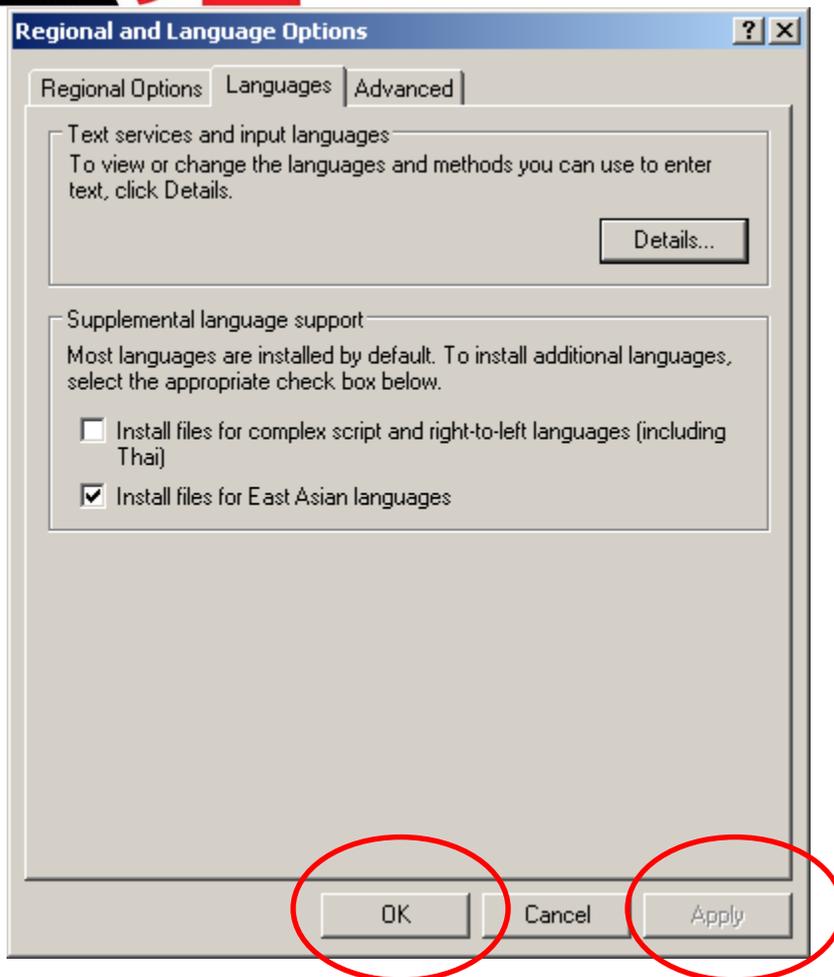
3. In REGIONAL AND LANGUAGE OPTIONS go to the LANGUAGE tab and check the field, INSTALL FILES FOR EAST ASIAN LANGUAGES



4. When the following prompt appears click on “OK”



5. Then click on “APPLY” then “OK” to start the installation process



6. The remaining installation will be guided by Microsoft Windows. Average installation time from this point on is 10 minutes.
7. When installation is complete restart the computer.

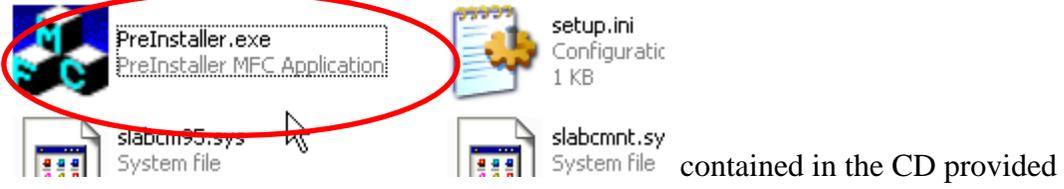
Now you can install the Cardlock software by double clicking on



contained in the CD provided



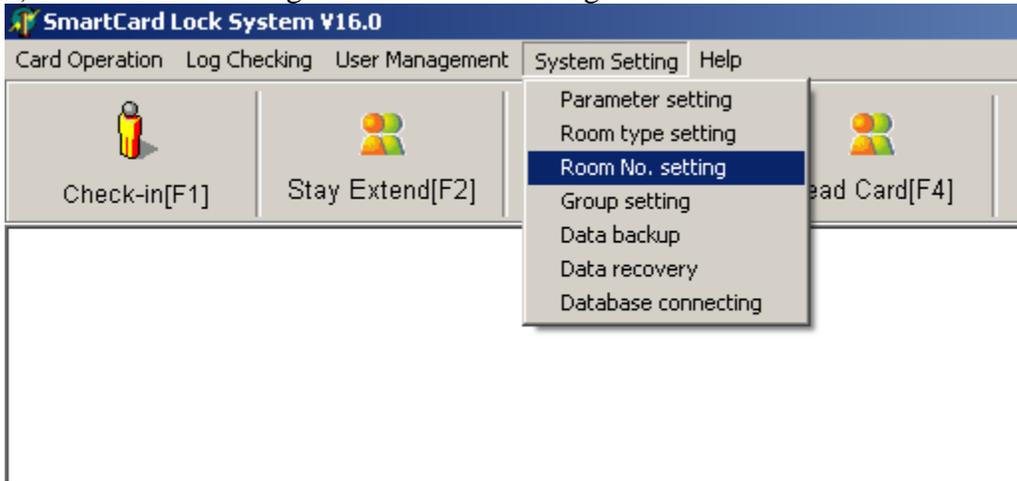
After installing LockSoft.EXE, you can now install the USB driver by clicking



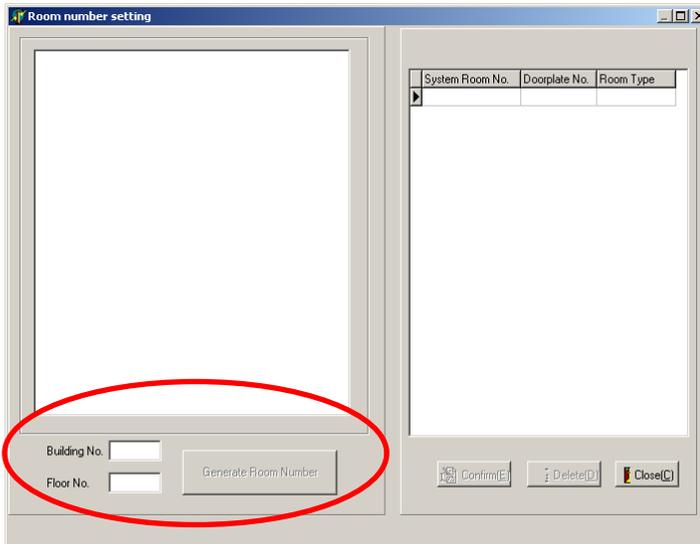


CREATING YOUR ROOM AND BUILDING LAYOUT

- 1) Organize and decide what your room numbers will be.
- 2) Categorize those room numbers and decide on a building number for those rooms.
- 3) Categorize those room numbers in the assigned building number and now give them floor numbers.
- 4) Go to the following screen to start entering room information

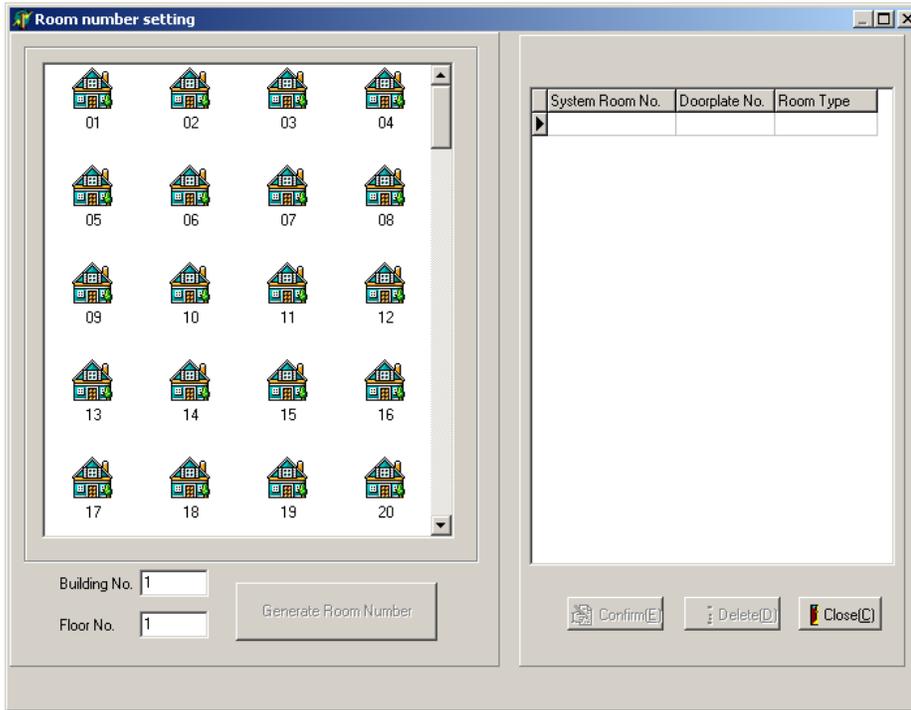


- 5) Input room number, building and floor number information in the following screen

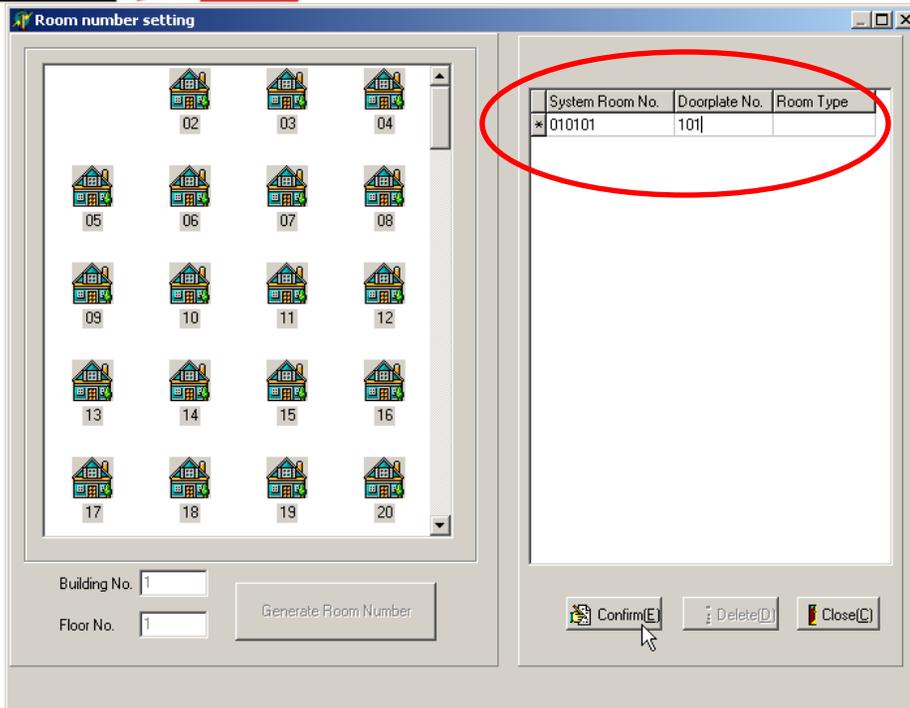




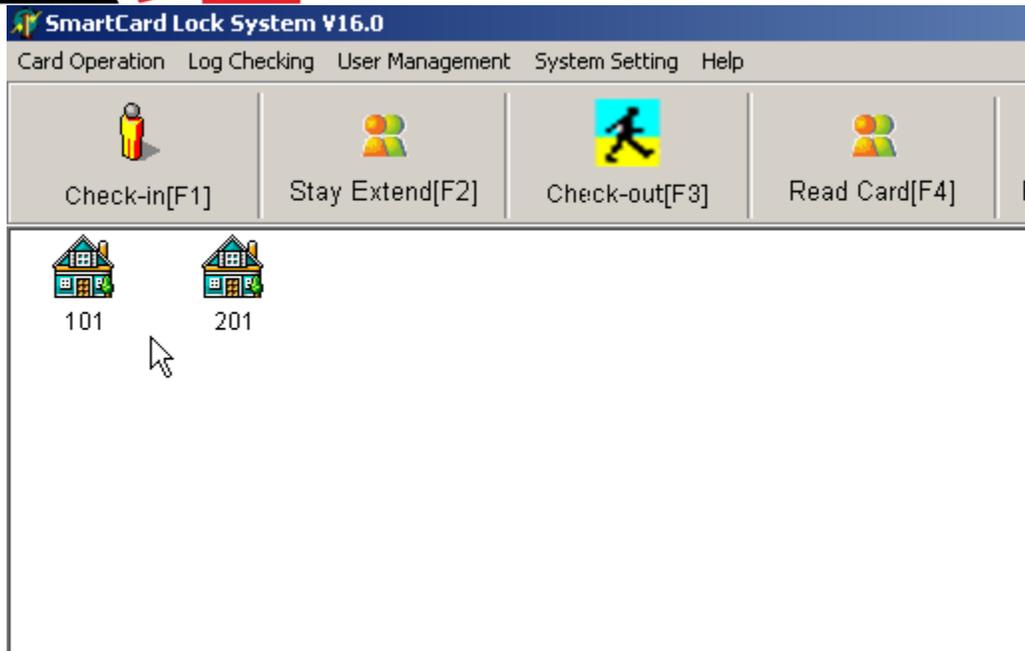
- 6) Enter the **BUILDING NO** and **FLOOR NO**. After entering this information click on **GENERATE ROOM NUMBER**. A list of 100 rooms will appear on left side of the screen. Note that the 100 rooms just created are inactive.



- 7) To activate the room in the system use the cursor and double click on the room icon. As an example, use your cursor to double click on the room number **01** (on the left side of the screen). The software will recognize the room number as **010101**. Assign your room in the **DOORPLATE NO** section. Example: some facilities will want to use 101 as their first door on the first floor. Those same facilities would use 201 for their first door on the second floor. When you are done entering the **DOORPLATE NO** for that room click on **CONFIRM**.



- 8) Perform step 7 for all the rooms on this floor and this building.
- 9) Perform step number 6 and 7 for other floor and building combinations.
- 10) Click on **CLOSE** to end your room configuration session.
- 11) In the main screen you will see the rooms you recently added to the system



CHECKING IN A GUEST

CHECKING IN WITH A KNOWN ROOM NUMBER

1) Click on **CHECK-IN[F1]** or simply press **F1**



2) **ENTER ROOM NO, STAY DAYS** and **CHECK-OUT TIME**. Optionally enter information in the **GUEST NAME** area

A screenshot of a software window titled "Check-in/Issue guest card". The window contains several input fields and buttons. The "Enter room no.:" field contains the number "101" and is circled in red. To its right is a "Select Rooms" button. Below this is a "Booking information" section with fields for "Stay days:" (containing "1" and circled in red), "Check-in time:" (Wednesday, March 2, 10:08:58 AM), "Check-out time:" (Thursday, March 2, 12:00:00 PM), "Guest name:" (Access BioMetrics, circled in red), and "Passport no.:". At the bottom are two buttons: "Issue(Y)" and "Close(C)". A "Failure!" message is visible at the very bottom of the window.

- 3) Slide the card inside the programmer. For 1100 series card (gold chip) insert the card first. For RF1500 cards (RF cards) place the card on the programmer first. For 1000 series card (magnetic stripe) wait for the system to ask you to slide the card.
- 4) Click on **ISSUE(Y)** to issue the card.
- 5) The programmer will beep and the card is ready to be pulled out of the programmer. A failure to program the card will result in a failure message at the bottom of the screen.

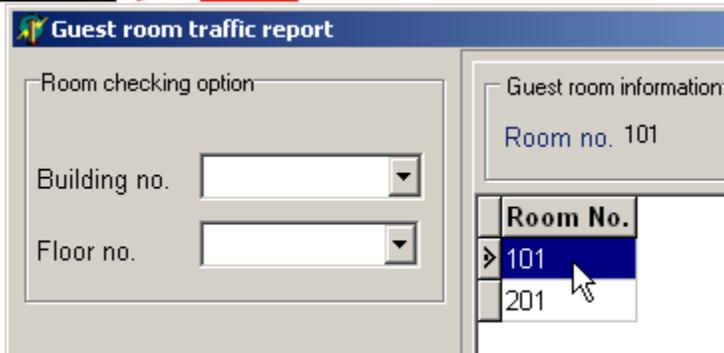


CHECKING IN WHILE SEARCHING FOR AN AVAILABLE ROOM

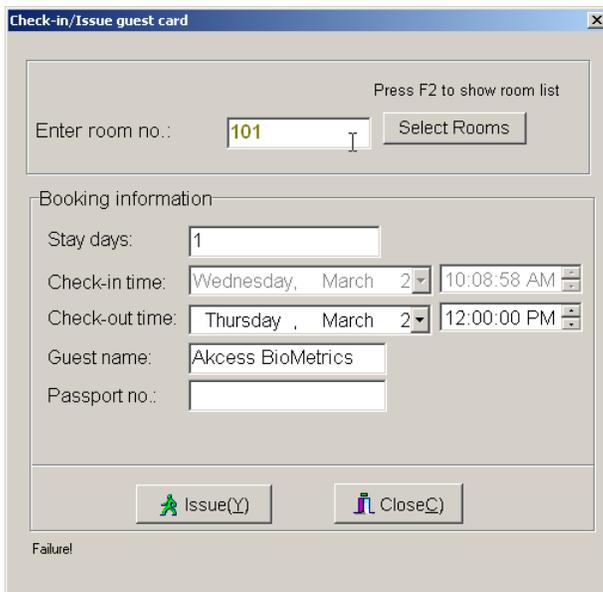
- 1) Click on **CHECK-IN[F1]** or simply press **F1**
- 2) Click on **SELECT ROOMS**
- 3) A screen called **GUEST ROOM TRAFFIC REPORT** will now be active

Room No.
101
201

- 4) Use the pull down menu to choose the **BUILDING NO** and **FLOOR NO** you are inquiring on.
- 5) In **ROOM STATUS** choose **NO BOOKED RMS** to find vacant rooms, **BOOKED RMS** to find occupied rooms or **ALL GUEST RMS** for a complete list.
- 6) Click on **CHECK(Q)** to update the screen displaying room numbers
- 7) Double click on the room number to start the check in process



- 8) Enter the **CHECK-OUT TIME** and **STAY DAYS**. Optionally enter information in the **GUEST NAME** area



- 9) Slide the card inside the programmer. For 1100 series card (gold chip) insert the card first. For RF1500 cards (RF cards) place the card on the programmer first. For 1000 series card (magnetic stripe) wait for the system to ask you to slide the card.
- 10) Click on **ISSUE(Y)** to issue the card.
- 11) The programmer will beep and the card is ready to be pulled out of the programmer. A failure to program the card will result in a failure message at the bottom of the screen.

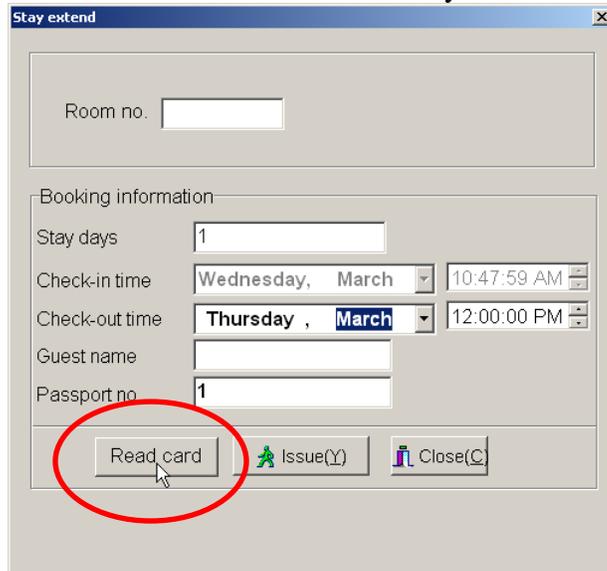


EXTENDING A CHECK OUT TIME

- 1) On the main screen click on **STAY EXTEND[F2]** or simply press **F2**



- 2) Slide the card into the programmer and click on **READ CARD**. For 1100 series card (gold chip) insert the card first. For RF1500 cards (RF cards) place the card on the programmer first. For 1000 series card (magnetic stripe), click **READ CARD** first then wait for the system to ask you to slide the card.



- 3) Confirm that the existing information is correct



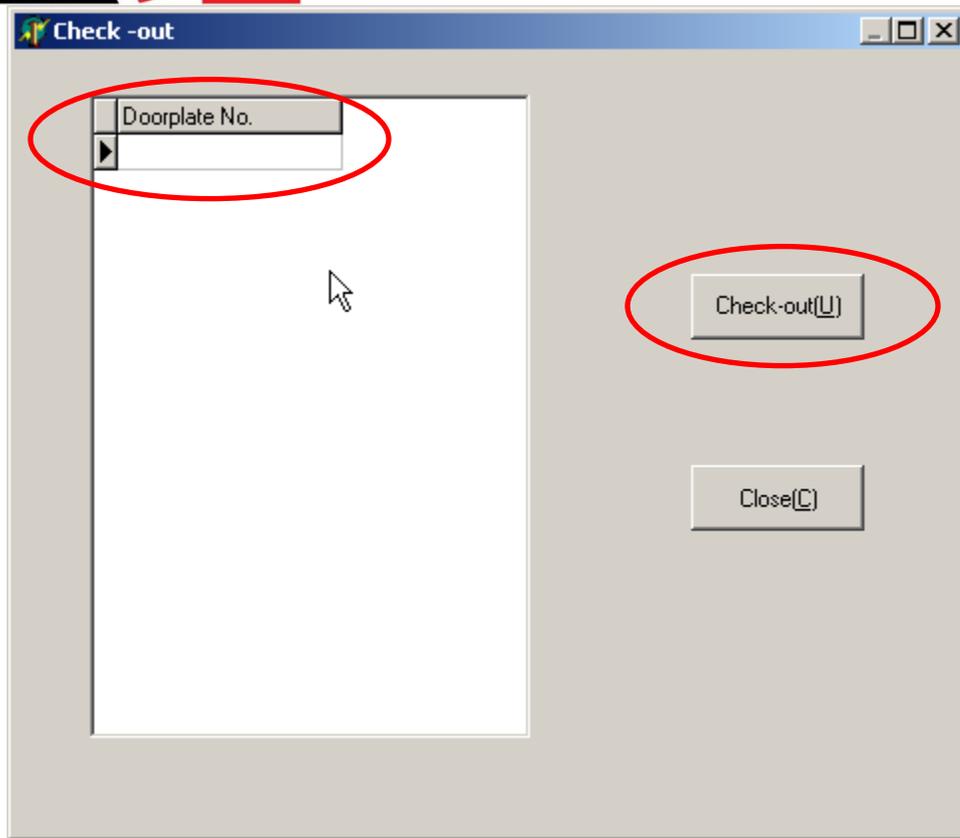
- 4) Enter a new **CHECK-OUT TIME**. For 1100 series card (gold chip) insert the card first. For RF1500 cards (RF cards) place the card on the programmer first. For 1000 series card (magnetic stripe) wait for the system to ask you to slide the card.
- 5) Click on **ISSUE(Y)**
- 6) The programmer will confirm the end of programming by a beep. After the beep you can pull the card out of the programmer. Any errors will result in a failure message at the bottom of the screen

CHECKING OUT A GUEST

- 1) Go to the main screen and click on **CHECK-OUT[F3]** or simply press **F3**



- 2) Select the **DOORPLATE NO** in the list and then click on **CHECK-OUT(U)**



3) Click on **CLOSE(C)** to exit

Note:

- If you are checking out a guest early, remember their card is still active for that door. The card must be obtained from the customer.
- If you cannot get the card back and would like to officially deactivate their card from the door you must issue a new card for that room and use it once on that door. The new card will overwrite the older issued card.



READING A CARD

- 1) From the main screen select **READ CARD[F4]** or simply press **F4**



- 2) Insert the card in the programmer. For 1100 series card (gold chip) insert the card first. For RF1500 cards (RF cards) place the card on the programmer first. For 1000 series card (magnetic stripe) wait for the system to ask you to slide the card.
- 3) Click on **READ CARD(R)**

A dialog box titled 'Read Card' with a close button (X) in the top right corner. It contains several input fields for card information:

Card Type:	<input type="text"/>	Group No.	<input type="text"/>
Begin Time:	<input type="text"/>	Building no.	<input type="text"/>
End Time:	<input type="text"/>	Floor No.	<input type="text"/>
GuestName:	<input type="text"/>	Room no.	<input type="text"/>

At the bottom, there are two buttons: 'Read Card(R)' and 'Close(C)'. A mouse cursor is pointing at the 'Read Card(R)' button.

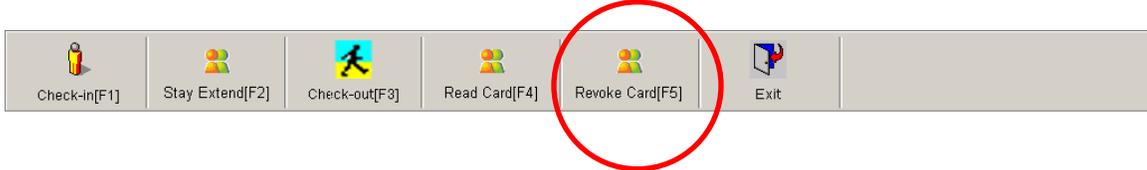
- 4) Information stored on the card will be displayed



REVOKE A CARD

In software versions 18 and above, the REVOKE CARD is used to clear the contents inside the card. The card can still be reused.

- 1) On the main screen select **REVOKE CARD[F5]** or simply press **F5**



- 2) Insert the card into the programmer and click on **READ CARD(R)**

Revoke Card

Card Type: Group No.

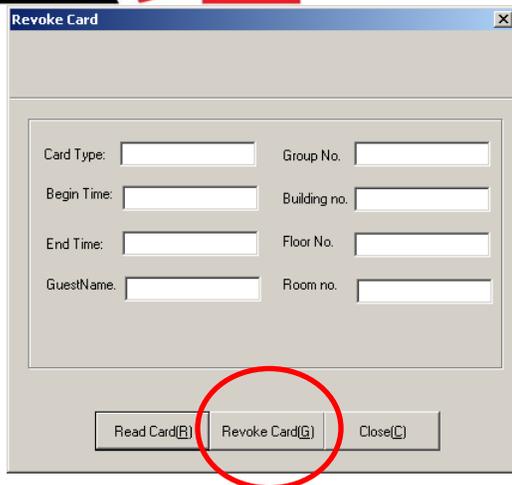
Begin Time: Building no.

End Time: Floor No.

GuestName: Room no.

Read Card(R) Revoke Card(G) Close(C)

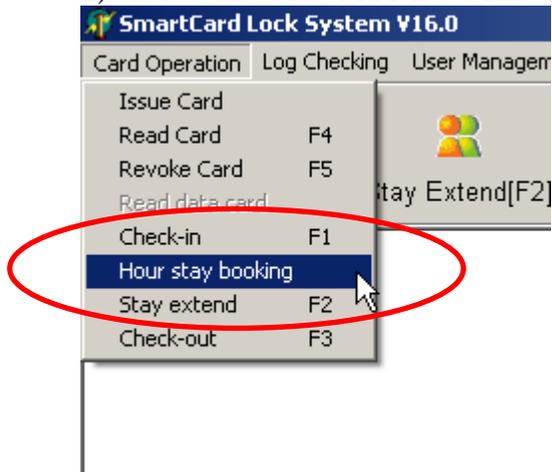
- 3) Review the information from the card
- 4) Click on **REVOKE CARD(G)**



ISSUING CARDS WITH HOURLY EXPIRATION

The check in process for hourly expirations is very similar to a regular check in. Keep in mind that the stay time is in units of hours rather than days.

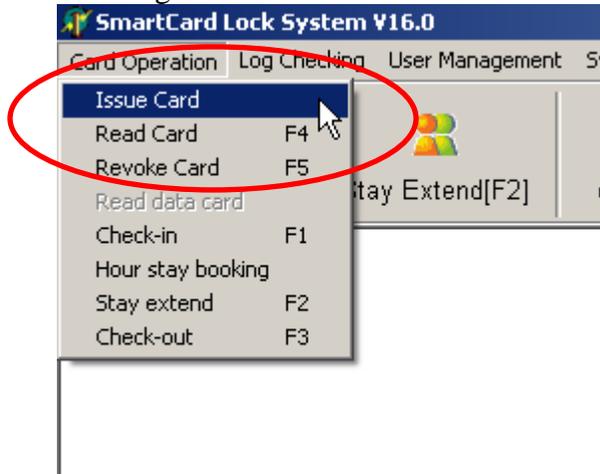
- 1) From the main screen click on **CARD OPERATION** to access the pull down menu
- 2) Select **HOURLY STAY BOOKING**





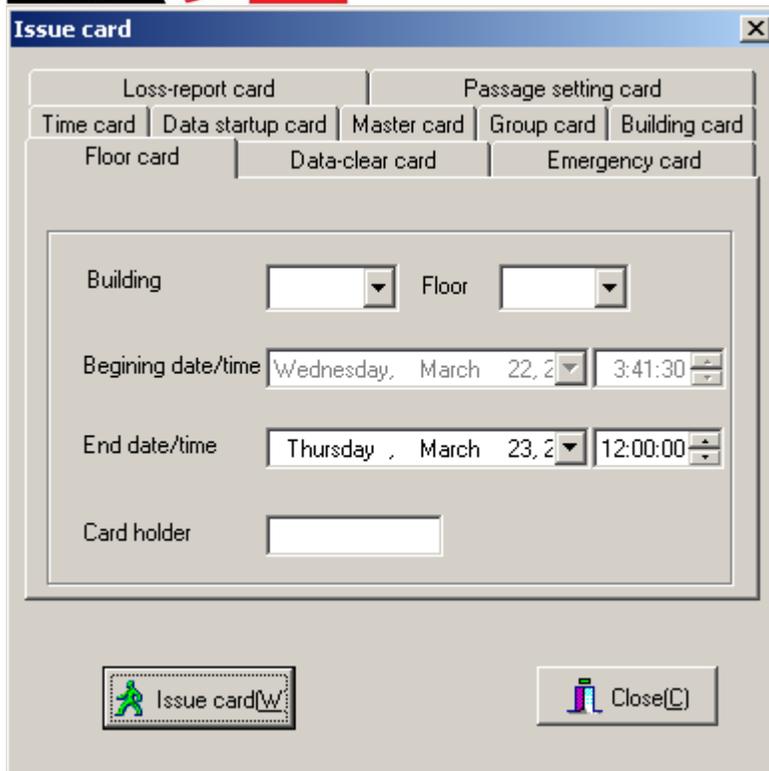
CARD TYPES AND USAGE

From the main screen when **CARD OPERATION** is chosen, cards can be issued by selecting **ISSUE CARD**.



There are many types of cards to choose from. All of the cards that will be discussed are either administrator cards, lock programming cards or override cards. These cards should never be issued to tenants or guests.

When selecting **ISSUE CARD** the following screen will appear:



FOREMAN CARD TYPES

FLOOR CARD

A **FLOOR CARD** can only access a specified floor in a specified building. The **FLOOR CARD** expires on the date and time that you define. The **FLOOR CARD** will have access to all of the rooms on the specified floor. This card cannot access the room if the dead bolt is engaged. The **FLOOR CARD** will only operate in that specific area.

EMERGENCY CARD

An **EMERGENCY CARD** is used to permanently unlock a door lock until a valid card is inserted into the lock again a second time. Once the **EMERGENCY CARD** is inserted into the door lock, the lock will unlock until another authorized card for that door is inserted into that door lock. This card can access any lock even if the dead bolt is engaged. This **EMERGENCY CARD** will only operate in that specific property.



MASTER CARD

A **MASTER CARD** can access all locks even with the dead bolt engaged. Once the card is swiped the lock will release for a moment and then lock again after a small delay. This **MASTER CARD** will only operate in that specific property.

GROUP CARD

A **GROUP CARD** can only access locks that are programmed with group number information. The **GROUP CARD** cannot access a room if the dead bolt is engaged. The **GROUP CARD** will only operate in that specific group number. A lock can only be programmed with one group number.

To program a group number in a lock:

1. Insert the override metal key into the lock. Do not turn it yet.
2. Turn the override key to unlatch it and pull the dead bolt inside the mortise. Hold the key in that position for 10 seconds. **TIP: Instead of holding the key in the turned position you can also place your hand over the mortise latch to keep it from popping out. When the mortise latch is inside a switch is set. Keeping the mortise latch inside will keep the small internal switch pressed down.**
3. Insert the **GROUP CARD** into the lock (keep the card inside the lock) and wait for a green light.

To reprogram the lock with a new **GROUP CARD** the lock must be factory reset first.

Note: A group number must be created in Systems Settings first.

BUILDING CARD

A **BUILDING CARD** can only access an entire building. The **BUILDING CARD** expires on the date and time that you define. The **BUILDING CARD** will have access to all of the rooms in the specified building. This card cannot access the room if the dead bolt is engaged. The **BUILDING CARD** will only operate in that specific facility.



PROGRAMMING CARD TYPES

DATA CLEAR CARD

The **DATA CLEAR CARD** is used to clear all the data stored in a lock. This card will reset the lock to factory settings.

To clear the data from the lock:

1. Insert the override metal key into the lock.
2. Turn the override key to unlatch it and pull the dead bolt inside the mortise. Hold the key in that position for 10 seconds. **TIP: Instead of holding the key in the turned position you can also place your hand over the mortise latch to keep it from popping out. When the mortise latch is inside a switch is set. Keeping the mortise latch inside will keep the small internal switch pressed down.**
3. Insert the **DATA CLEAR CARD** into the lock (keep the card inside the lock) and wait for a green light.

TIME CARD

The **TIME CARD** is used to set the time into the lock. The lock time must be very close to the computer system time. It is very important to note that when programming the locks this card must be inserted into every lock to set the time. After programming the lock with the time, the lock is required to be powered for at least 6 hours continuously after, otherwise the time will be lost. It is also important to know that the **TIME CARD** only stores the time the instant it was created. Do not keep the **TIME CARD** and use it later. If you are programming many locks go back and reprogram the **TIME CARD** often. Example: If you program the lock with a **TIME CARD** 5 minutes after you created it, the lock will be 5 minutes behind the actual time.

Insert the **TIME CARD** into the lock to update the time.

DATA STARTUP CARD and DATA CARD

The **DATA STARTUP CARD** is used to start the process of downloading log event data into the **DATA CARD**. All Cardlock series need to have a **DATA CARD** to write the log events to.

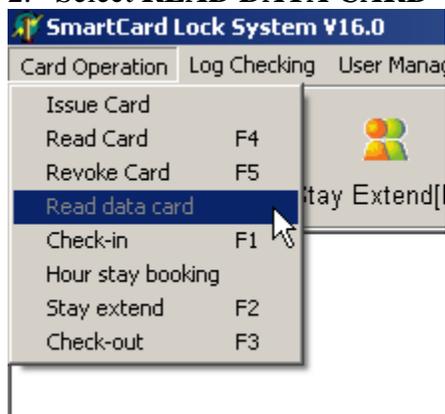
The **DATA CARD** is not an ordinary card. This is a special card that must be ordered from BeLine.



Insert the **DATA STARTUP CARD** in the lock and wait until a green light appears. Pull out the **DATA START UP CARD** and then insert the **DATA CARD**. The door lock will now start writing to the **DATA CARD**. Wait for a long beep to sound. After 1 more minute, pull out the **DATA CARD**. Take the **DATA CARD** to the computer running the Cardlock management software. At the work station you will be able to save the log records, sort and print.

To access information on the **DATA CARD**:

1. On the main screen select **CARD OPERATION**
2. Select **READ DATA CARD**



LOSS REPORT CARD

All cards of a specific type **GROUP, MASTER, BUILDING, FLOOR**, etc., can be deleted from a door lock.

To make a **LOSS REPORT CARD**:

1. From the main screen select **CARD OPERATION**
2. Select **ISSUE CARD**
3. Choose the **LOSS-REPORT CARD** tab



Issue card [X]

Loss-report card | Passage setting card

Time card | Data startup card | Master card | Group card | Building card

Floor card | Data-clear card | Emergency card

Building: Floor:

Beginning date/time: Wednesday, March 22, 2012 3:41:30

End date/time: Thursday, March 23, 2012 12:00:00

Card holder:

Issue card [W] Close [C]

A screenshot of a software window titled 'Issue card'. The window has a blue title bar and a close button (X) in the top right corner. Below the title bar is a menu bar with several options: 'Time card', 'Data startup card', 'Master card', 'Group card', 'Building card', 'Floor card', 'Data-clear card', 'Emergency card', 'Loss-report card', and 'Passage setting card'. The 'Data-clear card' option is currently selected. The main area of the window contains two date/time input fields. The first field is labeled 'Beginning date/time' and shows 'Wednesday, March 22, 2006' and '5:42:03'. The second field is labeled 'Loss-report date/time' and also shows 'Wednesday, March 22, 2006' and '5:42:03'. Below these fields is a section titled 'Select card type' with a list of radio button options: 'Data-clear card' (selected), 'Master card', 'Group card', 'Time Card', 'Building card', 'Passage card', 'Loss-report', 'Floor card', 'Emergency card', and 'Guest card'. At the bottom of the window is a 'Card holder' text box. In the bottom left corner, there is a small icon of a person and the text 'Issue card[W]'. In the bottom right corner, there is a button labeled 'Close(C)'.

- Choose the card type to clear out of the lock(s)
- Determine a date in **LOSS REPORT DATE/TIME**.
Example: A **MASTER CARD** and a **LOSS REPORT DATE/TIME** of Wednesday, March 22, 2006 and time of 5.42pm will clear all **MASTER CARDS** prior to the date and time specified. You must insert this **LOSS REPORT CARD** into all the locks. This means that **MASTER CARDS** made after March 22, 2006, 5:42pm will be the only **MASTER CARDS** to work in the locks.
- If you are creating a **LOSS REPORT CARD** for a **GUEST CARD** you only need to insert the **LOSS REPORT CARD** into that lock or locks with the same room number.



USER MANAGEMENT OF THE SOFTWARE

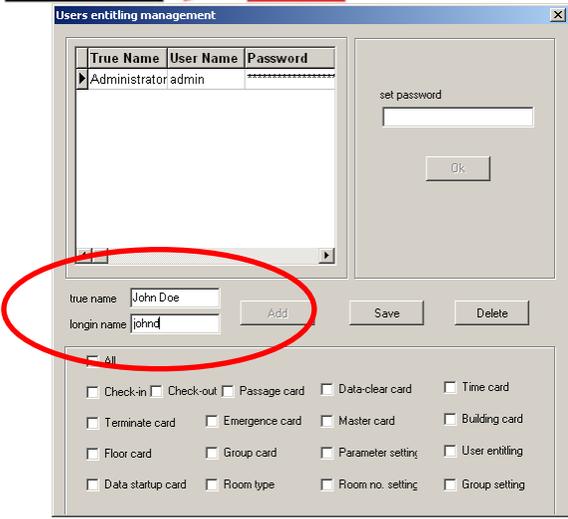
ENTITLE USERS

This process is used to assign users access to the computer's Cardlock management software. The first user name and password entered during the installation of this software cannot be changed or modified. Various access rights can be given per person or username for the software.

- 1) From the main screen select **USER MANAGEMENT**
- 2) Select **ENTITLE USERS**
- 3) Click on **ADD**

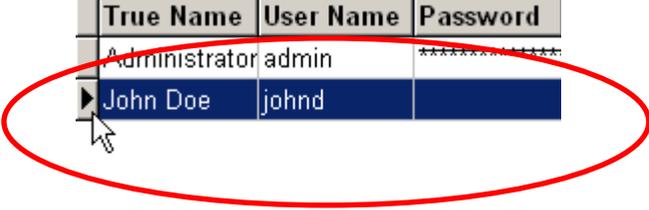
A screenshot of the 'Users entitling management' software window. The window has a title bar and a main area with a table and several buttons. The table has three columns: 'True Name', 'User Name', and 'Password'. The first row contains 'Administrator', 'admin', and a masked password. To the right of the table is a 'set password' field with an 'OK' button. Below the table are input fields for 'true name' and 'login name', and buttons for 'Add', 'Save', and 'Delete'. The 'Add' button is circled in red. At the bottom, there are several checkboxes for user permissions, including 'All', 'Check-in', 'Check-out', 'Passage card', 'Data-clear card', 'Time card', 'Terminate card', 'Emergence card', 'Master card', 'Building card', 'Floor card', 'Group card', 'Parameter setting', 'User entitling', 'Data startup card', 'Room type', 'Room no. setting', and 'Group setting'.

- 4) Enter the persons **TRUE NAME**. If a group of people will use the **LOGIN NAME** then make up a generic name. Then enter the **LOGIN NAME**.



- 5) Check all the privileges that apply to this **LOGIN NAME**
- 6) Click on **SAVE**. The information will now appear in the user table

7) Use the cursor to select the name you just entered



- 8) Enter the password in the **SET PASSWORD** section. The click on **OK**



Users entitling management

True Name	User Name	Password
Administrator	admin	*****
john doe	jdoe	

set password

Ok

true name
longin name

Add Save Delete

All

Check-in Check-out Passage card Data-clear card Time card

Terminate card Emergence card Master card Building card

Floor card Group card Parameter setting User entitling

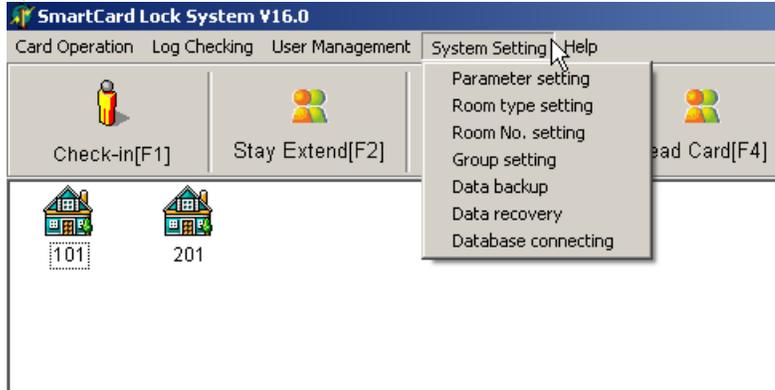
Data startup card Room type Room no. setting Group setting



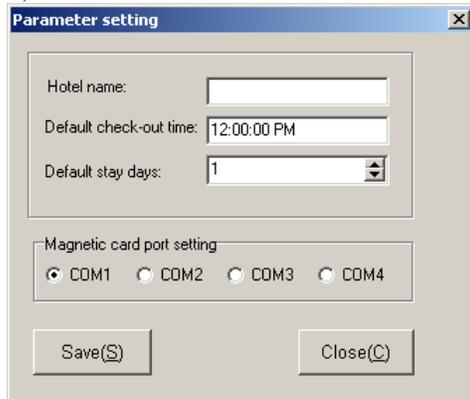
SYSTEM SETTINGS

SETTING HOTEL PARAMETERS

1) From the main screen select **SYSTEM SETTING**



2) Select **PARAMETER SETTING**



HOTEL NAME: The name of the hotel of facility used to distinguish from other systems.

DEFAULT CHECK-OUT TIME: The system will always use this time as the check out time on the day of check out.

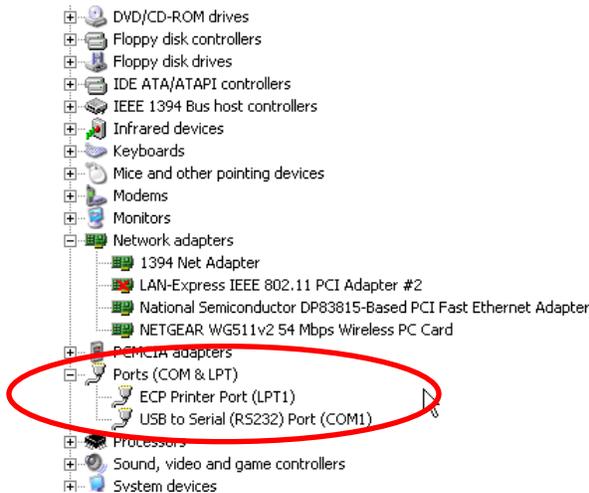


DEFAULT DAYS: The first choice of days that will always be displayed as **STAY DAYS**. This number is usually the number of days a person(s) typically stay at the hotel of facility. **STAY DAYS** can always be changed during the check in process.

MAGNETIC CARD PORT SETTING: This is the port number that the card programmer is connected to on the back of your computer. If you are using a USB type of programmer the COM port number is displayed in the Windows Control Panel. To view the settings go to **START->CONTROL PANEL**. Inside **CONTROL PANEL** go to **SYSTEM**

->**DEVICE MANAGER->PORT (COM & LPT)**.

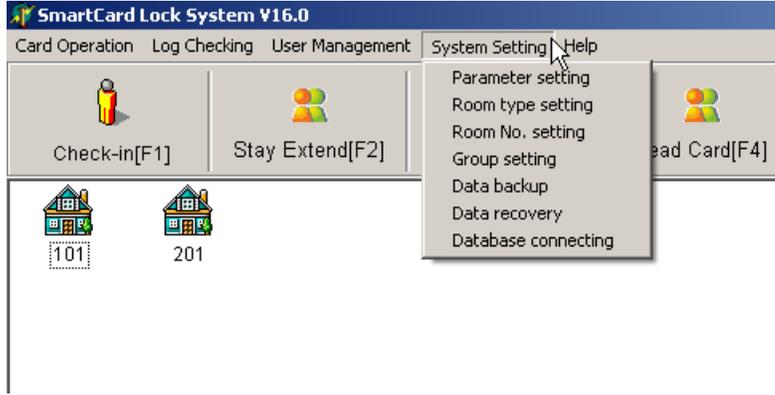
You will see the following information. Your COM port number is stated under **USB to SERIAL (RS232) PORT (COM####)**



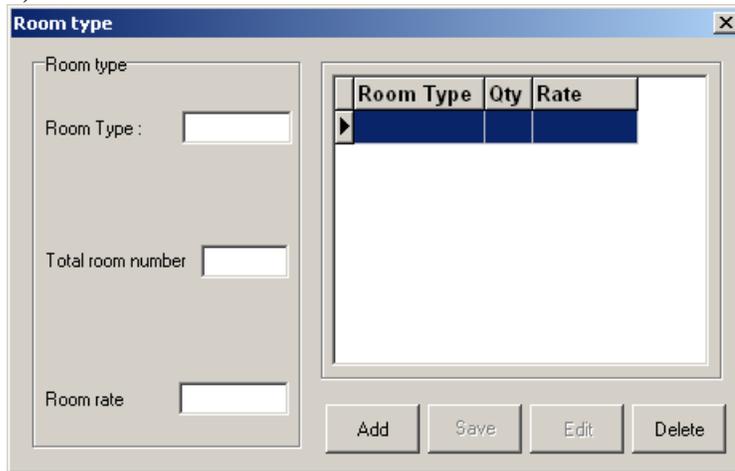


SETTING UP ROOM TYPES

1) From the main screen select **SYSTEM SETTING**



2) Select **ROOM TYPE SETTING**



3) Click on **ADD**

4) Enter **ROOM TYPE**. You will have to assign this description.

Examples: Deluxe, Maids, Managers, etc.

5) Enter **TOTAL ROOM NUMBER**. This is the total number of rooms in the room type category.

6) Enter **ROOM RATE**. This is the chargeable rate for this room.

Example: \$90.89 would be entered in at 90.89

7) Click on **SAVE**

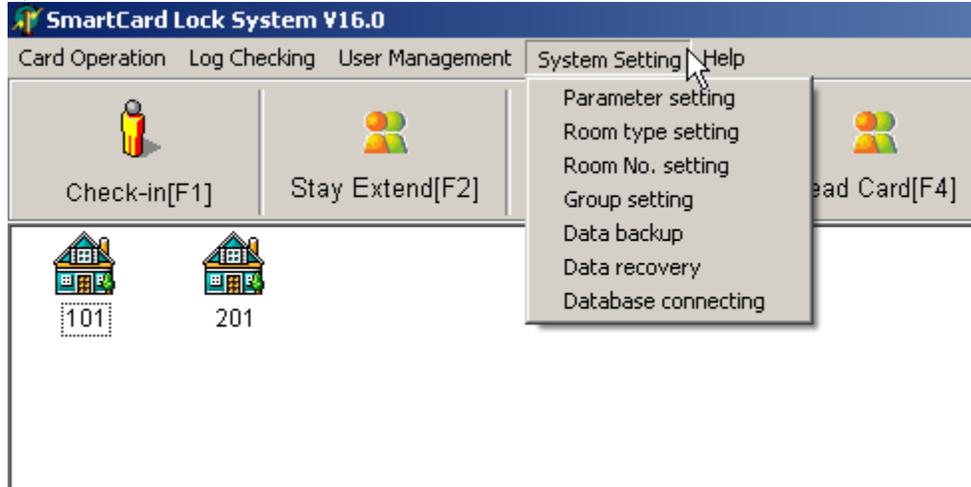
8) Click on **EDIT** to change any settings



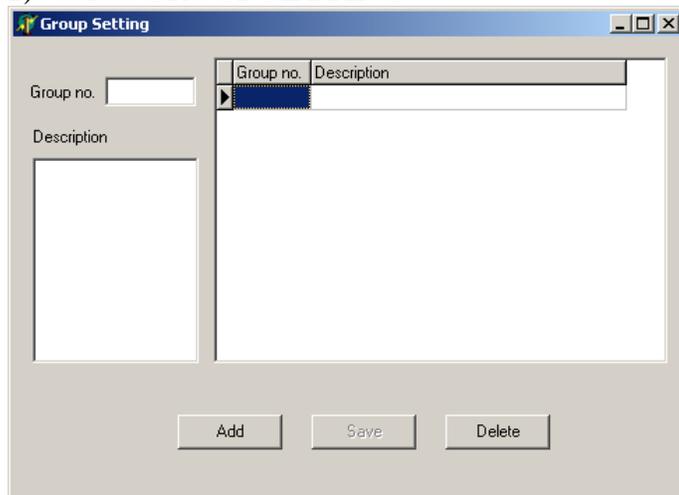
ASSIGNING LOCKS TO GROUPS

The Cardlock can be set up in groups. The lock that is assigned a group number will be able to be accessed by a Group Card. To create a group number for chosen locks follow the instructions below:

- 1) From the main screen select **SYSTEM SETTING**



- 2) Select **GROUP SETTING**



- 3) Click on **ADD** to specify the group number and description
- 4) Type in the group number and the description. Then click on **SAVE**.



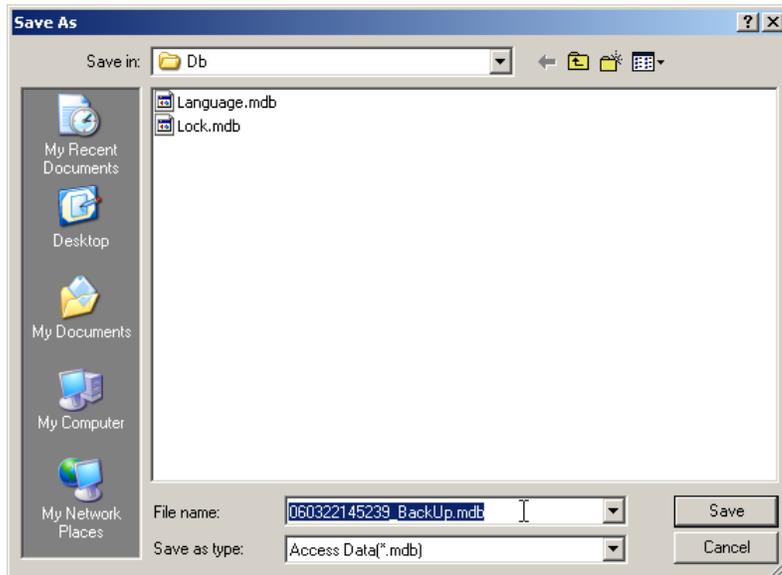
NOTE: The group number will be programmed into the locks during programming of the locks. Refer to **Lock Programming**.

BACKING UP SYSTEM DATA

This process will allow you to back up all configurations and room layouts that you've already entered into the system. This same file will be used to recover the system settings when you've resolved your computer system issue or have installed a new version of the Cardlock management software.

- 1) From the main screen select **SYSTEM SETTING**
- 2) Select **DATA BACKUP**
- 3) In the file name area type in a name that you will remember.

Example: "30106_HotelBackup" can be interpreted as the backup on 3/1/2006 for the hotel.



Note: Perform the back up as often as you can and save the file on external media like an external USB Flash drive. Copy the back up file generated in C:\Program Files\SmartCard Lock System\Db

You will find the file created in that directory. Copy that file to a flash drive.



RECOVERING SYSTEM DATA

This process will allow you to recover all configurations and room layouts that you've already entered into the system. You will need to locate the latest back up file and have it accessible for this process.

- 1) From the main screen select **SYSTEM SETTING**
- 2) Select **DATA RECOVERY**
- 3) Chose the file name that you want to open for the recovery process

DIRECTING THE DATABASE

Call BeLine technical support. Do not attempt to do this yourself. Not all software versions support this even though there is a visible menu option.

