

# DouWin Lock System V8.0 (Mifare card cabinet Lock) User's Manual

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# 1. Introduction

## 1.1. Summary

The DOUWIN Lock System is a central management system for DOUWIN LOCK cabinet lock. It is suitable to our intelligent MIFARE RF Key Card model.

Note:

The default user name is 'admin', password is 'admin'.



Encoder

## 1.2. Features

- Well design and easy use operation interface.
- All card making histories is record in our database.
- Invalid operation detect, help user to keep the data in safety way.
- Support multiple level permissions allocation
- Easy to install

# 2. Installation

## 2.1. Requirements

- Operation System: Windows 2000/XP/Vista/7
- Database: HSQLDB/SQL Server/MySQL
- CPU: Higher than 500MHz(32Bit or 64Bit)
- Memory: Higher than 256MB

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➤ Storage: Higher than 1G

## 2.2. Software Installation



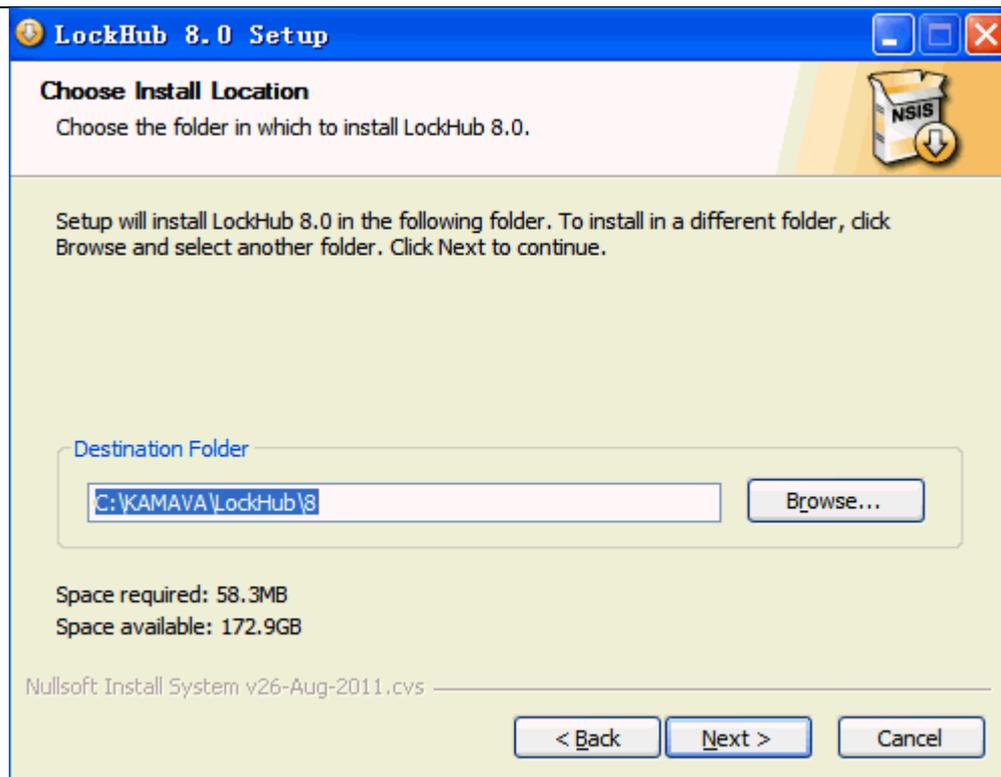
Double click 'DOUWIN Lock\_setup.exe' file , and choose the language in the following dialog, then click 'OK'.



Click 'Next', as shown below.



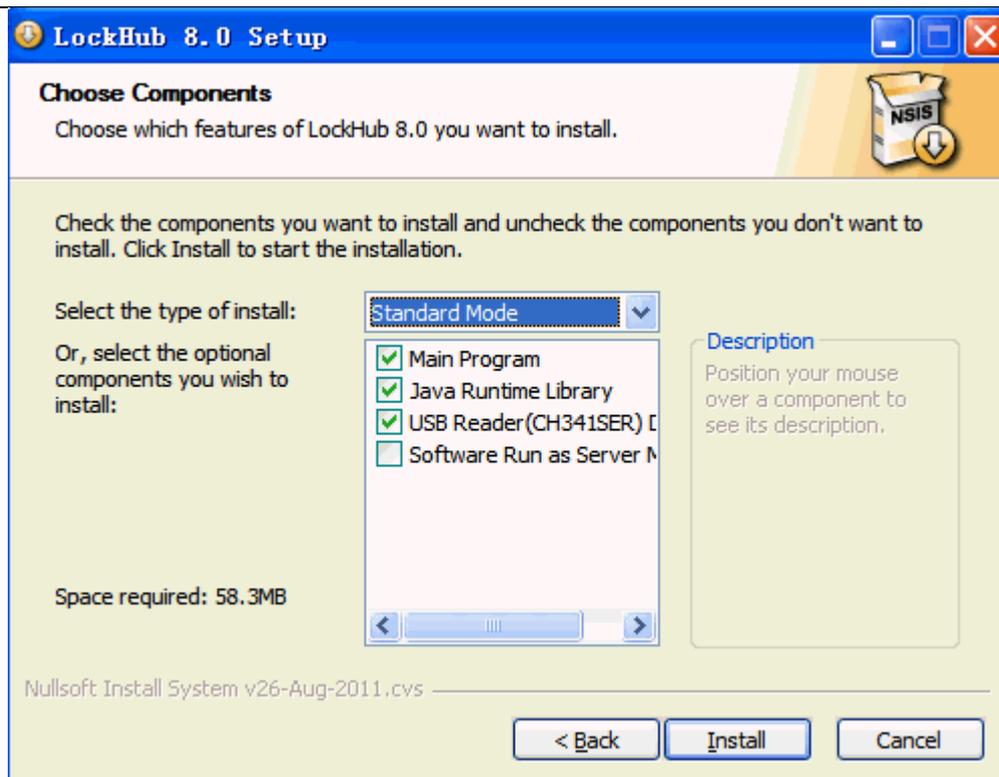
Select your installation location and click on 'Next'.



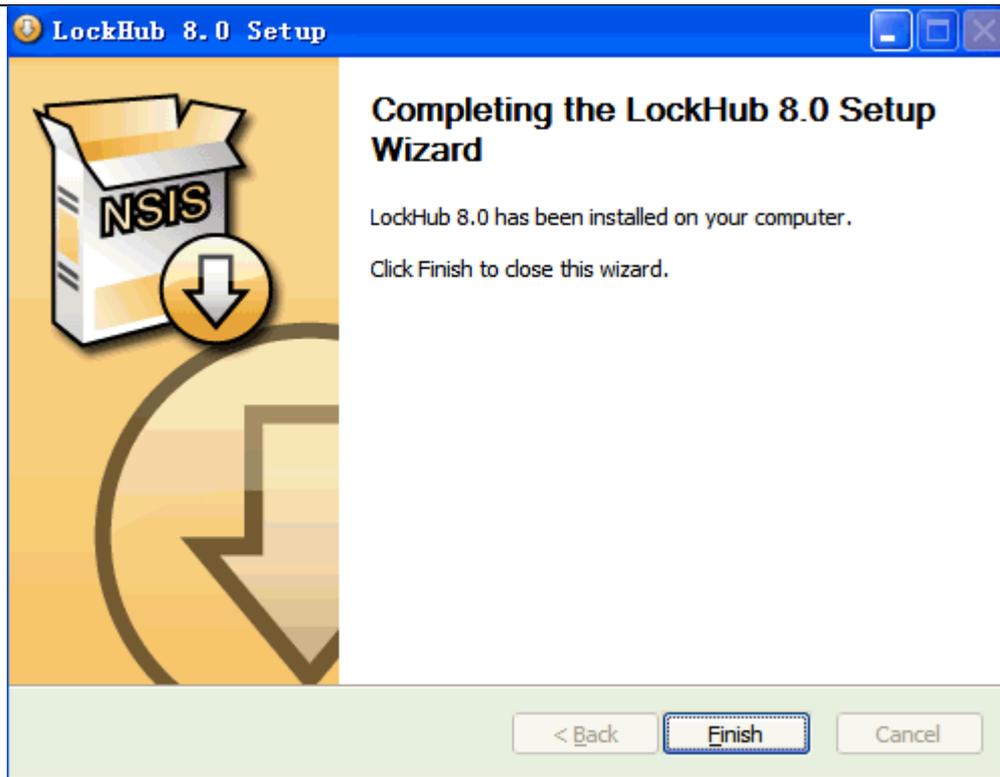
Check the components which you need to install and click 'Install' to continue.

Components:

- 'Main Program' is this software.
- 'Java Runtime Library' is the dependencies library, it is required to install once.
- 'USB Reader(CH341SER) Driver' is the hardware driver for our key card encoder, it is required to install once.
- 'Software Run as Server Mode' is to enable if this software could access from other computer via TCP/IP network.



Click 'Finish' to finish the setup wizard.



### 3. System Login



Double click on Icon  from your desktop after connect the Key card encoder to any USB port on your computer. Then the login dialog should be shown as below.

Note:



The default user name is 'admin', password is 'admin'.

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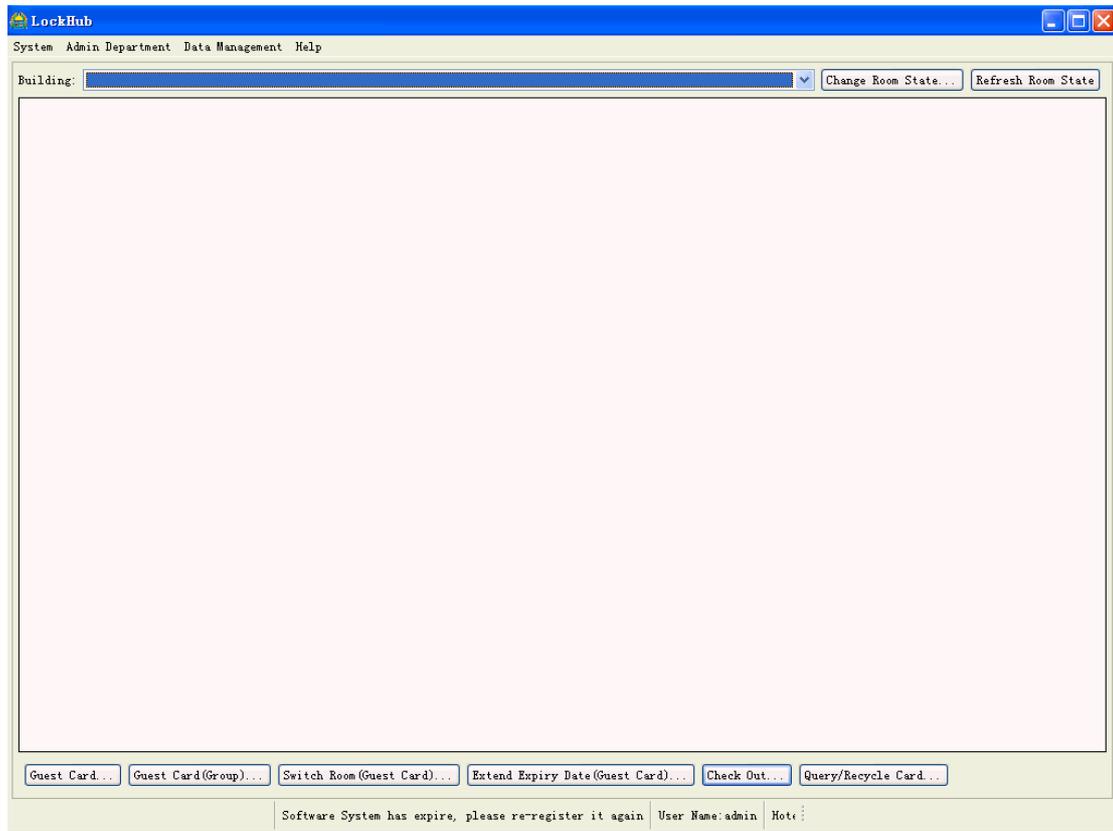
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Now please enter your 'User Name' and 'Password', and click 'OK' to open the main window of this software.



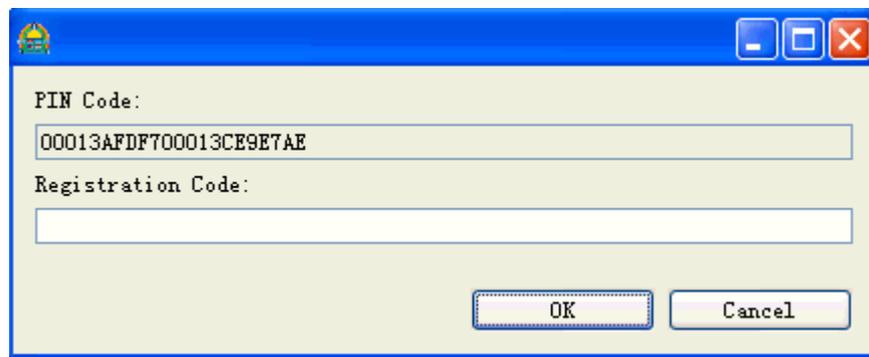
## 4. Registration

This software must be registered before further usage, or you would see 'Software system has expire' when you making key card.

Click 'Registration' from 'System' menu. Then you will get a message box to ask your 'Authorization Card'(It must be shipped with your locks) when first time setup. Please put this card on your Key Card Encoder and click 'Yes' to continue.



If everything go well, the 'Pin Code' would shown as below. Then enter the 'Registration Code' and click the 'OK' to finish the registration. The 'Registration Code' is get from your lock supplier.



Now, your software is ready for usage.

**Note: Please keep your computer clock is correct for registration.**

## 5. System Management

### 5.1. System Setting

#### 5.1.1. Key Card Encoder Setting

This software supports MIFARE RF Key Card. And they have their own Key Card Encoder. Click 'Card Encoder' from 'System' menu to open the following setup dialog. Select the 'Lock Type' and Click 'OK' to finish

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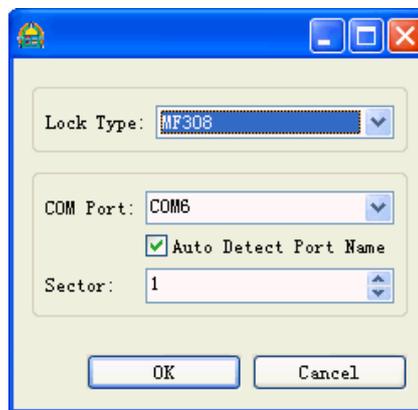
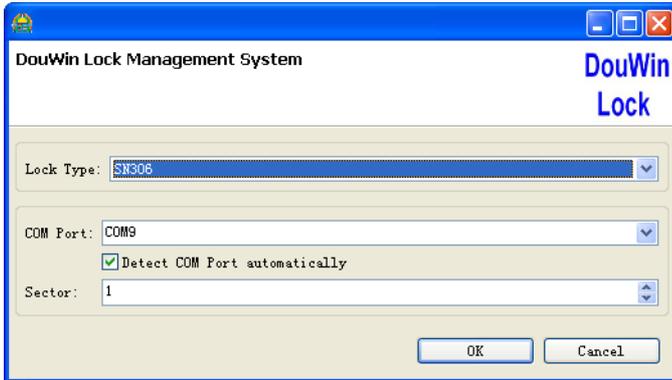
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your setup. Refer to the table below to get more detail about its options.



MIFARE RF Key Card Setup Interface

Option	Definition
COM Port	Uses to setup the COM port name. You should not change it if you enable the 'Auto Detect Port Name' option.
Auto Detect Port Name	
Sector	Uses to select the active sector of MIFARE key card.

### 5.1.2. Default Parameters Setting

Click 'Default Parameters' from 'System' menu to open the following dialog. Refer to the table below to get more detail about its options.

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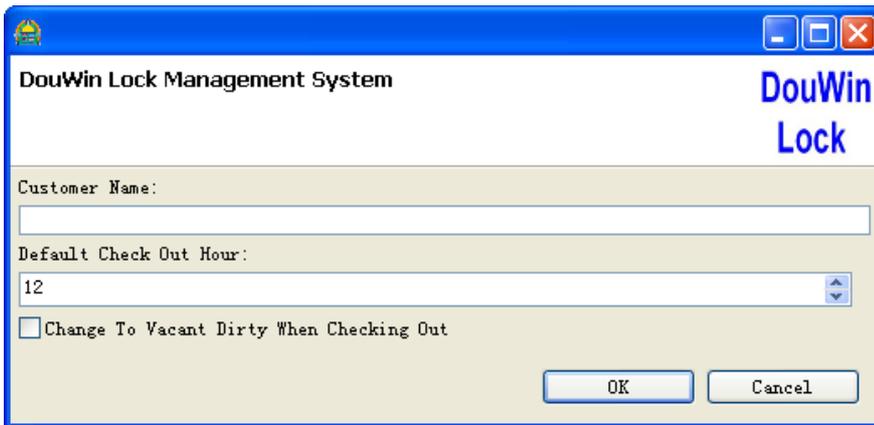
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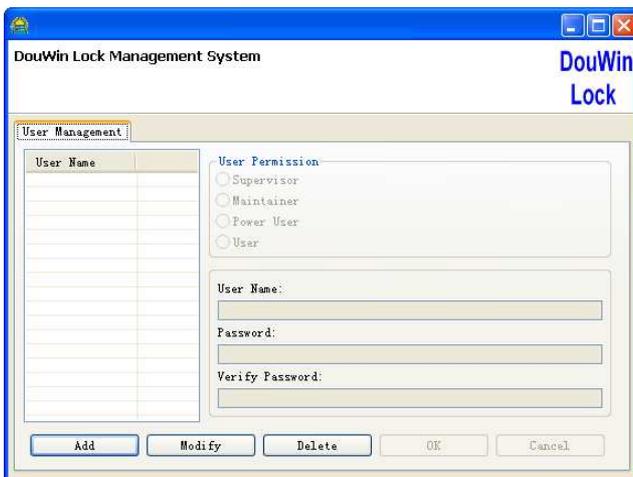
<http://www.douwinlock.com>



Option	Definition
Hotel Name	Uses to enter your hotel name, it will be display on status bar of the main window.
Check Out Hour	Uses to setup the default check out hour, when your choose the 'Year', 'Month' or 'Day' as the expiry unit to make Guest Card.
Change To Dirty When Check Out	Uses to setup the default room state when guest check out.

## 5.2. User Management

Click 'Users And Permission' from 'System' menu to open the following dialog. It is used to define the user account to use this software and their operating permission.



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## 5.2.1. User Permission Definition

### Supervisor

Permission to do all operations except 'Software Registration', 'Database Backup', 'Database Restore' and 'User Management'.

### Maintainer

Permission to use the 'Guest Check In', 'Guest Check Out', 'Make the Admin Card', 'Recycle the Admin Card', 'Read the Making Card History Report', 'Read the Opening Door History Report', 'Setup the Rooms' and 'Clear the Historical Record from Database'.

### Power User

Permission to use the 'Guest Check In', 'Guest Check Out', 'Make the Admin Card', 'Recycle the Admin Card', 'Read the Making Card History Report' and 'Read the Opening Door History Report'.

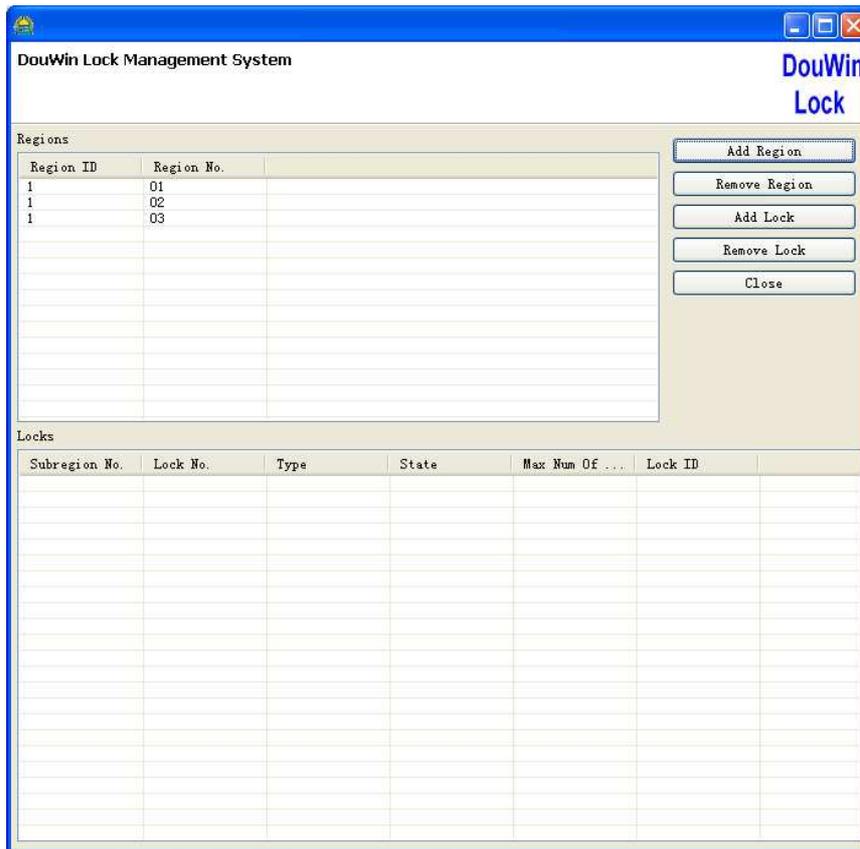
### User

Permission to use the 'Guest Check In', 'Guest Check Out' and 'Recycle the Admin Card'.

**Note:** The 'Software Registration', 'Database Backup' and 'Database Restore' operations just permission to the built-in 'admin' account.

## 5.3. Rooms Definition

We defines all the rooms as 'Buildings'->'Floors'->'Rooms' schema. That means one room must belong to one floor, and one floor must belong to one building. Click 'Rooms(Locks)' from 'System' menu to open the following dialog.

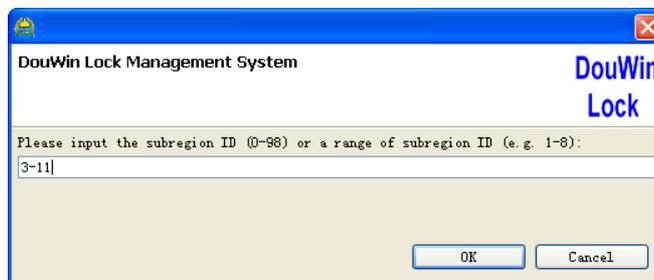


Click 'Add Building(Region)' to define some building. And add wizard should be shown as below.

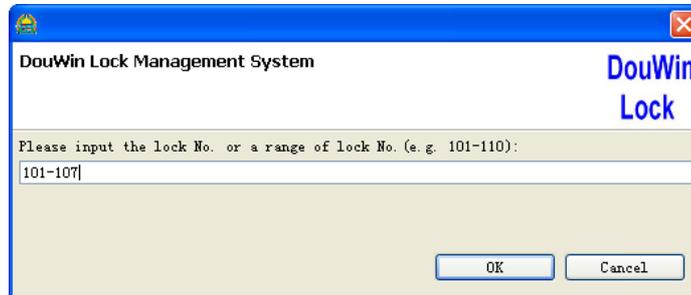
Enter 'Building ID' (a number to identify a building) and click 'OK' to continue.

Enter 'Building No.'(friendly name to a building) and click 'OK' to finish the building add wizard.

Now, you have one building in our system. Please select it from 'Buildings' list. Then click 'Add Lock'. And add wizard should be shown as below.

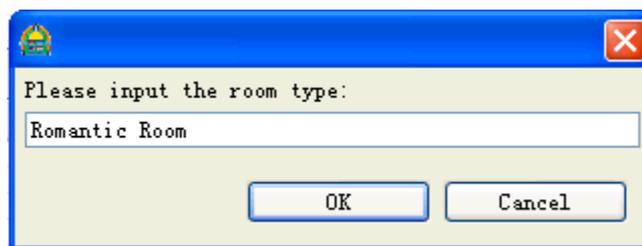


Enter the own floor number or a range of floor number and click 'OK' to continue. (For example, enter 1-8 would add rooms from floor 1 to floor 8 continuous.)

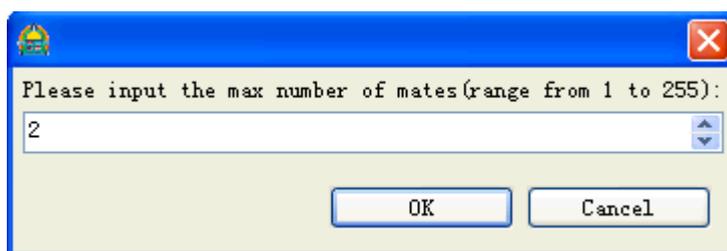


Enter 'Lock No.' or a range of 'Lock No.' and click 'OK' to continue. (For example, enter 101-110 would add rooms from Room 101 to Room 110 continuous.)

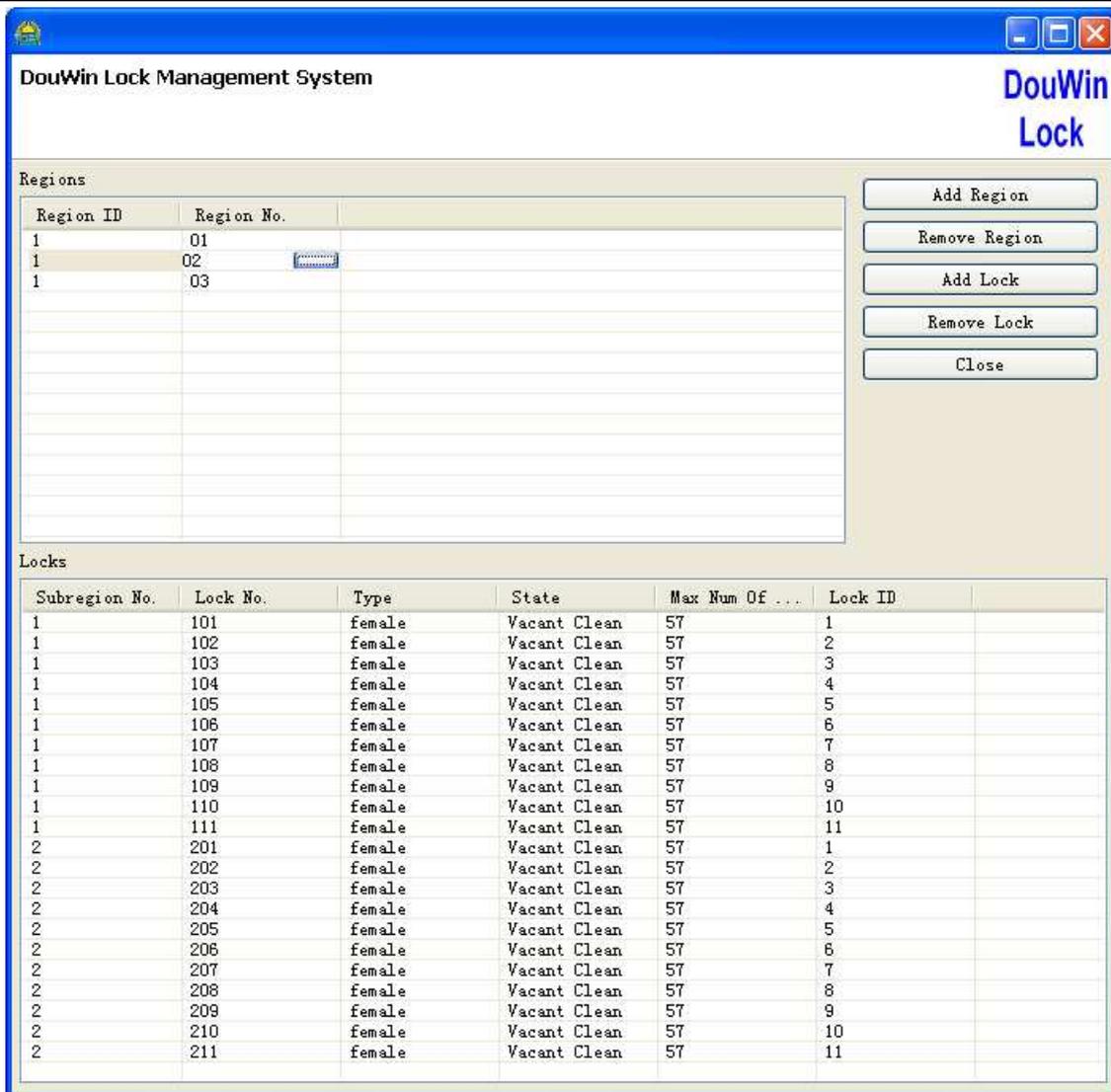
**Note: When enter a range of 'Room No.', the actually add value should be different from your input value. Because this software would change the relate value automatic according to its floor number.**



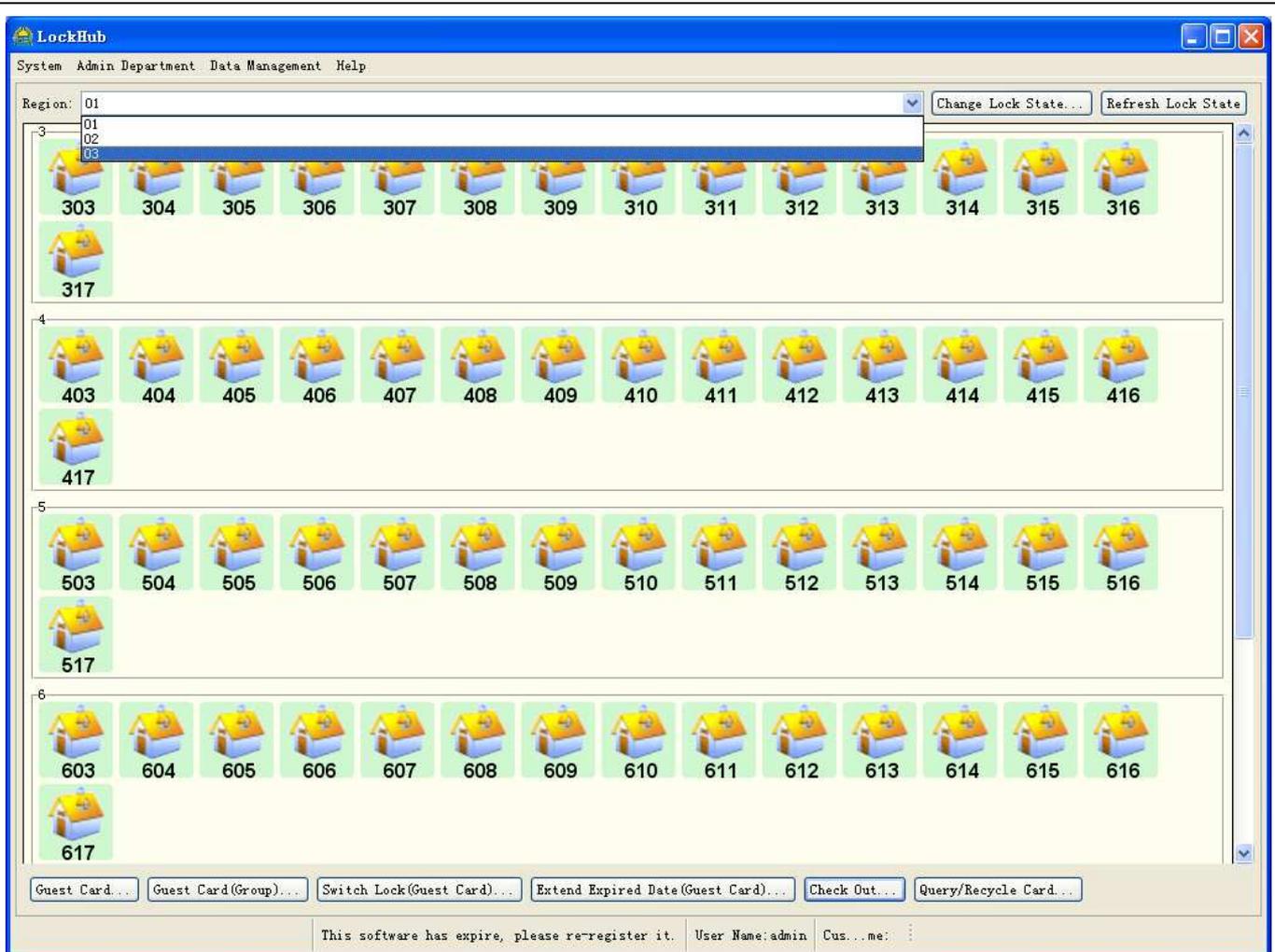
Enter 'Room Type'(a field which help you to determine the kind of rooms. Like the 'living single room' or 'living two room' etc.) and click 'OK' to continue.



Enter 'Max Number of Mates' (a number to define how many roommate guest card could be made at the same time. Like, 2people use the same lock should be 2) and click 'OK' to finish the room add wizard.



Now you have add some buildings and rooms into the system. And the main window shows their real time state to you like below.



## 5.4. Lock Installation

Once all the hotel locks have fit in the room. And you have add the related information include Buildings and Rooms into this software. Then We should make the 'Room Setup' card and 'Time Setup' card to set the room lock number and current clock time to each locks.

### 5.4.1. Room Setup Card

Click 'Locks Installation' from 'System' menu, and click 'Lock Setup'. Now click 'Browser' to select a room to install, put a blank card on the Key Card Encoder, and click 'Make' to issue this card from the dialog as below shown. Finally, swipe on the lock to take effect this configuration. Refer to the table below to get more detail about its options.

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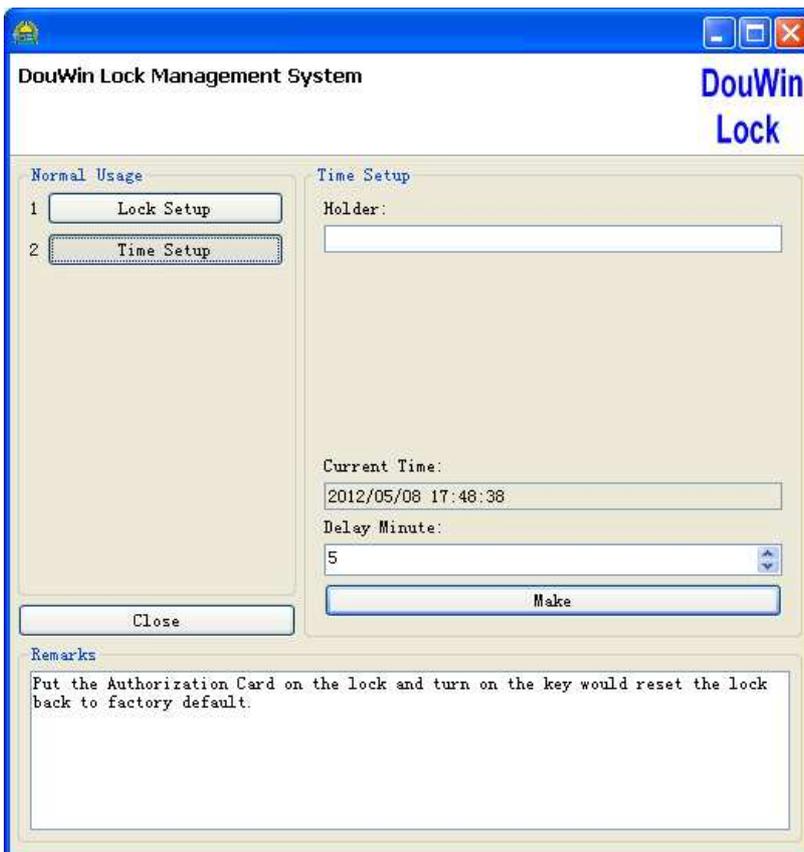
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Option	Definition
Owner	The card owner name.
Room No.	Uses to set the room name of this 'Room Setup' card.
Work with Waiter Card	Once you choose this function, the lock will become <b>"Double card working mode"</b> . In this mode, Guest card can't open the lock directly. the lock only can be opened by Guest and Waiters' card together.
Alarm When Door Not Closed	Uses to set this lock whether or not to issue an alarm beep when we detect the door is not closed.

## 5.4.2. Time Setup Card

Click 'Rooms Installation' from 'System' menu, and click 'Time Setup'. Now put a blank card on the Key Card Encoder, and click 'Make' to issue this card from the dialog as below shown. Finally, swipe on the lock to take effect this configuration. Refer to the table below to get more detail about its options.



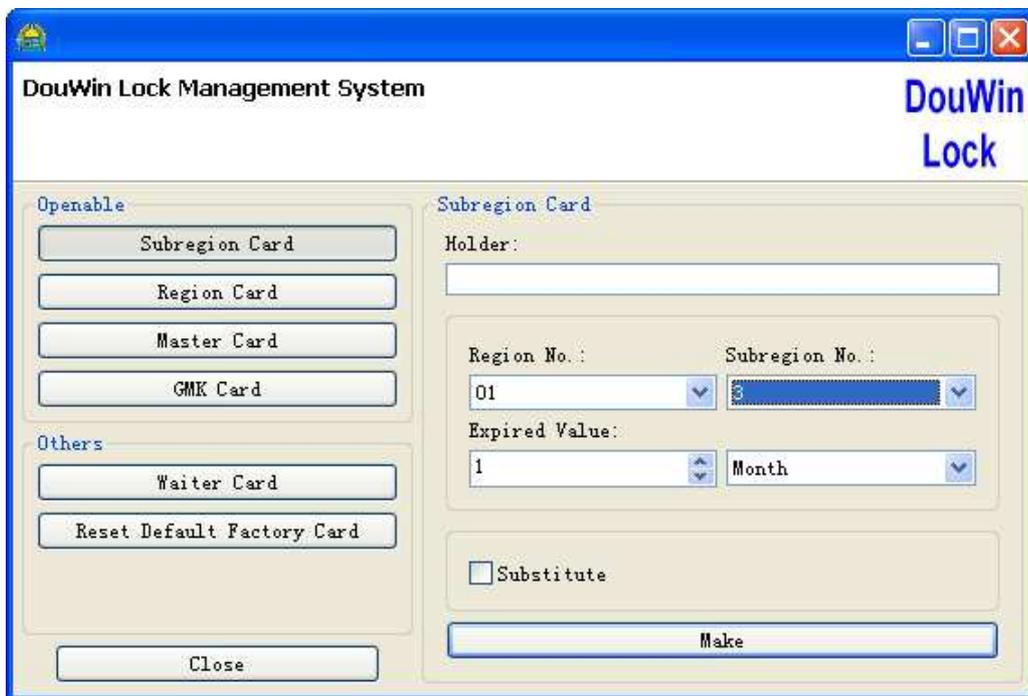
Option	Definition
Owner	The card owner name.
Delay Minute	Uses to set a delay time, help to repair the elapsed time during walk to the lock.

## 6. Key Card Management

### 6.1. Admin Card by press Admin Department

#### 6.1.1. Subregion Card

'Subregion Card' is used for floor manager or housekeeping staff in daily. By this card, you could unlock all doors at the same floor. Click 'Card Operations(Admin)' from 'Admin Department' menu and click 'Floor Card'.



Refer to the table below to setup its options. And put a blank card on the Key Card Encoder, then click 'Make' to issue this card.

Option	Definition
Owner	The card owner name.
Region No.	Uses to set the available building of this card.
Subregion No.	Uses to set the available floor of this card.
Expiry Value	Uses to set expiration time of this card.
Substitute	Uses to setup whether report loss all the

previous cards. Take effect when swipe on all locks from the same floor.

## 6.1.2. Region Card

'Region Card' is used for building manager in daily. By this card, you could unlock all doors at the same building. Click 'Card Operations(Admin)' from 'Admin Department' menu and click 'Building Card'.

Refer to the table below to setup its options. And put a blank card on the Key Card Encoder, then click 'Make' to issue this card.

Option	Definition
Owner	The card owner name.
Building No.	Uses to set the available building of this card.
Expiry Value	Uses to set expiration time of this card.
Substitute	Uses to setup whether report loss all the previous cards. Take effect when swipe on all locks from the same building.

### 6.1.3. Master Card

'Building Card' is used for supervisor in daily. By this card, you could unlock all doors. Click 'Card Operations(Admin)' from 'Admin Department' menu and click 'Master Card'.

Refer to the table below to setup its options. And put a blank card on the Key Card Encoder, then click 'Make' to issue this card.

Option	Definition
Owner	The card owner name.
Expiry Value	Uses to set expiration time of this card.
Substitute	Uses to setup whether report loss all the previous cards. Take effect when swipe on all locks.

### 6.1.4. GMK Card

'GMK Card' is used to open all doors and set them into unlock mode when emergency. Click 'Card Operations(Admin)' from 'Admin Department' menu and click 'GMK Card'.

**Note:** Any other key card which open this door would set it leave the unlock mode.

Refer to the table below to setup its options. And put a blank card on the Key Card Encoder, then click 'Make' to issue this card.

Option	Definition
Owner	The card owner name.
Substitute	Uses to setup whether report loss all the previous cards. Take effect when swipe on all locks.

### 6.1.5. Unlock Card

'Unlock Card' is used to open door and set that door into unlock mode. Use this card again would set the door leave unlock mode. In normal, users use this card for meeting room or channel door. Click 'Card Operations(Admin)' from 'Admin Department' menu and click 'Unlock Card'.

Refer to the table below to setup its options. And put a blank card on the Key Card Encoder, then click 'Make' to issue this card.

Option	Definition
Owner	The card owner name.
Expiry Value	Uses to set expiration time of this card.
Substitute	Uses to setup whether report loss all the previous cards. Take effect when swipe on all locks.

### 6.1.6. Waiter Card(Double card mode)

Pls press "Waiter card" to issue it. This card can't open door directly. Only Waiter card and Guest card together can open the lock.

## 6.2. Guest Card

### 6.2.1. Guest Reception

Guest Reception is used to issue a guest card for daily usage. You could click 'Guest Card' from the main window or double click any room state lcon from main window to open the following dialog.

Refer to the table below to setup its options. And put a blank card on the Key Card Encoder, then click 'Make' to issue this card.

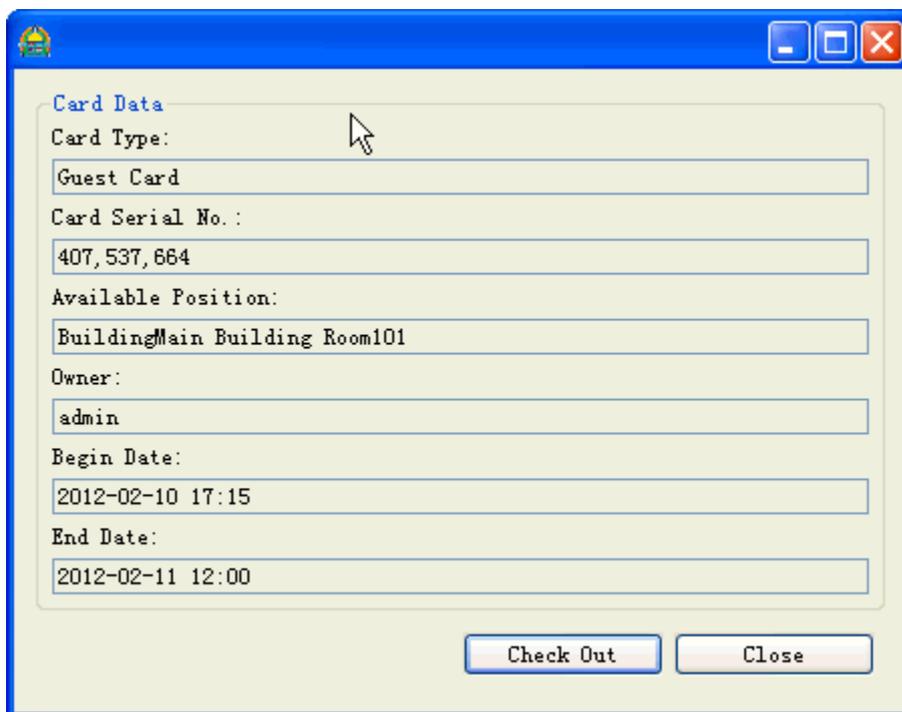
Option	Definition
Room No.	Uses to set the available room of this card.
Room Type	Uses to display the room type of this room.
Room State	Uses to display the room state of this room.
Substitute	Uses to setup whether report loss all the previous cards. Take effect when swipe on the lock. Default should be check until you want to issue a room mate Guest Card.
Hourly Mode	Uses to enable hour mode in Expiry Value.
Expiry Value	Uses to set expiration time of this card.
Guest Name	The card owner name.
Num Of Making Card	

## 6.2.2. Guest Check Out

'Guest Check Out' is used to erase the guest card and release their record state from database. You must do this operation before new guest check in. It include 'Check Out With Card' and 'Check Out Without Card'.

### Check Out With Card

Put the 'Guest Card' on the Key Card Encoder, and click 'Check Out' from the main window.



Card Data

Card Type:  
Guest Card

Card Serial No. :  
407,537,664

Available Position:  
BuildingMain Building Room101

Owner:  
admin

Begin Date:  
2012-02-10 17:15

End Date:  
2012-02-11 12:00

Check Out Close

Click 'Check Out' to finish it.

### Check Out Without Card

If you lost a Guest Card, then we could not do the 'Check out With Card'. At this time, you could use the 'Check Out Without Card' feature. Double click the room state icon from main window, and click 'Check Out(Without Card)' to do it.

**Note:** Check Out Without Card would check out all guest card living in same room at the same time.

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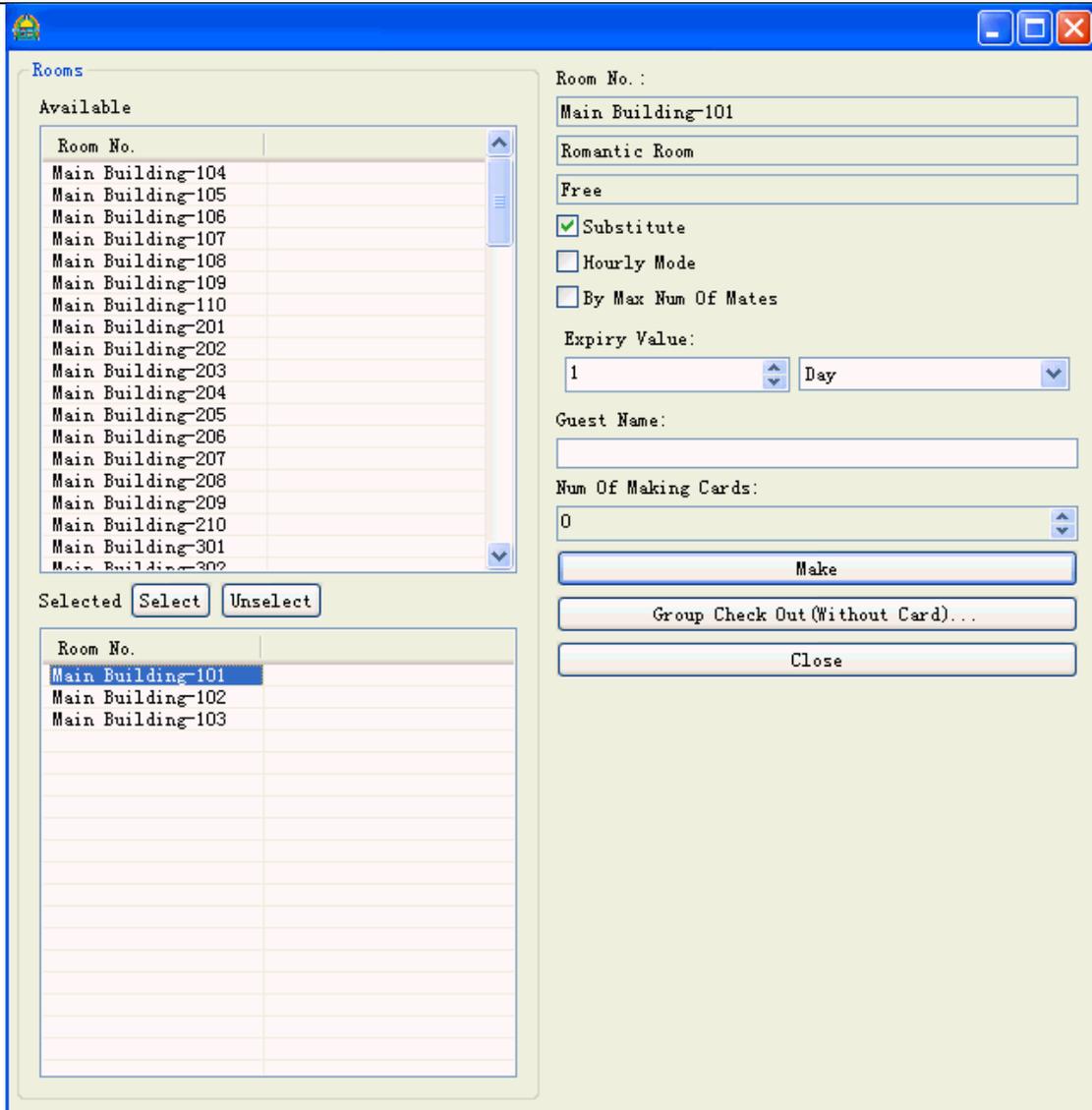
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### 6.2.3. Group Guest Reception

'Group Guest Reception' is used to make the 'Guest Card' in a rapid way. Click 'Guest Card(Group)' from main

window bottom.



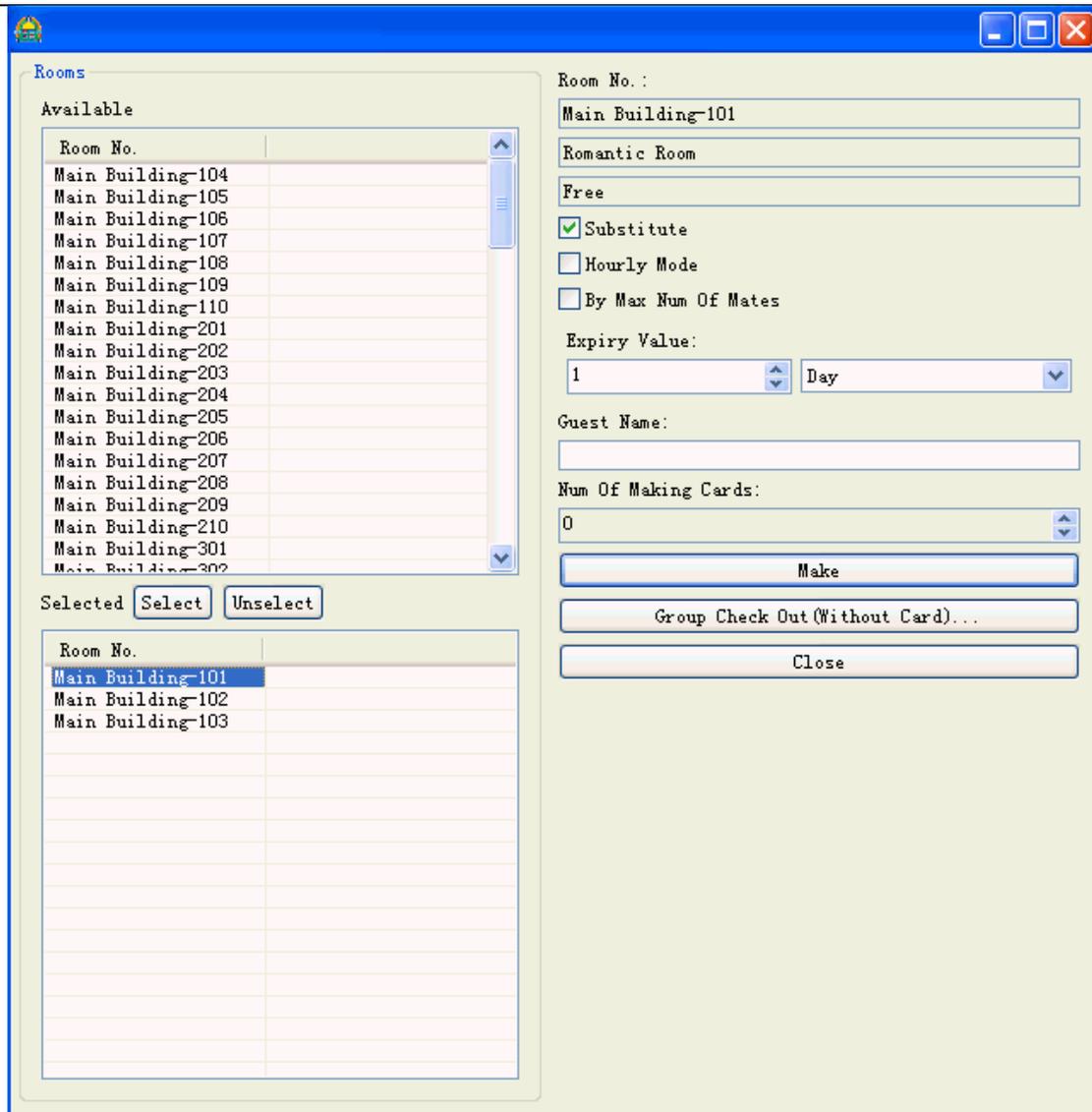
You may select any rooms from the 'Available' list and click 'Select' to add them into the 'Selected' list. Then select the first room from the 'Selected' list, refer to the table below to setup its options, put a blank card on the Key Card Encoder and click 'Make' to issue this card. The software will select the next room automatic. So you just need to put a new blank card on the Key Card Encoder and click 'Make' again.

Option	Definition
Room No.	Uses to set the available room of this card.
Room Type	Uses to display the room type of this room.
Room State	Uses to display the room type of this room.
Substitute	Uses to setup whether report loss all the

	previous cards. Take effect when swipe on the lock. Default should be check until you want to issue a room mate Guest Card.
Hourly Mode	Uses to enable hour mode in Expiry Value.
By Max Num Of Mates	Uses to setup if this software should make the Guest Card according to 'Max Num Of Mates' or single guest card for each room.
Expiry Value	Uses to set expiration time of this card.
Guest Name	The card owner name.
Num Of Making Cards	

### 6.2.4. Group Guest Check Out

'Group Guest Check Out' is used to check out the room without card for those rooms which is group check in. Click 'Guest Card(Group)' from main window.



Then click 'Group Check Out(Without Card)' to open the dialog as below shown.



Select the existing 'Guest Name' and the software will show you the relate check in record.

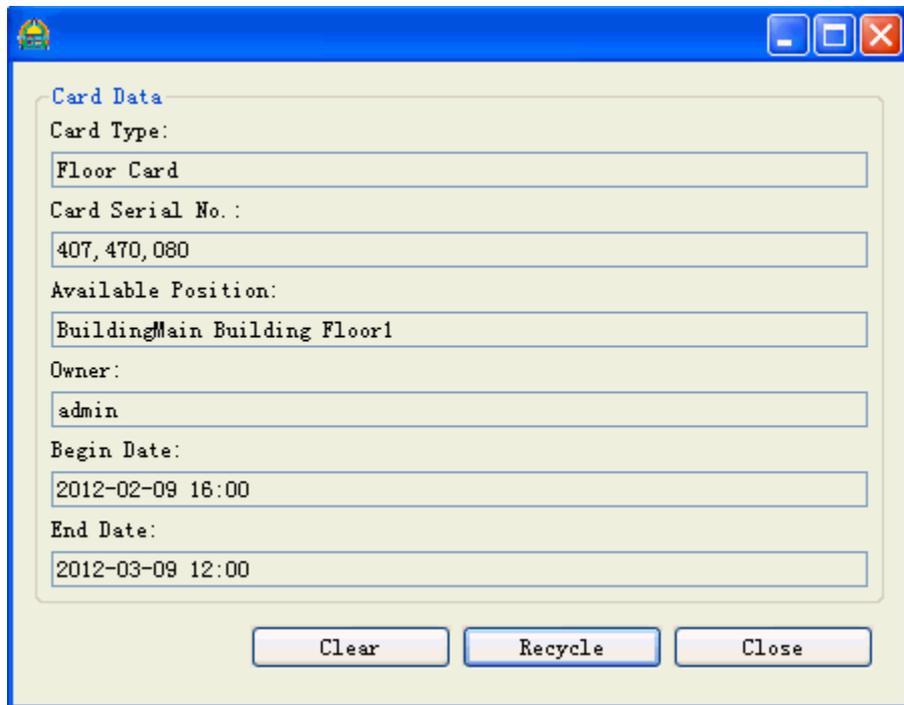


Select which record you want to check out, and click 'Check Out (Without Card)' to finish it.

## 7. Other Features

### 7.1. Query/Recycle Admin Card

'Query/Recycle Admin Card' is used to read the content of any existing card, or force erase the card. Put the card on the Key Card Encoder and click 'Query/Recycle Card' from main window.



Card Data

Card Type:  
Floor Card

Card Serial No. :  
407,470,080

Available Position:  
BuildingMain Building Floor1

Owner:  
admin

Begin Date:  
2012-02-09 16:00

End Date:  
2012-03-09 12:00

Clear Recycle Close

Click 'Clear' will erase this card and keep its state of making card history as 'Using'.

Click 'Recycle' will recycle the admin card only.



Making Date  
2012- 2- 3 -> 2012- 2-10  Enable This Condition

Expiry Date  
2012- 2- 3 -> 2099-12-30  Enable This Condition

Card Type  
All Cards

State  
Active

Room No.  
Browser...

Owner

OK Cancel

Click 'Delete' would set the record state of admin card to 'Recycle(Without Card)'.

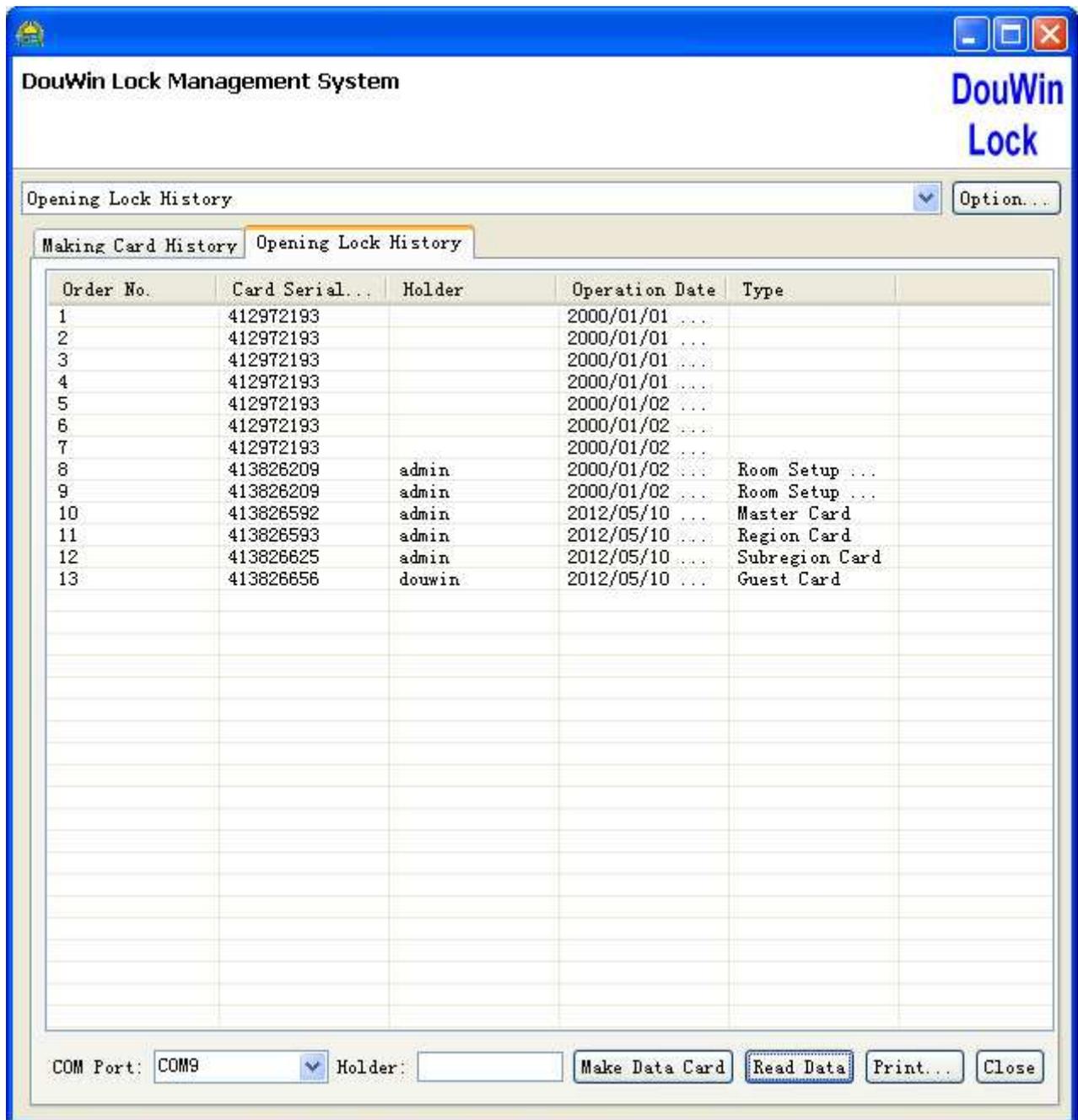
## 7.3. Opening Door History

'Opening Door History' is some operating log which store in each lock. It will tell you which key card open this door when.

**Note: the lock just record your operation when key card swipe on it and its handle is screwed.**

### 7.3.1. Inquiry From MIFARE RF Key Card Lock

To download the history from MIFARE RF Key Card lock, a "MIFARE record card" is required. Click 'Reports' from 'Data Management' menu, and click 'Opening Door History'.



Please following these steps:

1. Put the "MIFARE record card" on Key Card Encoder, and then click 'Make Data Card'.
2. Put the 'Data Card' to inductive area of lock until blue LED lights with a long beep.
3. Put the 'Data Card' on Key Card Encoder, and click 'Read Data Card' to finish it.

Note: The history item which has not relate making card history will get a blank 'Owner' field and 'Type' field.

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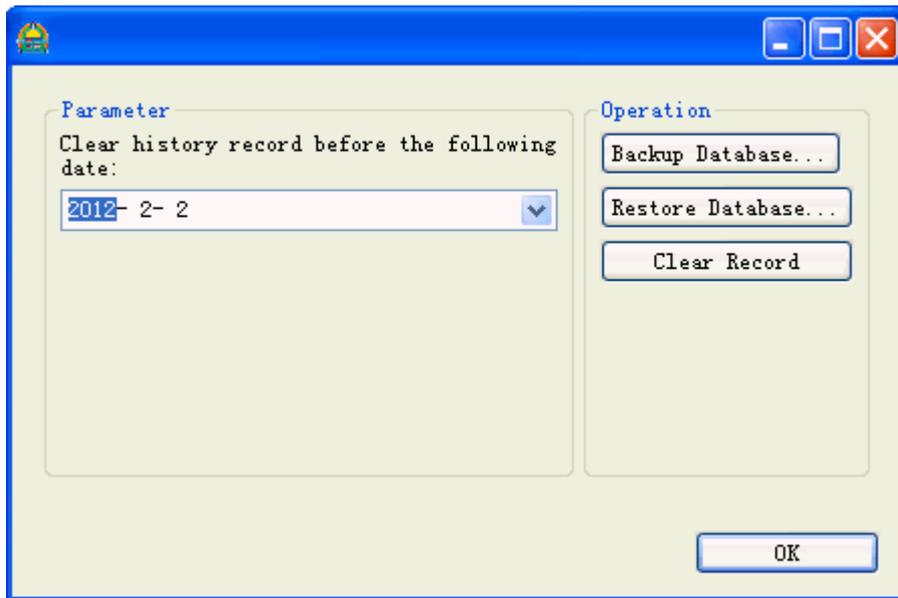
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## 7.4. Cleanup the Database

After long time running of this software, there are many making card history store in our database. They would speed down the software performance. Cleanup those unused history is a better way to improve it. Click 'Maintain Database' from 'Data Management' menu.



Set the end date and click 'Clear Record' would remove all histories which making card date is less than the 'End Date'.

**Note:** For security purpose, this software denies to clear the history of latest 7 days.

## 7.5. Database Backup And Restore

Backup the database in periodic is a good practice to fix the system when your computer corrupt.

### 7.5.1. Backup

Click 'Maintain Database' from 'Data Management' menu, then click 'Backup Database'.

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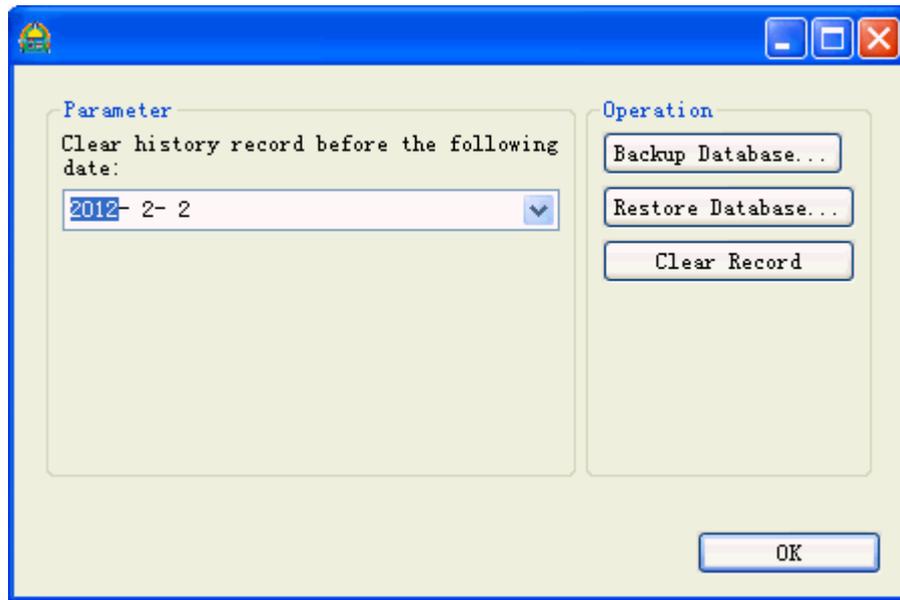
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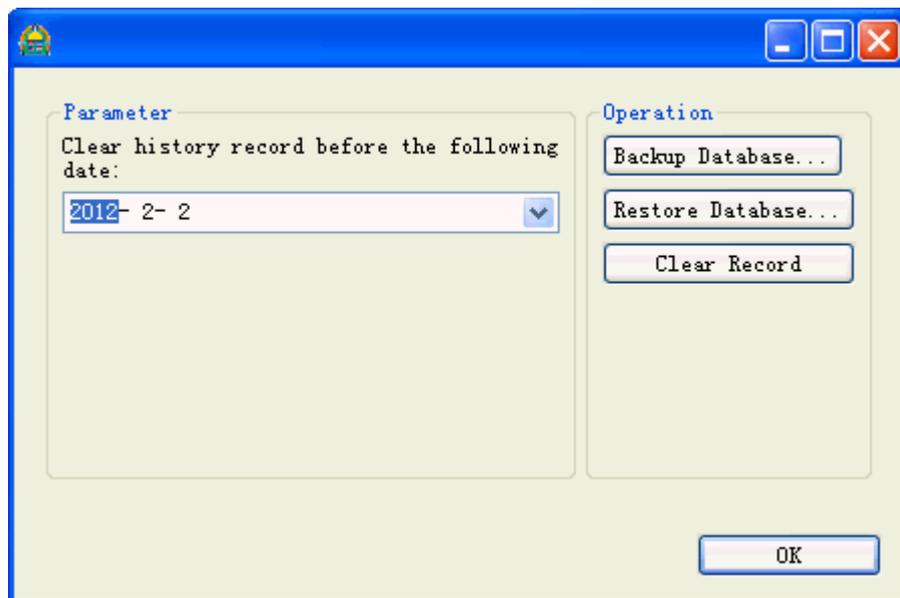
**E-mail:** douwinlock@yahoo.com

<http://www.douwinlock.com>



## 7.5.2. Restore

Click 'Maintain Database' from 'Data Management' menu, then click 'Restore Database'.

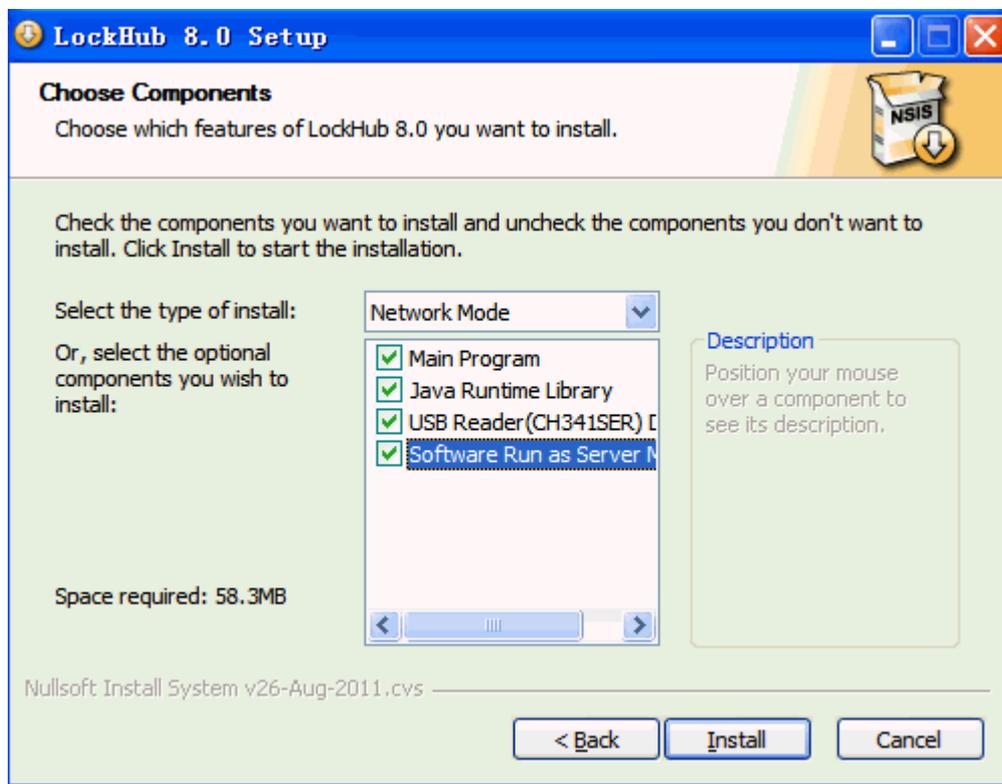


## 7.6. Run As Server/Client Schema Over TCP/IP

This software is well designed to run on network environment based on TCP/IP. That means the user can use more than one computer to issue the guest card in front desk. As default, this feature is disabled. Here are steps to turn it on.

Step 1:

Check the 'Software Run As Server Mode' option from 'Choose Components' page of the software setup wizard at the server side.



Step 2:

Click 'Server Setting' from 'System' menu at your client side computer and enter your server IP address. Then click 'OK' to finish it.

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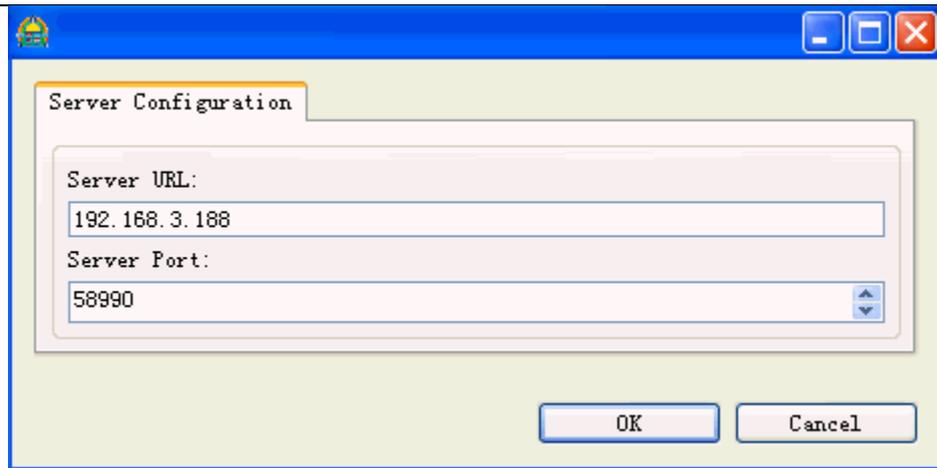
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## 8. Trouble Shooting

There are some issues on door locks, which are not caused by the product quality. We provide a reference at here to help you to solve it.

Behavior	Reason	Solution
1 beep with red LED light	Address mismatch	Make sure this key card is right for this lock. Or issue a 'Room Setup Card' to reset the room number on lock.
2 beeps with red LED light	Expiration	Make sure this key card is not expiration. Or issue a 'Time Setup Card' to reset the clock on lock.
3 beeps with red LED light	System id mismatch	Make sure you use a right 'Authorization Card' to install this software.
4 beeps with red LED light	Deadbolt locked	Please unlock the deadbolt on lock.
5 beeps with red LED light	The card has been substituted.	Please issue a new key card to try again.