

SQM LOCKING SYSTEM HANDBOOK
WTH SQM FRONT DESK CONTROLLER
Model Type II

E LOX, INC

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SQM Locking System Handbook

With SQM Front Desk Controller

Chapter One The brief function of SQM Locking System with SQM FDC

1 Instruction

SQM Locking System with SQM Front Desk Controller (FDC) is simple and effective system. People can use a simple SQM FDC to lay out a hotel/motel, set up rooms features, issue key cards, retrieve audit trail data, and print information.

The following parts are included in SQM Locking System with SQM FDC

- - FDC main body
- - String card reader/writer
- - Communication wire between FDC and the lock
- - Power supplier adapter
- - Handbook
- - Locks as need

Option

Printer and cable

2 Main Features

- The lock can be accessed by magnetic string key card which was issued by SQM FDC. A room lock can be accessed by a guest key card with authorized valid access period.
- A room lock can be accessed by a guest key card with authorized valid access period
- A room lock can be accessed by a management key card (such as Master key card, Emergency key card, Building area key card, Zone area key card, Section area key card) with authorized valid access period.
- There are 8 guest key cards can be issued for each room totally.
- The guests_ key cards can be checked out separately for the same room, which mean one will not affect another for the same room.
- A guest key card can be suspended by hotel/motel manager at any time and then be resumed as need.
- SQM locks are also applied to suite multi-room case (6 sub-rooms totally).
- There are hierarchical management cards for different authorized levels of access.
 - . Emergency card can open every door in emergency case.
 - . Master card can open every door if the deadbolt is not shut
 - . Building card can open every door in the assigned area if the deadbolt is not shut.
 - . Zone card can open every door in the assigned area if the deadbolt is not shut
 - . Section card can open every door in the assigned area if the deadbolt is not shut
- There are 8 cards can be made for each assigned area (Building, Zone,). A copy card with the same name can be made and will be function if any area management card (Building, Zone) expired.
- There are 64 cards can be made for each assigned area (Section). A copy card with the same name can be made and will be function if any area management card (Section) expired.
- Emergency card are special for security and fire department.
- Any employee can be deleted at any time and any case.
- There are up to 340 audit trails that are stored in the lock. These messages can be retrieved at any time with SQM FDC.
- The time/date and other lock data can be retrieved for the maintenance.
- Pause card and Resume card can be made with SQM FDC. Pause card will be used to suspend the use of guest card and Resume card will be used to resume the guest card that is suspended before.
- Occupied rooms, available rooms and audit trail can be printed at any time.
- The hotel/motel owner can assign a reception people at any time with SQM FDC. An authorized reception people card will be issued for each people while the people is authorized.

- The system will make a log for management card making and the log can be required later.

3 Specification

- | | |
|------------------|--|
| SQM lock | |
| - Power supply | DC 4.5 - 6 V
4 AA alkaline batteries for over 3600 opening |
| - LED indicators | Three color lights. Key card is function if green light is on. It is in the communication situation if yellow light is on. The batteries are low if the red light is on. |
| - Power consume | Static status < 0.12uW
Operating status < 0.2 W |
| - Dimension | 236L, 84W, 16D (mm) |
| FDC | |
| - Power supply | 100 - 240 V alternate power supply for adapter.
6 V DC for FDC DC input.
4 AA alkaline batteries can support 4 full hours operating. |
| - Power consume | Static status 0.24uW
Operating status 1 - 2 W |
| - Dimension | 200L, 142W, 70D (mm) |

4 Lock installation

Referring to the Instruction of Installation manual

Chapter Two Operating of SQM FDC

1 First set up

- Lay out hotel/motel with FDC. Set up Building, Zone, and Section area.
- Set up guest rooms and other rooms.
- Make security key cards for each room and other key cards for Master, Building, Zone, and Section area.
- Make cards for communication.
- Set up reception people and issue authorized card for them.
- Set up locks with SQM FDC.

2 Turn on and Turn off SQM FDC

Press ON key, the FDC will be turned on. The Main menu will be displayed on the screen while the FDC is on.

Press OFF key, the FDC will be turned off. There is no any display on the screen.

Start menu will show up after the FDC on.

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System
5. Time

Press 5. The current time will show up on the display. The operators can operate the FDC machine with a authorized card if any authorized operator was made before.

3 Set up Time/Date

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Date

Press 2. A menu will show up on the display

1. Set FDC Time
2. Time Windows
3. Operator

4. Hotel ID

Press 1. A menu will show up on the display

Set FDC Time:

dd/mm/yy hh:mm

XX/XX/XX XX:XX

Weekday

The cursor will stay at the position of date/time sequentially. Put in the date/time accordingly (the weekday can be changed circularly by press arrow down key). The FDC time will be changed to what you put in while you press ENT key. The data/time that you put in will be discarded while the ESC key is entered. FDC will return to last Menu while you press ESC key.

4 Assign the FDC Operators

When the FDC is shipped to customer from the factory, there is no protection for the access of FDC. Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 2. A menu will show up on the display

1. Set FDC Time
2. Time Windows
3. Operator
4. Hotel ID

Press 3. A menu will show up on the display

1. Add Operator
2. List Operator
3. Delete One
4. Delete All

Add/Delete operators can be executed following the menu. The operator will be added into database Authorized people can operate the FDC with an authorized card (Master operator cards and Reception cards). You can clear all the operator cards by press 4. Supervisor can only operate all these operation with Operator IDs 1 to 4.

5 Make Operator Card

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 3. A menu will show up on the display

1. Foreman Card
2. Function Card
3. Room & Gate
4. MK Other Card

Press 4. A menu will show up on the display

1. Initial Card
2. Mk Authority
3. Operator Card
4. MK Comm Card

Press 3 and follow the menu, you can make operator card.

Whenever the Date/Time is showing on the display, a authorized operator card is required to access FDC machine.

6 Lay out a Hotel/Motel

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 1. A menu will show up on the display

1. Set Regions
2. Guest Room
3. Public Gate
4. Clear Layout

Press 1. A menu will show up on the display

1. Section Layout
2. Build Layout
3. Zone Layout

Following the sub-menu, Section, Building and Zone can be set into the database accordingly.

7 **Define Guest Rooms**

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 1. A menu will show up on the display

1. Set Regions
2. Guest Room
3. Public Gate
4. Clear Layout

Press 2. A menu will show up on the display

1. Add a Room
2. Add multi-Room
3. List Room

We strongly suggest our customers to use Add multi-Room which can generate multi-room one time. Press 2, the following menu show up on the display

CONNECT GUEST ROO

First Room #

Add How Many?

You can put in 101 behind First Room #. Put 50 behind Add How Many if you have a series of rooms from 101 to 150. Section, Zone, and Building that these rooms belong to should be put in accordingly after the ENT is entered.

8 **Define Time Windows & Time Tables for Maids**

If you want control Maids access the guest room within a time window, the time windows should be set up in FDC as following,

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 2. A menu will show up on the display

1. Set FDC Time
2. Time Windows
3. Operator
4. Hotel ID

Press 2. A menu will show up on the display

Time Windows:
W1 00:00 – 00:00
W2 00:00 - 00:00
W3 00:00 – 00:00

Just fill up these time windows and press ENT. The section cards can not access locks beyond time windows.

9

Make Safety Cards

It is very important that the SAFE cards must be made whenever the first installation or there are no more SAFE cards on your front desk.

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 3. A menu will show up on the display

1. Forman Card
2. Function Card
3. Room & Gate
4. MK Other Card

Press 3. A menu will show up on the display

2. MK Guest Card
3. MK Safe Card
4. NK aShot Card
5. MK Pass Card

Press 2. A menu will show up on the display

Safe : New
ID: Days:

Just enter the room number behind Safe: and press ENTs until the card is made. Up to 8 Safe cards can be made for each room. Safe card can be used when FDC fail to make room cards.

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Define Public Gates

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 1. A menu will show up on the display

1. Set Regions
2. Guest Room
3. Public Gate
4. Clear Layout

Press 3. A menu will show up on the display

1. Add
2. List

Press 1. A menu will show up on the display

Public Gate #:

Enter a public gate number and press ENT. A menu will show up on the display

Time Table::

SMTWTFS

The seven characters indicate the days from Sunday, Monday to Saturday. Use arrow up/down keys can move the cursor forward/backward. Use backspace key can turn on/off each day. Press ENT will confirm Time Table. A menu will show up on the display

Time Window:

W1 00:00 – 00:00

W2 00:00 – 00:00

W3 00:00 – 00:00

Enter 3 time windows accordingly.

11

Change Hotel ID

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 2. A menu will show up on the display

1. Set FDC Time
2. Time Windows
3. Operator
4. Hotel ID

Press 4. A menu will show up on the display

1. Set Hotel ID
2. Find Hotel ID

Press 1. A menu will show up on the display

Input Old ID:

Enter old hotel ID and press ENT. Then enter new hotel ID twice.

12

Make Forman Key Cards

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 3. A menu will show up on the display

1. Foreman Card
2. Function card
3. Room & Gate
4. Make Other Card

Press 1. A menu will show up on the display

1. Mk Section
2. Mk Zone Card
3. Building Card
4. Manager Card

Following this menu, you can make Section, Zone, Building, Master and Emergency cards.

13

Make Enable and Disable Cards

Simply come to start menu

1. Make GuestCard

2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 3. A menu will show up on the display

1. Foreman Card
2. Function card
3. Room & Gate
4. Make Other Card

Press 2. A menu will show up on the display

1. Mk Audit Card
2. Mk Set Time
3. Mk Enable Card
4. Disable Card

Following this menu, you can make Enable and Disable cards.

14

Make Guest Card

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 1 and follow the menu, you can make guest card.

15

Make Pass Cards, One Shot Card,

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 3. A menu will show up on the display

1. Forman Card
2. Function Card
3. Room & Gate
4. MK Other Card

Press 3. A menu will show up on the display

1. MK Guest Card
2. MK Safe Card
3. NK aShot Card
4. MK Pass Card

Follow the menu, you can make Pass card, One Shot card.

16

Cards Checkout

Press check out key and swipe the card.

17

Make Communication Card

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 3. A menu will show up on the display

1. Foreman Card
2. Function Card
3. Room & Gate
4. MK Other Card

Press 4. A menu will show up on the display

1. Initial Card
2. Mk Authority
3. Operator Card
4. MK Comm Card

Press 4 and enter your hotel ID, you can make communication card for your hotel.

18 Retrieve Data from Locks

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 3. A menu will show up on the display

1. Link to Lock
2. Link to PC

Make sure the communication wire is connected on both FDC and the lock. The yellow light is turned on by the communication card.

Press 1. A menu will show up on the display

1. Set Lock Time
2. Read Lock Time
3. Set Lock Data
4. Read Lock Data

Press 4. The lock basic data and access audit trails will be downloaded into FDC.

19 View Basic Lock Data and Audit Trail and Print Them

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 4. A menu will show up on the display

1. View Lock Data
2. View Opens
3. View Makes
4. Print

Take the number accordingly and then pick a room number. View Make will show you audit trail that let you know who makes key for the room and issued time.

20 Communicate with Desktop Computer

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 4. A menu will show up on the display

1. Hotel Setup
2. FDC Setup
3. Communication
4. Records & Data

Press 3. A menu will show up on the display

1. Link to Lock
2. Link to PC

Press 2. FDC is set up as a read/write of a desktop system.

21 Program Locks

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 2 and follow the menu.

22

Program Public Gate

Simply come to start menu

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 8. A menu will show up on the display

611 – 1 612 – 2

Enter 1 and ENT. The menu will be back to

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 2. A menu will show up on the display

Guest Room #:

Or Public Gate:

Use arrow down key to move the cursor down and enter public gate number. Press ENT. The menu will be back to

1. Make GuestCard
2. Program Lock
3. Make OtherCard
4. System 5. Time

Press 8. A menu will show up on the display

611 – 1 612 – 2

Press 2 and ENT to finish the public gate set up.