



# BIS Locker Manual Instruction



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# 1. System Overview

# 1.1. System components

The Locker (Be-Tech code:C1100M9-12GX)



#### **1.2. Mifare RFID Electronic Locker Introduction**



(C1100M9-12GX)

Note: S1= "S" stands for Assigned-Use key mode (Hotel lock function);

S1="D" stands for Free-Use key mode;

S2 functional switch is useless on this system.

#### 1.3. RFID card encoder

It is used for reading and writing cards



RW-41

#### 1.4. BIS Locker V1.0.3.0

We have the pleasure in recommending you the electronic locker management system (**BIS Locker V1.0.3.0**) issued by Be-Tech and with Be-Tech highly encryption scheme, which can be work with our Cyber series locker (Be-Tech code: C1100M9-12GX) through simple instruction to meet lots of project needs, such as Spa/Fitness center, Resorts, Golf clubs, Sauna, Sport center, Gym center and so on.

The BIS software comes on a CD. The software can be installed on any PC running Windows 98, 2000, NT, XP, Vista, Win 7, Win 8, Win sever 2003, Win server 2008.

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#### 1.1.1. Hardware requirements

Most common brand PCs that meet the requirements for Windows98, 2000, NT, XP, Vista, Win 7, Win 8, Win sever 2003, Win server 2008 can be used

#### 1.1.2. The requirements for the PCs OS are:

Windows 98/NT/2000/XP/Vista/7/8

#### 2. Before software installation

Closing UAC is necessary before installing be-tech locking system, otherwise you will get an error while running the software, and then you can not use the software. Please see below to close in Win 7 and Win 8.



#### 2.1. In Win 7

Press "Star" in the Win 7, you see the screen as below, and then type "UAC"

	Microsoft Office Outlook 2007	•
X	Microsoft Office Excel 2007	,
	Microsoft Office Word 2007	Simon
17.	Microsoft Office Visio 2007	Documents
	Calculator	Pictures
S	Skype	Games
2	BIS Hotel 5.7	Computer
Ai	Adobe Illustrator CS6 (64 Bit)	Connect To
C KI	Samsung Kies	Control Panel
	LINE	Devices and Printers
1	PhotoImpact X3	Default Programs
	Sony PC Companion 2.1	Administrative Tools
	Notepad	Help and Support
	WinRAR	Run
"	FastStone Photo Resizer	10
>	All Programs	JAC
Se	earch programs and files	🔎 🚺 Shut down 🕨











# 2.2. Win 8



•	User Account Control Settings – 🗆 🗙	
Choose w User Accour <u>Tell me mor</u> Always r	when to be notified about changes to your computer In Control helps prevent potentially harmful programs from making changes to your computer. e about User Account Control settings notify	
-	<ul> <li>Never notify me when:         <ul> <li>Apps try to install software or make changes to my computer</li> <li>I make changes to Windows settings</li> </ul> </li> </ul>	Choose "Never notify", and press "OK", restart your computer.
	- 1 Not recommended.	
Never no	btify	
	@ OK Cancel	



# 3. Software installations

Find out Be-tech installation "exe" file



and double click.



BIS L	ock v1.0 - InstallShield Wizard	
	Welcome to the Install Shield Wizard for BIS Lock v1.0 on your computer. To continue, click Next.             < Back       Next >             Cancel	Double click the file and prepare to install Click <b>Next</b>





InstallShield Wizard	×
Customer Information Please enter your information.	
Please enter your name and the name of the company for whom you work.	
User Name:  AAA	_
Company Name: AAA	
InstallShield	
<back next=""> Car</back>	ncel



InstallShield Wizard
Choose Destination Location Select folder where Setup will install files.
Setup will install BIS Locker System v1.0.3.0 in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\Be-Tech Browse
nstallShield
< Back Next > Cancel



#### Note:

For OS Win 8, please install the software locating in other local disk except C:, otherwise that would be some little problem when you run the software. The problem is caused by the security level of Win 8, not by BIS software.

InstallShield Wizard			
Setup Type Select the Setup Type to install.			
Click the type	of Setup you prefer, then click Next.		
C <u>T</u> ypical	Program will be installed with the most common options. Recommended for most users.		
C <u>C</u> ompact	Program will be installed with minimum required options.		
© Custom	You may choose the options you want to install. Recommended for advanced users.		
InstallShield ———			
	< <u>B</u> ack <u>N</u> ext > Cancel		

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InstallS	Shield Wizar	rd	×
Select Components Choose the components Setup will install.			
Select the components you want to install, install. BIS Locker System v1.0.3.0	and clear the co	Description Description BIS Locker System. Either Microsoft SQL Server or Microsoft Access can be use.	
Space Required on C: Space Available on C: InstallShield	13156 K 29413824 K		
	< <u>B</u> ack	: <u>N</u> ext > Cancel	

InstallShield Wizard
Select Program Folder       Please select a program folder.
Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing folders list. Click Next to continue. Program Folders:
BIS Locker System Existing Folders:
????     Accessibility       Accessibility     Accessories       Administrative Tools     freeime       Maintenance     Maintenance
Microsoft Uffice Skype StartUp
InstallShield Cancel



InstallShield Wizard	
	InstallShield Wizard Complete Setup has finished installing BIS Locker System v1.0.3.0 on your computer.
	< Back Finish Cancel



# 4. Load software



Double click the icon,

If you can't run the software in QS Win 8, please right click "BIS Hotel 5.7" and select "Run as administrator"

Select Application Language				
$\mathbf{\Sigma}$	Select the language below for this application:			
	English	¥		
🔽 Don'i	<u>D</u> K t show this dialog again.	<u>C</u> ancel		
	Database Login Informatio	n		
MS Access	SQL Server			
Database btlock57	e File Name: 7.mdb			
Databas	e Password:			
	🗹 Blank Passwor	d		
🖌 Don't sho	w this dialog again.	Cancel		

Select the application language.

The dialogue will not pop up if select "Don't show this dialog again"

There are two databases available for Be-tech locking system, "Microsoft Access" and "SQL Server" Ms ACCESS is for stand alone computer to issue card, which is contained after installing the software.

Database Login Information						
MS Access SQL Server						
Server Name:	(local) 🗸					
-SQL Server Type						
SQL Server 2000	O SQL Server 2005					
Authentication Mode						
○ Windows NT	SQL Server					
User Name:	sa					
Login Password:						
✓ Don't show this dialog again.	<u>OK</u> <u>C</u> ancel					

Before using SQL severs, you have to install SQL database first.

SQL database is for multi-computers to issue cards, regarding to how to run SQL, please contact us for more information.

Click "OK", you will see the screen shows as below



Operator code: Operator name: Description: Login password:	
6	
<u>DK</u> Cancel	本 <u>验</u>

If you did not setup the operator, then you can continue as clicking "OK", you will see as below

# 5. Before programming a lock

Before programming a lock, make sure all of the information is ready, such as locker types, locker numbers, time sections, emergence cards, staff cards are completed.

# 5.1. Locker type

<b>2</b>					BIS	5 Locker v1.0A	
<u>S</u> etting <u>O</u> perate <u>V</u> iew <u>M</u> e	embers <u>G</u> uests <u>C</u> ards <u>D</u> at	a <u>H</u> elp <u>L</u> anguage					
Locker Types Locker Create Reader setting Options setting	s Operators Print View	v Relogin Exit					
0 Relogin	Locker Name	Locker ID	Guest SN	Total Guests	Locker Type	Locker Status	Batteries Chang
Exit Alt+F4	1						



2	Locke	r Types		_	
Type ID	Type Name				
1	VIP				
1			2		
Type ID: Locker	Type 1	Type Name:			
Add 3	Modify	Delete		Exit	

Choose the "Type ID" and enter "Type Name", and click "Add"

BIS Locker v1.0A - □ ×
<u>S</u> etting <u>O</u> perate <u>V</u> iew <u>M</u> embers <u>G</u> uests <u>C</u> ards <u>D</u> ata <u>H</u> elp <u>L</u> anguage
A W K K K K K K K K K K K K K K K K K K
All Locker VIP S
All Locker All Public doors
Clean Vacant 0 Operating 0 Occupied 0 Forbidden 0
Current Operator:

After adding all the "Locker Types", you will see the "Locker Types" showing on the software.



#### 5.2. Create Locker Number

#### 5.2.1. Create locker

"All locker" is normally for setting guest locker.

Tocker Create					
All Locker	Door Name	Door ID	Room Type		
					Create Group
2					
Create Group	Create Locke	er 📃 📃	Create Public Door	Exit	

🀌 Locker Create					J
All Locker 1. Left All Public doors	Door Name click	Door ID	Room Type		Create Locker
Create Group	Create Locker		Create Public Door	Exit	



🚪 Properties setting			- 22
<b> _</b> 1			
Total:	20		
Name Template:	0##		
# Start at: 🔨 🛰 2	1	▲ ▼	
ID Template:	0000##		
# Start at: 🛰3	1	×	
Names		IDs	*
<b>=</b> 001		000001	_
002		000002	=
003		000003	
		000004	
		000005	
		000006	
		000007	
			Ŧ
	4	Apply	Cancel

You can change "Name Template" and "ID Template"

Due to every floor own 10 lockers that we should set the total number to 10. The door name set to "10##", the door ID set to "1000##", both of their start number is "1". Click the **Apply** button to finish the operation. Follow the above steps to add all the lockers of each floor

🐌 Locker Create				
All Locker	Door Name	Door ID	Room Type	A
	<b>001</b>	000001		
All Public doors	002         003         004         005         005         006         007         008         009         010         011         012         013         014         015         016         017         018	000002 000005 000005 000006 000007 000008 000009 000010 000011 000012 000013 000014 000015 000016 000017 000018	p the type C	et Type VIP Delete S Rename
Create Group	Create Locker	Cr	eate Public Door	Exit

Choose the locker and right click, setup the locker type. You can select all lockers or one by one.



BIS Locker v1.0A	Also I					
<u>Setting Operate View M</u> emb	pers <u>G</u> uests <u>C</u> ards <u>D</u> ata	i <u>H</u> elp <u>L</u> anguage				
Reader Check Members	Image: Second state         Image: Second state	▼ O Relogin Exi	t			
All Locker VIP S						
H All Locker	Locker Name	Locker ID	Guest SN	Total Guests	Locker Type	Locker Status
All Public doors	📃 😳 001	000001	0	Vacant	VIP	Clean Vacant
	📃 📑 002	000002	0	Vacant	VIP	Clean Vacant
	003 💕 📴	000003	0	Vacant	VIP	Clean Vacant
	004 📑 📴 🔁	000004	0	Vacant	VIP	Clean Vacant
	005 📑 📴	000005	0	Vacant	VIP	Clean Vacant
	006 💕 📴	000006	0	Vacant	VIP	Clean Vacant
	007 📴 📴 🖓	000007	0	Vacant	VIP	Clean Vacant
	008 👰 📑	000008	0	Vacant	VIP	Clean Vacant
	009 🚭 📑	000009	0	Vacant	VIP	Clean Vacant
	010 📴 📴 010	000010	0	Vacant	VIP	Clean Vacant
	011 🔁 📴 011	000011	0	Vacant	VIP	Clean Vacant
	012 📴 📴	000012	0	Vacant	VIP	Clean Vacant
	013 🔁 📴 013	000013	0	Vacant	VIP	Clean Vacant
	014 📴 📴 🛛	000014	0	Vacant	VIP	Clean Vacant
	015 📑 📴 🔁	000015	0	Vacant	VIP	Clean Vacant
	📃 📑 016	000016	0	Vacant	VIP	Clean Vacant

# 5.3. Create Mater keys

Click "Members", choose "Member Management"

BIS Locker v1.0A	A					
<u>Setting Operate View M</u> emb	ers <u>G</u> uests <u>C</u> ards <u>D</u> ata	a <u>H</u> elp <u>L</u> anguage				
S <sup>™</sup> (2) Reader Check Members	Image: Second state     Image: Second state       Operators     Print	- Contraction Cont	) t			
All Locker VIP S						
All Locker	Locker Name	Locker ID	Guest SN	Total Guests	Locker Type	Locker Status
	📃 🝺 002	000002	0	Vacant	VIP	Clean Vacant
	0021 📑 📴 😳	000021	0	Vacant	S	Clean Vacant
	0022 🔂 📴	000022	0	Vacant	S	Clean Vacant
	🛛 🗾 🗊 0023	000023	0	Vacant	S	Clean Vacant
	0024 📴 😳	000024	0	Vacant	S	Clean Vacant
	0025 💕 📴	000025	0	Vacant	S	Clean Vacant
	0026 📝 🖗	000026	0	Vacant	S	Clean Vacant
	📗 🔜 🗊 0027	000027	0	Vacant	S	Clean Vacant
	📗 🔜 🗊 0028	000028	0	Vacant	S	Clean Vacant
	📃 📴 0029	000029	0	Vacant	S	Clean Vacant



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8 Member Mangagement	1	1000	(here's the	
<u>O</u> perate ⊻iew <u>C</u> ards				
Image: Open content of the	0 Close			
All Emergency Cards	Member Name	Member Code	Member No Card No	

😵 Member Ma	angagement	Theat I		x
<u>O</u> perate ⊻iew	<u>C</u> ards			
♥ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	View Close			
All Emerg	Create Group	Member Code	Member No Card No	
	Create Member	Right click		
	Delete Del			
	Kename			
	,			

Right Click "All Emergency Cards", you will see the options, and then click "Create Group", "new group" is created. The cards in this group can open locks freely, without any limitations.



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8 Member Mangagemer	nt	Taxati I	Chart Frank	
<u>O</u> perate ⊻iew <u>C</u> ards				
<ul> <li>(2)</li> <li>(2)</li></ul>	O Close			
All Emergency Cards	Member Name	Member Code	Member No Card No	
Create Create Delete	Group Member Del	Right click "Ne "Create Member"	lect	
Kenam				
				ii.

8 Create Members	
Member Setting	
Total number:	2
Member name template:	00##
Start #:	1
Member code template:	0000000##
Start #:	1
Member Name	Member Code
<b>8</b> 0001 <b>8</b> 0002	000000001 000000002
	Apply Cancel

A window will turn up, now the window requires you to fill in the member information. After all the information has been registered, click the **Apply** button to finish the procedure and click the **Cancel** button to return to the system. Follow the above steps to add all the members into the system.

#### Notice:

Every Member code template is the unique and it is a sign of member. So before the adding, please assign the code template to every member by a plan.



#### 5.4. Encoder driver installation

Insert the encoder, there will be a window popping up "found new hardware", you need to install the driver, if there is nothing popping up, you need to find out device manager to fix the driver installations.

	System -							×
🔄 🌛 👻 🕇 🕎 🕨 Control Pan	el → System and Security → Sy	/stem			~ ¢	Search Control Panel		P
Control Panel Home	View basic information	about yo	our compute	r				0
🛞 Device Manager	Windows edition							
🛞 Remote settings	Windows 8 Enterprise Eval	uation					~	
🚱 System protection	© 2012 Microsoft Corpora	tion. All righ	nts reserved.			indows	: 8	
🚱 Advanced system settings							, <b>U</b>	
	System							
	Rating:	3.2 Wi	ndows Experien	ce Index				
	Processor:	Intel(R) C	eleron(R) CPU	E3300 @ 2.	.50GHz 2.50	GHz		
	Installed memory (RAM):	1.00 GB						
	System type:	32-bit Op	erating System,	хб4-based pro	ocessor			
	Pen and Touch:	No Pen o	r Touch Input is	available for t	this Display			
	Computer name, domain, and	workgroup	settings					
	Computer name:	test				🚱 Chang	je settin	igs
	Full computer name:	test						
	Computer description:							
See also	Workgroup:	WORKGR	OUP					
Action Center	Windows activation							
Windows Update	Windows is activated Vie	w details in	Windows Activa	tion				
Performance Information and Tools	Product ID: 00178-40000-0	0001-AA094	4					







Follow the guidance to find out the **RW-41** folder.







After a while, driver installs complete, you will see the encoder details in the Device Manager



# 5.5. Encoder selection

🐌 BIS Locker v1.0A	Abra 8	
<u>S</u> etting <u>O</u> perate <u>V</u> iew <u>M</u> em	bers <u>G</u> uests <u>C</u> ards	<u>D</u> ata <u>H</u> elp <u>L</u> angua
Locker Types Locker Create Reader setting	Operators	View View
Options setting     Relogin     Exit Alt+F4	Locker Name	Locker ID 000001
	002 003 004 005	000002 000003 000004 000005

2	Reader Setting	
	Reader Model:	RW-41(ACR120)
	Port No:	COM1 -
		OK Cancel



# 6. Main steps to program a lock

Making a lock accept key cards, there are four key points are required.

- 1. System ID card
- 2. Lock setting card

### 6.1. System ID card (S50)

😨 BIS Locker v1.0A							
<u>S</u> etting <u>O</u> perate <u>V</u> iew <u>M</u> emb	pers <u>G</u> uests	<u>C</u> ards <u>I</u> lata <u>H</u> elp <u>L</u> an	guage				
a 👩 🙆	<u>6</u>	② Check Card	F2				
Reader Check Members	Operators	🙋 System ID Card	Ctrl+I				
All Locker VIP S		Lock Setting Card	Ctrl+L				
	7	🍓 Time Card	Ctrl+T				
	Locker Na	ame Locker ID	Guest SN	Total Guests	Locker Type	Locker Status	
All Public doors	📃 🝺 oo	000001	0	Vacant	VIP	Clean Vacant	
	00 🌍 🔜 📔	000002	0	Vacant	VIP	Clean Vacant	
	00 🌍 🔜 🔰	000003	0	Vacant	VIP	Clean Vacant	
	00 🌍 🔜 🔰	)4 000004	0	Vacant	VIP	Clean Vacant	
	00 🌍 🔜 🔰	000005	0	Vacant	VIP	Clean Vacant	
	00 🌍 🔜 🔰	000006	0	Vacant	VIP	Clean Vacant	
	00 🏟 📃 📔	)7 000007	0	Vacant	VIP	Clean Vacant	
	00 🗐 📃 📔	000008	0	Vacant	VIP	Clean Vacant	
	📃 🝺 00	09 000009	0	Vacant	VIP	Clean Vacant	

🖉 System ID Card						
←Change opening card's se	ctor					
⊙ No	O Yes					
C	0					
Lurrent sector:						
New sector:	0					
Lift Current Sector:	1					
Change system password						
⊙ No	O Yes					
Sustem password:						
oyotom passificita.						
Confirm password:						
Using for setting the initialized locks						
Heset system password (need to restart)						
	<u>I</u> ssue <u>C</u> ancel					
Not still change system password.						

#### Sector

what we use for out locking system are 0.1.2 sectors, normally defaulted sector is "0" which is for locking system, "1" is for lift control system, "2" is spare sector.

#### • Using for setting the initialized locks

It needs to be selected as the lock is reset or the lock is newly installed.

#### • Reset system password (need to restart)

The system returns to Be-tech's password.

BE-TECH

System ID Card							
Change opening card's sector							
No	No     Yes						
Current sector:	0						
New sector:	0						
Lift Current Sector:	Lift Current Sector: 1						
Change system password	Change system password						
0110	0.100	_					
System password:	*****						
Confirm password:	*****						
✓ Using for setting the initialized locks							
Reset system password (need to restart)							
	<u>I</u> ssue <u>C</u> ance						
Not still change system password.							







Enter 6 digits system password (numbers only), and click using for setting the initialized locks, and then click "issue".

#### Note:

- If you just test something of the lock, please do not change the system ID, otherwise the cards can not be used anymore in new software.
- 2. Issuing a system ID card with changing password is normally for the hotel that has been completed already.
- The previous cards without changing system ID can not be used to open the doors in the same hotel after new system ID is set.



-Change opening card	s sector
⊙ No	() Yes
Current sector:	0
lew sector:	0
Lift Current Sector:	1
Change system passwor	d
No	○ Yes
ystem password:	
Confirm password:	
Using for setting the in	itialized locks
Reset system passwor	d (need to restart)

f you already changed the password, you will see red words saying "<mark>system password has been changed 1</mark> imes", it means you have already changed the password for 1 time

Explanation of System password: Software, key card, lock,, their original system password has been set; we call it "Be-tech password". (However, clients no need to know what the original password is).

Why we need to change the system password?

Due to there are so many clients all over the world, all locks are with "Be-tech password", they are not safe that we can open all doors as if we keep a general card, we have to issue a new system ID card to change the system ID, then new system is no more "Be-tech password". The system ID is changed, and all relative components must be matched with system ID so that the whole system is working.



#### 6.2. Lock setting card (S50)

Lock setting card is used for setup lock's ID number, meaning to set which is the locker 1, locker 2.....

Select one locker, right click and find out "lock setting"





Note: If you have 100 lockers, you have to issue 100 times lock setting card, because every locker with different locker NO., we have to issue different cards to set up different lockers. However, 100 times is not meaning 100 cards, you can issue the lock setting cards with only 1 card. For example, you already issued the lock setting card for locker 000001, and then take the card to scan the door, 1 beep, green light, setting is OK, and at this time the locker is 000001. To setup locker 000002, we can use a new card or the 000001 lock setting card, after issuing, the door ID would be changed 000002, at this time the lock setting card is 000002. And then scan the lock, 1 beep, green light, setting is OK, and the door ID is 000002. Even though the previous ID is 000001, after scanning the ID 000002 and the door will change into ID 00002

### 6.3. Emergency cards (S50)

Emergency cards: it can open the door without any limitations.

🍲 BIS Locker v1.0A	the Manual Pro-	-	-	-		
<u>S</u> etting <u>O</u> perate <u>V</u> iew <u>M</u> emb	pers <u>G</u> uests <u>C</u> ards <u>D</u> ata	<u>H</u> elp <u>L</u> anguage				
Reader Check Members	😵 🍑 🎹 Operators Print View	✓ O O Relogin Exit				
All Locker VIP S						
All Locker	Locker Name	Locker ID	Guest SN	Total Guests	Locker Type	Locker Status
	0023 🔮 0024	000023 000024	0 0	Vacant Vacant	S S	Clean Vacant Clean Vacant
	0025	000025	0	Vacant	S	Clean Vacant
	0026	000026	0	Vacant Vacant	S	Clean Vacant
8			Memb	er Manga	-	
<u>O</u> perate ⊻iew <u>C</u> ards						
<ul> <li></li></ul>	0 Close					
🖃 🥵 All Emergency Cards	Member Name	Member Code	Member No	Card No		
Sew Group	Emergency	Card Ctrl+E	1			
	Delete Rename	Del	Right cl	lick		
Con	firm	×				
<b>?</b> Do you want to is	ssue Emergency Card?					
	Yes No					





After issuing the cards, these cards are able to open door.

# 6.4. Assign member (Operator log in)

You can setup operator's permission

<b>2</b>				
<u>S</u> etting <u>O</u> perate <u>V</u> iew <u>Membe</u>	ers H <u>a</u> ndset <u>G</u> uests	<u>Cards Data H</u> elp	<u>L</u> anguage	
Seader Check Me	ember Management sign Operator	rint View	o o Relogin Exit	
All Rooms Single Doul Ch	ange Password			
	Door Name	Door ID	Open Dura	Total
New Building	1001	100001	3(Sec.)	50
	1002	100002	3(Sec.)	50
New Building	1003 🔚	100003	3(Sec.)	50
New Building	1004 🔚 🔚	100004	3(Sec.)	50
	1005 🔚 🗌	100005	3(Sec.)	50

<b>2</b> 0	Assign	-	×	
<u>Operate</u>				
Create Group				
Delete Del				 
Permissions Properties	Group Name	Description		
Select All Ctrl+A Refresh F5 Ø Print				
O Close Ctrl+X				
Operator Code	Operator Name	Description		



Operator Group Properties					
Group code:					
Group name:					
Description:					
<u>0</u> K	Cancel				
Operator	Group Properties				
Operator Group code:	Group Properties				
Operator Group code: Group name:	Group Properties ×				
Operator Group code: Group name: Description:	Group Properties ×				

<b>@</b>	Assign Operators – 🗆 🗙							
<u>O</u> perate								
Image: Image								
Group Code	Group Name	Description						
<b>9</b> 001	GM	1						
Operator Code	Operator Name	Description						



<b>9</b>	Assign Operators – 🗖 🗙						
<u>O</u> perate							
Image: Sector Secto							
Group Code	Group Name	Description					
<b>601</b>	GM	1					
	Create Group	-					
	Create Operator						
	Delete Del	1					
	Permissions						
	Properties						
		]					
Operator Code	Operator Name	Description					

Operat	or Properties
Operator code:	
Operator name:	
Description:	
Login password:	
Confirm password:	
<u>0</u> K	<u>C</u> ancel

	Operato	or Properties
	Operator code:	01
	Operator name:	kelly
	Description:	GM1
	Login password:	жжж
	Confirm password:	михи
Ve	<u>0</u> K	Cancel



<b>9</b>	Assign Operators – 🗆 🗙						
<u>O</u> perate							
◎							
Group Code	Group Name	Description					
🛞 001	GM	1					
Operator Code	Operator Name	Description					
<b>2</b> 01	kelly	GM1					
					.:		

<b>*</b>	A	ssign Operators	- 🗆 🗙
<u>O</u> perate			
Group Code	Group Name	Description	
🧐 001	GM	1	
002	FD	2	
	Create Group	1	
	Create Operator		
	Delete Del		
	Permissions		
	Properties		
Operator Code	Operator Name	Description	
😟 02	don	FD	
			.:

Set the permissions of operator.





According to customer's requirement, you can set the permissions of the user.

Ope	8	Please input operator code first.	
Des	n password:	ОК	
Sm		OK Cancel	4 当亚

After setup the operators, you have to enter operator code and login password to access software



# • No permission

		Operator Login	×
Sm	Operator code: Operator name: Description: Login password:	01 kelly GM1 #### K Cancel	本验

9 <del>0</del>						1	BIS Hotel v5.7	A	
<u>Setting Operate View M</u> emb	oers H <u>a</u> ndset <u>G</u> uests (	<u>Cards D</u> ata <u>H</u> elp	Language						
S Check Members	60 coperators FD Terminal	of ∰ Print View ▼	000 Relogin Exit						
All Rooms Single Double									
All Rooms	Door Name	Door ID	Open Dura	Total C	Total Reco	Guest SN	Total Guests	Room Type	Room Status
New Building	1001	100001	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	1002	100002	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
New Building	1003 🔚 🔚	100003	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
New Building	1004 🔚 🔚	100004	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
<b></b>	1005 🔚 🔚	100005	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1006 🔚 🔚	100006	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1007 🔚 🔚	100007	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1008 🔚 🔚	100008	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1009 🔚 🔚	100009	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1010	100010	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1010_01	10001001	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2001	200001	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2002	200002	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2003 🔚 🖉	200003	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2004	200004	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2005	200005	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2006	200006	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2007	200007	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2008 🔚 🔚	200008	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2009	200009	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2010	200010	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2010_01	20001001	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant

You can operate all of the options in the software.



#### • With permissions

	(	Operator Login	×
	Operator code:	02	Å
	Operator name:	don	S.A.
	Description:	FD	JK V
	Login password:	жжж	
Sm	0	K Cancel	本验
			201

When you enter the operator that with permissions, so you will see there would be some options you can't run.

90						l l	BIS Hotel v5.7	A	
<u>S</u> etting <u>O</u> perate <u>V</u> iew <u>M</u> emt	pers H <u>a</u> ndset <u>G</u> uests ,	<u>C</u> ards <u>D</u> ata <u>H</u> elj	p <u>L</u> anguage						
Reader Check Members	Operators FD Terminal	₩ Print View	Relogin Exit						
All Hooms Single Double									
All Rooms	Door Name	Door ID	Open Dura	Total C	Total Reco	Guest SN	Total Guests	Room Type	Room Status
New Building	1001	100001	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	1002	100002	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
Rev Building	1003	100003	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
New Building	1004	100004	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	1005 🔚 🔚	100005	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1006	100006	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1007	100007	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1008	100008	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1009	100009	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1010	100010	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1010_01	10001001	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2001	200001	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2002	200002	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2003	200003	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2004	200004	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2005	200005	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2006	200006	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2007	200007	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2008	200008	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2009	200009	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2010	200010	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2010_01	20001001	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant



# 7. Issue guest card (S1=S)

<b>&amp;</b>						E	BIS Hotel v5.7	A	
<u>Setting</u> <u>Operate</u> <u>View</u> <u>M</u> emb	oers H <u>a</u> ndset <u>G</u> uests	<u>C</u> ards <u>D</u> ata <u>H</u> el	p <u>L</u> anguage						
A Check Members	🍪 🥳 Operators FD Termina	I Print View	Relogin Exit						
All Rooms Single Double									
All Rooms	Door Name	Door ID	Open Dura	Total C	Total Reco	Guest SN	Total Guests	Room Type	Room Status E
New Building	1001	100001	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
All Public doors	1002	100002	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
New Building	1003	100003	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
New Building	1004	100004	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	1005	100005	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1006	100006	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1007	100007	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1008 🔚 🔚	100008	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1009 🔚 🔚	100009	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1010	100010	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	1010_01	10001001	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2001	200001	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2002	200002	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2003 🔚 🔁	200003	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2004	200004	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2005	200005	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
	2006	200006	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2007	200007	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2008 🔚 🔚	200008	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2009	200009	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2010	200010	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant
	2010_01	20001001	3(Sec.)	50	414	0	Vacant	Double	Clean Vacant

Make sure System ID, lock setting, are done, double click the locker number in the software, you will see guest card screen as below





Guest card is done, then take this card to the corresponding locker, try to open the lock. Green light and 1 beep, motor run from the lock, so you can open the locker. It will lock after 4 second automatically.



# 8. Self select function ( S1=D)

Self select function occupies sector 14, so make sure your cards have been encrypted, otherwise there will be error when programming the card.

Need to setup the information before programming card keys, such as: locker type, locker ID, and setup locker's system ID, locker ID, emergncy cards.

#### 8.1. Allow Self select function on the software



To Options	-	No. Cont.	×
General Locker			
Use Free Keycard Locker Function			
		<u> </u>	<u>C</u> ancel



#### 8.2. Program Key card with self select function

🐌 BIS Locker	v1.0A	No. of Concession, Name		_	_	
<u>S</u> etting <u>O</u> pera	ate <u>View M</u> embe	rs <u>G</u> uests <u>C</u> ards	<u>L</u> ocker <u>D</u> ata <u>H</u> elp	Language		
s <sup>an</sup> () Reader Che	eck Issue Free K	(eycards <mark>5</mark> YNC M	embers Operators	🍑 🛄 🗸 Print View	🧿 🧿 Relogin Exit	
All Locker Ma	ale Female					
All Lock	ker hale lic doors	Locker Name 001 002 003 004 005 006 Confirm Confirm Do you wa	Locker ID 000001 000002 000003 000004 000005 000006 	Guest SN 447181332 447181374 0 0 0 0 0 -	Total Guests Vacant Vacant Vacant Vacant Vacant Vacant	Loc Ma Ma Ma Ma
Information	sued, please take o	out the smart card.	x			
		确定				

#### 8.3. Opearation with the Key card

#### 8.3.1. Lock the locker

When the locker is under unlocked status, scan the key card to the card key read, then locker is locked.

#### 8.3.2. Unlock the locker

Unlock the locker with same key card.

# Note :Emengncy key is able to open the locker by one time, if you want to make it work again, you need to encoder it agian on the software.



# 9. Back up database

When all of setup is done in the software, backup the database is necessary.

🀌 BIS Locker v1.0A		A Date of the local diversity of the local di		-
<u>S</u> etting <u>O</u> perate <u>V</u> iew <u>M</u> embe	ers <u>G</u> uests <u>C</u> ards	<u>D</u> ata <u>H</u> elp <u>L</u> angua	ge	
a 💿 🔊	<b>6</b>   🚳 .	Operating Rec	ords	
Reader Check Members	Operators Print	Backup Datab	ase	
All Locker VIP S		Restore Datab	ase	
All Locker	Locker Name	Locker ID	Guest SN	Total Guests
	<b>D</b> 📴 📴 001	000001	0	Vacant
	002 📦 📴	000002	0	Vacant
	003 💕 📴	000003	0	Vacant
	004 💕 📴	000004	0	Vacant
	📃 🗊 005	000005	0	Vacant
	006 🗊 📄	000006	0	Vacant
	007 👰 📃	000007	0	Vacant
1			-	

•			Backup database			×
	Save <u>i</u> n:	BIS Hotel v5.7	7	۷	G 🤌 🖻 🛄 -	
	(Pa)	Name	*		Date modified	Туре
F	ecent places	Custom Drivers Help			7/15/2013 8:51 PM 7/15/2013 8:51 PM 7/15/2013 8:51 PM 7/15/2013 8:51 PM	File folder File folder File folder File folder
	Desktop	btlock57			7/19/2013 7:59 PM	Microsoft
	Libraries					
	Computer					
	(i) Network	<				>
		File <u>n</u> ame:	btlock57		~	<u>S</u> ave
		Save as type:	Access database file (*.mdb)		~	Cancel

It is necessary to back up the database to another place, such as another computer or USB storage, in case that the computer is broken, you can get the back up in other place.



# 10. Software registration

Normally, there will be user register in 30 days after you install the software. In that case, you need to have the software registered; so please send this user code to Be-Tech for a registered code. Otherwise, you can't use the software anymore out of 30 days.

Note: The user code will be changed when close it and re-start. Different user code is required different registered code.

	User Register
User Code: Registered Code:	8138 - 1378 - 7375 - 6048
	<u> </u>

If you want to have the software registered after software installed, you can click "Help" and "Register", then you will see the "User register"

<b>@</b>					
<u>S</u> etting	<u>O</u> perate <u>V</u> iew <u>M</u> em	bers H <u>a</u> ndset <u>G</u> uests <u>C</u>	ards <u>D</u> ata	<u>H</u> elp <u>L</u> anguage	
S	<b>@ &amp;</b>	<b>6</b> 6	ے ک	Register F12	
Reade	er Check   Members	Operators FD Terminal	Print Vie	Website 🕨	
All Roon	ns Single Double			About	
	All Rooms	Door Name	Door ID	Open Dura	Total
	New Building	1001	100001	3(Sec.)	50
	All Public doors		100002	3(Sec.) 3(Sec.)	50 50
i	■® New Ruilding	1003	100005	5(566.)	50
		Licor Pogistor			
		User Register			
	User Code:	8138 — 1378	- 7375	- 6048	
	Registered Code:				
			<u>0</u> K	Cancel	



# 11. Trouble and Shooting

#### 11.1. Run software error



Solution: Close the UAC following"2. Before software installation"

#### 11.2. Encoder is not working



Solution: Check if the driver is installed

Check if the care is put on the encoder

Check if the ecoder model is correct

#### 11.3. Illegal card error



Reason: The card's system ID is different from software's. Check if the software is changed system ID. If the software is not changed system ID (as below), the card is ever changed system ID. In this case, you have to use another new cards.

#### 11.4. Low voltage alarm

If you hear 8 beeps and green light when you open the lock, which means low voltage alarm, replacing the batteries is necessary.

