USER'S GUIDE

Kaba Lodging Systems

Kaba Lodging Systems
User's Guide

PK3194/10/06

KABA®

C E **American User's information – FCC compliance statement**

Warning

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

Note

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The user may find the following booklet prepared by the federal Communications Commission helpful: "How to Identify and Resolve Radio-TV Interference Problems." This booklet is available from the Government Printing Office, Washington, DC, 20402.
Stock # 004-000-00345-4.

European User's information – Declaration of Conformity
This device complies with the EMC Directive 89/336/EEC (amended by 92/31/EEC and 93/68/EEC) for a class A digital device. It has been tested and found to comply with EN50081-2: 1993 (EN55011:1991) and EN50082-2:1995 (EN61000-4-2:1995 & ENV50140:1993).

Table of Contents
at a glance

Table of Contents

Table of Contents

Chapter 9

Lock Programming

Chapter 10

RAC Programming & Reset

Chapter 11

Auditing Lock & FDU

Chapter 12

Preventative Maintenance

FDU Menu Chart

Re-encode and re-use

Re-encode and re-use

Magnetic Stripe Keycard

Smart Technology Keycard

Guest Rooms
(locks)

Common Areas

POS Verifier
(Another FDU in
POS Verifier mode)

**UNICAN Swipe
Card Reader**

**KABA Swipe
Card Reader**

Figure 1.1

Introduction

1.1 Objective of the User's Guide

This guide is designed to provide clear explanations and easy to follow, step-by-step instructions for all functions of the system that are carried out by Guest Service Attendants, Housekeeping; maintenance; managers.

This guide is meant to complement our on-site training program and the Kaba Ilco Lodging Access Control System Reference Manual. We hope you find it helpful and easy to use. Your comments are welcome.

1.2 Principles of the System

The Kaba Ilco Lodging Access Control System (also called "the system" in this booklet) uses electronic locks that work with keycards instead of keys.

The *Front Desk Unit (FDU)* is the tool that is used to make keycards for guests when they register. The FDU is a dedicated computer console with its own software for managing the system.

From the point of view of the guests, keycards work just like keys, giving them secure access to their room when they insert them in the lok. In addition, keycards can be customized when they are made, to give guests access to other areas such as a spa, parking and so on, or to add special functions on the keycard such as the Folio Number, Salesman's Lockout or the Disability Option. Because of the flexibility of the system, the guest only needs to carry one keycard for access to all of these doors and features.

For the Guest Service Attendants, using the system means that, instead of handing the guest a metal key from a rack, they make a new keycard for each guest who registers, with the options that the guest is entitled to use. The new keycard contains a unique, encrypted code which opens only the locks which the guest is authorized to access.

There are three types of keycards in the Solitaire system:

(i) **magnetic stripe;**
(ii) **Smart Technology (or SMARTKeycards); and**
(iii) **dual technology, with both a magnetic stripe and a Smart Technology chip.**

You can read more about SMARTKeycards in section 3.4.

All keycards are made using the Front Desk Unit. There is a built-in magnetic stripe encoder in the FDU, but an external Smart Technology encoder is required to make SMARTKeycards or dual technology keycards.

Figure 1.1 (opposite) illustrates how a keycard made using the FDU can be used in the guest room door, Guest Common Area doors and other FDUs operating as Point-Of-Sale (POS) verfiers in boutiques, restaurants, and so on. The same keycard is re-encoded and re-used for another guest (in any room) after it is returned. (SMARTKeycards can only be used in SolitaireSMART locks and card readers, but magnetic stripe and dual technology keycards can be used in any lock or card reader in the system).

1.3 Security Features

As soon as the keycard is used in the lock by the guest, all previous Guest level keycards are cancelled, which leads to a high level of security (the equivalent of changing the lock for every guest).

In addition, every use of the FDU or a lock is audited, and can be printed out as proof of who entered a room, and who made the keycard that let them in. Each employee must swipe a valid Authorization keycard in the FDU before they can make or read a keycard, and this information goes into the audit trail. The audit trail reveals the date and time, the identity of the user, the identity of the issuer of their keycard, and the operations performed.

! *NEVER lend your Front Desk Authorization keycard to anyone, and never make inappropriate use of any FDU, lock or keycard.*

ALWAYS log off the FDU after you finish using it, so that no one else can make keycards using your authorization.

1.4 Conventions and Scope

The abbreviation for "Front Desk Unit" used in this guide is FDU.

The abbreviation for "Guest Service Attendant" is GSA.

Symbols shown inside < > represent keys on the FDU keypad. For example, < ↵ > represents the enter key at the bottom right of the keypad.

This guide covers version 6.5 of the FDU software. Some functions or menu choices may differ on older systems.

2
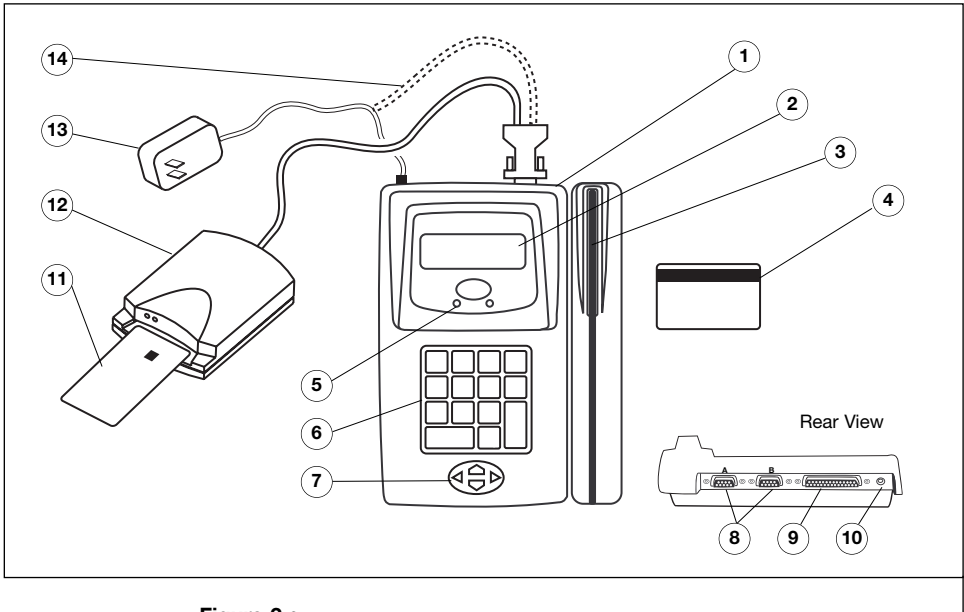
The Front Desk Unit

Figure 2 •

FDU 780 and Accessories

1. FDU - Front Desk Unit
2. LCD Screen
3. Magnetic Stripe Encoder
4. Magnetic Stripe Keycard
5. Status LEDs
6. Keypad
7. Cursor Keys
8. Serial Ports
9. Parallel Port
10. 9 VDC Jack
11. SMARTKeycard
12. External SMART Encoder and Stand
13. Power Supply for FDU
14. Power Supply for SMART Encoder

2.1 Overview

The FDU (Front Desk Unit) is a self-contained computer designed specifically to run the system. The FDU console includes an LCD screen, a keypad, and a magnetic stripe keycard encoder. For use with Solitaire SMART locks, an external Smart Technology encoder can be connected to Serial Port A at the back of the FDU. The FDU operates on 9VDC supplied by the power pack provided by Kaba Ilco.

The menus available to the user are displayed on the FDU screen.

To scroll through the menus, press the direction keys < ◄ ► ▲ ▼ > at the bottom of the keypad.

To make a menu selection or enter information in the FDU, use the number keys and the enter key < ↵ >. The <C> key is used to cancel an operation or move backward through the menus, and the <F> key is used to access special functions.

There may be more than one FDU in a hotel, in which case all FDUs are equivalent, and any FDU can be used to register a guest.

The FDU can operate in Manual Mode, in PMS (Property Management System) Interface Mode, or in POS (Point of Sale) Verifier Mode. With the exception of Chapter 8 dealing with PMS Interface Mode, the instructions in this guide refer to the FDU's Manual Mode.

Encode Guest level keycards

Verify or read back Guest level keycards

Encode Reset keycards and Battery Test keycards

Management level functions:
- *encode Staff level Entry and Reset keycards*
- *encode authorization keycards*
- *choose FDU settings*
- *view or print the audit*
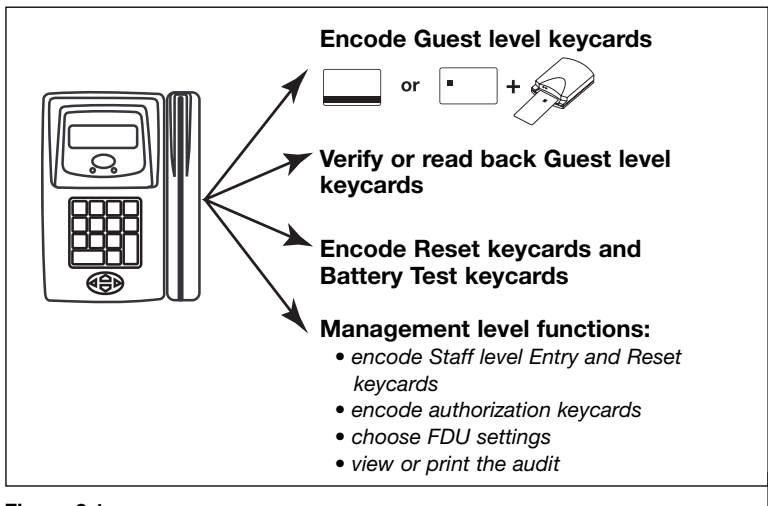
Figure 2.1 •

FDU features available to Guest Service Attendants and management.

Kaba Lodging Systems

2.2 FDU to FDU Data Transfer

Connect the DB9 cable to:

<A> on Transmitter

<B> on Receiver

Transmitter Unit

Swipe a Grand Master Authorization keycard throughthe FDU.

Press 4 then <ENTER>

Press 2 then <ENTER>

Press 2 then <ENTER>

Press <ENTER> again.

All FDU's must always be synchronized (same time & date) @ least once a year.

Receiver Unit

Swipe a Grand Master Authorization keycard throughthe FDU.

Press 4 then <ENTER>

Press 2 then <ENTER>

Press 1 then <ENTER>

Press <ENTER> again.

2.3 Battery Back-up

The FDU can operate for up to 8 hours without external power, using its internal rechargeable battery back-up. The FDU switches to the battery back-up automatically when external power is interrupted. When the battery back-up is low, an alarm sounds to alert you that the FDU will shut itself off. The alarm continues to sound once every minute, until the FDU shuts off.

When the battery back-up alarm sounds, stop using the FDU and connect the FDU to its external power supply immediately.

When running on external power, the *green* indicator LED on the FDU display will be lit. When running on internal batteries, the *red* LED will be lit.

2.4 Front Desk Authorization Keycard

The FDU will not operate until an Authorization keycard is swiped through the magnetic stripe encoder. The FDU will then offer menu choices for making keycards, etc.

Using a Front Desk Authorization keycard, GSAs can make a Guest level keycard or carry out the other procedures in this guide, on any FDU in the facility.

IMPORTANT: For security purposes, all transactions on the FDU are audited, showing the authorization keycard used, the transaction details, date and time.

DO NOT lend your Authorization keycard to anyone.

DO NOT leave your Authorization keycard unattended anywhere.

DO NOT leave the FDU unattended or allow another person to use it,

without first logging off your authorization by pressing <C> until you see the message "Insert Authorization".

All magnetic stripe keycards, including Guest level keycards and Authorization keycards, can be erased by strong magnetic fields.

2.5 Adjusting the Screen and Volume

Adjusting the Contrast

1. Press any key to activate the Front Desk Unit.

2. To adjust the contrast, press < ◀ ☀ >, then repeatedly press < ▲ > or < ▼ > within 5 second intervals until you reach the contrast you want.

3. To end the contrast adjustment, press < ↵ > or wait 5 seconds.

5. To set the contrast to its default, press < ◀ ☀ >, then press <2> within 5 seconds.

Turning the Backlight ON/OFF

1. Press any key to activate the Front Desk Unit.

2. To turn the backlight ON, press < ◀ ☀ >, then press <1> within 5 seconds.

3. To turn the backlight OFF, press < ◀ ☀ >, then press <0> within 5 seconds.

Turning the Sound ON/OFF

1. Press any key to activate the Front Desk Unit.

2. To turn the sound ON, press <F>, followed by < ◀ ☀ >, then press <1> within 5 seconds.

3. To turn the sound OFF, press <F>, followed by < ◀ ☀ >, then press <0> within 5 seconds.

Adjusting the Volume

1. Ensure the sound has been turned on.

2. Press any key to activate the Front Desk Unit.

3. To adjust the volume, press <F>, followed by < ◀ ☀ >, then repeatedly press < ▲ > or < ▼ > within 5 second intervals until you reach the volume you want.

4. To end the volume adjustment, press < ↵ > or wait 5 seconds.

2.6 Set the FDU to Day Light Saving Time

CURRENT TIME

1. Swipe a Grand Master Authorization keycard through the FDU.

2. Press 5 and ENTER.

3. Press 1 and ENTER.

4. Press 10 and ENTER

5. Use the right Arrow key to move the cursor to adjust the hours and ENTER

6. Press "C" twice

7. Press 1 to save the changes

Note: You can verify if the Time has changed by Pressing from Main Menu "F" then 1. Notice the presence of the Asterisk after the minutes.

2.7 FDU Identification

The F1 function displays the number of the FDU, the version of the FDU software, the authorization keycard currently in use, the current date and the current time.

Viewing the FDU Identification

1. Press any key to activate the Front Desk Unit.

2. Swipe any Authorization keycard.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Press <F>, then press <1> within 5 seconds. (This function is available from any menu.)

```
FDU #2              V6.5
 Authorization:      200
 Date:         11/04/2001
 Time:            08:54*
```

An asterisk (*) indicates Daylight Saving time.

2.8 Software Version

The FDU has built-in software which determines the menu functions. The current version of the FDU software is 6.5, which supports SolitaireSMART locks and the external Smart Technology reader. Software versions 6.3 and earlier did not allow GSAs to pre-register guests.

Version 6.5 software is available in three releases that determine the operation modes available:

Version	FDU Operation Modes
6.5	Manual, POS
6.5P	Manual, POS, PMS Interface
6.5R	Manual, POS, PMS Interface, RoomWatch Interface

2.9 Care and Maintenance

The FDU is a sealed, self-contained unit that should require little or no servicing. To clean the FDU or the external Smart Technology encoder, wipe with a slightly moist (not wet) soft cloth. Do not use any harsh cleaners, or spray or pour any liquid on the FDU or the Smart Technology encoder.

Both types of encoder should be cleaned once per week with approved Kaba Ilco cleaning cards to maintain performance. Swipe or insert the cleaning card several times to remove any dirt from the reader.

Do not place the FDU in direct sunlight, or near sources of excessive humidity, oil vapor, dust, or extreme heat or cold.

The FDU has no user serviceable parts inside. Do not attempt to open the FDU. Refer servicing to your Kaba Ilco dealer.

Keycard Technology

3.1 Keycards and Guest Security

Guests who are curious about the security of the system should be informed of the following security principles:

• *The information on the keycard is encrypted* so that their room number cannot be determined from their card. A would-be intruder would have no reason to associate their card with their room, unless the keycard is left in the lock or dropped in an obvious location.

⚠ *NEVER identify a keycard by writing the room number that it opens on the card.*

• *Guests should treat their keycard as they would any key, keeping it secure at all times.*

• *When a new Guest level keycard is used in the guest room lock, all previous Guest level keycards are automatically cancelled.* In other words, as soon as a new guest checks in and opens the door to their room, previous guests cannot return to the room, and the new guest holds the only circulating Guest level keycard. The keycard is date and time stamped to make this possible.

If a guest room or suite has more than one door, new guests MUST swipe their keycard in each lock that leads to their room, to cancel the previous keycard in all locks.

> *Note for GSAs:* When more than one guest is occupying a room, you should encode all the keycards needed by the guests at the same time (request the number of copies required before you encode). Otherwise, if the keycards are encoded in separate transactions of the FDU, the most recently encoded one will cancel the older ones in the lock.
>
> If you wish to make an additional keycard for the current guests, make a duplicate keycard that will not cancel the other valid Guest level keycards they already hold for the lock. For more information, see section 4.2 "New vs. Duplicate Keycards".

• *Kaba Ilco electronic locks cannot be "picked" in the traditional sense, and offer the highest quality of locking hardware, providing guests with added security from unauthorized entry to their room.*

3.2 Keycards are Reusable

Both magnetic stripe and Smart Technology keycards are designed to be used over and over again. Wear and tear on a keycard from a single guest's stay should be minimal.

Both types of keycard should be cleaned if dirty with approved Kaba Ilco cleaning supplies, and re-used.

Badly damaged or bent keycards which may not insert smoothly in the lock, or whose information carrying system (magnetic stripe or Smart Technology contacts) is too worn, should be discarded.

Always destroy discarded keycards to prevent unauthorized use.
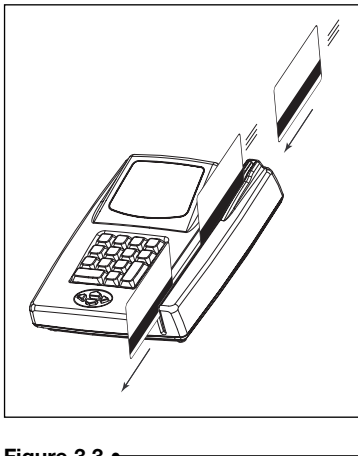
Figure 3.3 •
How to swipe a magnetic stripe keycard

3.3 Magnetic Stripe Keycards

Magnetic stripe keycards are similar to a credit or bank card. To read or encode a magnetic stripe keycard, insert the keycard (when prompted by the FDU screen) in the top end of the encoder slot, with the magnetic stripe along the bottom edge of the keycard, and facing away from the LCD screen. Swipe the keycard through the slot *at an even speed,* and remove it from the bottom end of the slot. The FDU display will indicate whether the keycard was read or encoded properly.

Magnetic stripe keycards work in all Solitaire locks and readers.

All magnetic stripe keycards, including Guest level keycards and Authorization keycards, can be erased by strong magnetic fields.

3.4 Smart Technology Keycards

Smart Technology keycards (or "SMARTKeycards") contain a memory chip, which is read and written by the external Smart Technology encoder, or a SolitaireSMART lock. SMARTKeycards are a very secure technology, which is virtually impossible to tamper or duplicate, and provide the added potential to carry customer payment information or other data when the appropriate equipment becomes available in the future.

Version 6.4 or higher of the FDU software is required to encode SMARTKeycards. The FDU auto-matically detects the presence of the external Smart Technology encoder, and will only prompt the user to insert the SMARTKeycard if the encoder is connected to Serial Port A at the back of the FDU. (The encoder must be connected before attempting to make a SMARTKeycard or dual technology keycard.)

SMARTKeycards have the same applications, Authorization keycard requirements, expiry and options as described for the corresponding magnetic stripe keycards in sections 4.3 to 4.8. SMARTKeycards are encoded similarly to the procedures for magnetic stripe keycards, with only minor differences.

To read or encode a SMARTKeycard, insert it in the external Smart Technology encoder, with the contacts facing up. The card will snap gently in place. Remove the card when prompted by the FDU.
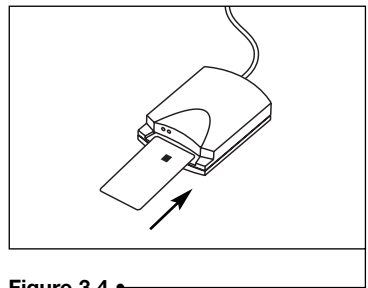
Figure 3.4 •
How to insert a SMARTKeycard in the external Smart Technology encoder

❗• SMARTKeycards work in SolitaireSMART locks and readers only. If the keycard must also work in magnetic stripe locks and card readers, encode a dual technology keycard (see section 3.5).

❗💧 SMARTKeycards may not function correctly when wet. Do not insert a wet SMARTKeycard in a lock or reader.

3.5 Dual Technology Keycards

If the hotel is equipped with a combination of magnetic stripe (Kaba Ilco System 700, Solitaire 710, 710-II or Generation E-760) locks, and SolitaireSMART locks, then guests may require a dual technology keycard, with both a Smart Technology chip, and a magnetic stripe. For example, the magnetic stripe could be for access to a parking area or other services, while the Smart Technology chip could be used for their room in an executive or high security suite, equipped with a SolitaireSMART lock, and for services that make use of the Smart Technology chip on their card.

With the external Smart Technology encoder connected to the FDU, a keycard can be encoded as "dual technology", by both swiping the magnetic stripe in the FDU encoder, and inserting the Smart Technology contacts in the external encoder, as prompted by the messages on the FDU screen.

3.6 Cleaning Keycards

Keycards can be cleaned if dirty with a moist soft cloth, or with approved Kaba Ilco cleaning cards. Gently wipe the card surface, magnetic stripe and/or Smart Technology contacts clean. Do not use any harsh or abrasive cleaners.

It is good practice to clean keycards regularly (e.g. when they are returned by departing guests), for the comfort of the next guest, since keycards are much easier to clean than traditional keys.

Making Guest Level Keycards

4.1 Overview of Options

The information encoded on the keycard includes the room or suite number, the time it was created, the time it will expire, and a variety of options explained below. These options are available when encoding a Guest level keycard, except for One Shot keycards (i.e. available for Guest, Adjoining Suite, Common Door Suite and Convention Suite).

Each option must be enabled by the Solitaire System Administrator, using a Grand Master level Authorization keycard. If the option is not enabled, it will not appear on the FDU screen while keycards are being made, and the default value for that feature as selected by the system administrator will automatically be encoded on the keycard.

Keycard Expiry

The expiry date and time is encoded on each Guest level keycard. Keycards are valid until the expiry time, or until cancelled by a more recent Guest level keycard or the appropriate Reset keycard (see Chapter 6. "Canceling Guest Level Keycards").

Selectable Expiry

As part of the FDU setup, the System Administrator specifies the default expiry of each type of keycard.

Variable Expiry

If the System Administrator has enabled the Variable Expiry feature, the following screen appears, and you can use the default expiry, or enter a custom expiry.

```
Expiry
     1 nights              12:00
Selected expiry:
03/15/2002
```

The time on the right (12:00 in the example) is the default check-out time set by the System Administrator.

You can change the number of nights and/or the check-out time if desired. Type the new number of nights and the check-out time. (Use the direction keys to move left and right.)

For a stay of less than 24 hours, type 0 nights, and enter a check-out time that is later than the current time (e.g. 18:00).

The date at the bottom left (03/15/2002 in the example) is the date on which the keycard will expire, at the check-out time as entered.

Press < ↵ > when done to continue.

Guest Common Areas

The System Administrator can assign up to 8 Guest Common Areas, such as a pool, parking, elevators, etc. These are low security zones that may include services for which the guest has paid an extra fee.

Each Guest Common Area is set to YES, NO or Auto by the System Administrator. When it is set to YES, the FDU will ask whether to include the common area before making a Guest level keycard. For example:

```
Common Area #1
1=YES
0=NO
?
```

Press 1 to add the Guest Common Area to the keycard, or 0 to skip the Guest Common Area.

Do not press < ↵ > .

Salesman's Lockout

The Salesman's Lockout feature offers increased protection for the guest's privacy and valuables. When added to the guest's keycard, the guest can control staff access to their room by locking out all but their own keycard and the emergency keycard when they are away from their room.

Note: Not available on Generation E-760 locks. This option can be encoded on the keycard, but will have no effect if the guest room door has a Generation E-760 lock.

To activate the Salesman's lockout function, a guest simply leaves their room and closes the door, then swipes their keycard without turning the handle. (Only if the keycard has the feature on it).

The Salesman's Lockout is like an electronic deadbolt, and is an example of a feature made possible by using keycards instead of traditional keys.

The Salesman's Lockout feature is set to YES, NO or Auto by the System Administrator. When it is set to YES, the FDU will give the following prompt before making a Guest level keycard:

```
Salesman lockout
1=YES
0=NO
?
```

Press 1 to add the Saleman's Lockout to the keycard, or 0 to skip this feature.

Do not press < ↵ > .

Guest Folio Number

Some hotels use a folio number to track guest preferences, or to post charges from Point-of-Sale locations such as restaurants, bars, casinos or other paying services to the correct guest account. If folio numbers are enabled by the System Administrator, enter the guest's folio number of up to 9 digits (up to 19 digits for the FDU 780-2) when making each Guest level keycard:

```
Folio Number
?
120719303412
```

Type the folio number (max. 19 digits, depending on the FDU model) if desired.

Press < ↵ > to continue.

Disability Option

New in Version 6.5 and available on Generation E-760 locks only, the Disability Option changes the time delay during which the door can be opened after a valid Guest keycard is swiped from 4 seconds to 15 seconds, to assist guests who may have difficulty turning the handle.

This option not only applies to elderly or disabled patrons, but can also potentially be of assistance to families with young children, or guests who frequently have their hands full when returning to their room.

If enabled by the System Administrator, you can add the Disability option (15 second delay to open door) to the keycard as follows:

```
Disability Option
1=YES
0=NO
?
```

Press 1 to add the Disability Option to the keycard, or 0 to skip this feature.

Do not press < ↵ > .

The Disability Option has no effect when the keycard is used in locks other than the Generation E-760 and related models.

4.2 New vs. Duplicate Keycards

The FDU can make *New* or *Duplicate* keycards. When making a Guest level keycard, the following prompt will always appear on the FDU screen after the room or suite number has been chosen:

> **New Keycard**
> **1=YES**
> **0=NO**
> **?**

Select 1 to make New keycards or 0 to make Duplicate keycards.

Do not press < ↵ > .

New Keycards

New keycards cancel all previous Guest level keycards when used in the guest room lock. The lock checks the creation date and time of the keycard, and remembers the most recent keycard only.

When a guest registers, the number of keycards needed by the guest's party are encoded together, so that they are all identical New keycards. (For example, a couple staying in a double room would receive two identcial New keycards for the door to the room).

When you see the following prompt, enter the number of keycards required. You will then be prompted to encode that number

of *identical* New keycards that will not cancel each other in the lock.

> **How many keycards**
> **ENTER=1**

Type in the number of copies needed, and press < ↵ > .

! ▭

As soon as one of the identical New Keycards is used in the lock, the previous guest's access is cancelled.

If a guest room or suite has more than one door, new guests MUST swipe their keycard in each lock.

Duplicate Keycards

Duplicate keycards are keys made after the guest's initial registration, that will not cancel the currently valid Guest level keycard. The lock checks the date and time on the Duplicate card, and opens if the card is valid, but does not remember the creation date and time of the Duplicate keycard.

Duplicate keycards are for situations where you do not wish to cancel other valid copies of the keycard for the guest room, for example when there are two guests staying in a double room, and one of them returns a bent keycard for replacement. Since the keycard is

not lost, it can be destroyed and replaced with a duplicate keycard that will not cancel the other guest's access.

Similarly, if an additional guest needs to be added to an existing registration for which Guest level keycards are already prepared, for example to a Convention Suite, this can be accomplished issuing a duplicate keycard that does not cancel other users' access.

Another example is if one of a group of guests who hold keycards for a room or suite needs an adjustment to the options on their keycard. (E.g. adding or removing Guest Common Areas, expanding an Adjoining Suite to include more rooms for certain guests only, etc.) Instead of recalling and re-encoding all of the circulating keycards for the room or suite, simply retrieve the affected guest's keycard and re-encode it as a duplicate for the appropriate room(s), with the desired options.

Some of the situations in which New or Duplicate keycards are appropriate are listed in Table 4.2 below.

Situation	Keycards to Issue
New guest registration	NEW
Stolen keycard*	NEW
Lost keycard*	NEW
Replacement keycard	DUPLICATE
Add guests to an existing registration	DUPLICATE
Change options for one guest when other guests hold valid keycards for the same room or suite	DUPLICATE

Table 4.2: When to use New and Duplicate Keycards

* For specific information on lost or stolen keycards, refer to section 6.1

4.3 Guest Keycard
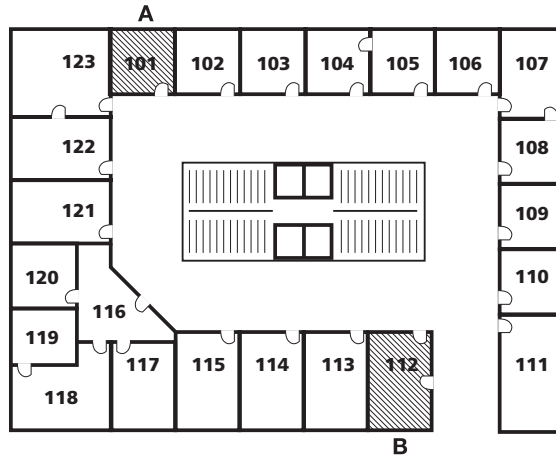
Application:

Opens the lock on the door or doors that lead to an area that is normally rented as a single unit (room, suite or apartment).

Example:

(A) Single room with a single door
(B) Single room with multiple doors

Expiry:

From 1 hour to 2730 nights

Options:

Variable Expiry, Guest Common Areas, Salesman's Lockout, Folio Number, Disability Option

---

Scenario:

Make two identical New Guest keycards for guest room #1101.

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the Front Desk Unit.

    ```
    Main Menu:
    1 = Keycard
    2 = Reset
    ?
    ```

3. Enter 1 to select the Keycard menu, then press < ↵ >.

```
Keycard:
1 = Guest
2 = One Shot
?
```

4. Enter 1 to select the Guest option, then press < ↵ >.

```
Room number
?
```

5. Enter the room number (e.g. 1101), then press < ↵ >.

```
New keycard
1 = YES
Ø = NO
?
```

6. Enter 1 to select the New Keycard option.

A series of option menus may appear. Make the changes, if necessary (see sections 4.1 and 4.2).

Example: Accept the default expiry, and add Guest Common Area #1 to the keycard:

```
Expiry
    1 nights       12:00
Selected expiry:
03/15/2002
```

To accept the default expiry, press < ↵ >. (OR, to change the number of nights and the check-out time, use the direction keys and the number keys. Change the desired information, then press < ↵ >.)

```
Common Area #1
1=YES
0=NO
?
```

Press 1 to add GCA #1 to the keycard.

7. When all of the other options have been entered, the following screen appears:

```
How many keycards
ENTER = 1
```

Enter 2 (if you want two keycards), then press < ↵ >.

```
Guest Key #1101
Insert blank
Keycard #1
```

8. Swipe a blank keycard through the Front Desk Unit encoder.

```
Guest Key #1101
Insert blank
Keycard #2
```

9. Swipe a second blank keycard through the Front Desk Unit encoder.

```
ENCODING SUCCESSFUL
```

You now have two identical, new Guest keycards for room #1101.

4.4 One-shot Keycard

Application:

Opens a specific room only once, for use by walk-ins, maintenance by an external contractor, etc.

Expiry:

From 1 to 4 hours, or until the card is used once, whichever is first.

Options:

None

Scenario:

Make a One-shot keycard for guest room #1101.

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.
2. Swipe a Front Desk Authorization keycard through the Front Desk Unit.

   ```
   Main Menu:
   1 = Keycard
   2 = Reset
   ?
   ```

3. Enter 1 to select the Keycard menu, then press < ↵ >.

   ```
   Keycard:
   1 = Guest
   2 = One Shot
   ?
   ```

4. Enter 2 to select the One-Shot option, then press < ↵ >.

   ```
   Room number
   ?
   ```

5. Enter the room number (e.g. 1101), then press < ↵ >.

   ```
   One Shot for #1101
   Insert blank
   Keycard #1
   ```

6. Swipe a blank keycard through the Front Desk Unit.

   ```
   ENCODING SUCCESSFUL
   ```

You now have a One-Shot keycard for room #1101.

Notes:

You cannot make a One-Shot keycard for Guest Common Areas or Common Door Suites.

4.5 Adjoining Suite Keycard
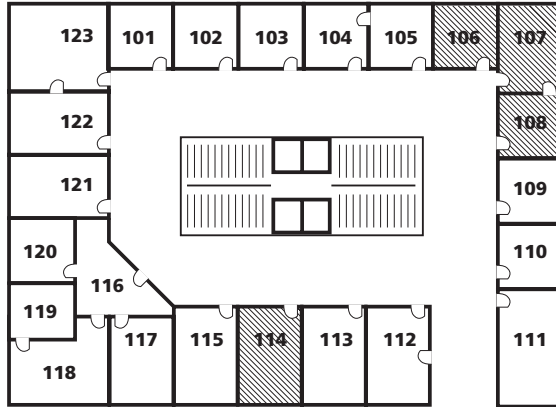
Application:

Opens each door of Adjoining Suites of up to 15 individual guest rooms, within a 15 room number range. No resetting of the individual door locks is required.

Example:

Possible	Not Possible*	Not Possible**
106	**101**	**116**
107	**122**	**117**
108	**123**	**118**
114		

* *Rooms not within a 15-room number range. See Section 4.7 "Convention Suite Keycard".*

** *Doors belong to a Common Door Suite.*

Expiry:

From 1 hour to 2730 nights

Options:

Variable Expiry, Guest Common Areas, Salesman's Lockout, Folio Number

Scenario:

Make two identical New Adjoining Suite keycards for guest rooms #106, 107, 108, 114.

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the Front Desk Unit.

```
Main Menu:
1 = Keycard
2 = Reset
?
```

3. Enter 1 to select the Keycard menu, then press < ↵ >.

```
Keycard:
1 = Guest
2 = One Shot
?
```

4. Enter 3 to select the Adjoining Suite option, then press < ↵ >.

```
Starting Room
?
```

5. Enter the first room number (e.g. 106), then press < ↵ >. (You must start with the lowest room number.)

```
Rooms of adj. Suite
Next Room
?
```

6. Enter the remaining room numbers (e.g. 107, 108, 114), and press < ↵ > after each one.

```
Rooms of adj. Suite
Next Room
?
```

7. Press < ↵ > after the last room #.

```
New keycard
1 = YES
Ø = NO
?
```

8. Enter 1 to select the New Keycard option.

   A series of option menus may appear. Make the changes, if necessary (see sections 4.1 and 4.2).

```
How many keycards
ENTER = 1
?
```

9. Enter 2, then press < ↵ >.

```
Adjoining Suite
Insert blank
Keycard #1
```

10. Swipe a blank keycard through the Front Desk Unit.

```
Adjoining Suite
Insert blank
Keycard #2
```

11. Swipe a second blank keycard through the Front Desk Unit.

```
ENCODING SUCCESSFUL
```

You now have two identical New Adjoining Suite keycards.

Notes:

You must start with the lowest room number. The remaining room numbers can then be entered in any order. After entering the last room number, press < ↵ >.

Cannot include doors of a Common Door Suite.

4.6 Common Door Suite Keycard
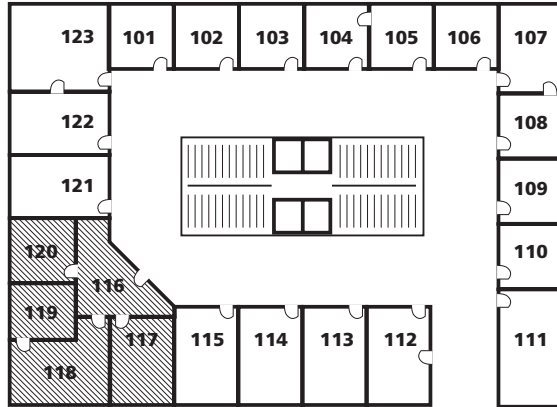
Application:

Opens the common door and the correct inner doors that apply to a guest occupying a Common Door Suite. Access to the inner doors can be configured as desired by the guest(s). (Each guest's keycard can open some or all of the doors inside the suite.)

Example:

Guest 1	Guest 2	All to same Guest
116	**116**	**116**
117	120	117
118		118
119		119
		120

Expiry:

From 1 hour to 2730 nights

Options:

Variable Expiry, Guest Common Areas, Salesman's Lockout, Folio Number

Scenario:

Make a Common Door Suite keycard for outer door #116 and inner door #120.

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the FDU.

> **Main Menu:**
> **1 = Keycard**
> **2 = Reset**
> **?**

3. Enter 1 to select the Keycard menu, then press < ↵ >.

```
Keycard:
1 = Guest
2 = One Shot
?
```

4. Enter 4 to select the Common Door Suite option, then press < ↵ >.

   The Front Desk Unit asks for the suite number (or for the inner doors directly, depending on the features selected by the System administrator, see section 4.6.13 in the Reference Manual).

```
Suite number
?
```

5. Enter the suite number (e.g. 116), then press < ↵ >.

```
Inner Doors
Inner Door #
?
```

6. Enter the inner door number (e.g. 120), then press < ↵ >.

```
Inner Doors
Inner Door #
?
```

   Since you want a keycard for only one inner door, press < ↵ >.

   (OR, To make a keycard for several inner doors, enter the number of each door, then press < ↵ >.)

```
New keycard
1 = YES
Ø = NO
?
```

7. Enter 1 to select the New Keycard option.

   A series of option menus may appear. Make the changes, if necessary, (see sections 4.1 and 4.2).

```
How many
keycards
ENTER = 1
?
```

8. Enter 1, then press < ↵ >.

```
Common Door Suite
Insert blank
Keycard #1
```

9. Swipe a blank keycard through the Front Desk Unit.

```
ENCODING SUCCESSFUL
```

You now have a Common Door Suite keycard for doors 116 (outer door) and 120 (inner door).

Notes:

When making Common Door Suite keycards, the FDU will only accept room numbers that are part of a Common Door Suite. (As programmed at the factory.)

4.7 Convention Suite Keycard
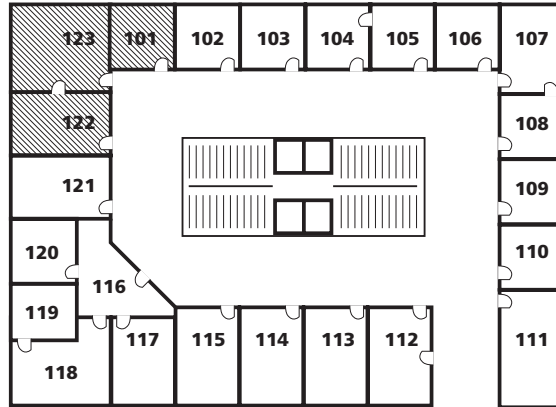
Application:

Opens each door of a Convention Suite. Convention suites are used when the rooms to be keyed alike *do not* fit within a 15 room number range (see section 4.5 "Adjoining Suite Keycard"). The lock on each door of the convention suite must be assigned a convention number using a Convention Suite Reset keycard (prepared with a minimum of a Master Authorization keycard). After use of a door as part of a Convention Suite, the next valid Guest level keycard (other than a Convention Suite keycard) used cancels the convention number in the lock and returns it to normal operation.

Example: 101, 122, 123. (Cannot be in an Adjoining Suite because they span more than 15 numbers.)

Expiry:

From 1 hour to 2730 nights

Options:

Variable Expiry, Guest Common Areas, Salesman's Lockout, Folio Number

Scenario:

Make a Convention Suite keycard for rooms 101, 122, 123, previously included in Convention Suite #1 using a Convention Suite Reset keycard.

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the FDU.

```
Main Menu:
1 = Keycard
2 = Reset
?
```

3. Enter 1 to select the Keycard menu, then press < ↵ >.

```
Keycard:
1 = Guest
2 = One Shot
?
```

4. Enter 5 to select the Convention Suite option, then press < ↵ >.

```
Convention number
?
```

5. Enter the number assigned to this Convention Suite (1-1000; e.g. 1), then press < ↵ >.

   The Convention Suite is first created by someone with at least a Master Authorization keycard. A Convention Suite Reset keycard for the convention number (e.g. 1) is encoded, and then inserted in all the guest room locks to be included in the Convention Suite. The Convention Suite Reset keycard must be encoded *before* encoding any of the Convention Suite keycards for access to the affected rooms.

```
New keycard
1 = YES
Ø = NO
?
```

6. Enter 1 to select the New Keycard option.

   A series of option menus may appear. Make the changes, if necessary (see sections 4.1 and 4.2).

```
How many keycards
ENTER = 1
?
```

7. Enter 1, then press < ↵ >.

```
Convention #1
Insert blank
Keycard #1
```

8. Swipe a blank keycard through the Front Desk Unit.

```
ENCODING SUCCESSFUL
```

You now have a Convention Suite #1 keycard.

4.8 Preregistered Keycard

Application:

Guest, Adjoining Suite or Common Door Suite keycards can be made as Preregistered keycards up to 10 days in advance. This feature is intended to speed check-in during peak periods or for large groups who have booked in advance.

Preregistered keycards only become valid at the selected registration time and date, and do not prevent the encoding and use of Guest level keycards in the meantime. The expiry of a Preregistered keycard applies starting from the registration time and date.

A New Guest level keycard created after a Preregistered keycard becomes valid will cancel the preregistered keycard, just like any normal Guest level keycard.

! ▭ *If a preregistered guest is expected within four hours or less, do not make any New Guest level keycards for the room or suite. If a Guest level keycard for the room is needed (for example, if the previous guest who has checked out needs to retrieve a personal item), make a Duplicate keycard, which cannot cancel the Pre-registered keycard. The Preregistered keycard will cancel the previous guest's keycard when it is inserted in the lock.*

Expiry:

From 1 to 2730 nights

Options:

Same as corresponding Guest level keycard.

Scenario:

Make a Preregistered Keycard for guest room #1101.

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Master Authorization keycard through the FDU.

```
Main Menu:
1 = Keycard
2 = Reset
?
```

3. Enter 1 to select the Keycard menu, then press < ↵ >.

```
Keycard:
1 = Guest
2 = One Shot
?
```

4. Enter 6 to select the Preregistered option, then press < ↵ >.

```
Pre-register
1 = Guest
2 = Adjoining Suite
?
```

5. Enter 1 to select the Guest option, then press < ↵ >.

```
Room number
?
```

6. Enter the room number (e.g. 1101), then press < ↵ >.

```
New keycard
1 = YES
Ø = NO
?
```

7. Enter 1 to select the New Keycard option.

```
Registration date?
MM/DD/YYYY
02/21/2002
```

The Default registration date is the current time + 24 hours.

8. Enter the registration date and time, then press < ↵ >.

A series of option menus may appear. Make the changes, if necessary (see sections 4.1 and 4.2).

```
How many keycards
ENTER = 1
?
```

9. Enter 1, then press < ↵ >.

```
Guest Key #1101
Insert blank
Keycard #1
```

10. Swipe the keycard through the Front Desk Unit reader.

```
ENCODING SUCCESSFUL
```

You now have a Preregistered keycard for room #1101.

4.9 SMART and Dual Technology Keycards

Making SMARTKeycards or Dual Technology keycards involves the same steps as for magnetic stripe keycards, except that the information is encoded on the SMARTKeycard memory chip, by inserting the keycard into the Smart Technology encoder at the proper time.

If the external Smart Technology encoder is connected to the FDU Serial Port A, it will be automatically detected by the FDU, and the menus on the FDU screen will indicate when to insert the keycard in the Smart Technology encoder, and when to insert it into the magnetic stripe encoder built into the FDU. (Requires version 6.4 or higher of the FDU software.)

NOTE: To encode a SMARTKeycard only, press <C> when prompted to swipe the magnetic stripe (step 9).

To encode a magnetic stripe only keycard, press <C> when prompted to insert the SMARTKeycard (step 7).

Scenario:

Make a Guest SMARTKeycard for room #302

Steps to make a Guest SMARTKeycard:

1. Ensure the SMART encoder is connected to Serial Port A. Press any key to activate the FDU.

2. Swipe a Front Desk Authorization keycard through the FDU.

    ```
    Main Menu:
    1=Keycard
    2=Reset
    ?
    ```

3. Enter 1 to select the Keycard menu, then press < ↵ >.

    ```
    Keycard:
    1 = Guest
    2 = One Shot
    ?
    ```

4. Enter 1 for Guest, then press < ↵ >.

    ```
    Room Number
    ?
    ```

5. Enter the room number (eg: 302), and answer any questions concerning the keycard (New Keycard, Expiry, Guest Common Areas, Salesman's Lockout, Folio, Disability Option).

    ```
    How Many Keycards
    ENTER = 1
    ?
    ```

6. Press < ↵ > to encode a single keycard. **The following prompt will appear only if there is a SMART encoder connected to Serial Port A.**

```
Guest Key # 302
Insert the smartcard
in the card reader
Keycard #1
```

7. To encode the Smart Technology information, insert the keycard into the Smart Technology encoder (contacts facing up). **(To make a magnetic stripe only card, press <C> and proceed to step 9).**

```
Encoding successful
Please, remove card
from the encoder.
```

8. Remove the keycard from the Smart Technology encoder.

```
Guest Key #302
Insert blank
Keycard #1
```

9. To encode the magnetic stripe, swipe the same keycard through the magnetic stripe encoder in the FDU. The following message will appear briefly. **(To make a Smart Technology only keycard, press <C>).**

```
Encoding successful
```

You now have a dual technology Guest keycard for room #302.

Verifying Guest Level Keycards

5.1 Using Keycards in Solitaire Locks

To enter their room, guests swipe their magnetic stripe keycard through the lock reader, or insert their Smart Technology keycard in the reader (Solitaire SMART only).

Swipe Locks:

Magnetic stripe keycards should be swiped evenly through the lock. A wide range of speeds is acceptable, but a misread may result from swiping the keycard too slowly or too quickly. (See Figure 5.1 A)

SolitaireSMART Locks:

Smart Technology keycards (or "SMARTKeycards") are compatible only with SolitaireSMART locks, which contain both a magnetic stripe reader, and a Smart Technology reader.

To read either a SMARTKeycard or a magnetic stripe keycard in these locks, the keycard should be inserted as shown in Figure 5.1, until it stops, then withdrawn smoothly. When reading magnetic stripe keycards in this way, there is a wide acceptable speed range, but

a misread may result from swiping the keycard too slowly or too quickly.
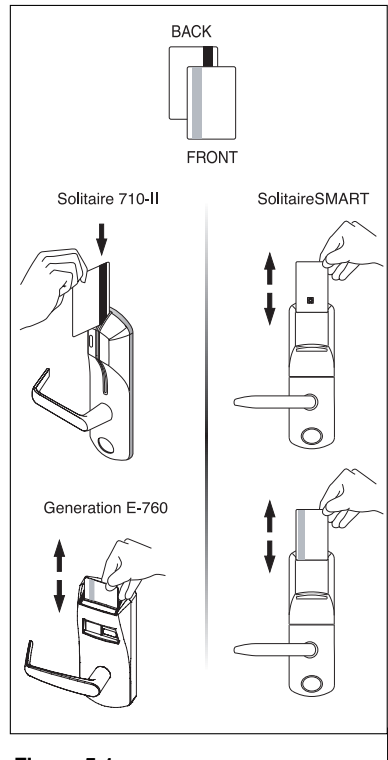

Figure 5.1 •

How to insert keycards in Kaba Ilco Lodging Access Control System locks

5.2 Troubleshooting

Lock Responses to Keycards:

The lock's response to a Guest level keycard is indicated by two LEDs. If the lock will not grant access to a guest's card, use the following trouble shooting chart.

Indicator Light	Condition and Action Required
Flashing Green	Access granted... **Turn handle to open door.**
Single Red	Keycard valid but locked out... **Unlock the deadbolt from inside the room, or remove security lockout.***
No light	Invalid keycard or misread... **Verify the keycard.****

* A single red indicates either that the room is locked for privacy using the inside thumbturn (e.g. by another guest occupying the same room), or that the room has been locked out by hotel management. Consult a supervisor to open a locked-out room.

** If the keycard will not work in the lock, the information encoded on the keycard can be verified by following the instructions in section 5.2. Check that the room number and expiry on the keycard are correct. (Note: If the keycard was Preregistered, ensure the current time is after the registration time on the card, at which the keycard becomes valid.) If the keycard can be read by the FDU, but will not work in the lock, it may have been accidentally cancelled by housekeeping staff using a Group Lockout keycard, or by a more recently created Guest level keycard. When issuing a copy of a keycard, ensure that the Duplicate option, and not the New Keycard option, is used (see Section 4.2), in order to prevent accidentally cancelling valid Guest level keycards.

Damaged Keycards:

If a magnetic stripe keycard is bent or severely scratched, or works inconsistently in the lock, discard it and encode a new one. If a SMARTKeycard is functioning intermittently, it may be possible to restore full performance by cleaning the contacts with the recommended Kaba Ilco cleaning supplies. If the problem is not fixed easily by cleaning, or if the SMARTKeycard is severely scratched or bent, discard it and encode a new one.

Always destroy discarded keycards to prevent unauthorized use.

Intermittent Lock Operation:

A lock that works inconsistently or not at all with a new keycard, or any other problem relating to lock operation, should be reported immediately to maintenance staff.

5.3 Reading a Guest Level Keycard

The F2 function is used to verify or to read the information on a Guest level keycard, except for One-Shot keycards. The System Administrator sets the FDU features to determine whether or not the room number must be known.

Verifying a Guest or Adjoining Suite Keycard:

NOTE: Requires the user to enter the room number.

1. Press any key to activate the Front Desk Unit.

2. Swipe any Authorization keycard through the FDU.

> **Main Menu:**
> **1=Keycard**
> **2=Reset**
> **?**

3. Press <F>, then press <2> within 5 seconds. (This function is available from the main menu only.)

> **Room Number**
> **?**

4. Enter the guest room number (or the starting room number of an Adjoining Suite) of the keycard to be verified (either a Guest or Adjoining Suite Keycard), then press < ↵ >.

> **Ready to verify**
> **Guest key #XXX**
> **Insert keycard**

5. Swipe the guest's keycard. There are four possible messages:

For a new keycard:

> **NEW KEY EXPIRING**
> **04/24/2001 12:33**
> **ENC. BY AUTH=100**
> **ON FDU #2**

For a duplicate keycard:

> **DUP KEY EXPIRING**
> **04/24/2001 12:33**
> **ENC. BY AUTH=100**
> **ON FDU #2**

If the keycard does not match the room number entered:

> **WRONG ROOM NUMBER**
> **Press any key**
> **to quit**

If the keycard is not a Guest or Adjoining Suite keycard:

> **INVALID GUEST KEY**
> **Press any key**
> **to quit**

6. Press any key to clear the screen to protect the security of the guest.

Reading a Guest, Adjoining Suite, Common Door Suite or Convention Suite Keycard:

In order to read a guest's keycard without knowing their room number, the Read Card option must be enabled by the System Administrator.

1. Press any key to activate the Front Desk Unit.

2. Swipe any Authorization keycard through the FDU.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Press <F>, then press <2> within 5 seconds. (This function is available from the main menu only.)

```
Ready to verify
Guest Keycard
Insert keycard
```

4. Swipe the Guest level keycard (Guest, Adjoining Suite, Common Door Suite, or Convention Suite). If the card is readable, the FDU will display the keycard type, room number, whether the keycard was encoded as New or a Duplicate, the authorization keycard used, the expiry and the folio number. Example:

```
GUEST
#201 NEW AUT #100
KEY EXP. 04/24/2001
No Folio on card
```

5. Press any key to clear the screen to protect the security of the guest.

5.4 Guest Folio Check

The F3 function is used to check the folio number encoded on a keycard. (Available from the main menu only.)

Checking the Folio Number on a Guest's Keycard

1. Press any key to activate the Front Desk Unit.

2. Swipe any Authorization keycard.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Press <F>, then press <3> within 5 seconds. (This function is available from the main menu only.)

```
Ready to verify
Folio Number
Insert keycard
```

4. Swipe the Guest level keycard (Guest, Adjoining Suite, Common Door Suite, or Convention Suite). There are two possible messages.

If the keycard has a folio number:

```
Folio Number =
0000000007812249002
```

*If the keycard does not have a folio
number:*

```
No Folio on card
```

5. Press any key to clear the screen
   to protect the security of the
   guest.

6

Canceling Guest Level Keycards

6.1 Lost or Stolen Keycards

! *If a guest's keycard has been lost or stolen, you should act immediately to cancel the lost keycard and provide all guests staying in the room or suite with a new keycard.*

If the guest needs to return to their room or suite:

Issue NEW Guest level keycards for the room or suite, and ensure that one is inserted in ALL the locks that lead to the room or suite. (Includes multiple doors to the same room, all doors of an adjoining suite, and all applicable inner doors and outer doors of a Common Door Suite.)

If the guest is absent (for example, on a day trip), if the Guest is checking out, or to cancel a One-Shot keycard:

In this situation, there should not be a circulating Guest level keycard that can give access to the room. Issue a Reset keycard for the room or suite (Guest Reset, One-Shot Reset, Adjoining Suite Reset, or

Common Door Suite Reset), and ensure it is inserted in ALL the locks that lead to the room or suite. (Includes multiple doors to the same room, all doors of an adjoining suite, and all applicable inner doors and outer doors of a Common Door Suite.)

When the guests return or new guests register, issue NEW Guest level keycards.

If the lost keycard is a Convention Suite keycard:

If the convention is over:

A door that has been included in a Convention Suite will return to normal operation the next time a Guest level keycard (other than a Convention Suite keycard) is inserted in the lock. All previous Guest level keycards, including the lost Convention Suite keycard, will be cancelled. There is no need for special action.

If the convention is ongoing:

Inform a manager immediately.

6.2 Guest Level Reset Keycards

Application:

Reset keycards invalidate circulating keycards for a specific room or suite, when inserted in the locks affected. GSAs with a Front Desk Authorization keycard have the authority to cancel Guest, One-Shot, Adjoining Suite, or Common Door Suite keycards by making the corresponding Reset keycard, and ensuring it is swiped in all affected locks.

Making a Reset keycard is similar to making an Entry keycard.

Expiry:

From 1 to 24 hours, set by the system administrator

Options:

None

Making Guest Reset and One-Shot Reset Keycards:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Author-ization keycard through the FDU.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Enter 2 to select the Reset menu, then press < ↵ >.

```
Reset:
1=Guest
2=One-Shot
?
```

4. Enter 1 for Guest or 2 for One-Shot, then press < ↵ >.

```
Room Number
?
```

5. Enter the room number (e.g. 1101), then press < ↵ >.

```
How many keycards
ENTER = 1
?
```

6. Press < ↵ >.

```
Guest Reset
Insert blank
Keycard #1
```

```
One-Shot Reset
Insert blank
Keycard #1
```

7. Swipe a blank keycard through the FDU encoder

```
ENCODING SUCCESSFUL
```

You now have a Guest Reset or One-Shot Reset keycard for room 1101. *Swipe the Reset keycard immediately in ALL locks leading to the room.*

Making Adjoining Suite Reset keycards:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the FDU.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Enter 2 to select the Reset menu, then press < ↵ >.

```
Reset:
1=Guest
2=One-Shot
?
```

4. Enter 3 for Adjoining Suite, then press < ↵ >.

```
Starting Room
?
```

5. Enter the first room number (e.g. 1121), then press < ↵ >.

```
Rooms of adj. suite
Next Room
?
```

6. Enter the remaining room numbers of the adjoining suite (e.g. 1122, 1123), pressing < ↵ > after each one.

```
Rooms of adj. suite
Next Room
?
```

7. Press < ↵ >.

```
How many keycards
ENTER  = 1
?
```

8. Press < ↵ >.

```
Adj. Suite Reset
Insert blank
Keycard #1
```

9. Swipe a blank keycard through the FDU encoder

```
ENCODING SUCCESSFUL
```

You now have an Adjoining Suite Reset keycard for rooms 1121, 1122, and 1123. *Swipe the Reset keycard immediately in ALL locks leading to those rooms.*

Making Common Door Suite Reset keycards:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the FDU.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Enter 2 to select the Reset menu, then press < ↵ >.

```
Reset:
1=Guest
2=One-Shot
?
```

4. Enter 4 for Common Door Suite, then press < ↵ >.

```
Suite number
?
```

5. Enter the suite number (e.g. 151), then press < ↵ >.

```
Inner Doors
Inner Door #
?
```

6. Enter the room numbers of each inner door that needs to be reset (e.g. 152, 154), pressing < ↵ > after each one.

```
Inner Doors
Inner Door #
?
```

9. Press < ↵ >.

```
How many keycards
ENTER  = 1
?
```

7. Press < ↵ >.

```
Common Suite Reset
Insert blank
Keycard #1
```

8. Swipe a blank keycard through the FDU encoder.

```
ENCODING SUCCESSFUL
```

You now have an Common Door Suite Reset keycard for suite 151 and inner doors 152 and 154. *Swipe the Reset keycard immediately in ALL locks leading to those rooms.*

7

Special Keycards

7.1 Bellman's Master Keycard

A bellman with a Bellman's Authorization keycard can make his or her own Bellman's Master keycard using the FDU.

Application:

Opens any guest room (except when deadbolted or when the Salesman's Lockout is activated) as many times as required. Intended for use by bellmen and valets.

Expiry:

From 1 to 24 hours.

Options:

None

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.
2. Swipe a Bellman's Master Authorization keycard through the FDU.

```
Bellman's Access
Insert blank
Keycard #1
```

3. Swipe a blank keycard through the FDU encoder

```
ENCODING SUCCESSFUL
```

!

A full audit trail is retained in the FDU of each Bellman's Master keycard made, and the Bellman's Authorization keycard used.

7.2 Passage Reset Keycard

Passage keycards are used to turn Passage Mode ON or OFF for specific doors such as doors to Guest Common Areas, storage areas or conference rooms. In Passage Mode, no keycard is required for access to the room. The lock opens whenever the handle is turned.

Application:

The Passage Reset keycard is used to invalidate any circulating Passage keycards for a specific door. The Passage setting is not changed by the use of the Passage Reset keycard.

Expiry:

From 1 to 2730 nights

Options:

None

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.
2. Swipe a Front Desk Authorization keycard through the FDU.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Enter 2 to select the Reset menu, then press < ↵ >.

Reset:

```
1=Guest
2=One-Shot
?
```

4. Enter 25 for Passage, then press < ↵ >.

```
Passage mode for:
1=Door
2=Guest Common Area
3=Staff Common Area
4=Restricted Area
?
```

5. Enter a digit from 1 to 4 to select the type of room (e.g. 1 for a Guest Common Area), then press < ↵ >.

```
Guest Common Area #
?
```

6. Enter the Room, Common Area or Restricted Area number (e.g. 2), then press < ↵ >.

```
How many keycards
ENTER = 1
?
```

7. Press < ↵ >.

```
Reset Area Pass.
Insert blank
Keycard #1
```

8. Swipe a blank keycard through the FDU encoder

```
ENCODING SUCCESSFUL
```

7.3 Making Special Purpose Keycards

Initialization Keycard

1. Swipe a programming, Master or Grand Master Authorization keycard through the FDU.

2. Press 1 and ENTER.

3. Press 28 and ENTER.

4. Press 1 and ENTER.

5. Press the amount of keys needed and then Enter.

6. Swipe a blank key.

Programming Keycard

1. Swipe a programming, Master or Grand Master Authorization keycard through the FDU.

2. Press 1 and ENTER.

3. Press 24 and ENTER.

4. Press 1 and ENTER.

5. Press the amount of keys needed and then Enter.

6. Swipe a blank key.

7.4 Making Authorization Keycards

Front Desk Authorization (FDA)

1. Swipe a Master or Grand Master Authorization keycard through the FDU.

2. Press 1 and ENTER.

3. Press 16 and ENTER.

4. Press the Authorization # and < ENTER >.

5. Each FDA keycard should have its own authorization number. Use # between 1-100 for (FDA).

6. Swipe a blank key.

Bellman's Authorization (BA)

1. Swipe a Grand Master Authorization keycard through the FDU.

2. Press 1 and ENTER,

3. Press 17 and ENTER,

4. Press the Authorization # and < ENTER >.

5. Each BA keycard should have its own authorization number. Use # between 121-160 for (BA).

6. Swipe a blank key.

7.4 Making Authorization Keycards Continued

Programming Authorization (PA)

1. Swipe a Grand Master Authorization keycard through the FDU.

2. Press 1 and ENTER,

3. Press 18 and ENTER,

4. Press 2 and ENTER,

5. Press the Authorization # and < ENTER >.

6. Each PA keycard should have its own Authorization number. Use # between 101-120 for (PA)

7. Swipe a blank key.

Master Authorization (MA)

1. Swipe a Grand Master Authorization keycard through the FDU.

2. Press 1 and ENTER.

3. Press 18 and ENTER.

4. Press the Authorization # and < ENTER >.

5. Each MA keycard should have its own authorization number. Use # between 161-180 for the (MA).

6. Swipe a blank key.

Grand Master Authorization (GMA)

1. Swipe a Grand Master Authorization keycard through the FDU.

2. Press 1 and ENTER.

3. Press 19 and ENTER.

4. Press the Authorization # and <ENTER >.

5. Each GMA keycard should have its own authorization number. Use # between 181-200 for the (MA).

6. Swipe a blank key.

7.5 Making Lockout Keycards

Hotel Lockout Keycard

1. Swipe a Grand Master Authorization keycard through the FDU.

2. Press 1 and ENTER,

3. Press 20 and ENTER,

4. Press 1 and ENTER,

5. Enter the number of key needed and < ENTER >.

6. Swipe a blank key

7.5 Making Lockout Keycards Continued

Hotel Unlockout Keycard

1. Swipe a Grand Master Authorization keycard through the FDU.
2. Press 1 and ENTER,
3. Press 20 and ENTER,
4. Press 2 and ENTER,
5. Enter the number of key needed and < ENTER >.
6. Swipe a blank key.

Room Lockout Keycard

1. Swipe a Grand Master Authorization keycard through the FDU.
2. Press 1 and ENTER,
3. Press 21 and ENTER,
4. Press 1 and ENTER,
5. Enter the Room number and then ENTER.
6. Enter the number of key needed and < ENTER >.
7. Swipe a blank key.

Room Unockout Keycard

1. Swipe a Grand Master Authorization keycard through the FDU.
2. Press 1 and ENTER,
3. Press 21 and ENTER,
4. Press 2 and ENTER,
5. Enter the Room number and then ENTER.
6. Enter the number of key needed and < ENTER >.
7. Swipe a blank key.

7.6 Making Group Lockout Keycards

Hotel Lockout Keycard

1. Swipe a Grand Master Authorization keycard through the FDU.
2. Press 1 and ENTER,
3. Press 22 and ENTER,
4. Enter the Group Number and ENTER,
5. Enter the number of key needed and < ENTER >.
6. Swipe a blank key.

Note: In order for The Group lockout to function. The Group Number entered in step 4 should be programmed in the lock.

7.7 Making Passage Keycards

Guest Passage

1. Swipe a Master or Grand Master authorization keycard through the FDU.
2. Press 25 and ENTER.
3. Press 1 and ENTER.
4. Enter the Room Number and then press ENTER.
5. Press < 0> for duplicate. Only make <NEW> if all keycards must be replaced.
6. Press 1 to confirm Duplicate Keycards
7. Press the number of key needed and then ENTER,
8. Swipe a blank key.

Guest Common Door Passage

1. Swipe a Master or Grand Master authorization keycard through the FDU.
2. Press 25 and ENTER.
3. Press 2 and ENTER.
4. Press the Guest Common number (between 1 & 8) and then press ENTER.
5. Press < 0> for duplicate. Only make <NEW> if all keycards must be replaced.
6. Press 1 to confirm Duplicate Keycards
7. Press the number of key needed and then ENTER.

8. Swipe a blank key.

Staff Common Door Passage

1. Swipe a Master or Grand Master authorization keycard through the FDU.
2. Press 25 and ENTER.
3. Press 3 and ENTER.
4. Press the Guest Common number (between 1 & 16) and then press ENTER.
5. Press < 0> for duplicate. Only make <NEW> if all keycards must be replaced.
6. Press 1 to confirm Duplicate Keycards
7. Press the number of key needed and then ENTER.
8. Swipe a blank key.

Restricted Area Passage

1. Swipe a Master or Grand Master authorization keycard through the FDU.
2. Press 25 and ENTER.
3. Press 4 and ENTER.
4. Enter the Restricted Area Number and then press ENTER. Number(between 1-200)
5. Press < 0> for duplicate. Only make <NEW> if all keycards must be replaced.
6. Press 1 to confirm Duplicate Keycards
7. Press the number of key needed and then ENTER,
8. Swipe a blank key.

7.8 Making Staff Keycards

Section Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.

2. Press 1 and ENTER.

3. Press 8 and ENTER.

4. Enter the SECTION Number and press Enter. Number (between 1 - 255)

5. Press < 0> for duplicate. Only make <NEW> if all keycards must be replaced.

6. Press the number of key needed and then ENTER.

7. Swipe a blank key.

Note: The "Section" Number entered in step 4 has to be programmed into the lock

Floor Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.

2. Press 1 and ENTER.

3. Press 9 and ENTER.

4. Enter the FLOOR Number and press Enter. Number (between 1 - 255)

5. Press < 0> for duplicate. Only make <NEW> if all keycards must be replaced.

6. Press the number of key needed and then ENTER.

7. Swipe a blank key.

Note: The 'Floor' Number entered in step 4 has to be programmed into the lock

Group Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.

2. Press 1 and ENTER.

3. Press 10 and ENTER.

4. Enter the GROUP Number and press Enter. Number (between 1 - 255)

5. Press <0> for duplicate. Only make <NEW> if all keycards must be replaced.

6. Press the number of key needed and then ENTER.

7. Swipe a blank key.

Note: The GROUP Number entered in step 4 has to be programmed into the lock

7.8 Making Staff Keycards Continued

Zone Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.
2. Press 1 and ENTER.
3. Press 11 and ENTER.
4. Enter the ZONE Number and press Enter. Number (between 1 - 255)
5. Press < 0> for duplicate. Only make <NEW> if all keycards must be replaced.
6. Press the number of key needed and then ENTER.
7. Swipe a blank key.

Note: The ZONE Number entered in step 4 has to be programmed into the lock

Area Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.
2. Press 1 and ENTER.
3. Press 12 and ENTER.
4. Enter the AREA Number and press Enter. Number (between 1 - 255)
5. Press < 0> for duplicate. Only make <NEW> if all keycards must be replaced.
6. Press the number of key needed and then ENTER.

7. Swipe a blank key.

Note: The AREA Number entered in step 4 has to be programmed into the lock

Grand Master Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.
2. Press 1 and ENTER.
3. Press 14 and ENTER.
4. Press the number of key needed and then ENTER.
5. Swipe a blank key.

Emergency Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.
2. Press 1 and ENTER.
3. Press 15 and ENTER.
4. Press the number of key needed and then ENTER.
5. Swipe a blank key.

Kaba Lodging Systems

7.9 Verifying Staff Keycard

1. To verify staff keys swipe a Master or Grand Master Authorization

2. At "MAIN MENU"

3. Press Function <F>

4. Then press 4

5. Swipe the staff keycard you want to verify through the FDU encoder

Note: You cannot verify Grand Master & Emergency Keycard under this function. An Error message will appear

7.10 Canceling Staff Keycard

Section Reset Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.

2. Press 2 and ENTER.

3. Press 8 and ENTER.

4. Enter the SECTION number and press Enter. Number (between 1 - 255)

5. Press the number of key needed and then ENTER.

6. Swipe a blank key.

7. Swipe RESET SECTION key in every electronic lock.

Note: The AREA Number entered in step 4 has to be programmed into the lock

Floor Reset Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.

2. Press 2 and ENTER.

3. Press 9 and ENTER.

4. Enter the SECTION number and press Enter. Number (between 1 - 255)

5. Press the number of key needed and then ENTER.

6. Swipe a blank key.

7. Swipe RESET FLOOR key in every electronic lock.

Note: The AREA Number entered in step 4 has to be programmed into the lock

Group Reset Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.

2. Press 2 and ENTER.

3. Press 10 and ENTER.

4. Enter the SECTION number and press Enter. Number (between 1 - 255)

5. Press the number of key needed and then ENTER.

6. Swipe a blank key.

7. Swipe RESET GROUP key in every electronic lock.

Note: The AREA Number entered in step 4 has to be programmed into the lock

7.10 Canceling Staff Keycard Continued

Zone Reset Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.

2. Press 2 and ENTER.

3. Press 11 and ENTER.

4. Enter the SECTION number and press Enter. Number (between 1 - 255)

5. Press the number of key needed and then ENTER.

6. Swipe a blank key.

7. Swipe RESET ZONE key in every electronic lock.

Note: The AREA Number entered in step 4 has to be programmed into the lock

Area Reset Keycard

1. Swipe a Grand Master or a Master Authorization keycard through the FDU.

2. Press 2 and ENTER.

3. Press 12 and ENTER.

4. Enter the SECTION number and press Enter. Number (between 1 - 255)

5. Press the number of key needed and then ENTER.

6. Swipe a blank(s) key.

7. Swipe RESET AREA key in every electronic lock.

Note: The AREA Number entered in step 4 has to be programmed into the lock

Grand Master Reset Keycard

1. Swipe a Master or a Grand Master Authorization keycard through the FDU.

2. Press 2 and ENTER.

3. Press 14 and ENTER.

4. Press the number of key needed and then ENTER.

5. Swipe a blank(s) key.

6. Swipe RESET GRAND MASTER key in every electronic lock.

Emergency Reset Keycard

1. Swipe a Master or a Grand Master Authorization keycard through the FDU.

2. Press 2 and ENTER.

3. Press 15 and ENTER.

4. Press the number of key needed and then ENTER.

5. Swipe a blank(s) key.

6. Swipe RESET EMERGENCY key in every electronic lock.

7.11   Lock Battery Test Keycard

Application:

Used for checking the battery voltage in an electronic lock.

When the Battery Test keycard is inserted in a lock, the low battery condition is indicated by both *red and green* LEDs flashing together. A single *green* flash indicates an acceptable battery.

Expiry:

From 1 to 2730 nights

Options:

None

Step-by-Step Instructions:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the FDU.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Enter 1 to select the Keycard menu, then press < ↵ >.

```
Keycard:
1=Guest
2=One-Shot
?
```

4. Enter 23 for Battery Test, then press < ↵ >.

```
How many keycards
ENTER  = 1
?
```

5. Press < ↵ >.

```
Test Batteries
Insert blank
Keycard #1
```

6. Swipe a blank keycard through the FDU encoder

```
ENCODING SUCCESSFUL
```

8

Property Management System Interface

8.1 Overview

In PMS mode, the hotel's Property Management System feeds information on the guest's keycard requirements directly to the FDU. PMS mode requires FDU software release 6.5P or 6.5R.

The operator first uses the PMS computer to register the guest. By using the PMS, the operator is assured that the rooms requested are available, and is able to make use of all the functions such as billing and record keeping that are part of the PMS.

When all information is entered in the PMS, the operator simply swipes their Authorization keycard in the FDU, and follows the instructions on the screen to make the requested number of keycards. There is no data entry on the FDU keypad in PMS mode, which prevents human error and saves time.

The PMS connects to the Serial Port B at the back of the FDU.

Information Provided to the FDU by the PMS
• Guest Name*
• Room Number**
• New Keycard or Duplicate Keycard
• Check-out date and time
• Guest Common Areas***
• Salesman's Lockout***
• Folio Number***
• Number of Keycards
• Authorization Number ****

Table 8.1

If supported by the PMS software. The guest name is especially useful when an FDU is shared by more than one PMS terminal, avoiding any confusion as to which keycard is being encoded.

*** Including all necessary doors for Adjoining Suites or Common Door Suites, if supported.*

**** If supported by the PMS software and also if enabled by the Solitaire System Administrator.*

***** If supported by the PMS software. When available, eliminates the need to authorize the FDU to encode Guest level keycards.*

8.2 Entering and Exiting the PMS Interface

When the FDU is in Manual Mode, the welcome screen that is displayed when a key is pressed is:

> **SOLITAIRE**
> **Insert**
> **Authorization**

To enter PMS Mode:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the FDU.

> **Main Menu**
> **1=Keycard**
> **2=Reset**
> **?**

3. Enter 7 for PMS Interface, then press < ↵ >.

> **PMS INTERFACE MODE**
> **Insert Authorization**

The FDU is now in PMS mode, and will accept data from the hotel's PMS software.

Giving an Authorization While in PMS Interface Mode:

Before a keycard can be encoded, a Front Desk Authorization keycard or higher must be swiped, unless the PMS sends the Authorization number to the FDU. (The Authorization can be given before or after sending data to the FDU from the PMS, but must be given before blank keycards can be encoded.)

When an Authorization keycard has been swiped, the welcome screen will change to the following:

> **PMS INTERFACE MODE**
> **Strike <C>**
> **to quit interface**

❗ *You do not need to swipe the Authorization keycard in the FDU if the authorization number is supported by the PMS.*

This screen indicates that the last authorization swiped is still valid. The authorization can be cancelled by logging off, or by waiting for the time out period to expire.

❗ *Do not leave the FDU unattended while your authorization is still valid, as the FDU can be used to make keycards by the next person logged on to the PMS station.*

Logging off Your Authorization Without Exiting from the PMS Interface:

1. Press <C>.

> **Do you want to exit**
> **the Interface Mode?**
> **1=YES 2=LogOff**
> **0=NO?**

2. Enter 2 to log off your authorization without exiting the PMS interface, then press < ↵ >.

> **PMS INTERFACE MODE**
> **Insert Authorization**

The FDU is still communicating with the PMS, and waiting for a valid Authorization before keycards can be encoded.

Returning to Manual Mode:

If you need to perform other operations, such as making Reset keycards, or if the PMS link is not functioning, then enter 1 in step 2 above to exit the PMS interface and log off your authorization at the same time.

You will see the following message briefly, then the FDU will return to the Manual Mode welcome screen:

> **END COMMUNICATION**
> **FDU <-> PMS!**

> **SOLITAIRE**
> **Insert**
> **Authorization**

8.3 Making Guest Level Keycards Using the PMS Interface

Step-by-Step Instructions:

1. Complete the guest's registration using the PMS. The PMS will transmit the data to the FDU for making keycards.

> **PMS INTERFACE MODE**
> **COMMAND RECEIVED**
> **Insert**
> **Authorization**

2. Swipe a Front Desk Authorization keycard through the FDU..

> **Guest Key #123**
> **Tim Jones**
> **Insert blank**
> **Keycard #1**

3. Swipe a blank keycard through the encoder.

> **ENCODING SUCCESSFUL**

The FDU will prompt you to insert blank keycards until the number of keycards requested using the PMS has been encoded.

After a delay of more than 15 seconds when waiting to swipe a blank keycard, the following message will appear:

> **Card not-inserted**
> **Strike a key**
> **to retry,**
> **or <C> to quit**

If you wish to complete the registration, press any key (except <C>) when ready, and swipe a blank keycard through the encoder.

If you wish to cancel the registration, press <C>. If you press <C>, the registration will have to be re-entered using the PMS in order to encode the guest's keycard in PMS mode.

When a Smart Technology encoder is connected to the FDU, you will be prompted to encode the magnetic stripe, or the SMART chip, according to the instructions on the FDU screen. To skip either the magnetic stripe or SMART encoding, press <C> when prompted to insert that type of keycard.

8.4 RoomWatch Interface

The RoomWatch Interface is an optional feature available with release 6.4R and higher of the FDU software. RoomWatch provides a way to monitor the availability of rooms during the PMS night audit (or any time the PMS is down). To use RoomWatch, the Kaba Ilco Gateway PC must be connected to Serial Port B of the FDU.

RoomWatch constantly monitors the making of keycards, and maintains a list of the rooms which are not available. When the PMS is down, RoomWatch checks each keycard making attempt to determine whether the room is likely to be available and provides a message to the operator.

Making Guest Level Keycards Using the RoomWatch Interface:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Front Desk Authorization keycard through the FDU.

```
Main Menu
1=Keycard
2=Reset
?
```

3. Enter 1 to select the Keycard menu, then press < ↵ >.

```
Reset:
1=Guest
2=One-Shot
?
```

4. Proceed as you normally would to make a Guest, Adjoining Suite, or Common Door Suite keycard in Manual Mode (e.g. 1 for Guest, followed by room number 1101). As you enter each room number and press < ↵ >, the FDU will verify the room with RoomWatch, and respond with one of the messages on the next page:

Message	Operator response
The room #1101 is FREE!	The room can be sold with no risk of double-selling. *Proceed.*
Room sold in last 24 hours by FDU# X Press a key to cont. or <C> to exit	There is a circulating Guest Entry keycard for the room that has not expired. The room is probably occupied since the keycard was made the same day. *If registering a new guest, exit and select a different room.* *If making a duplicate keycard or replacing a defective, lost or stolen keycard, proceed.*
Room occupied until XXXXXXXXXX Press a key to cont. or <C> to exit **Room occupied from XXXXXXXXXX Press a key to cont. or <C> to exit** **Free from XXXXXXX until XXXXXXX Press a key to cont. or <C> to exit**	There is a circulating Guest Entry keycard for the room that expires at the indicated time, and/or there is a preregistered keycard in circulation that becomes valid at the time indicated. *If registering a new guest, proceed only if the previous guest has checked out, and the new guest's registration will end before the preregistered keycard becomes valid.If not, exit and select a different room.* *If making a duplicate keycard or replacing a defective, lost or stolen keycard, proceed.*
Room is reserved by FDU #X Press any key to quit	Another operator is already selling the same room. *Quit and select another room.*

5. If there is a communication failure with the PC, the operator will see the following message:

> **PC LINK FAILURE!**
> **Press any key to**
> **retry or <C> to**
> **continue (OFF-LINE)**

The cable is disconnected, the PC is not ON, or there is another problem. Correct the problem and press any key to try again, or press <C> to proceed manually. If the keycard is made without the PC link, Room-Watch will be unable to prevent double selling of the room during this transaction, or during the next transaction involving this room.

6. After entering all the room numbers that apply, you will see the following screen:

> **New Keycard**
> **1=YES**
> **2=NO**
> **?**

7. Enter 1 to select the New Keycard option. A series of option menus may appear to select the Expiry, Guest Common Areas, Salesman's Lockout, Folio Number and Disability Option. You will see the following prompt:

> **How many keycards**
> **ENTER=1**
> **?**

8. Press < ↵ >.

> **Guest Key #1101**
> **Insert blank**
> **Keycard #1**

9. Swipe a blank keycard through the encoder. One of the following 3 screens will be displayed:

> **ENCODING SUCCESSFUL**

The keycard was properly encoded and recorded by RoomWatch so that it will not be double sold during the remainder of the night audit.

> **Room occupancy is**
> **not checked.**
> **Press any key**
> **to quit**

The delay between entering the room number and encoding the keycard was longer than 5 minutes, making it possible that the room was sold at the same time on another FDU. Quit and try again.

> **PC LINK FAILURE!**
> **Press any key to**
> **retry or <C> to**
> **continue (OFF-LINE)**

The cable is disconnected, the PC is not ON, or there is another problem. Correct the problem and press any key to try again, or press <C> to proceed manually. If the keycard is made without the PC link, Room-Watch will be unable to prevent double selling of the room during this transaction, or during the next transaction involving this room.

Performing Other Operations While Using the RoomWatch Interface:

The RoomWatch Interface is part of the manual mode of the FDU. There is no need to exit the RoomWatch Interface to make Reset keycards or perform other tasks. Simply follow the normal menus on the FDU screen.

Lock Programming

9-1 Guest Room Lock

Purpose: Each lock must be given an address for each level of access to be used. The Front Desk Unit is used to program the addresses; the data is sent to the locks via the infrared communication adapter. A guest room is a room or area normally rented as a single room.

Requirements:
Front Desk Unit
FDU to lock communication cable
Initialization keycard
Programming keycard
Programming Authorization keycard

Minimum Authorization keycard required:
Programming Authorization

Expiry: N/A

Example: Program the lock on Room 1100.

Steps to program the Guest Room lock

1. Take the Front Desk Unit, with the communication cable connected, to the lock to be addressed.

2. Swipe the Initialization keycard through the lock. The green and red LEDs light, then only the green LED flashes. If the LEDs do not light in the manner described, reswipe the keycard. The lock is not initialized unless the LEDs follow the pattern described.

   Once the lock is initialized, the Initialization keycard does not work in this lock.

3. Press any key to activate the Front Desk Unit.

4. Swipe a Programming Authorization keycard through the Front Desk Unit reader.

   ```
   Main Menu:
   1 = Keycard
   2 = Reset
   ?
   ```

5. Enter 4 to select the Programming menu, then press < ↵ >.

   ```
   Program:
   1 = A Lock
   0 = HELP NUMBERS
   ?
   ```

6. Enter 1 to select the Lock option, then press < ↵ >

```
Enter Function:
1 = Program Addresses
2 = Reset Addresses
?
```

7. Enter 1 to select the Program Addresses option, then press < ↵ >.

```
Change (C = DONE)
1 = Guest           0
2 = Section         0
?
```

8. Enter 1 to select the Guest option, then press < ↵ >.

```
Room number
?
```

9. For this example,,,,,,, enter 1100, for Room #1100, then press < ↵ >.

```
Change (C = DONE)
1 = Guest         1100
2 = Section         0
?
```

If you want to assign addresses to the Sub-Master levels, refer to the instructions in Section H-2, Sub-Master Address Levels.

10. Press < C > when you have completed the input.

```
Ready to send
New configuration
Strike a key,
or C to quit
```

11. Swipe the Programming keycard through the lock. Make sure that the solid green LED is lit.

12. Insert the communication cable into the lock reader while the green LED is lit.

13. Press any key on the Front Desk Unit to send the programming to the lock.

```
COMMUNICATION SUCCESSFUL
Press any key to continue
```

An address is now assigned to the lock.

14. Remove the infrared communication adapter from the card slot.

9-2 Sub-Master Address Levels

Purpose: Each lock must be given an address for each level of access to be used. The Front Desk Unit is used to program the addresses; the data is sent to the locks via the communication cable.

Requirements:
Front Desk Unit
FDU to lock communication cable
Initialization keycard
Programming keycard
Programming Authorization keycard

Minimum Authorization keycard required:
Programming Authorization

Expiry: N/A

Example: Program the lock as Room 1100, Section #2, Floor #11, Group #3, Zone #2, and Area #1.

Steps to program the Sub-Master address levels

1. Take the Front Desk Unit, with the communication cable connected, to the lock to be addressed.

2. Swipe the Initialization keycard through the lock. The green and red LEDs light, then only the green LED flashes. If the LEDs do not light in the manner described, reswipe the keycard. The lock is not initialized unless the LEDs follow the pattern described.

Once the lock is initialized, the Initialization keycard does not work in this lock.

3. Press any key to activate the Front Desk Unit.

4. Swipe a Programming Authorization keycard through the Front Desk Unit reader.

```
Main Menu:
1 = Keycard
2 = Reset
?
```

5. Enter 4 to select the Programming menu, then press < ↵ >.

```
Program:
1 = A Lock
0 = HELP NUMBERS
?
```

6. Enter 1 to select the Lock option, then press < ↵ >.

```
Enter Function:
1 = Program Addresses
2 = Reset Addresses
?
```

7. Enter 1 to select the Program Addresses option, then press < ↵ >.

```
Change (C = DONE)
1 = Guest          0
2 = Section        0
?
```

8. Enter 1 to select the Guest option, then press < ↵ >.

```
Room number
?
```

```
Change (C = DONE)
1 = Guest          1100
2 = Section           2
?
```

Steps 9 through 19 show Room, Section, Floor, Group, Zone, and Area numbers For this example,. Enter your own numbers when actually programming a lock.

9. Enter 1100, for Room #1100, then press < ↵ >.

```
Change (C = DONE)
1 = Guest          1100
2 = Section           0
?
```

10. Enter 2 to select the Section option, then press < ↵ >.

```
SECTION number
?
```

11. Enter 2, for Section #2, then press < ↵ >.

```
Change (C = DONE)
1 = Guest          1100
2 = Section           2
?
```

12. Enter 3 to select the Floor option, then press < ↵ >.

```
FLOOR number
?
```

13. Enter 11, for Floor #11, then press < ↵ >.

Kaba Lodging Systems

14. Enter 4 to select the Group option, then press < ↵ >.

```
GROUP number
?
```

15. Enter 3, for Group #3, then press < ↵ >.

```
Change (C = DONE)
1 = Guest          1100
2 = Section        2
?
```

16. Enter 5 to the select the Zone option, then press < ↵ >.

```
ZONE number
?
```

17. Enter 2, for Zone #2, then press < ↵ >.

```
Change (C = DONE)
1 = Guest          1100
2 = Section        2
?
```

18. Enter 6 to select the Area option, then press < ↵ >.

```
AREA number
?
```

19. Enter 1, for Area #1, then press < ↵ >.

```
Change (C = DONE)
1 = Guest          1100
2 = Section        2
?
```

20. Press < C > when you have completed the input.

```
Ready to send
New configuration
Strike a key,
or C to quit
```

21. Swipe the Programming keycard through the lock. Make sure that the solid green LED is lit.

22. Insert the communication cable into the lock reader while the green LED is lit.

23. Press any key on the Front Desk Unit to send the programming to the lock.

```
COMMUNICATION SUCCESSFUL
Press any key to continue
```

The Sub-Master addresses are now assigned to the lock.

24. Remove the communication cable from the card slot.

9-3 Resetting Lock Addresses/Re-programming a lock

Purpose: Occasionally, you may want to expand an address to include several new rooms. You may decide that Group 2, which currently includes Floors 10-15, should also include Floors 16-20. There may be several keycards already in circulation for Group 2 which you do not want to replace.

If you expand Group 2 by using a Group 2 reset in locks on Floors 16-20, these locks will have a later time than the locks on Floors 10-15. As a result, the Group 2 keycards currently in circulation will work on Floors 10-15, but not on Floors 16-20.

A similar situation would occur if you must replace a defective lock. To ensure that previously cancelled Sub-Master keycards are still invalidated, the valid addresses should be loaded into the Front Desk Unit (from the defective lock or its neighboring lock). The valid addresses can now be sent from the Front Desk Unit to a lock. If you must replace a lock, you would want to load all of the addresses which are in the defective lock into the Front Desk Unit. You will be able to do this as long as the defective lock is still able to communicate this information to the Front Desk Unit.

If the defective lock is not able to communicate, then the addresses can be copied from the lock of the next guest room. In all likelihood, this lock will contain all of the same addresses as the defective lock, except for the Guest level (the room or suite number). Refer to the *Solitaire Lodging Access Control System Reference Manual* for a more detailed description of the Lock Reset address function.

Requirements:
Front Desk Unit
FDU to lock communication cable
Initialization keycard
Programming keycard
Programming Authorization keycard

Minimum Authorization keycard required:
Programming Authorization

Expiry: N/A

Steps to reset the lock addresses/reprogram the lock

1. Program the new lock with the room number only. Refer to the instructions in Section H-1, Guest Room Lock.

   Steps #2-11 copy the valid addresses from the neighboring lock.

2. Take the Front Desk Unit, with the communication cable connected, to the lock to be programmed.

3. Press any key to activate the Front Desk Unit.

4. Swipe a Programming Authorization keycard through the Front Desk Unit reader.

> **Main Menu:**
> **1 = Keycard**
> **2 = Reset**
> **?**

5. Enter 4 to select the Programming menu, then press < ↵ >.

> **Program:**
> **1 = A Lock**
> **0 = HELP NUMBERS**
> **?**

6. Enter 1 to select the Lock option, then press < ↵ >.

> **Enter Function:**
> **1 = Program Addresses**
> **2 = Reset Addresses**
> **?**

7. Enter 2 to select the Reset Addresses option, then press < ↵ >.

> **Ready to receive**
> **valid addresses**
> **Strike a key,**
> **or C to quit**

8. Swipe the Programming keycard through the lock. Make sure that the solid green LED is lit.

9. Insert the communication cable into the reader of the door lock while the green LED is lit.

10. Press any key on the Front Desk Unit to receive the programming from the lock.

> **COMMUNICATION SUCCESSFUL**
> **Press any key to continue**

11. Remove the communication cable from the reader.

12. Take the Front Desk Unit to the new lock, which has been programmed with a room number.

    Steps #13-17 send the valid addresses to the new lock.

13. Press any key.

> **Select (C = DONE)**
> ***1 = Section   2**
> ***2 = Floor   3**
> **?**

Sub-master address levels indicated with an asterisk (*) will be transferred to the new lock. You can deselect sub-master address levels by pressing the corresponding number key. You can reselect the sub-master level by pressing the corresponding number key again.

14. Press < C >.

> **Ready to send**
> **valid addresses**
> **Strike a key,**
> **or C to quit**

15. Swipe the Programming keycard through the lock. Make sure that the solid green LED is lit.

16. Insert the communication cable into the reader of the door lock while the green LED is lit.

17. Press any key on the Front Desk Unit to send the programming to the lock.

> **COMMUNICATION SUCCESSFUL**
> **Press any key to continue**

The new lock has received the valid addresses from the neighboring lock.

9-4 Common Door Suite Lock

Purpose: The Common Door Suite is a multi-room configuration with a common door and several inner doors (a maximum of eight). If the inner doors are to be rented separately, and are fitted with electronic locks, the common door requires a special program.

The common door and the inner doors of a Common Door Suite arrangement are programmed differently than regular doors. The outer door, or common door, must know and remember all the room numbers of the inner doors in order to allow these guests to Swipe through.

A common door and inner doors cannot be part of an Adjoining Suite. The common door and inner doors must be programmed with all other Sub-Master addresses which are to be used.

Requirements:
Front Desk Unit
FDU to lock communication cable
Initialization keycard
Programming keycard
Programming Authorization keycard

Minimum Authorization keycard required:
Programming Authorization

Expiry: N/A

Example: Program the common door for Suite #250 (Section 2) and the inner door #251.

Steps to program the Common Door Suite lock

1. Take the Front Desk Unit, with the communication cable connected, to the lock to be programmed.

2. Swipe the Initialization keycard through the lock of the common door. The green and red LEDs light, then only the green LED flashes. If the LEDs do not light in the manner described, reswipe the keycard. The lock is not initialized unless the LEDs follow the pattern described.

   Once the lock is initialized, the Initialization keycard does not work in this lock.

3. Press any key to activate the Front Desk Unit.

4. Swipe a Programming Authorization keycard through the Front Desk Unit reader.

   > **Main Menu:**
   > **1 = Keycard**
   > **2 = Reset**
   > **?**

5. Enter 4 to select the Programming menu, then press < ↵ >.

   > **Program:**
   > **1 = A Lock**
   > **0 = HELP NUMBERS**
   > **?**

6. Enter 1 to select the Lock option, then press < ↵ >.

   > **Enter Function:**
   > **1 = Program Addresses**
   > **2 = Reset Addresses**
   > **?**

7. Enter 3 to select the Program Common Suites option, then press < ↵ >.

   > **Enter Function:**
   > **1 = Common Door**
   > **2 = Inner Door**
   > **?**

   Steps #8-15 program the common door of the suite.

8. Enter 1 to select the Common Door option, then press < ↵ >.

   > **Change (C = DONE)**
   > **1 = Common Door   0**
   > **2 = Section   0**
   > **?**

9. Enter 1 to select the Common Door option, then press < ↵ >.

   > **Suite number**
   > **?**

10. For the example, enter 250, for Suite #250, then press < ↵ >.

    > **Change (C = DONE)**
    > **1 = Common Door   250**
    > **2 = Section   0**
    > **?**

11. Enter 2 to select the Section option, then press < ↵ >.

```
SECTION number
?
```

12. For this example,, enter 2, for Section 2, then press < ↵ >.

```
Change (C = DONE)
1 = Common Door    250
2 = Section         2
?
```

Continue in this manner to assign addresses to the Floor, Group, Zone, and Area options. Use < ▼ > to scroll to each option.

13. Press < C > when you have completed the input.

```
Ready to send
new configuration
Strike a key,
or C to quit
```

14. Swipe the Programming keycard through the lock of the common door. Make sure the solid green LED is lit.

15. Insert the communication cable into the reader of the common door lock while the green LED is lit.

16. Press any key on the Front Desk Unit to send the programming to the lock.

```
COMMUNICATION SUCCESSFUL
Press any key to continue
```

Once the addresses have been sent to the lock on the common door the following screen returns.

```
Enter Function:
1 = Common Door
2 = Inner Door
?
```

Steps #17-30 program the inner doors of the suite.

17. Swipe the Initialization keycard through the lock of the inner door. The green and red LEDs light, then only the green LED flashes. If the LEDs do not light in this manner, reswipe the keycard. The lock is not initialized unless the LEDs follow the pattern described.

Once the lock is initialized, the Initialization keycard does not work in this lock.

18. Press any key to activate the Front Desk Unit.

19. Swipe a Programming Authorization keycard through the Front Desk Unit.

20. Enter 4 to select the Programming menu, then press < ↵ >.

```
Program:
1 = A Lock
0 = HELP NUMBERS
?
```

21. Enter 1 to select the Lock option, then press < ↵ >.

```
Enter Function:
1 = Program Addresses
0 = Reset Addresses
?
```

22. Enter 3 to select the Program Common Suites option, then press < ↵ >.

```
Enter Function:
1 = Common Door
2 = Inner Door
?
```

23. Enter 2 to select the Inner Door option, then press < ↵ >.

```
Change (C = DONE)
1 = Common Door   0
2 = Inner Door       0
?
```

The Front Desk Unit will not prompt for the Common Door number unless you selected that option - see Section I.13, Common Door Enable.

24. Enter 2 to select the Inner Door option, then press < ↵ >.

```
Inner Door #
?
```

25. For this example,, enter 251, for Room #251, then press < ↵ >.

```
Change (C = DONE)
1 = Common Door   0
2 = Inner Door       251
?
```

26. Press < C > when you have completed all the sub-master levels necessary.

```
Ready to send
New configuration
Strike a key,
or C to quit
```

27. Swipe the Programming keycard through the lock of the inner door. Make sure that the solid green LED is lit.

28. Insert the communication cable into the reader of the inner door lock while the green LED is lit.

29. Press any key on the Front Desk Unit to send the programming to the lock.

```
COMMUNICATION SUCCESSFUL
Press any key to continue
```

30. If there is more than one inner door, repeat Steps #20-30 to program all the doors.

The addresses are now assigned to the lock(s).

9-5 Guest or Staff Common Area Lock

Purpose: Guest or Staff Common Area locks have a special program which allows access to a large number of users in the hotel. The locks are programmed with a single address or a multiple address. There can be up to eight guest common areas or up to sixteen staff common areas programmed into a single lock.

Requirements:
Front Desk Unit
FDU to lock communication cable
Initialization keycard
Programming keycard
Programming Authorization keycard.

Minimum Authorization keycard required:
Programming Authorization

Expiry: N/A

Steps to program the Guest or Staff Common Area lock

1. Take the Front Desk Unit, with the communication cable connected, to the lock to be programmed.

2. Swipe the Initialization keycard through the lock. The green and red LEDs light, then only the green LED flashes. If the LEDs do not light in the manner described, reswipe the keycard.

The lock is not initialized unless the LEDs follow the pattern described.

Once the lock is initialized, the Initialization keycard does not work in this lock.

3. Press any key to activate the Front Desk Unit.

4. Swipe a Programming Authorization keycard through the Front Desk Unit.

```
Main Menu:
1 = Keycard
2 = Reset
?
```

5. Enter 4 to select the Programming menu, then press < ↵ >.

```
Program:
1 = A Lock
0 = HELP NUMBERS
?
```

6. Enter 1 to select the Lock option, then press < ↵ >.

```
Enter Function:
1 = Program Addresses
2 = Reset Addresses
?
```

7. Enter 4 to select the Program Common Areas option, then press < ↵ >.

```
Program:
1 = Guest Comm. Areas
2 = Staff Comm. Areas
?
```

8. Enter 1 to select the Guest Common Areas option, or 2 to select the Staff Common Areas option, then press < ↵ >.

> **Selected:**
> **Guest Common Area #**
> **(C when DONE)**

9. Enter 1 to select Guest Area #1 (or Staff Common Area (1-16)), then press < ↵ >.

> **Selected:**
> **1,**
> **Guest Common Area #**
> **(C when DONE)**

10. Enter 3 to select Guest Area #3, then press < ↵ >.

> **Selected:**
> **1, 3**
> **Guest Common Area #**
> **(C when DONE)**

11. After you have entered all the Guest or Staff Common Area numbers, press < C >.

> **Ready to send**
> **New configuration**
> **Strike a key,**
> **or C to quit**

12. Swipe the Programming keycard through the lock. Make sure that the solid green LED is lit.

13. Insert the communication cable into the reader of the door lock while the green LED is lit.

14. Press any key on the Front Desk Unit to send the programming to the lock.

> **COMMUNICATION SUCCESSFUL**
> **Press any key to continue**

Addresses are now assigned to the lock.

9-6 Restricted Area Lock

Purpose: The Restricted Area level is used for offices, private apartments, or storage areas where it is necessary to strictly control access. Access to Restricted areas is limited to holders of Restricted Area and Emergency keycards.

There are 200 restricted area addresses available that must be numbered from 1 to 200. These 200 numbers can be assigned to the hotel in advance using the Programming Log Sheet and programmed into the lock later. Programming is simple - you assign one of the 200 numbers and program this number into the lock.

Requirements:
Front Desk Unit
FDU to lock communication cable
Initialization keycard
Programming keycard
Programming Authorization keycard

Minimum keycard required:
Programming Authorization

Expiry: N/A

Steps to program the Restricted Area lock

1. Take the Front Desk Unit, with the communication cable connected, to the lock to be programmed.

2. Swipe the Initialization keycard through the lock. The green and red LEDs light, then only the green LED flashes. If the LEDs do not light in the manner described, reswipe the keycard. The lock is not initialized unless the LEDs follow the pattern described.

   Once the lock is initialized, the Initialization keycard does not work in this lock.

3. Press any key to activate the Front Desk Unit.

4. Swipe a Programming Authorization keycard through the Front Desk Unit reader.

   > **Main Menu:**
   > **1 = Keycard**
   > **2 = Reset**
   > **?**

5. Enter 4 to select the Programming menu, then press < ↵ >.

   > **Program:**
   > **1 = A Lock**
   > **0 = HELP NUMBERS**
   > **?**

6. Enter 1 to select the Lock option, then press < ↵ >.

   > **Enter Function:**
   > **1 = Program Addresses**
   > **2 = Reset Addresses**
   > **?**

7. Enter 5 to select the Program Restricted Areas option, then press < ↵ >.

```
Change (C = DONE)
1 = Restr. Area        0
0 = HELP NUMBERS
?
```

8. Enter 1 to select the Restricted Area option, then press < ↵ >.

```
Restricted Area #
?
```

9. Enter 1 for Restricted Area #1, then press < ↵ >.

```
Change (C = DONE)
1 = Restr. Area        1
0 = HELP NUMBERS
?
```

10. Press < C >.

```
Ready to send
new configuration
Strike a key,
or C to quit
```

11. Swipe the Programming keycard through the lock. Make sure that the solid green LED is lit.

12. Insert the communication cable into the reader of the door lock while the green LED is lit.

13. Press any key on the Front Desk Unit to send the programming to the lock.

```
COMMUNICATION SUCCESSFUL
Press any key to continue
```

Addresses are now assigned to the lock.

9-7   Resetting Lock Time

Purpose: All locks and the Front Desk Unit keep time. The Front Desk Unit can download time to the locks as required. The Front Desk Unit will give the lock its own time in encrypted fashion. It is not necessary to tell the Front Desk Unit current local time for this menu. It is necessary to reset the lock time twice a year to eliminate the drift between the time clocks of the locks and the Front Desk Unit.

Time must also be reset whenever batteries are changed. Expected battery life is 2-3 years, depending on use. Any lock which is taken off battery power for more than a few seconds will stop counting time and cease to function even when the batteries are replaced. This is a security feature which forces the maintenance staff to reset time after any interruption in battery power.

Requirements:
Front Desk Unit
FDU to lock communication cable
Initialization keycard (if lock has lost power)
Programming keycard
Programming Authorization keycard

Minimum Authorization keycard required:
Programming Authorization

Expiry: N/A

Steps to reset lock time

1. Take the Front Desk Unit, with the communication cable connected, to the lock to be reset.

2. If there has been an interruption of power to the lock, swipe the Initialization keycard through the lock. The green and red LEDs light, then only the green LED flashes. If the LEDs do not light in the manner described, reswipe the keycard. The lock is not initialized unless the LEDs follow the pattern described.

   Once the lock is initialized, the Initialization keycard does not work in this lock.

   If there has been no interruption of power to the lock, do not swipe the Initialization keycard.

3. Press any key to activate the Front Desk Unit.

4. Swipe a Programming Authorization keycard through the Front Desk Unit reader.

   > **Main Menu:**
   > **1 = Keycard**
   > **2 = Reset**
   > **?**

5. Enter 4 to select the Programming menu, then press < ↲ >.

   > **Program:**
   > **1 = A Lock**
   > **0 = HELP NUMBERS**
   > **?**

6. Enter 1 to select the Lock option, then press < ↲ >.

   > **Enter Function:**
   > **1 = Program Addresses**
   > **2 = Reset Addresses**
   > **?**

7. Enter 6 to select the Reset Lock Time option, then press < ↲ >.

   > **Ready to reset**
   > **Lock time**
   > **Strike a key,**
   > **or C to quit**

8. Swipe the Programming keycard through the lock. Make sure that the solid green LED is lit.

9. Insert the communication cable into the reader of the door lock while the green LED is lit.

10. Press any key on the Front Desk Unit to send the programming to the lock.

    > **COMMUNICATION SUCCESSFUL**
    > **Press any key to continue**

    If you did not see the SUCCESSFUL message, repeat Steps #5-10.

The time has been sent to the lock.

10 RAC Programming & Reset

1. Put all four little DIP switches in up position (delay dip switches) "S2"

2. Push "S1" once and wait 10 sec.

3. Put all DIP switches back down "S2".

4. Swipe the INITIALIZATION keycard in the swipe reader (The green LED (D18) will come on if properly initialized).

5. Program the reader as a GUEST COMMON AREA, use your DB-9 communication cable to communicate with the board.

P.S. This reader can ONLY be programmed as a GUEST COMMON AREA.

You do not need the programming keycard for this card reader.

To program unit: at the main menu

Press 4 then ENTER

Press 1 then ENTER

Press 4 then ENTER

Press 1 then ENTER

Enter common area number

Then Press Enter

Then Press Clear or "C"

Connect the DB9 cable to circuit-board. Then press Enter.

Unit should say communication succesful.

11 Auditing Lock & FDU

1 Swipe a programming, Master or GrandMaster Authorization through the FDU

2
Main Menu :
1 = Keycard
2 = Reset

SCROLL DOWN

PRESS **8** AND **↵**

3
Enter function :
1 = Audit lock
2 = Clear lock audit

1 AND **↵**
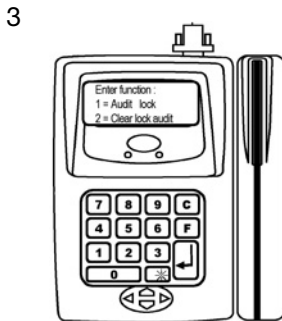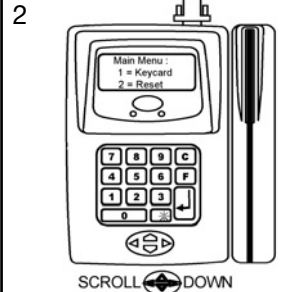
*IF THERE ARE AUDITS STORED IN THE FDU THIS MESSAGE APPEARS

Erase audits already in Memory
1 = Yes 2 = No

PRESS

0
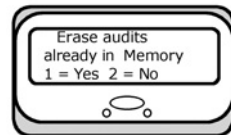
PRESS < 0 > TO KEEP OLD AUDITS IN MEMORY.

FDU KEEPS UP TO 10 AUDITS IN MEMORY.
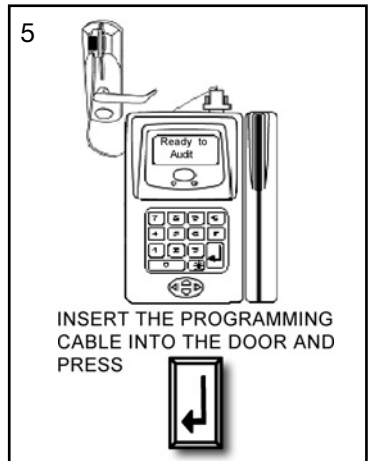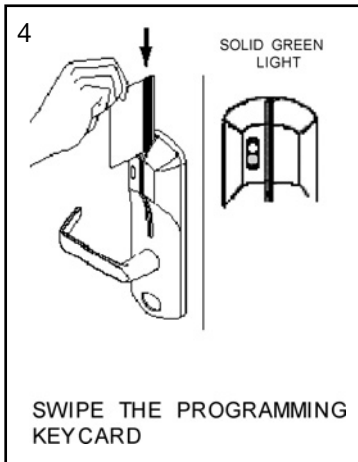
4

SOLID GREEN LIGHT

SWIPE THE PROGRAMMING KEYCARD

5

Ready to Audit

INSERT THE PROGRAMMING CABLE INTO THE DOOR AND PRESS

6

Communication successful

THE LOCK AUDIT IS NOW IN THE FDU MEMORY.

At the insert authorization prompt swipe a programming,master or Grand master Authorization through the FDU

At "Main Menu"to view the audit

Press 8 and < ↵ >

Then press 3 and < ↵ >

At the insert authorization prompt swipe a programming,master or Grand master Authorization through the FDU

At "Main Menu"to view the audit

Press 8 and < ↵ >

Then press 4 and < ↵ >

11-2 Auditing the FDU

The FDU audit records all keycard encoding as well as the verification of returned Staff keycards using the F4 function, and the verification of Guest level keycards that are read back without knowing the room number (either in POS Verifier mode or if the Read Card feature is enabled see section 4.6.4.18). These are all the functions of the FDU that are important from the standpoint of security or for investigating abuse. When the audit is viewed or printed, it appears in reverse chronological order (starting with the most recent entry).

```
AUDIT OF FDU #1

DATE OF TRANSACTION  AUTHORIZATION
TRANSACTION INFO

09/22/2001          15:08          AUT=19
  GUEST                            730
09/22/2001          15:08          AUT=19
  ADJOINING SUITE   1010
09/22/2001          15:07          AUT=19
  COM. DOOR SUITE   600
09/22/2001          15:07          AUT=011
  CHECK-OUT GUEST   300
09/22/2001          15:06          AUT=011
  GUEST                            303
09/22/2001          15:06          AUT=011
  GUEST                            510
09/22/2001          15:06          AUT=161
  GUEST                            421 X1
  1. 58747-008  PR
09/22/2001          15:05          AUT=165
  SECTION                          5
  1. 58746-007
09/22/2001          15:04          AUT=200
  ADJOINING SUITE                  1010 X 1
  1. 58745-006
09/22/2001          15:04          AUT=200
  COM. DOOR SUITE   600 X 1
  1. 58745-005
09/22/2001          15:02          AUT=200
  GUEST                            300 X 4
  4. 58743-004  DUP
  3. 58743-003  DUP
  2. 58743-002  DUP
  1. 58743-001  DUP
<= END OF AUDIT=>
```

Read back keycard

Date + Time of Encoding

Keycard Name

Sequence #

ID # for each Keycard

Authorization # used to read back the keycard

Issuer's Authorization #

Preregistered Keycard Issued

Room or Suite Number

Quantity Issued

Duplicate Keycard Issued (new keycard if blank)

The Front Desk Unit audit can also be verified on the Front Desk Unit display in abbreviated form.

Minimum keycard required:
Grand Master Authorization

Keycard Name —————— **Guest**
Room Number —————— **472 X 2**   **Aut=190** ————— Issuer's Authorization#
Quantity of Keycards ——— **Area Reset**
Encoded   **1 X 1**   **Aut=190 Dup** ————— Duplicate Keycard Issued
Room Number —————— **Guest**
              1000 X   **1 Aut=200CK** ————— Check Out
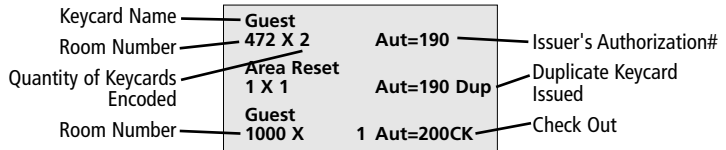
11.3 Viewing and Printing the FDU Audit

Purpose: The Front Desk Unit audit can be displayed or printed in much the same way as a lock audit. The audit can be filtered according to:

- Sequence of entries (all, previous 100, etc.)
- Authorization number
- Type of keycard
- Room number
- Logged-off Staff cards
- Audited checkouts

Logged-off Staff cards refers to Staff cards read using the F4 function (see section 3.10.4).

Audited Checkouts refers to Guest cards read using the F2 function (no room number required, see section 3.10.2). The F2 function, which requires the room number to be entered before information on the keycard can be verified, is not audited (see section 3.10.1).

Steps to view or print the Front Desk Unit audit entries:

1. Press any key to activate the Front Desk Unit.

2. Swipe a Grand Master Authorization keycard through the FDU.

Main Menu:
1 = Keycard
2 = Reset
?

3. Enter 6 to select the Front Desk Unit Audit menu, then press < ø >.

> **Enter Function:**
> **1 = View audit**
> **2 = Print audit**
> **?**

4. Select option 1 to view, or 2 to print. In order to print, a serial or parallel printer must be connected to the FDU and properly configured (see section 4.6.17).

The following options for filtering the Audit records are available from the View or Print menu which appears:

Selection	Result
1 = All the Audit	The entire audit is displayed in reverse chronological order, from the newest record to the oldest.
2 = A certain Number	Only the most recent records will be displayed, up to the specified number of entries.
3 = By Keycard Type	The following sub-menu appears, allowing the user to select the keycard type (eg: 1 for keycard, followed by 3 for Adjoining Suite). All records for the selected type of keycard will be displayed. **Card Type** **Type of keycard** 1= Keycard ---(1)---> (1-30)? 2= Reset ?
4 = By Authorization	Specify the Authorization number. All keycards encoded or other operations using the specified Authorization will be displayed.
5 = By Room Number	Specify the room number. All records for the room will be displayed.
6 = Verify Staff Cards	A list of all the log-offs of Staff cards is displayed
7 = Audited Checkouts	A list of all the audited guest check-outs is displayed

When viewing the audit on the FDU screen, use the <▲> and <▼> keys to scroll through the list of records.

11.4 Setting The FDU To Print

SETTING THE FDU TO PRINT WITH A PARALLEL PRINTER

1. PASS A PROGRAMMING, MASTER OR GRAND MASTER AUTHORIZATION KEY THROUGH THE FDU AND THEN,

- PRESS < 5 > AND < ENTER >,

- PRESS < 1 > AND < ENTER >,

- PRESS < 17> AND PRESS < ENTER >,

- PRESS < 0 > DO NOT PRESS < ENTER >,

- PRESS < 2 > THEN,

- PRESS < 1 > THEN, AT " SELECT FEATURE" MENU,

2. PRESS < C > AND THEN,

3. PRESS < 1 > TO SAVE THE CHANGES. GO BACK TO "MAIN MENU", NOW THE FDU IS READY TO PRINT

→ TO PRINT THE FDU AUDIT PRESS < 6 > AND < ENTER >, THEN < 2 > AND < ENTER >.

→ TO PRINT A LOCK AUDIT PRESS < 8 > AND < ENTER >, THEN < 4 > AND < ENTER >.

11.5 Saving the Audit on a PC.

The audit data can be saved as a file on a PC. For more information, contact Kaba.

12

Preventative Maintenance

12.1 Cleaning

Swipe a Cleaning keycard through the Front Desk Unit10 to 15 time once a week.

The lock housing should be cleaned and polished every two months with a clean dry rag.
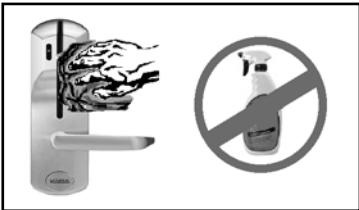
Do not use chemical cleaners or abrasives, they will damage the finish.

The magnetic reader head should be cleaned every two months. Simply insert and withdraw a cleaning card several times in each lock. If your locks are exposed to high levels of dust or salt, or are exterior they should be cleaned more often (once a month).
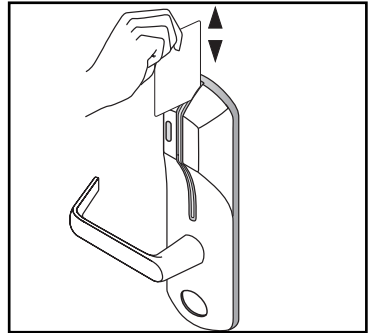
All override cylinders should be tested every month, especially in humid environments, to ensure emergency access is possible when required.
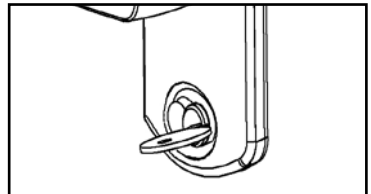
Do not use the deadbolt to keep the door ajar.

Mortise locks should be inspected occasionally to ensure that the retraction is still adequate. Ensure that the deadbolt can be easily thrown and retracted.
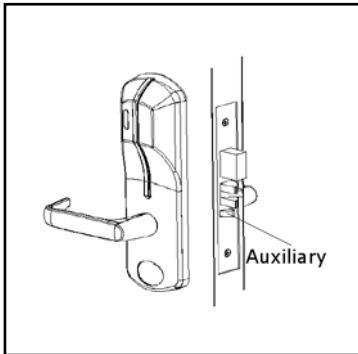
It is also important that the doors themselves be inspected to ensure that the door-to-frame alignment is correct and is allowing the latch bolt to engage in the strike. At the same time, the gap between the door and the frame should be small enough to allow the strike to depress the auxiliary latch.
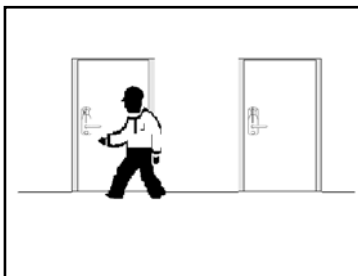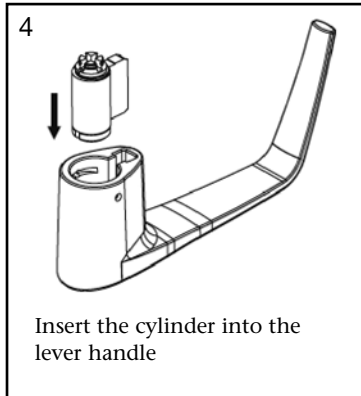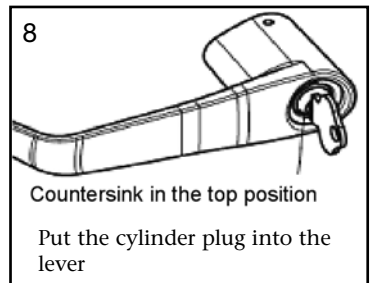
12.2 Lock Mounting

Generation E-760K Series

1

(A)

(C)

A = The small indents on the cross of the override shaft in line horizontally

C = The lever catch in the out position

2

Insert the cylinder (D) or equivalent tool into the override shaft and turn it 90º clockwise so that the two small indents on the cross are now vertically in line.

(D)

3

lever catch

Push in the lever catch firmly

4

Insert the cylinder into the lever handle

5

Put the cylinder plug into the lever

6

Make sure that the cylinder plug does not fall out, insert the key into the cylinder. The key will be horizontal
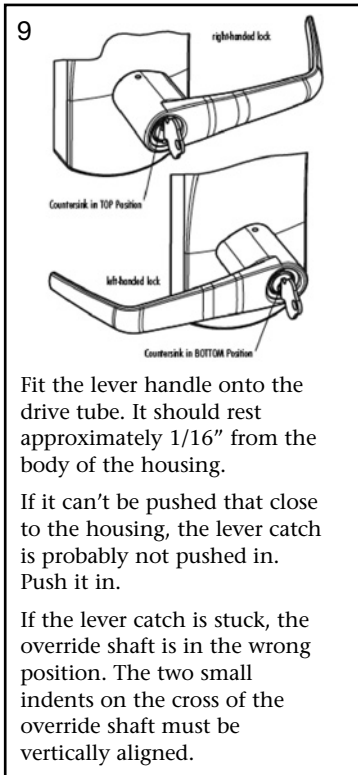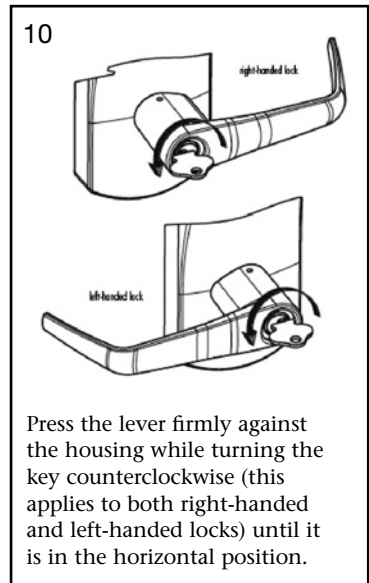
CAUTION:

IF THE LEVER IS NOT ASSEMBLED WITH THE KEY IN THE POSITION SHOWN IN FIG. 8 & FIG., THE INSIDE MECHANISM OF THE LOCK COULD BE DAMAGED IF THE LEVER IS ROTATED AND FORCED.

7

Countersink in the top position

Insert the cylinder into the lever handle

8

Countersink in the top position

Put the cylinder plug into the lever

Fit the lever handle onto the drive tube. It should rest approximately 1/16" from the body of the housing.

If it can't be pushed that close to the housing, the lever catch is probably not pushed in. Push it in.

If the lever catch is stuck, the override shaft is in the wrong position. The two small indents on the cross of the override shaft must be vertically aligned.

Troubleshooting Tip:

If you have assembled the lever and housing with the key in the wrong position, the key will get stuck. To remove the key, turn it so that it is in the vertical position and insert a small flat screwdriver less than 1/8" into the hole under the lever handle to push Lever Catch in (see Fig.3). Remove key. If it is still stuck, turn the key 90° clockwise to the horizontal position and push the Lever Catch in again with the small screwdriver. Remove key.

Press the lever firmly against the housing while turning the key counterclockwise (this applies to both right-handed and left-handed locks) until it is in the horizontal position.

11

Hole below cylinder

Bottom snap (First)

Top snap (Second)

— (I)

Push (Third)

The cap has a small groove on one edge (to allow ease of removal) this should be facing down. Insert bottom snap of cap "I" in handle hole below the cylinder. With a small screwdriver, push top snap of cap down while pushing the cap into place to cover the keyhole

**12**

To remove the cap, insert a small flat screwdriver into this groove and gently pry the cap off, being careful not to damage it. (You may want to cover the bottom of the lever to protect the finish from being scratched through the process of removing the cap).

13

- Remove the cap from the lever handle (see Fig. 14)

- Insert key

- Turn the key clockwise until it stops.

- Release key.

- Use a small flat screwdriver to push in the lever catch through the small hole underneath the lever handle

- Pull the lever off the lock (be careful not to lose the cylinder plug).

12.2 Lock Mounting

Generation E-760 Series

1

F

G
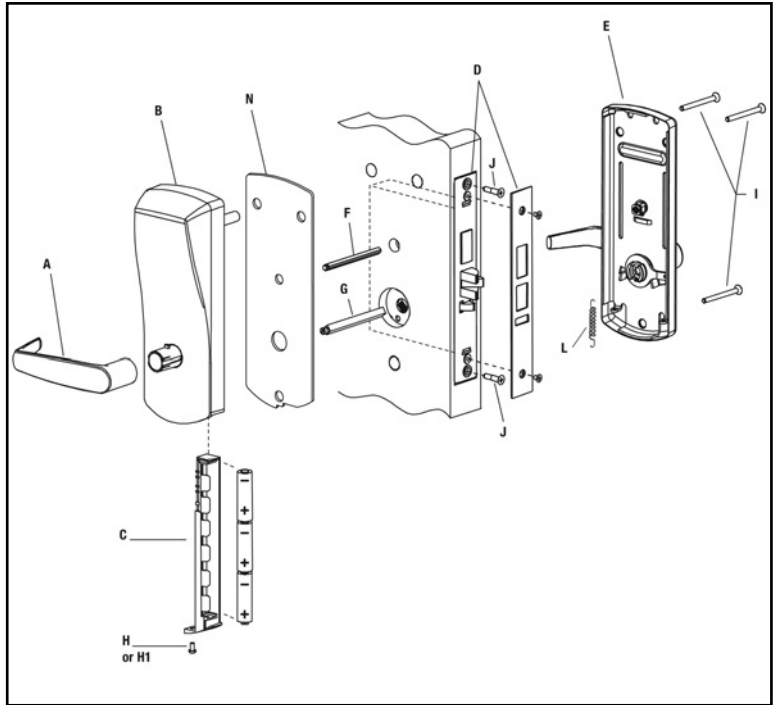
1. Insert the slotted end of the square spindle (G) into the outside lever hub until it locks, at an angle of 45°. (The spindle can be removed by pulling on it, if oriented incorrectly.)

2. Insert the grooved end of the thumbturn spindle (F) in the upper hub of the outside housing. (It will clip in place.)

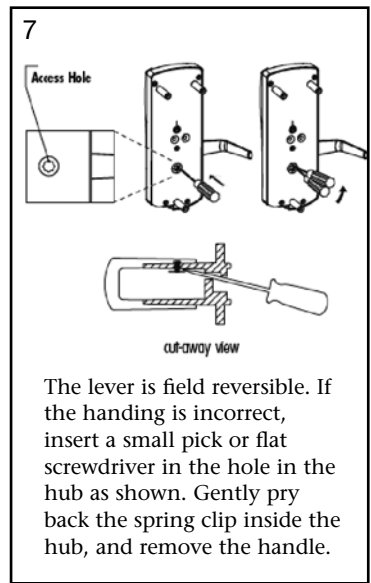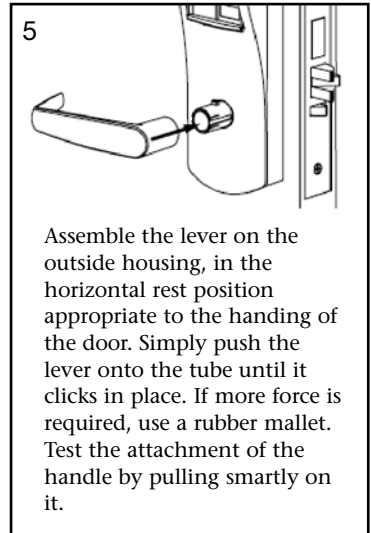3. Place the outside housing on the door so that the spindles engage the hubs on the mortise
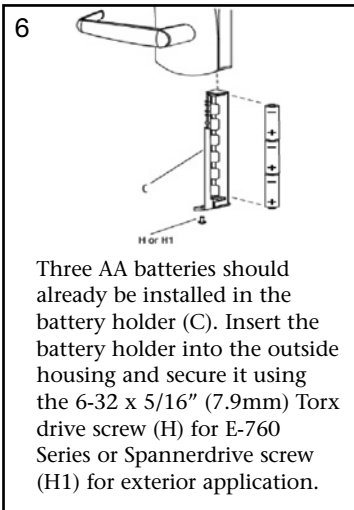
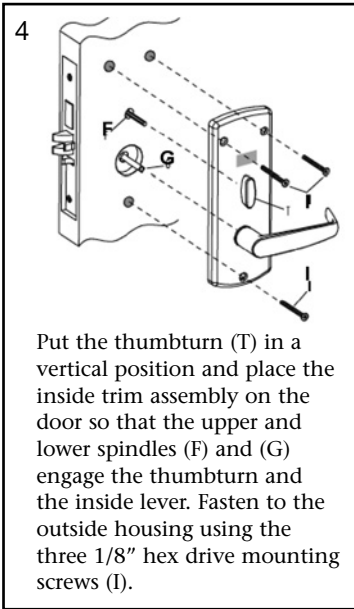**Square Spindle Position**
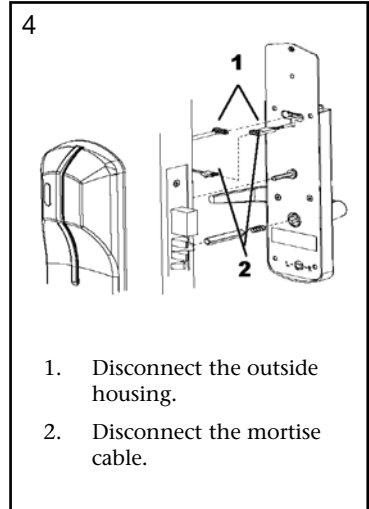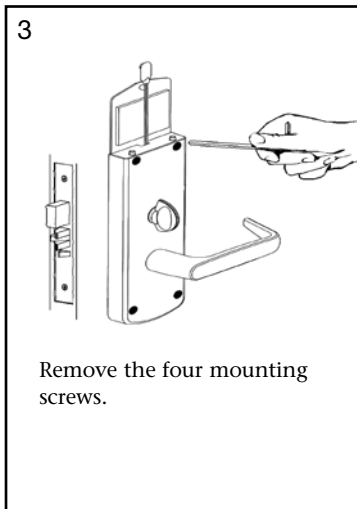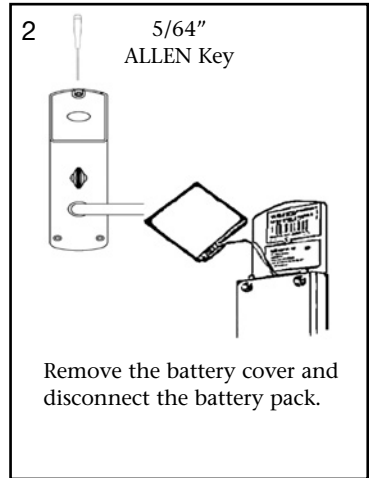
correct   incorrect

2

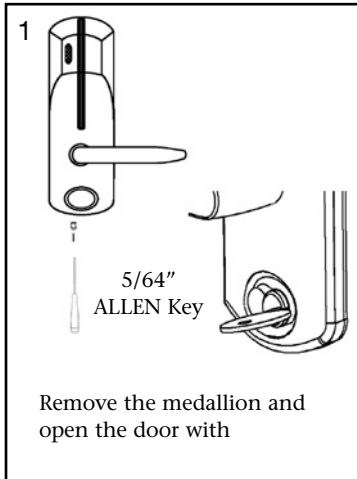Outdoor Gasket

Notch

If installing the lock with mortise outdoors, install the gasket on the outside housing prior to assembly, aligning the notch in the gasket with the battery compartment.
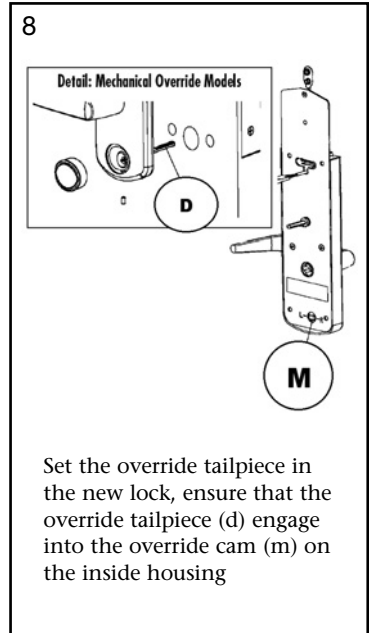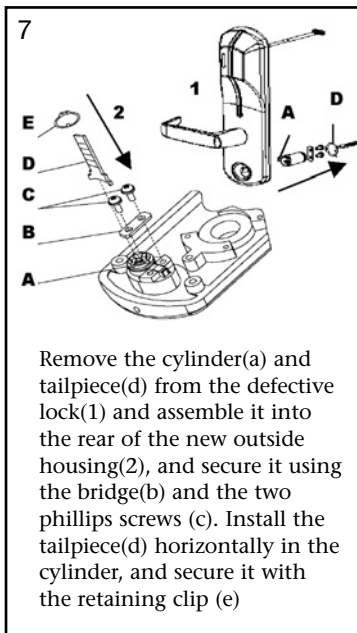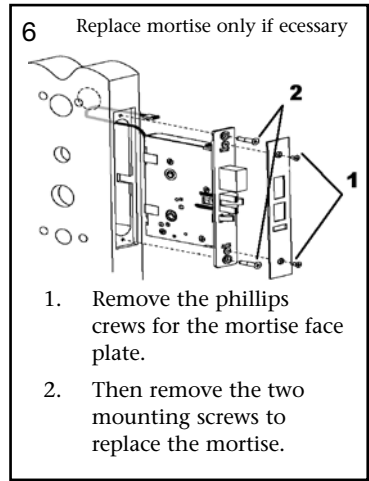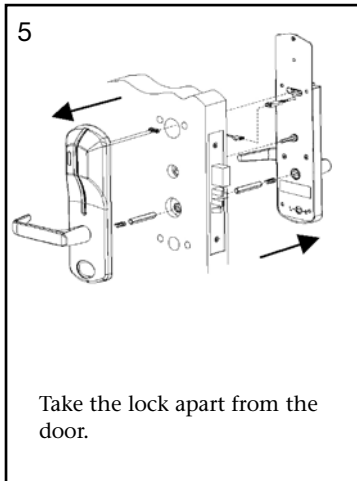
3

lever catch

On the inside trim assembly turn the lever to the correct horizontal rest position for the handing of the door. Install the tension spring (L) between the handle (H) and the post (P).

4

Put the thumbturn (T) in a vertical position and place the inside trim assembly on the door so that the upper and lower spindles (F) and (G) engage the thumbturn and the inside lever. Fasten to the outside housing using the three 1/8" hex drive mounting screws (I).

5

Assemble the lever on the outside housing, in the horizontal rest position appropriate to the handing of the door. Simply push the lever onto the tube until it clicks in place. If more force is required, use a rubber mallet. Test the attachment of the handle by pulling smartly on it.

6

Three AA batteries should already be installed in the battery holder (C). Insert the battery holder into the outside housing and secure it using the 6-32 x 5/16" (7.9mm) Torx drive screw (H) for E-760 Series or Spannerdrive screw (H1) for exterior application.

7

cut-away view

The lever is field reversible. If the handing is incorrect, insert a small pick or flat screwdriver in the hole in the hub as shown. Gently pry back the spring clip inside the hub, and remove the handle.

1

5/64″
ALLEN Key

Remove the medallion and open the door with

2

5/64″
ALLEN Key

Remove the battery cover and disconnect the battery pack.

3

Remove the four mounting screws.

4

1. Disconnect the outside housing.
2. Disconnect the mortise cable.

5

Take the lock apart from the door.

6 Replace mortise only if ecessary

1. Remove the phillips crews for the mortise face plate.

2. Then remove the two mounting screws to replace the mortise.

7

Remove the cylinder(a) and tailpiece(d) from the defective lock(1) and assemble it into the rear of the new outside housing(2), and secure it using the bridge(b) and the two phillips screws (c). Install the tailpiece(d) horizontally in the cylinder, and secure it with the retaining clip (e)

8

Detail: Mechanical Override Models

D

M

Set the override tailpiece in the new lock, ensure that the override tailpiece (d) engage into the override cam (m) on the inside housing

9

indicator

Left-hand LH   Right-hand RH

M

On the new inside housing rotate the override cam(m) using a flat head screwdriver, until the indicator mark corresponds with the handingof the door.

(L= left, r= right hand)

10

S **P**

Insert one compression springs(s) into each of the inside and outside handles. Then insert one square spindle(p) into the inside and outside housing.

11

1

2

1.   Connect the outside and inside Housing.

2.   Connect the mortise cable.

12

1/8 ” ALLEN Key

Secure both housings to the door using the four mouting screws. Turn the inside handle to ensure that the bolts retrats.

Solitaire 710 Series

1

5/64"
ALLEN Key

Remove the medallion and open the door with the entry key

2

5/64"
ALLEN Key

Remove the two screws at the bottom end cap and disconnect the battery pack.

3

Remove the cover plate. Pop out the bottom corner first.

4

Use a phillips screwdriver to remove the two long screws on the top and the, two short ones at the bottom.

5

Remove the outside and the inside housing from the door.

6

OC

Befofe installing the new lock on the door use a flat screwdriver to rotate the override cam (oc) on the 710 Inside housing Counter clockwise, until it stops. Then return it to the horizontal position.

7

Right Hand Housing

B

Left Hand Housing

Correct Spindle Position

Left-hand LH

Right-hand RH

Set the latch hub (b) to the proper position for the handing of the lock and the spindle.

8

R

Mount the outside housing on the door and connect the reader (r) cable to theinside housing.

9

OC

A

Guide the cylinder connecting bar (a) on the outside housing into the override cam (oc) on the inside housing.

10

Secure both housings to the door using the two long screws at the top and the two short ones

11

Install the removable cylinder with the control key and test it with the entry key. Rotate the entry key 180 degrees and pull the handle down. The latch must retract fully. If not repeat step 9

12

H   K

Install the inside cover plate. The turn knob (k) should line up with the deadbolt hub (h). Test the deadbolt with the turn knob.

13

5/64 "
ALLEN Key

Install the handle and test it. If the lever feels too tight the mortise should be centered (steps 15 -16). If the latch Doesn't retract repeat step 7.

14

5/64 "
ALLEN Key

Connect the battery pack at the bottom of the iinside housing and secure it with the two scews. Now the lock is ready to be programmed.

15

To center the mortise first loosen the four mounting screws on the inside housing, then remove the two screws from the mortise plate.

16

Remove the two mortise screws, then tighten the four mounting screws into the inside housing. Test the handles and secure the mortise and the plate.
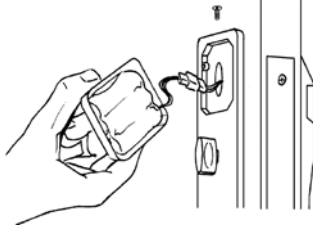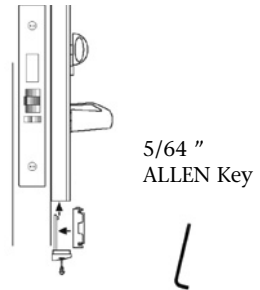
12.3 Replacing the Batteries
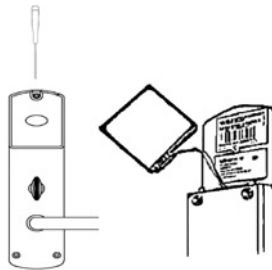
System 700

Remove the battery cover crew with a 1/16" allen key, then disconnect the battery cable
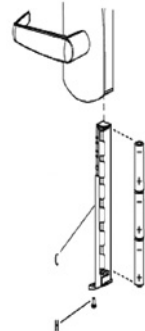
System 710

5/64 " ALLEN Key

Remove The 2 Screws That Holding The Battery Back Located At The Bottom Of The Inside Housing Using The 5/64 Allen Key

System 710-II

Remove the battery cover and disconnect the battery pack.

E-760 Series

Remove the 6-32 x 5/16" (7.9Mm) torx screw (h) for e-760 series using a torx t15 screw driver.

After Changing Batteries

1. Swipe an initialization keycard on the lock, green and red led's flash, then the green flashes once.

2. Pass a programming, master or grand master authorization through the FDU and then,

- Press < 4 > and < enter >,

- Press < 1 > and < enter >,

- Press < 6 > and < enter >,

3. Insert the programming key into the lock, a solid green led lights up.

4. Connect the programming cable into the lock,

5. Press < enter > on the FDU to send the new configuration.

Tips on Installing the Batteries

Make sure when replacing the batteries that the batteries are installed the proper way. The positive of the battery toward the positive connector.

What Type of Batteries to use

- Do not mix old and new batteries together.

- Do not use rechargeable batteries.

- Do not use heavy duty alkaline batteries use regular alkaline batteries

Tips on Installing the Batteries

Make sure when replacing the batteries to verify if the battery cable is not pinched or damage.

12.4 Preventative Manitenance Schedule

Monthly Maintenance:

- **All Locks**
  Ensure all locks, are properly cleaned using Kaba Cleaning Cards** 10-15 swipes per unit, including Guest/Staff common areas, ie: Pools, Gyms, Elevator, etc...
  To clean EXTERIOR of locks use cloth with mild soapy water, then wipe dry. Do not use abrasive or harsh cleaning products as this will damage finish.

- **All FDU's**
  Ensure all FDU's are properly cleaned using Kaba Cleaning Cards**10-15 swipes per unit.

Each 6 Months:

- Do same task as scheduled for**Monthly Maintenance**

   +

- **FDU Data Transfer**
  if you have more than 1 FDUSee FDU To FDU Transfer on reverse side

   +

- **Reset Lock Time**
  procedure to ensure that the locks and FDU's are on the same time (see reverse side)

Once a Year:

- Do same task as scheduled for**Monthly & 6 Month Schedule**

   +

- Test each Lock with mechanical override key (if applicable)

   +

- Create a **Battery Test Keycard****
  Swipe through each lock to test battery level (see reverse side)

---

* You can download a new Maintenance Schedule @ http://connect.kabalodging.com
**These products are available at 1-877-468-3555 or online www.keycard.com

Kaba Lodging Systems

FDU Menu Chart

Front Desk Authorization Functions
Version 6.5

1 - Keycard

- ● 1 - Guest
- ● 2 - One Shot
- ● 3 - Adjoining Suite
- ● 4 - Common Door Suite
- ● 5 - Convention Suite
- ● 6 - Pre-Registered
  - ●1 - Guest
  - ●2 - Adjoining Suite
  - ●3 - Common Door Suite
- ★ 13 - Bellman's Master
- ● 23 - Battery Test

2 - Reset

- ● 1 - Guest
- ● 2 - One Shot
- ● 3 - Adjoining Suite
- ● 4 - Common Door Suite
- ● 25 - Passage Keycard
- ● 30 - POS Authorization

7 - PMS Interface*

* If equipped with PMS Interface Mode.

Legend	NOTE: If the Programming Authorization level is not enabled, then addresses 1-120 are available for Front Desk Authorization keycards.
● Front Desk Authorization (1-100) ★ Bellman's Master Authorization (121-160)	

Solitaire FDU Menu Chart

1 - Keycard

- ●◆■▲ 1 - Guest
- ●◆■▲ 2 - One Shot
- ●◆■▲ 3 - Adjoining Suite
- ●◆■▲ 4 - Common Door Suite
- ●◆■▲ 5 - Convention Suite
- ■▲ 6 - Pre-Registered
  - ■▲ 1 - Guest
  - ■▲ 2 - Adjoining Suite
  - ■▲ 3 - Common Door Suite
- ▲ 7 - Restricted Area
- ■▲ 8 - Section
- ■▲ 9 - Floor
- ■▲ 10 - Group
- ■▲ 11 - Zone
- ■▲ 12 - Area
- ★ 13 - Bellman's Masters
- ▲ 14 - Grand Master
- ▲ 15 - Emergency
- ■▲ 16 - Front Desk Authorization
- ▲ 17 - Bellman's Authorization
- ▲ 18 - Master Authorization
  - ▲ 1 - Master Authorization**
  - ▲ 2 - Programming Authorization**
- ▲ 19 - Grand Master Authorization
- ▲ 20 - Hotel Lockout
  - ▲ 1 - Lock
  - ▲ 2 - Unlock
- ▲ 21 - Room Lockout
  - ▲ 1 - Lock
  - ▲ 2 - Unlock
- ■▲ 22 - Group Lockout
- ●◆■▲ 23 - Battery Test
- ◆■▲ 24 - Programming
- ■▲ 25 - Passage
  - ■▲ 1 - Door
  - ■▲ 2 - Guest Common Area
  - ▲ 3 - Staff Common Area
  - ▲ 4 - Restricted Area
- ▲ 26 - Hotel Restart
- ▲ 27 - FDU Cancel
- ◆■▲ 28 - Installation
  - ◆■▲ 1 - Initialization
  - ◆■▲ 2 - Test Lock
- ■▲ 30 - POS Authorization
  - ■▲ 1 - Master Authorization
  - ■▲ 2 - User Authorization
- ◆■▲ 31 - Audit Card

2 - Reset

- ●◆■▲ 1 - Guest
- ●◆■▲ 2 - One Shot
- ●◆■▲ 3 - Adjoining Suite
- ●◆■▲ 4 - Common Door Suite
- ■▲ 5 - Convention Suite
- ■▲ 6 - Pre-Registered
- ■▲ 7 - Restricted Area
- ■▲ 8 - Section
- ■▲ 9 - Floor
- ■▲ 10 - Group
- ■▲ 11 - Zone
- ■▲ 12 - Area
- ■▲ 13 - Bellman's Master
- ■▲ 14 - Grand Master
- ■▲ 15 - Emergency
- ●◆■▲ 25 - Passage Keycard
- ●◆■▲ 30 - POS Authorization

Authorization Keycards

- ● Front Desk Authorization (1-100)
- ◆ Programming Authorization (101-120)
- ■ Master Authorization (161-180)
- ▲ Grand Master Authorization (181-200)
- ★ Bellman's Master Authorization (121-160)

NOTE: If the Programming Authorization level is not enabled, then addresses 1-120 are available for Front Desk Authorization keycards.

*   Appears only on FDUs with a PMS interface
**   Appears only if enabled from the Features menu
*** Appears only if the external SMART encoder is connected to Serial Port A.
**** Appears only on FDUs with RoomWatch interface capability.

3 - Expiry

- ■▲ 1 - Change Expiry
  - ■▲ 1 - Keycard
    - ■▲ 1 - Guest
    - ■▲ 2 - One Shot
    - ■▲ 3 - Adjoining Suite
    - ■▲ 4 - Common Door Suite
    - ■▲ 5 - Convention Suite
    - ▲ 7 - Restricted Area
    - ■▲ 8 - Section
    - ■▲ 9 - Floor
    - ■▲ 10 - Group
    - ■▲ 11 - Zone
    - ■▲ 12 - Area
    - ▲ 13 - Bellman's Master
    - ▲ 14 - Grand Master
    - ▲ 15 - Emergency
    - ▲ 20 - Hotel Lockout
    - ▲ 21 - Room Lockout
    - ▲ 22 - Group Lockout
    - ■▲ 23 - Battery Test
    - ■▲ 24 - Programming
    - ■▲ 25 - Passage
    - ▲ 26 - Hotel Restart
    - ▲ 27 - FDU Cancel
    - ▲ 28 - Installation
  - ■▲ 2 - Reset
    - ■▲ 1 - Guest
    - ■▲ 2 - One Shot
    - ■▲ 3 - Adjoining Suite
    - ■▲ 4 - Common Door Suite
    - ■▲ 5 - Convention Suite
    - ■▲ 6 - Pre-Registered
    - ▲ 7 - Restricted Area
    - ■▲ 8 - Section
    - ■▲ 9 - Floor
    - ■▲ 10 - Group
    - ■▲ 11 - Zone
    - ■▲ 12 - Area
    - ▲ 13 - Bellman's Master
    - ▲ 14 - Grand Master
    - ▲ 15 - Emergency
    - ■▲ 25 - Passage
  - ■▲ 8 - Audit Lock***
- ■▲ 2 - Save Hotel Expiry
- ■▲ 3 - Load Factory Default
- ■▲ 4 - Load Saved Expiry

4 - Programming

- ◆■▲ 1 - A Lock
  - ◆■▲ 1 - Program Addresses
    - ◆■▲ 1 - Guest
    - ◆■▲ 2 - Section
    - ◆■▲ 3 - Floor
    - ◆■▲ 4 - Group
    - ◆■▲ 5 - Zone
    - ◆■▲ 6 - Area
  - ◆■▲ 2 - Reset Addresses
  - ◆■▲ 3 - Program Common Suite
    - ◆■▲ 1 - Common Door
    - ◆■▲ 2 - Inner Door
  - ◆■▲ 4 - Program Common Areas
    - ◆■▲ 1 - Guest Common Areas
    - ◆■▲ 2 - Staff Common Areas
  - ◆■▲ 5 - Program Restricted Areas
    - ◆■▲ 1 - Restricted Area
  - ◆■▲ 6 - Reset Lock Time
  - ◆■▲ 7 - Audit Lock
    - ■▲ 1 - Audit Lock
    - ◆■▲ 2 - Clear Lock Audit
    - ◆■▲ 3 - View Lock Audit
      - ◆■▲ 1 - All the Audit
      - ◆■▲ 2 - A Certain Number
      - ◆■▲ 3 - By Keycard Type
      - ◆■▲ 4 - By Authorization Number
    - ◆■▲ 4 - Print Lock Audit
      - ◆■▲ 1 - All the Audit
      - ◆■▲ 2 - A Certain Number
      - ◆■▲ 3 - By Keycard Type
      - ◆■▲ 4 - By Authorization Number
- ■▲ 2 - Another FDU
  - ■▲ 1 - Receive Configuration
  - ■▲ 2 - Send Configuration

6 - FDU Audit

- ▲ 1 - View Audit
  - ▲ 1 - All the Audit
  - ▲ 2 - A Certain Number
  - ▲ 3 - By Keycard Type
  - ▲ 4 - By Authorization Number
  - ▲ 5 - By Room Number
  - ▲ 6 - Verify Staff Cards
  - ▲ 7 - Audited Checkout
- ▲ 2 - Print Audit
  - ▲ 1 - All the Audit
  - ▲ 2 - A Certain Number
  - ▲ 3 - By Keycard Type
  - ▲ 4 - By Authorization Number
  - ▲ 5 - By Room Number
  - ▲ 6 - Verify Staff Cards
  - ▲ 7 - Audited Checkout

5 - Features

- ▲ 1 - Change Features
  - ▲ 1 - Language
    - ▲ 1 - English
    - ▲ 2 - French
  - ▲ 2 - Variable Expiry
  - ▲ 3 - Guest Common Areas
  - ■▲ 4 - Salesman's Lockout
  - ▲ 5 - Staff Access Common Areas
  - ▲ 6 - Staff Common Areas
  - ▲ 7 - Time Zones
  - ▲ 8 - Set Checkout Time
  - ▲ 9 - Set FDU Time Out
    - ▲ 1 - Between Keycards
    - ▲ 2 - Between Keystrokes
  - ▲ 10 - Set Current Time
  - ▲ 11 - Keystroke Beeper
  - ▲ 12 - Folio Number
  - ▲ 13 - Common Door Enable
  - ▲ 14 - PMS I/F Options*
  - ▲ 15 - PA Level Enable
  - ▲ 17 - Printer Type
  - ▲ 18 - Enable Read Card
- ▲ 2 - Save Hotel Features
- ▲ 3 - Load Factory Default
- ▲ 4 - Load Saved Features

7 - PMS Interface*

8 - Audit Lock‡

- ▲ 1 - View Audit
- ◆■▲ 1 - Audit Lock
- ◆■▲ 2 - Clear Lock Audit
- ◆■▲ 3 - View Lock Audit
  - ◆■▲ 1 - All the Audit
  - ◆■▲ 2 - A Certain Number
  - ◆■▲ 3 - By Keycard Type
  - ◆■▲ 4 - By Authorization Number
- ◆■▲ 4 - Print Lock Audit
  - ▲ 1 - All the Audit
  - ▲ 2 - A Certain Number
  - ▲ 3 - By Keycard Type
  - ▲ 4 - By Authorization Number

† Only the RAC Model 3.5 Card Reader makes use of the Flexible Time Zone which can be set up under this menu item.

† In versions of the FDU software prior to release 6.3, the Audit Lock function was located under the Programming menu, as option 7.

Kaba Lodging Systems
7301 Boul. Décarie Montréal (QC) H4P 2G7

Technical Support:
1.800.906.4526
Customer Service:
T: 1.877.468.3555
F: 514.735.6589

General Information:
www.kabalodging.com

Online Consumable Orders:
www.keycard.com

To access all of our easy steps,please visit our Support Website:
http://connect.kabalodging.com