Apoton Hotel-lock User Manual APHLM8.01

CONTENT

1 Hotel-lock Summary

Thank you for using Apoton series of electronic locks. Adopting encrypted, stable intelligent card as its key, it incorporates high microcomputer technology, mechanical-electrical technology, advanced mechanical processing techniques and perfect surface finish techniques as an integral whole, and take various users' requirements into consideration, it can completely adapt the complexity of different situation, and it is of significant meaning to strengthen the management and improve the safety of hotels.

1-1 Features

i) Lock latches meet international standard, safety and reliable. ；
ii) Inner real time clock; guest card will terminate automatically when leaving time; the staff card can choose unlocking time.
iii)The card has logistic protection of password.
iv)Imported micro motor are reliable and of low power consumption. Key cards can be used to consumer, entertainment, etc., such one card administrative system function; through card, staff card can realize consumption and attendance function.
v)The lock can memorize the latest 200 entries (including unlocked by mechanical key, Card, door not properly closed etc.) in order to check and print.
vi)Through cipher (system) card, the cipher of the whole lock system can be modified quickly and easily, effectively enhancing the safety of hotel door locks

1-2 Technical parameter and environmental requirements

Shell material：Steel, Copper and Gahnite;

- i) Durable Shock：More than 1000 kg;
- ii) Adaptable door thickness：38～50 mm;
- iii) Weight：About 3 kg;
- iv) Environmental requirements：-20℃～50℃;
- v) Humidity≤95%，without corrosive gas and powder.
- vi) Power Supply：DC6V，4 AA alkalescency batteries; Low power alarm at 4.8V±3%

1-3 Lock type and card features

AP801
Using encrypted IC SLE4442 card of SIMENS Germany as its key. Card features:
- ● Capacity: 2K bit
- ● Cipher logistic protection
- ● Environmental temperature -25～70^{0}C
- ● Service life 100,000 times
- ● Time of saving data ≥100 year

AP803 Using MIFARE1 card of Philips as its key. Card features:
- ● Each card has a only 32 sequence number;
- ● Divided into 16 sectors with 4 blocks each(one block consists of 16 byte)
- ● Anti-collision mechanism supports multi-card operation;
- ● Contactless transmission of data and supply energy(no battery needed);
- ● Environmental temperature:-20℃～50℃
- ● Operating frequency:13.56MHz, Fast data transfer:106KBPS;Operating distance:<10mm

● Data retention of 10 years; Write endurance 100,000 cycles Time of saving data ≥100 year

**AP809** Using EM radio frequency IC card（125Khz） as its key. Card features :
● Only ID number
● Password protection
● Operating frequency 100～150 KHZ
● Time of keeping data ≥100 year
● Environmental temperature:-40℃～85℃

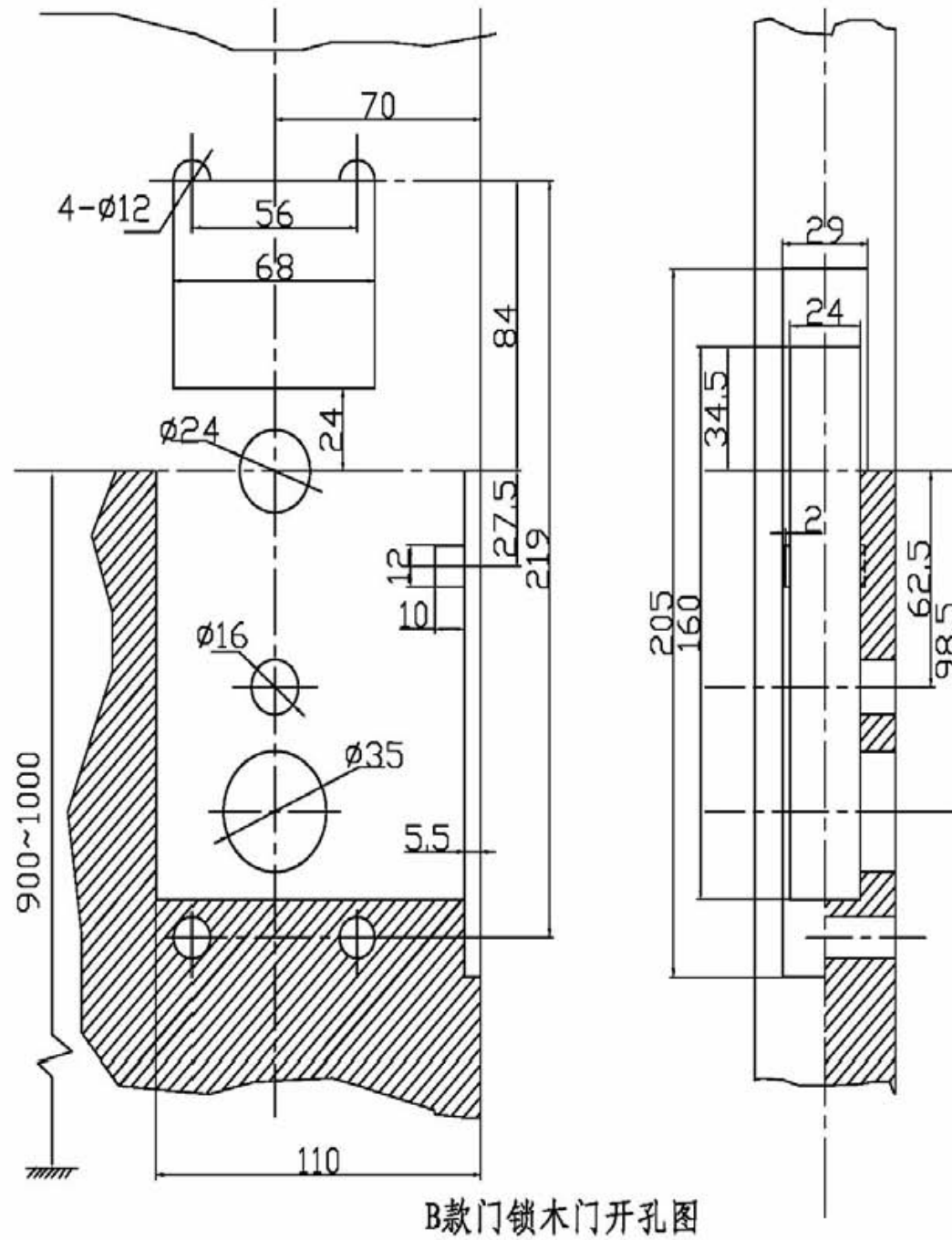**AP806** Using EM office ID card（125Khz） as its key. Card features:
● Only ID number
● Operating frequency 100～150 KHZ

2 Drill hole and install locks
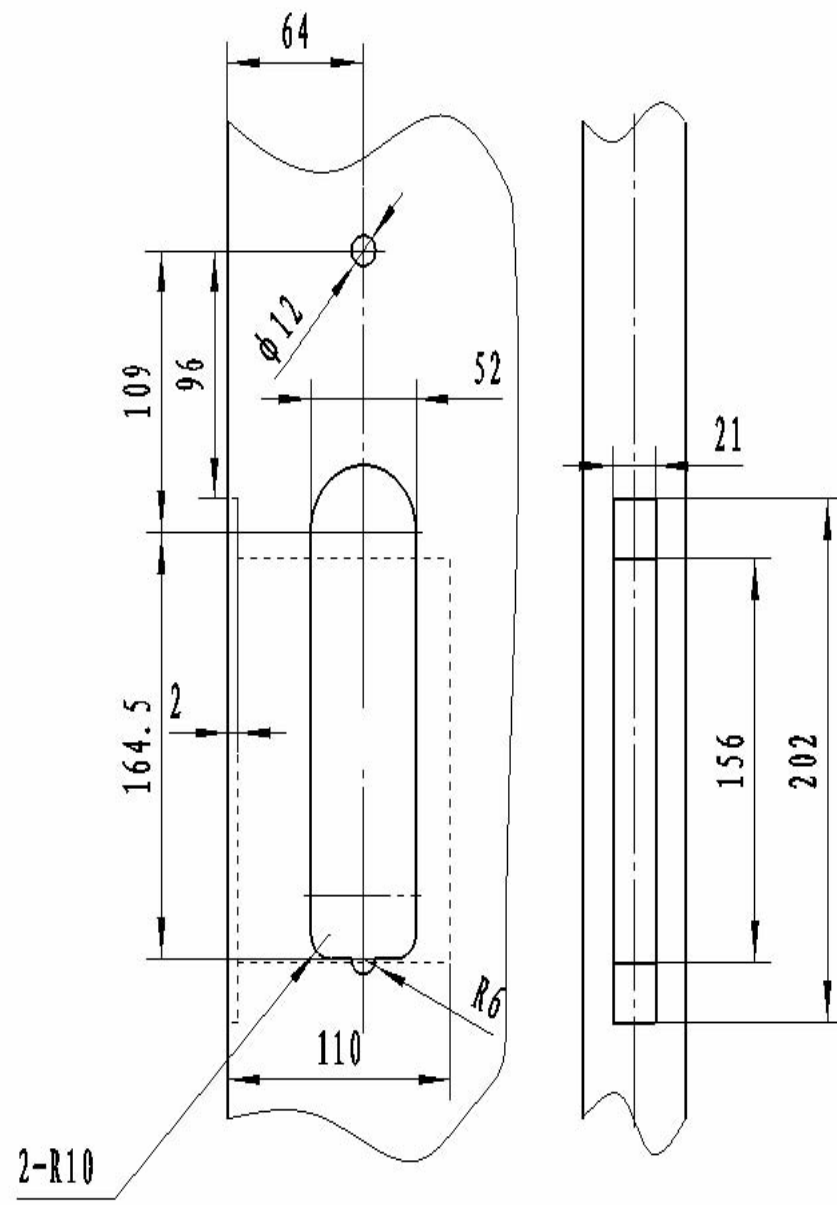
2-1 A-type, C-type, F-type locks drill hole template.
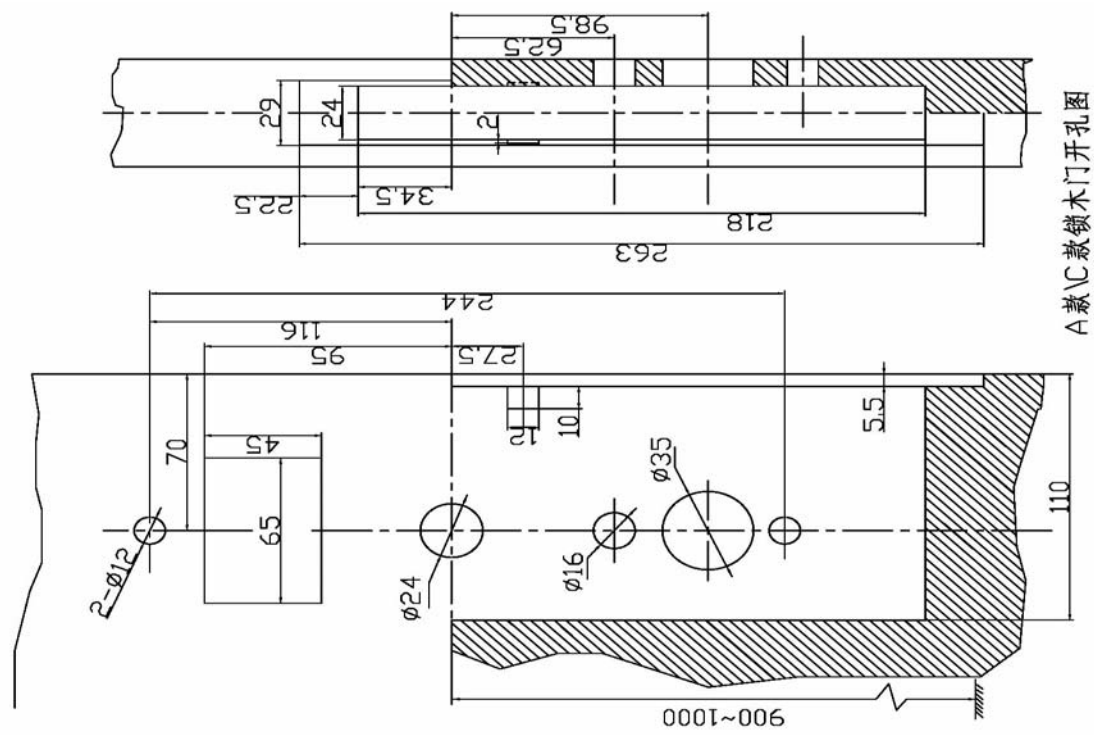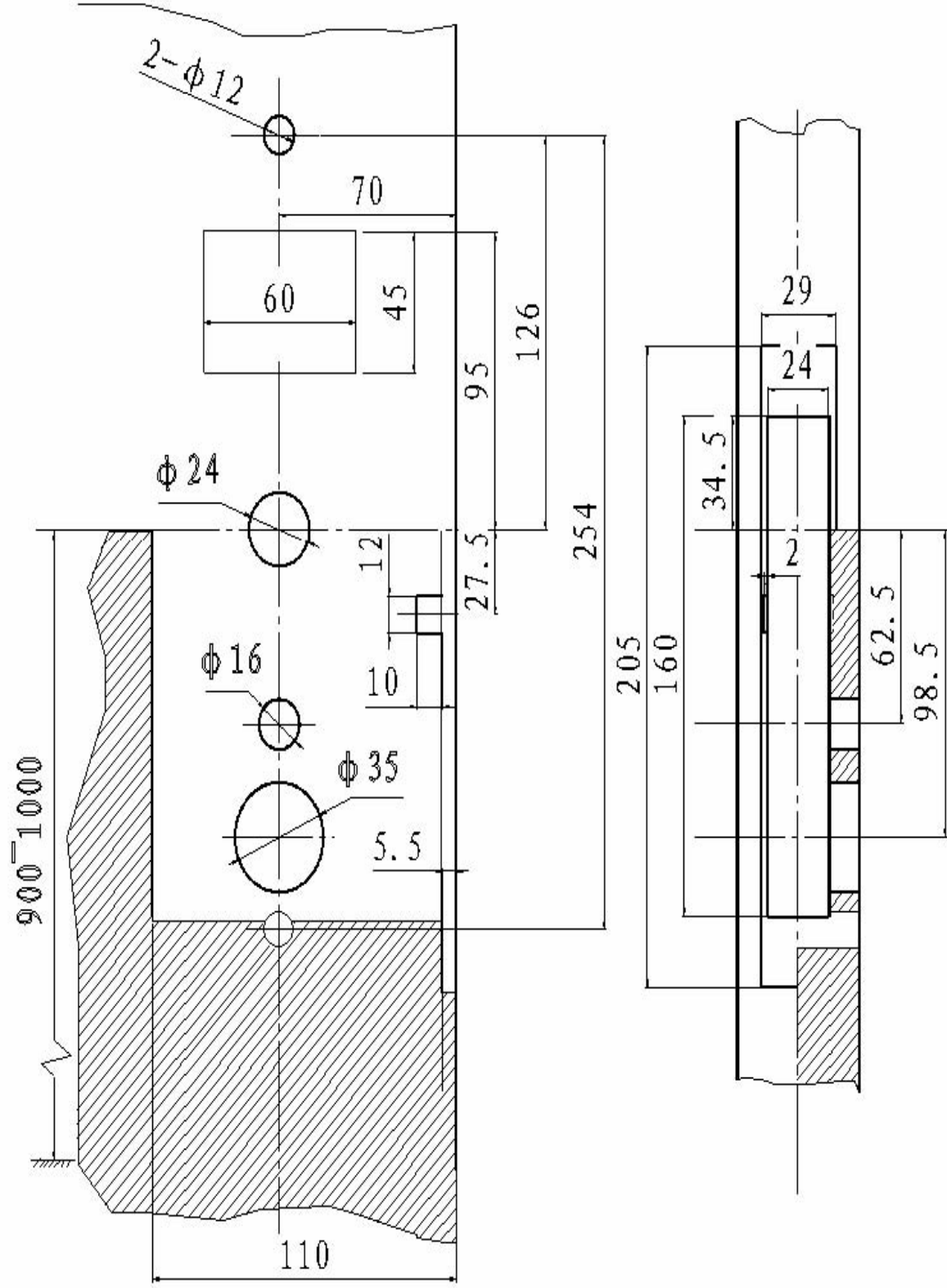
2-2 B-type locks drill hole template.
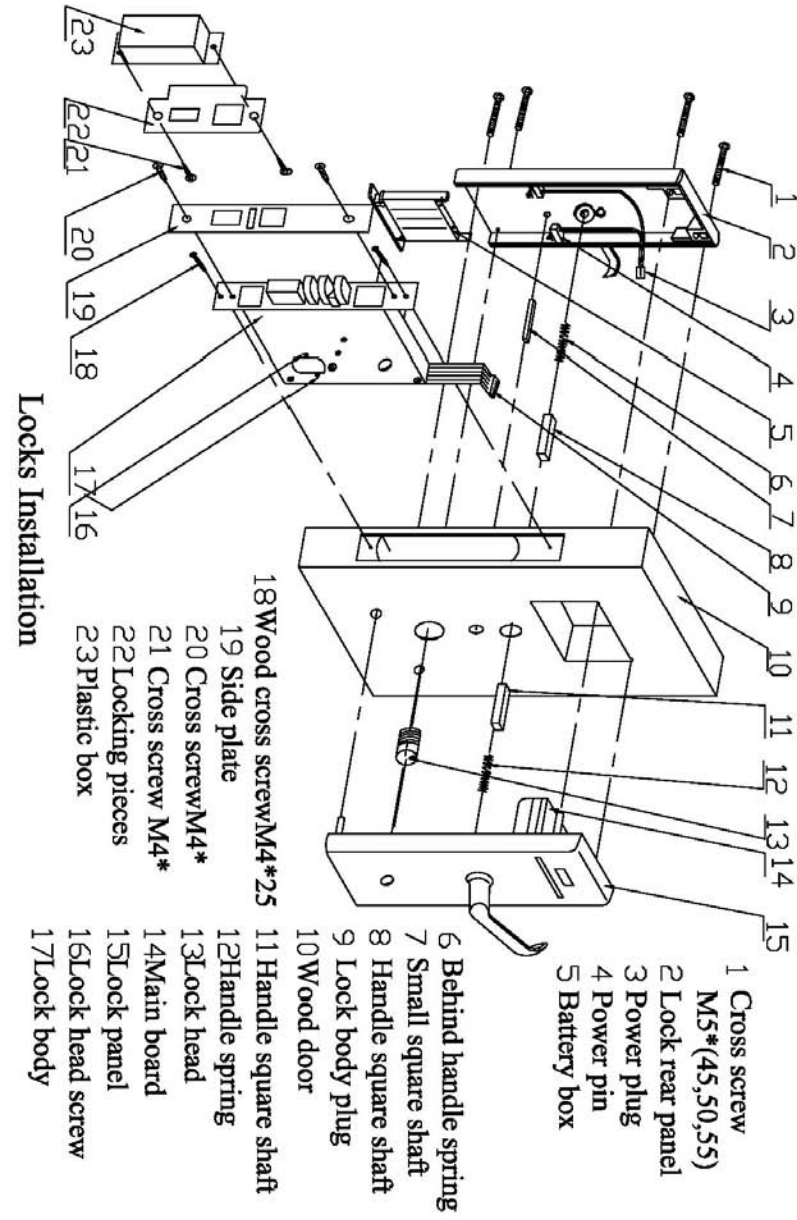

B款门锁木门开孔图

2-3 E-type locks drill hole template.

64

φ12

52

109

96

21

164.5

2

156

202

110

R6

2-R10

E开孔图

G款锁木门开孔图

2-5 Locks installation

Locks Installation

1 Cross screw M5*(45,50,55)
2 Lock rear panel
3 Power plug
4 Power pin
5 Battery box
6 Behind handle spring
7 Small square shaft
8 Handle square shaft
9 Lock body plug
10 Wood door
11 Handle square shaft
12 Handle spring
13 Lock head
14 Main board
15 Lock panel
16 Lock head screw
17 Lock body
18 Wood cross screwM4*25
19 Side plate
20 Cross screwM4*
21 Cross screw M4*
22 Locking pieces
23 Plastic box

3 Apoton Hotel-lock management software

APOTON LOCK MANAGEMET SYSTEM(APHLM8.01), one of the IMS software, Designed by APOTON COMPANY, Sensitive、fast、stability, suitable for different grades hotels, The system base on the managements experience of lots of the hotels, the main function : Front Desk Team/ independent traveler register、check in、check out、change room、extend stay、 book management、deposit、account management，issuing/logout various kinds of the function cards，staff management、permission management, report management: issue card record, unlock record、check in record、maintain record、deposit and consumption report、handset management and so on, the classification management function module offer the stable、fast data service and data inquiry, at the same time, it laid the groundwork for improve the service

quality & efficiency, it help hotels to reduce the service cost also. The system supply 32 Windows Interface Library BwMultUsbApi.dll，, It's easier for the secondary development of hotel management system; Software in a CD-R disc, using standard CD wrappers. 8.01 is the common use version of hotel locks, it support the USB reader

3-1 Requirement of the system

The system supports Magnetic Card Encoder(BW700 series); Contact IC Card Encoder(BW701 series); RF Card Encoder(BW703,BW704,BW705 series); TM Card Encoder(BW702 series). Please make sure nine pin connect between the Encoder and PC com port 1 or 2 correctly, this series reader interface library is BwMultUsbApi.dll。

● Software supports USB serial encoder: Contact IC Card Encoder (BW771); RF Card Encoder (BW773, BW774, and BW775); TM Card Encoder (BW772). Please make sure USB cable connect between the Encoder and PC correctly, this series reader interface library is BwMultUsbApi.dll。

3-2 USB Encoder driver installation

Connect the USB to the computer, computer show that : 'found new hardware' as Fig 2-1 showed, select 'No' then click 'Next'; when the 'From the list or the assign position to set up (high-level) 'as Fig 2-2 appeared, 'Next step', Fig 2-3 appear
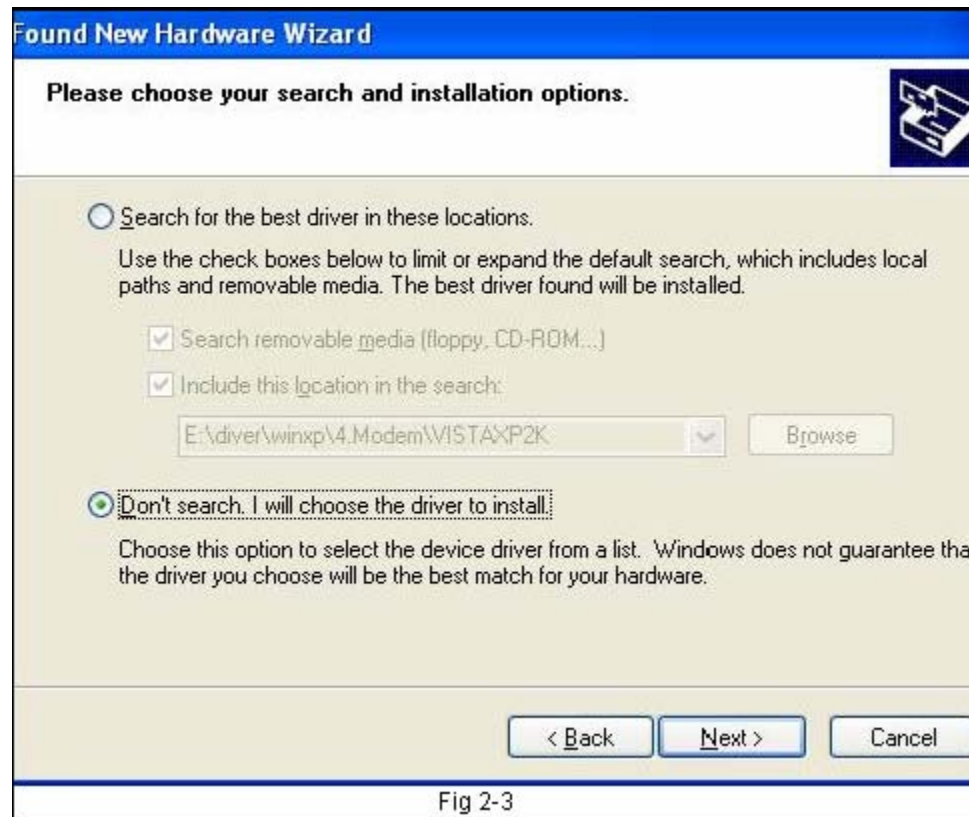
Fig 2-1

Fig 2-2

Found New Hardware Wizard

Please choose your search and installation options.

○ Search for the best driver in these locations.

Use the check boxes below to limit or expand the default search, which includes local paths and removable media. The best driver found will be installed.

☑ Search removable media (floppy, CD-ROM...)

☑ Include this location in the search:

E:\diver\winxp\4.Modem\VISTAXP2K   Browse

⊙ Don't search. I will choose the driver to install.

Choose this option to select the device driver from a list. Windows does not guarantee that the driver you choose will be the best match for your hardware.

[< Back]   [Next >]   [Cancel]

Fig 2-3

Found New Hardware Wizard

Select the device driver you want to install for this hardware.

Select the manufacturer and model of your hardware device and then click Next. If you have a disk that contains the driver you want to install, click Have Disk.

☑ Show compatible hardware

Model

⚠ **This driver is not digitally signed!**   [Have Disk...]
Tell me why driver signing is important

[< Back]   [Next >]   [Cancel]

Fig 2-4

When Fig2-3 appeared, select "don't search", at the same time click "Next Step"; then the Fig2-4 appeared, select "click Have Disk"; when Fig 2-5 appeared, click "browse";

If the computer is 2000 or XP system, select setting CD\BWUSB Driver\ WIN2K_XP\D12TEST.INF; click "open", then click "Confirm" in the Fig2-5; it will appear Fig 2-7,click "next step"; system start setting USB Reader's Driver.

System will remind after the User installation completed, click "finish", the reader stop buzzer, at the same time green light up , the Card can been read and write now.
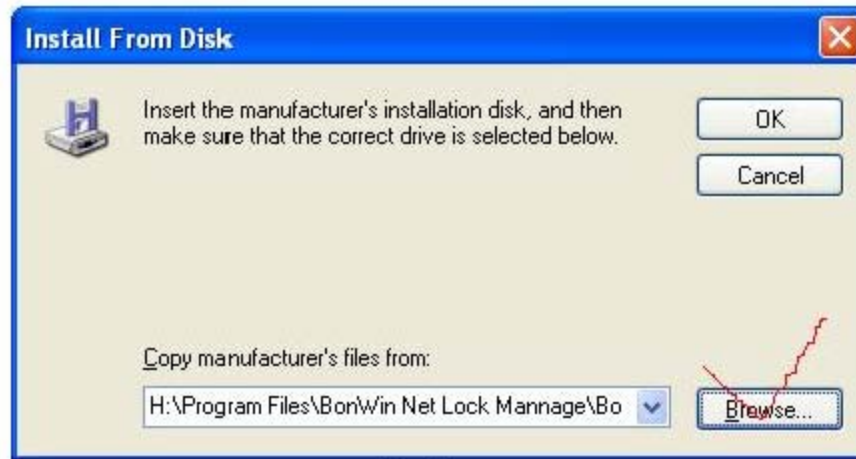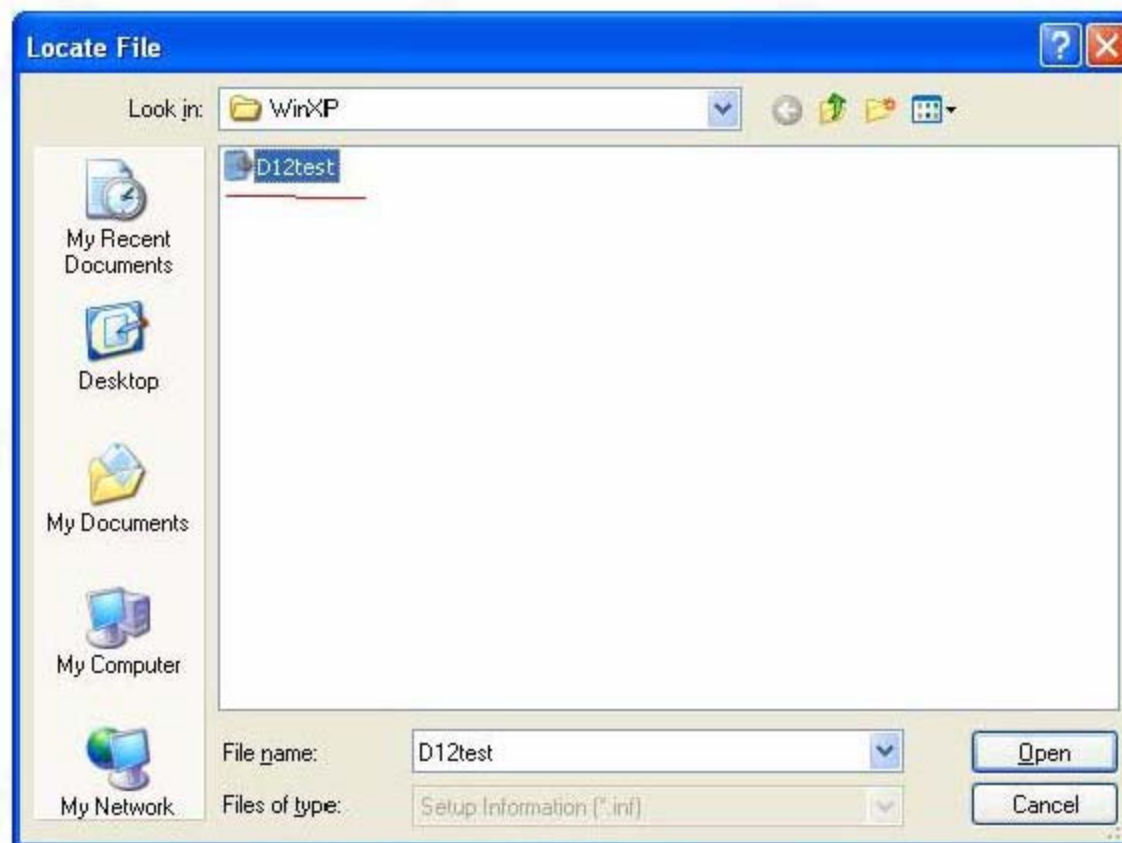

Fig 2-5

Fig 2-6

Fig 2-7

Fig 2-8

Instructions:

1. If the USB connected with computer without the Driver, the encoder have uninterrupted faint buzzig, when the driver installed successfully, the encoder stop buzz

2. Installed success, the encoder will always green light up, if no green light up, please plug the USB cable again, if the green light still not appear, please recheck whether the Driver is installed successful or not.

3. If can not enter into the Fig 2-1, you can enter into 'control panel'－'system'－'hardware'－'device manager'，then 'USB controller'，find the unknown 'USB DEVICE'，right click 'unload'，then 'Scan Check hardware modify' again，the Fig 2-9 will appear, reinstall the Driver

4. If the old install CD lost, or can not find the directory of install Driver, please search the 'BWUSB Drive Directory' under 'BW Lock system'.
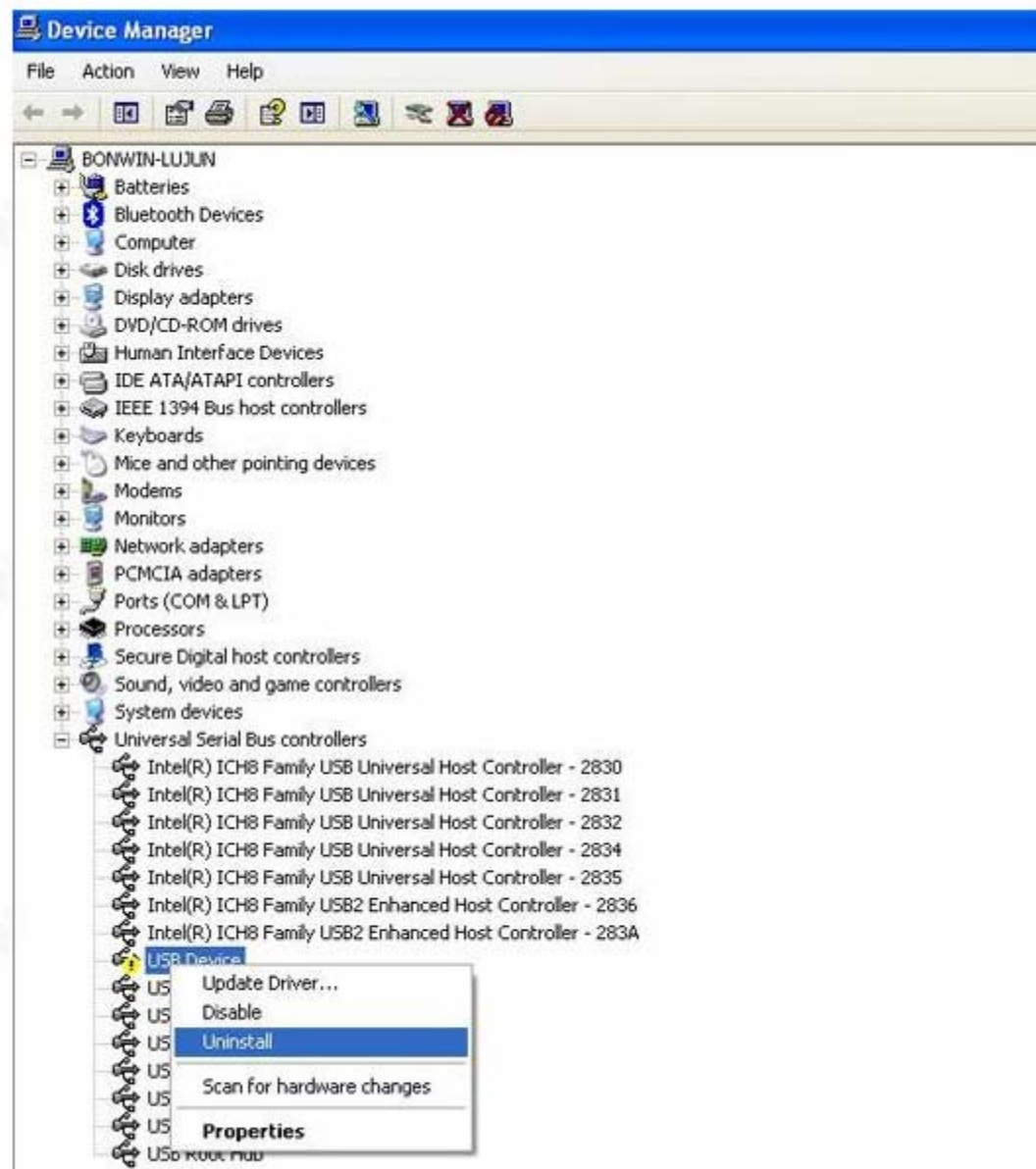

Fig 2-9

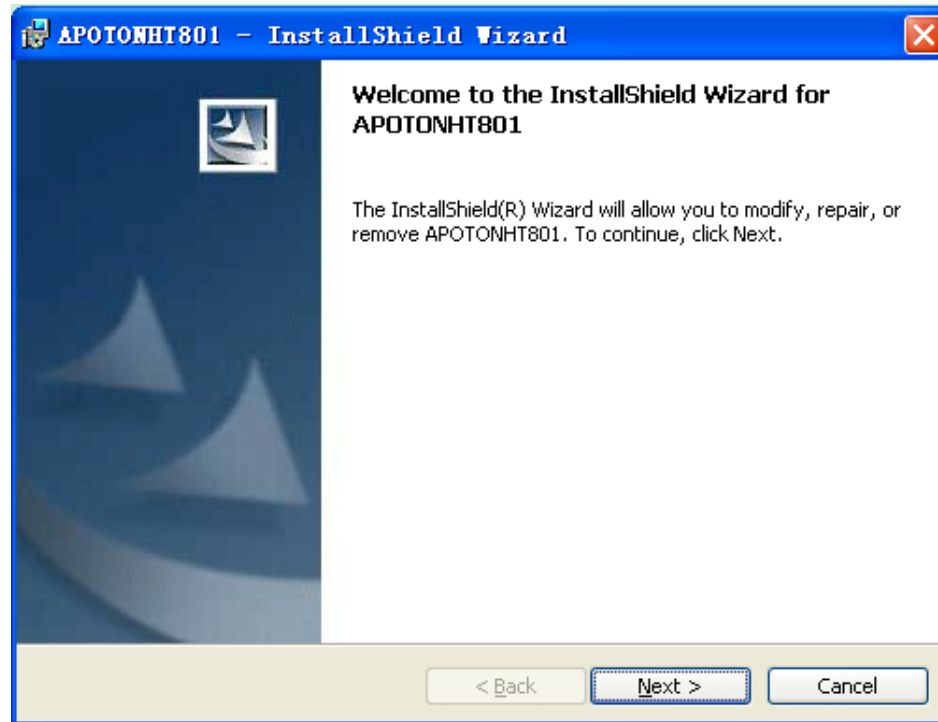### 3-3 Steps of the software installation
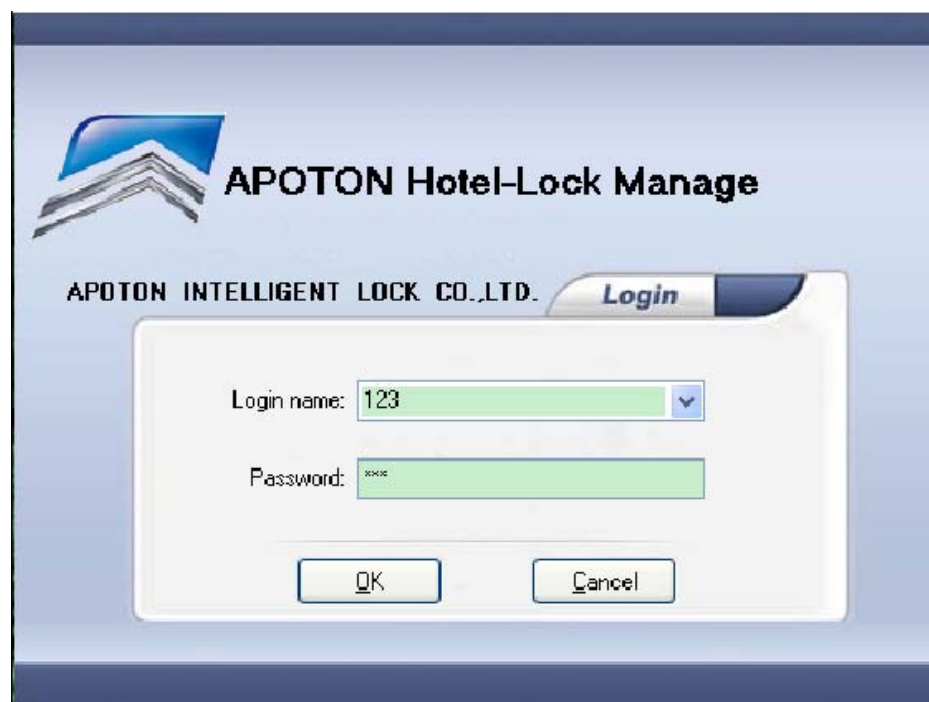

Fig 3-1 software installation

Fig 3-2 Login

i) Insert CD-ROM(supplied) into CD-ROM drive, open CD-ROM, double-click "Setup.exe".(Fig 3-1)
ii) Click [Next], the installation starts.
iii) Click [Finish], to complete setup.

iv) Normally "Bonwin Hotel-Lock" folder is created inside the "Program Files"

folder. Start up "BWHLM8.01"Shortcut, or start up "c:\Program Files\ BWHLM8.01.exe" file.

3-4 Login and Setting

3-4-1 Login

Start the" BWHLM8.01.exe", **Login Prompt** screen appears. (Fig3-2)

3-4-2 Main Interface

Default User code and password was "123" , enter into the Fig 3-3 as administrator, it can been revise the user name and the password after login successful.
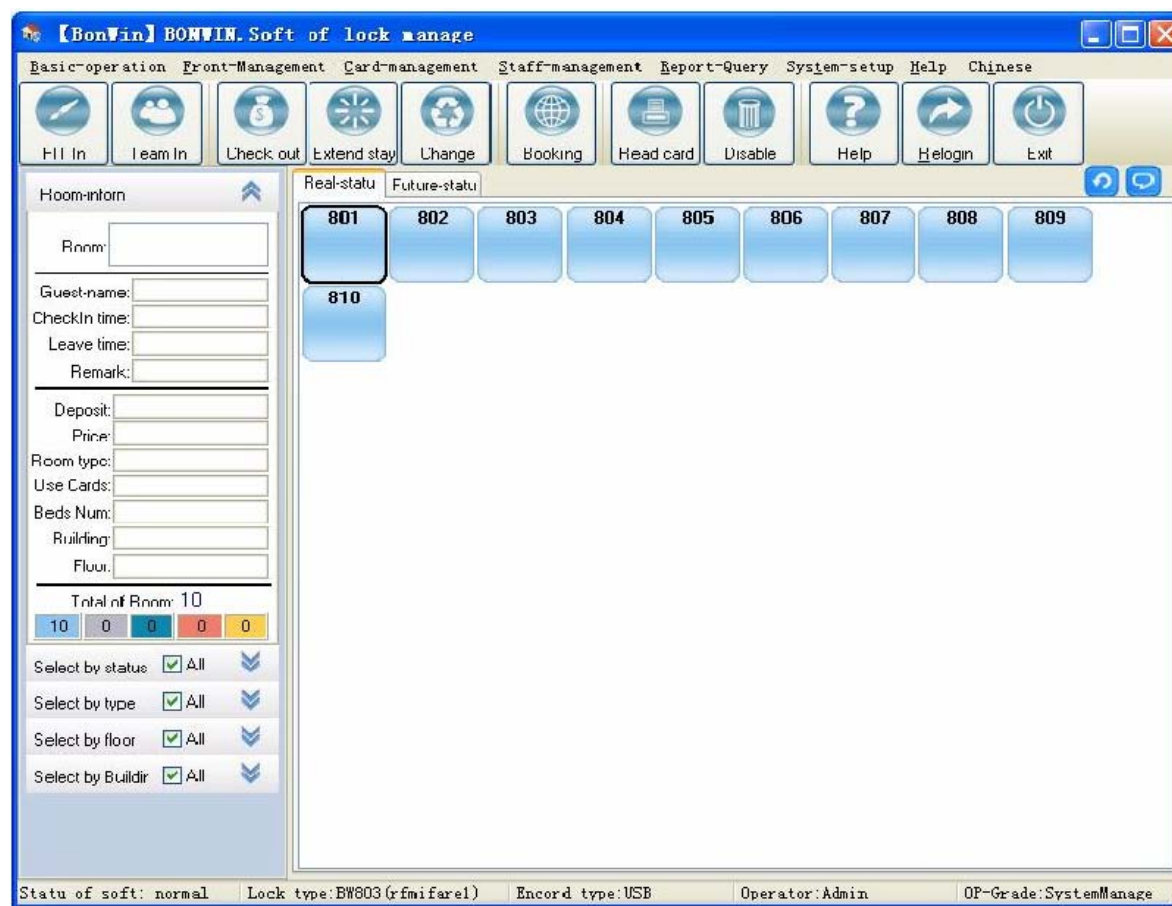

Fig 3-3 Main Form

- Top of the interface is the system menu and the shortcut button
- The left part is used for choose or input the effective basic info of the room., nether area is the Room Status Statistics and the Room diagram Screening
- Bottom of the main interface is the "statusline" of the software, it including the SW condition、 Door Lock Type、Reader Type、operator Name、operator right grade and the version of the software.

- The middle area is the Real Time Room Status and the Future Room Status, right click, you can find the kinds of the Room Status options for choose. Double click, the prior selected option will default started
- When the cursor moved to a room, the rooms status and rooms type showed

- the button which in the right upper area, is the "refresh button "and the "Room Status introduction button ". click the "Room Status Instruction "button , it will appear Fig 3-4

Fig 3-4 Home Info

fig 3-5

3-4-3 Hotel Setting

Select "Setting" item, click "Hotel Setting", Hotel Setting Windows appears (Fig3-5).

1.   Basic info

● Lock type: According to provided locks to setting.
● Check-out time: Default check-out time.
● if SN is invalid, Please apply again, otherwise it is not possible to issue cards.

2. System Cipher

Hotel cipher is the basis for security of locks, **The length of hotel cipher must be 8 numbers,**. The cipher is no need revised as normal, if do need revise it, you must find "Bonwin Data maintain", find the current system cipher, then revise the cipher. Confirm success, input the new password (number). Keep your new password carefully.After input current cipher, Click "Check", if it being confirmed successfully, then input new cipher.

At first click "Edit"; Click "save", settings enter into force; If SN is out of date, basic info and the system password can not been revised.

3-4-4 communication parameter

Select "Setting" item, click "communication parameter", Encoder Option Windows appears (Fig3-6). **When SN is being changed, the encoder must be re-set.**

select the reader type

1. if it is serial port reader, selected the port, at the same time check whether it is connected with the computer or not, then click "test"
2. If it is USB , check the driver is installed or not, then click "test Test: Remind the Reader connected success or not; save it after success.

fig 3-6

3-4-5   Room setting

Select "Setting" item, click "Room type / floor setting", display Fig3-7. it including: Building setting、floor setting、room type setting, it can been add、revise、delete, if set up the room already, the related building, floor, and room type can not been deleted, the occupied room is not allow to deleted.
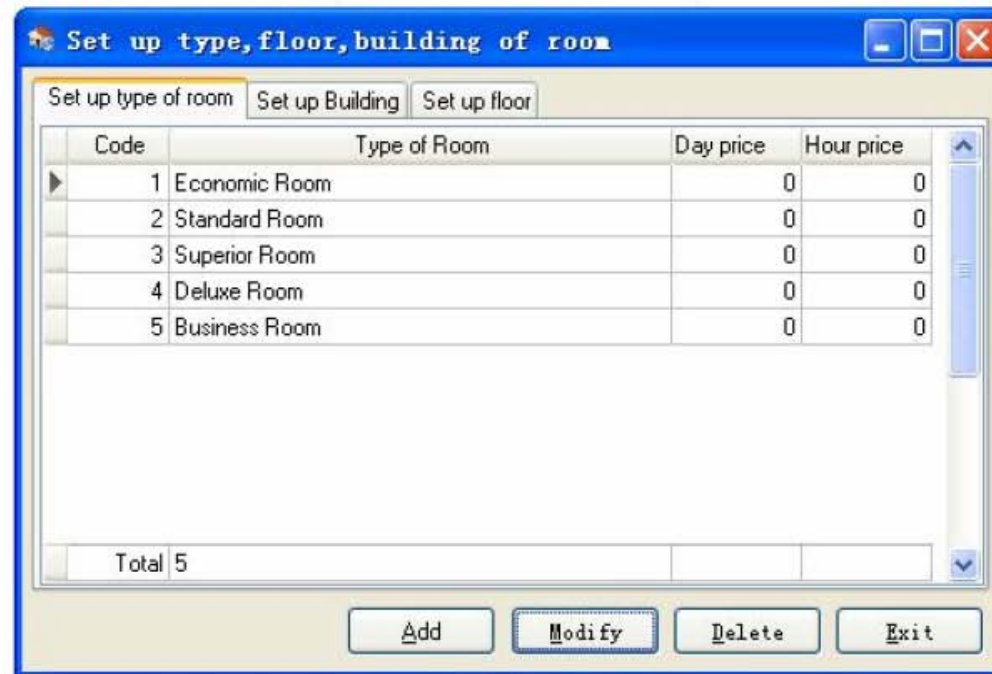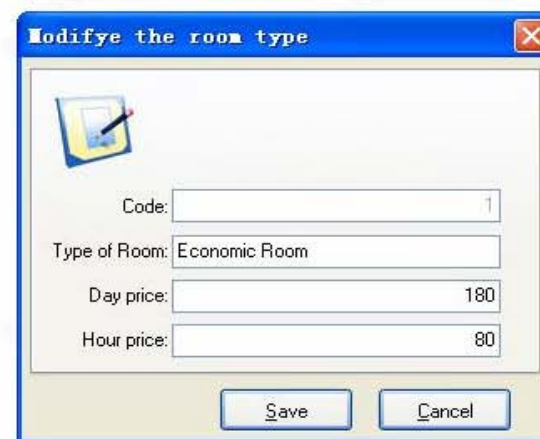

fig 3-7

○ **Set Home's Type**

- Code: Automatically generated, you can manually enter the;
- Day price: Automatically produce day's price when check_in;
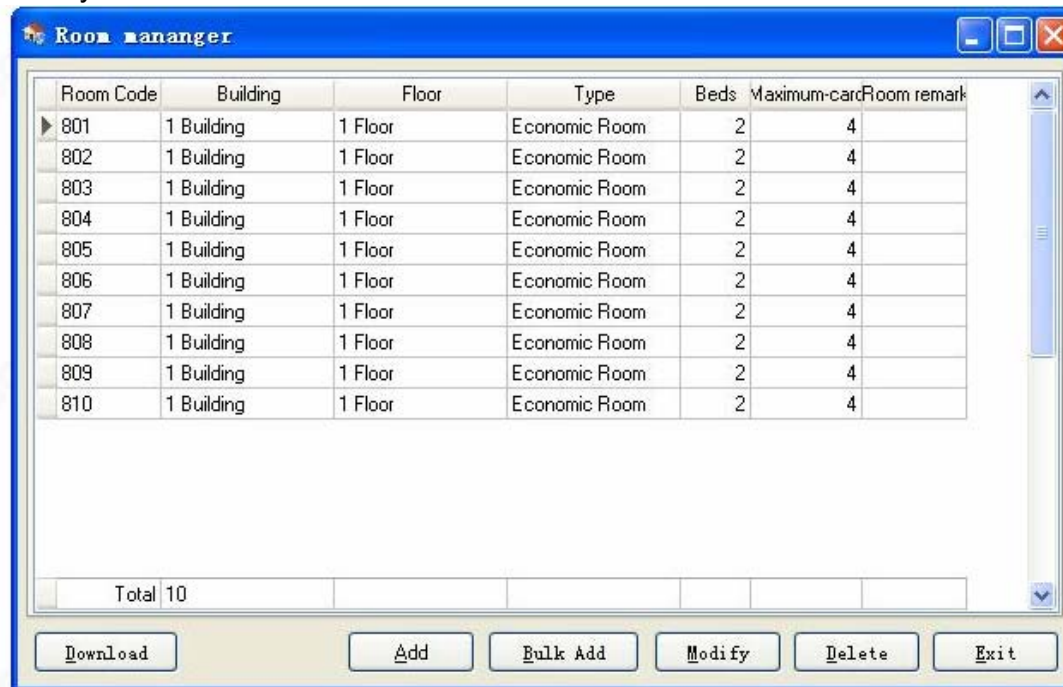- Hour price: Automatically produce hour's price when check_in;

○ **Set Buillding**

Set room belongs buillding,Easily find.

○ **Set Floor**

Set room belongs floor,Easily find.

Open the "room setting "of the "system setting", the Fig 3-8 appeared: when Room setting, it need select the information for example: Floor、room type、room number、bed number、mix issue card number and so on. If it is in same building and the same floor, the room number can not been repeated. Selected the "whole day room price" or "hour room price" from the "Room Type". You can add the room by two ways: "one by on add " or "bulk add"

Room Code	Building	Floor	Type	Beds	Maximum-card	Room remark
▶ 801	1 Building	1 Floor	Economic Room	2	4	
802	1 Building	1 Floor	Economic Room	2	4	
803	1 Building	1 Floor	Economic Room	2	4	
804	1 Building	1 Floor	Economic Room	2	4	
805	1 Building	1 Floor	Economic Room	2	4	
806	1 Building	1 Floor	Economic Room	2	4	
807	1 Building	1 Floor	Economic Room	2	4	
808	1 Building	1 Floor	Economic Room	2	4	
809	1 Building	1 Floor	Economic Room	2	4	
810	1 Building	1 Floor	Economic Room	2	4	
Total	10					

Download | Add | Bulk Add | Modify | Delete | Exit

fig3-8

One by one add

Click button "Add", Open the form of "One by one add "

- Input the room code, beds, maximum-card etc;
- Select Room type, Building, Floor, and you can select "Add..." and add buildi ng, floor, room type;
- Click "Save".

Bulk add

Click button "Bulk add", Open the form of "Bulk add " as fig 3-10 show.

- Enter the prefix of the room code, Example '8' or 'A';
- Select room type, maximum-card, beds number;
- Select start's building and end's building, Example: from 1 building to 2 building;
- Select start's floor and end's floor, Example: from 1 floor to 2 floor;

- Enter the room number on each floor, from the first few rooms to the first few rooms, such as from the first one room to the first 20 rooms, it is recommend ed: If there are 20 rooms on each floor you choose from the first one room t o the first 20 rooms;

- Click Save to complete batch adding;
- You can select one or more room to delete or modify.

3-4-6 Other setting:

Open the "other setting" of the "system setting", appeared the Fig 3-9, it including the Staff Department, position, credentials type setting, room status setting, payment method and the Area Setting of the customer source. Room Setting is the default double-click.
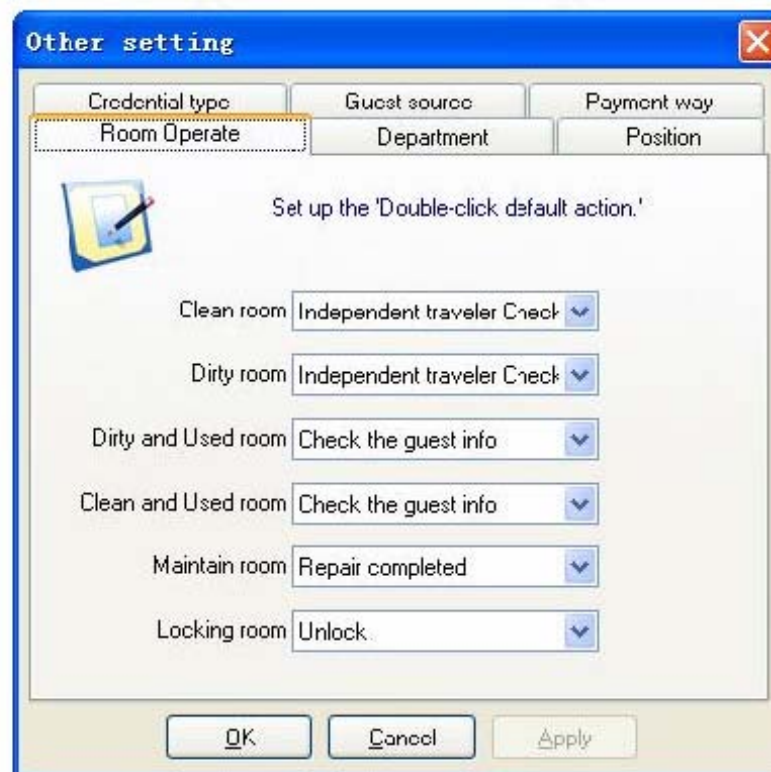

Fig 3-9

3-4-7 Personnel Management

The personnel management including: operator authority management, operator management and the staff management

1. operator authority

Open the "authority management" of the "staff management", the Fig 3-10 appeared. Select "Setting" item, clicks "Operators", display Fig3-10

Select a Level, click "Modify" Click "save", after "Re-login", settings enter into force.
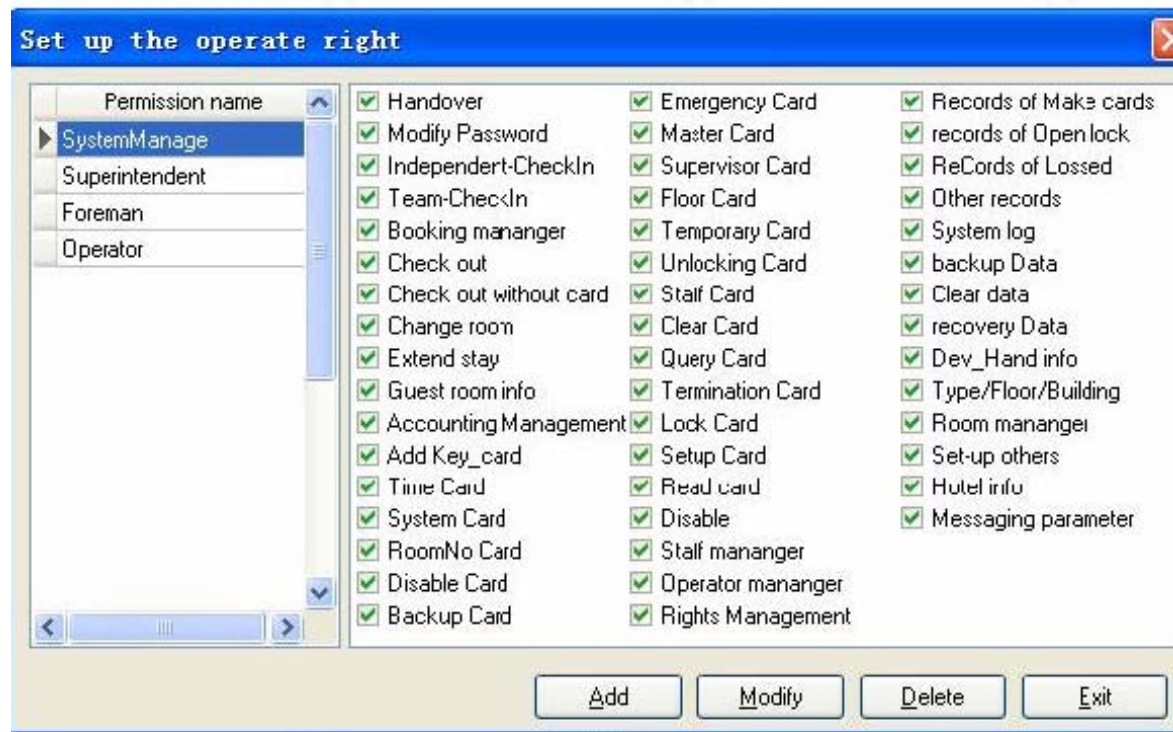

Fig 3-10

2. Operator Management

Open the personnel management, then open the "operator management", Fig 3-11 appeared, you can setting the User Name, password, authority.

Fig 3-11

- **ADD:** You can set the info: name of the new operator、user name、password、 authority. The user name、password、authority must be field.
- **Delete:** cancel the selected operator login name and the password

● **Modify:** modify the selected operator login name, name, authority, password restoration, the restorative password is "123"

Remark:

1. please set a operator who have the management authority at first

2. The operator password can been modified by "modify log password" of "basic operation"

3. **Staff Management**

open the personnel management, open the staff management, 3-12 appeared, you can add, search the staff info here, the staff info allowed add ,modify, demission, restoration，but it is not allowed to deleted, since may be you need check info in the future.

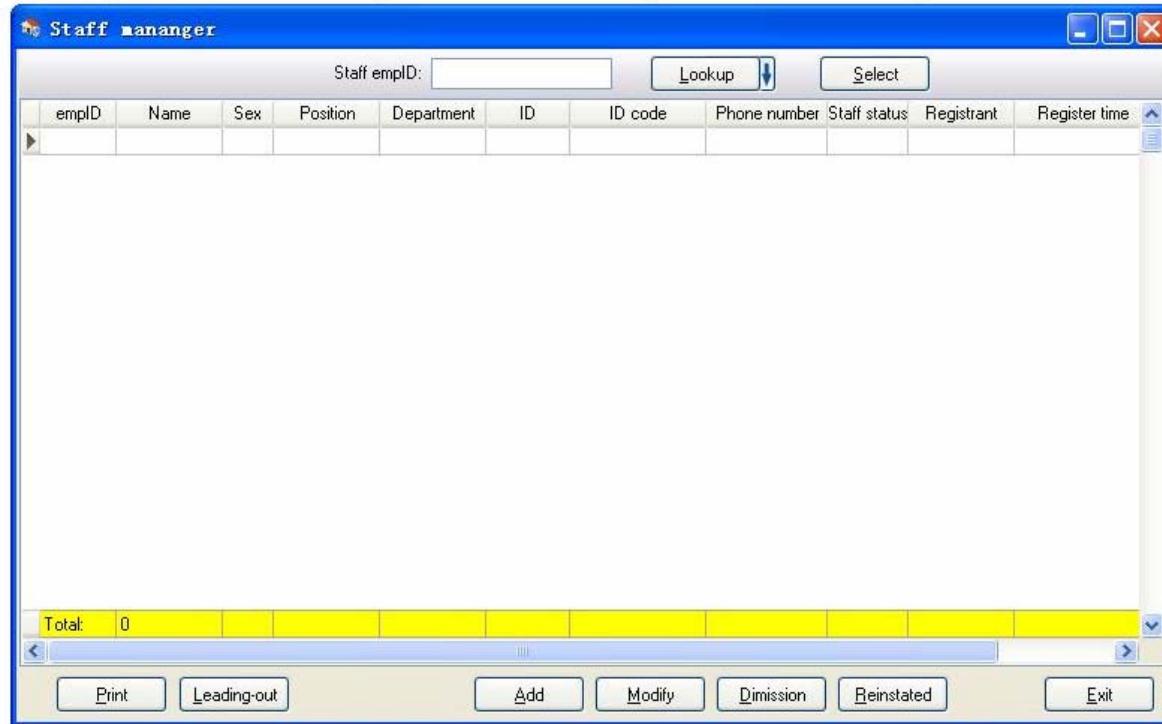Right click "hold card checking" to check the function card.

Fig 3-12

3-5 Card Management

3-5-1 Issue Card

Open the "Card Management", click the "issue Function Card", Fig 3-13 appeared. Including make the enactment card、Cipher Card、Clock card、room number card、locking room card、backup card、emergency card、master card、multi-floor card、floor card、temporary card、always open card、staff card、clear card、eliminate card、Query Card、report the loss card. Select the card type which you need, fill the information, click "issue card" button. **Remark: the occupied guest card can not been made into above cards unless the guest check out. Above cards can not been made into guest card unless it logout**
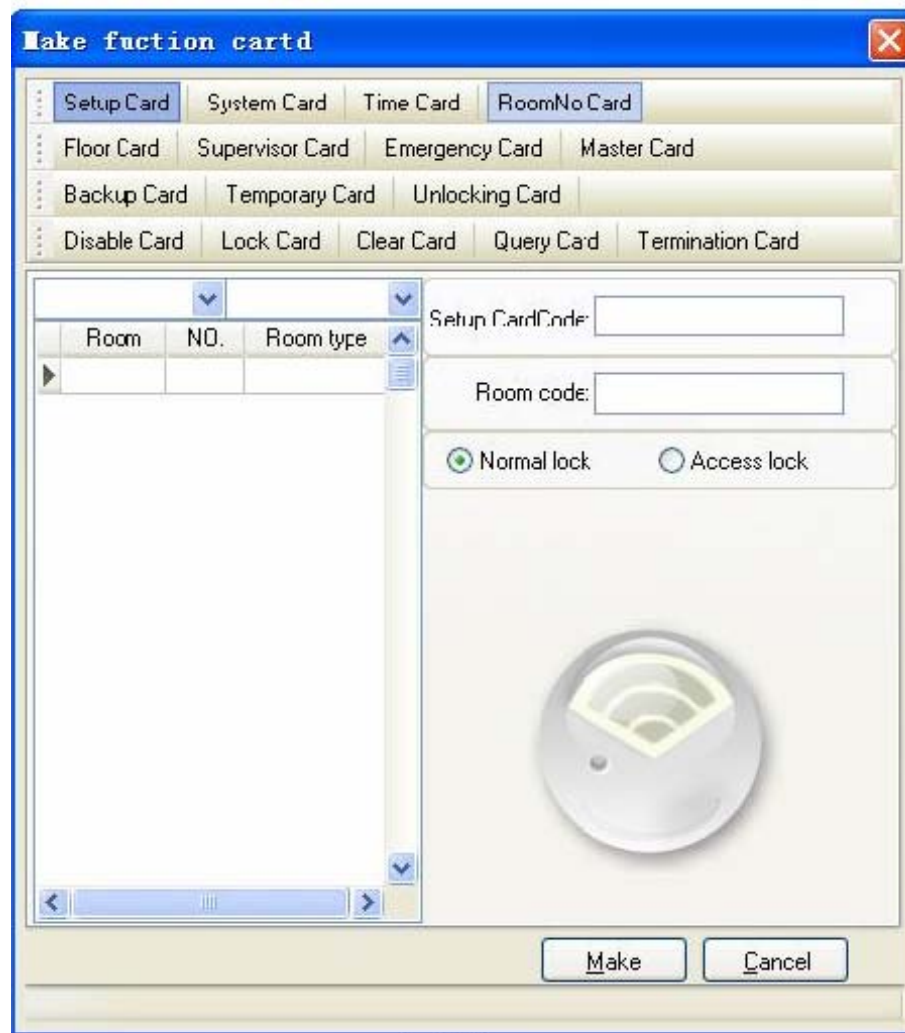
Fig 3-13

1、 **Enactment Card:** the card including the basic information of password, clock, room number and so on, can been one-off set up in the lock. it also can instead of the room number card, clock card to adjust the time of the lock, the card is not influence the symbol of locking room, when the system changed , the card will delete the locking status.

  Remark: when you want to make the enactment card, just need select the correct room information then you can start issue it.

  As for the new locks, it must been make: cipher card、clock card、room number card firstly, or the enactment card must set the lock up before you issue card to unlock the door.

2、 **Cipher card:** Is used for pass the "system cipher", find the cipher (system) card Fig, click "issue card", input the card number, display. System shows that the password changed , it can delete the locking status at the meantime.

3、 **Clock card:** is the medium of the synchronous lock time, the lock time must same to the actual time, then the lock can been worked normally.

  4、 **Room number card:** set the location and function to the lock

● if selected "common type", find the left side room list , select the floor and room which you needed, click the room number which you need, click "issue card"

It is suitable for the suite type lock

Lock room Card: used for lock the room, it can not been unlocked except the guest card or emergency card. If it been sweep by guest card or emergency card, the lock status disappeared automatically Remark: Before unlock the room, the occupied room can not been check-out, change room or extension stay, but it can operate the Account Management

6、 Terminating Card: When found the guest card lost, make a new terminating card then sweep on the room one time, the old card invalid automatically. Once the guest use new guest card, this terminating card will been invalid automatically. Sweep the terminating card when locking, the guest card will invalid and the locking status will also been disappeared automatically.

7、 Backup Card: when the management software happens any unexpected mistake it can be used as the guest card. We make 1~2 backup card for each lock normally, when the system have problem ,it can been used instead of the guest cards. If the backup card lost, can been made new ones. Once a new back up card issued the old backup card will invalid.

    Remark : the guest card, always open card have the same replacement method as the backup card

8、 Emergency Card and Master Card

9、 Emergency Card: Can open all the locks in emergency occasion, even including deadlocked door. No other card has this function. **Master Card:** Can open all the locks in the unit. except double-locked door. the issue card steps is similar, now use emergency card as example(as Fig 3-16)

- click the button ⬚ which behind the "staff empID" , selected the registered staff, if the staff is not exit but the operator have the operation rights, then the operator can add the staff info; if have time limitation, please select the invalid date and time; if need limit the unlock time, please select the unlock and lock time range.

- **"issue card"** if selected the registered staff, click issue card, the card reader buzz, and prompt issue card success

FCC Information:

Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This equipment has been tested and found to comply with the limits for a Class B Digital Device, pursuant to Part 15 of the FCC Rules. These limits are designed to this equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the radio or television off and on, the user is encouraged to try to correct interference by one or more of the following measures.

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on another circuit.
- Consult the dealer or an experienced radio/TV technician for help.