

HMS-MF Mifare Software User Manual

(Ver:5.1.7)

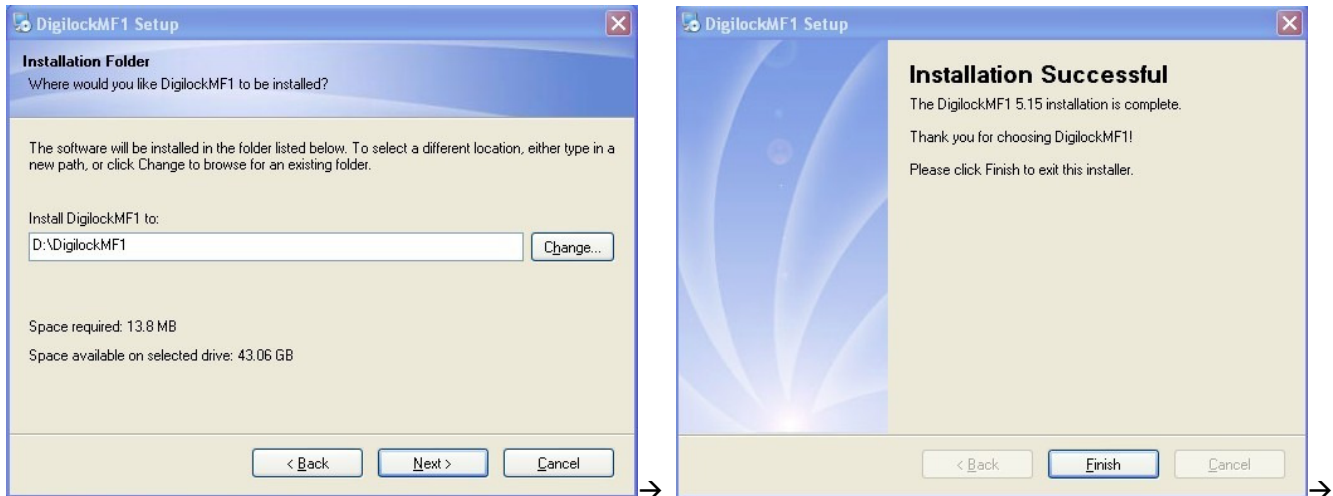
1. Installation

1.1 Operating System: Windows XP, or Windows 7, 8, 10

1.2 The card encoder should be plugged into the USB port of your computer with the power turned on.

1.3 Insert the CD into the CD-Rom driver.

1.4 Double-click CD-Rom driver in “my computer”, then double-click the **Setup File** to enter the installation windows, click “Install” then click “OK” to finish.



Now software is installed successfully.



← Desktop Icon

1.5 Run the software by double-clicking, “Digi Lock” on the computer Desktop.

*****Note, Windows 10 users. If an error appears during first launch *******

- Right Click on the “Digilock” Desktop Icon, Left Click “Properties” at the bottom of the list.
- In the Properties menu, Left Click on “Compatibility” tab
- Check the box, “Run this program in compatibility mode for”
- From the drop down, select Windows 7 or Windows XP (Service Pack 3)
- Click “OK”, Relaunch the software

2. Software Activation and Hotel Setting on the Software

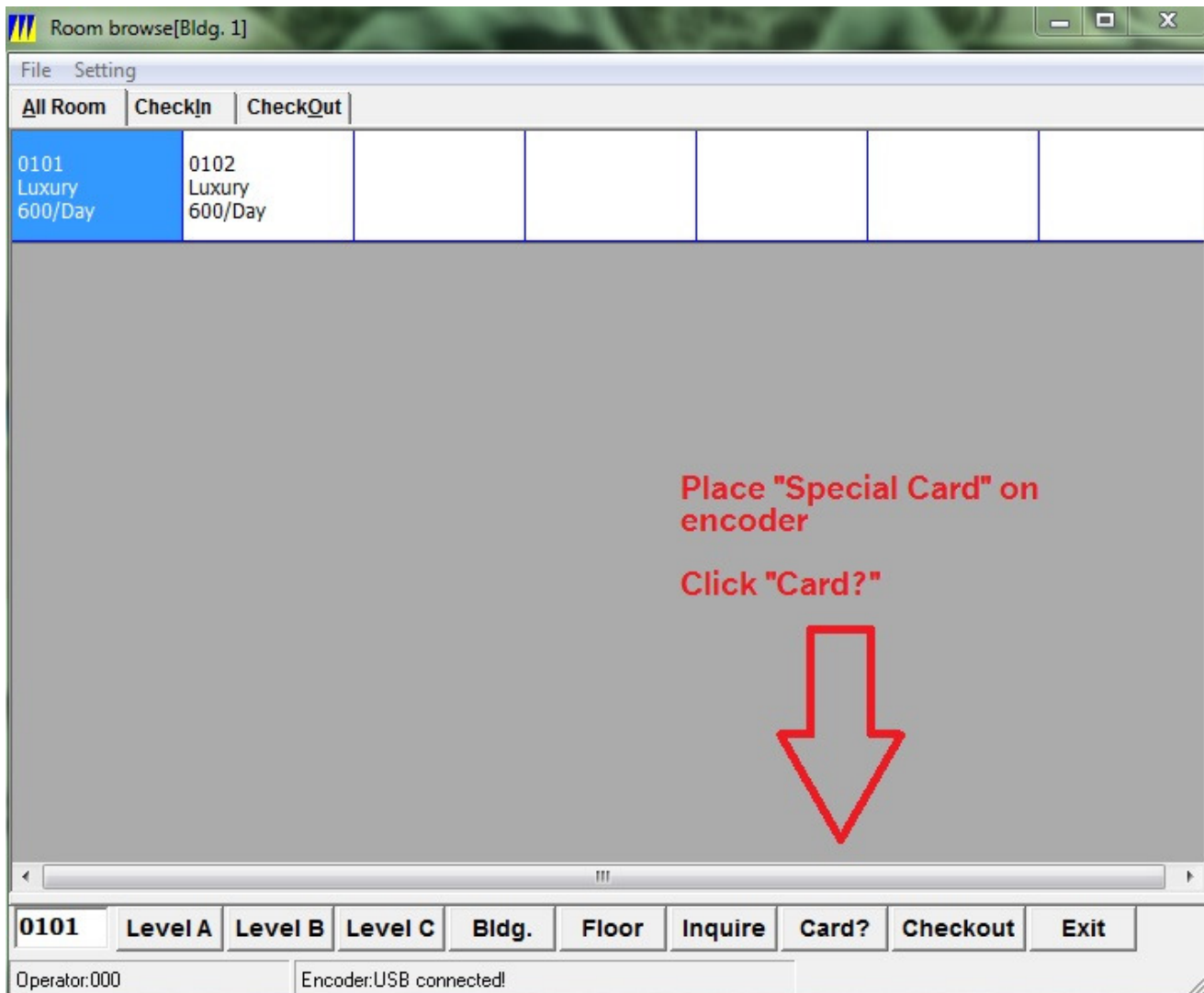
2.1 Input the code and password then click “OK” to enter main menu.
(Initial code is: 0 (zero), the password field is left blank)



The image shows a software activation dialog box titled "Digilock" with the version "Ver: 5.1.7". It contains two input fields: "Code:" with the value "0" and "Password:" which is empty. Below the fields are three buttons: "OK", "Cancel", and "Help".

The main menu will appear:

2.2 Put the “Special Card” on the encoder and click the button “Card?”



The image shows the main menu of the "Room browse[Bldg. 1]" software. The window title is "Room browse[Bldg. 1]". The menu has a "File" and "Setting" menu bar. Below the menu bar are three tabs: "All Room", "CheckIn", and "CheckOut". The "All Room" tab is selected, showing a table with two columns: "Room" and "Rate". The first row is highlighted in blue and contains "0101 Luxury 600/Day" and "0102 Luxury 600/Day".

Below the table, there is a large grey area with red text instructions: "Place 'Special Card' on encoder" and "Click 'Card?'". A large red arrow points downwards from the text.

At the bottom of the window, there is a status bar with several buttons: "0101", "Level A", "Level B", "Level C", "Bldg.", "Floor", "Inquire", "Card?", "Checkout", and "Exit". The "Card?" button is highlighted. Below the buttons, the status bar displays "Operator:000" and "Encoder:USB connected!".

Special Card Menu

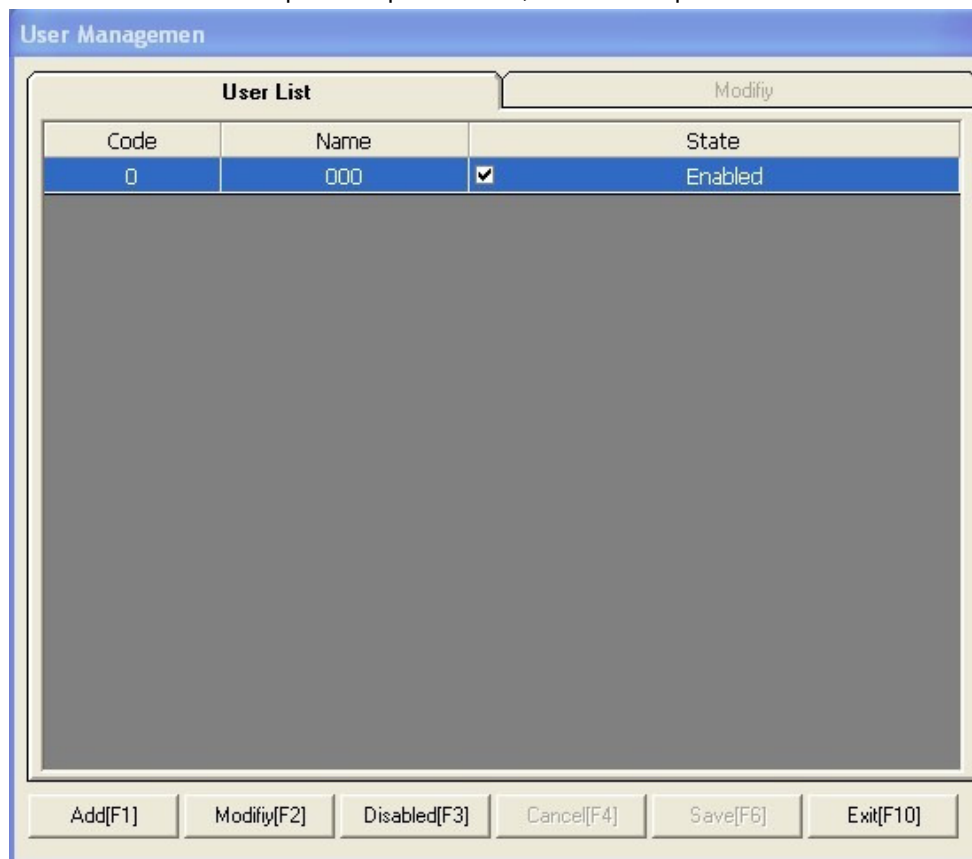
Tip: For Quick Setup, enter Hotel Name and Click "OK"



The "Hotel setting" dialog box contains the following fields and buttons:

- Level A password:
- Level B password: Hotel Name:
- Level C password: Start card No.:
- Buttons: OK, Operator

You can change the password for each level. Password can be max 8-digit. Hotel Name is max 20-digit. Hotel name is unchangeable once it is saved. Now input the operator info, and click "Operator":



The "User Management" dialog box features a "User List" table and a "Modify" button. The table contains the following data:

Code	Name		State
0	000	<input checked="" type="checkbox"/>	Enabled

At the bottom of the dialog box, there are several function buttons: Add[F1], Modify[F2], Disabled[F3], Cancel[F4], Save[F6], and Exit[F10].

You can input the code, name and password for each authorized operator. (Code: Max 6-digit, Name: Max 20-digit, Password: Max 20-digit)

After adding the info of authorized operators, click "Save" to close the window. And click "OK" to finish the activation and setting of the software.

Warning: Please keep the Special Card and Reset Card safe in a secure location, (safe/lockbox etc)!!!

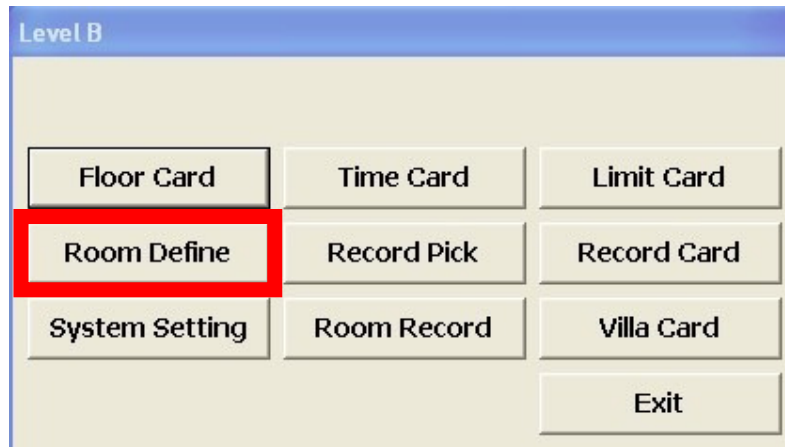
Each software has a unique set of Special & Reset cards. Please never use two sets of Special Cards and Reset Cards in same hotel, which may damage the locks. That is, one hotel only use one Special Card and one reset card with same card numbers.

3. Lock Setting Tip: Every lock must be programmed using the below steps!

This step needs three cards: **Mifare Reset card**, **Room NO. set card**, **Time card**. Reset card is provided along with the software CD. Room Number Set card and Time card need to be created on the software as follows:

3.1 Issuing Room Number Set Card (To Define the Locks with Room Numbers)

Put an empty card on the encoder, enter Level B with your password: **Default is "0"*



Then click "Room Define"

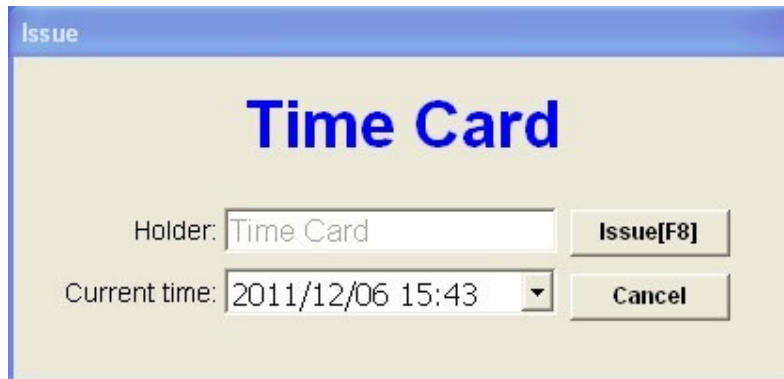


You can add buildings, floors and rooms according to your needs. Then click "Issue", it will show "Write Card Ok!" when operation is successful. Click "OK" to close the window. One card is for one room. You had better mark the room numbers on the setting cards. After all setting cards are issued, click "Exit" to exit.

Note: You can click the sum in “Charge” column to change the sum. Also you can modify the Room No /Room Type.
Building: Max 6 buildings; Floor: Max 99 floors per building; Room: Max 99 rooms per floor

3.2 Issuing Time Card (To set Time to the Locks)

Put an empty card on the encoder, return to Level B, click “Time Card” and you will see:



Click “Issue”. It will show “Write Card OK!” when operation is successful. Click “Ok” and “Cancel” to finish the issuing.

- One time card can be used on multiple rooms and will start the internal clock inside of the lock.
- Do not delay once the time card has been made as the time on the card is the time you are setting on the lock.
- If programming takes longer than expected, return to the software and re-issue the Time Card with the new time.

3.3 Lock Setting

Please swipe the Mifare Reset Card, Room Number Set Card and Time Card on the locks one by one. Each setting card should match the correct room number and you should receive a Green light and single beep with each card.

4. Card Issuing in Daily Use

4.1 Guest Card (For Guests to Open the Lock)

Put an empty card on the encoder, return to main menu and double-click a room number, you will see:



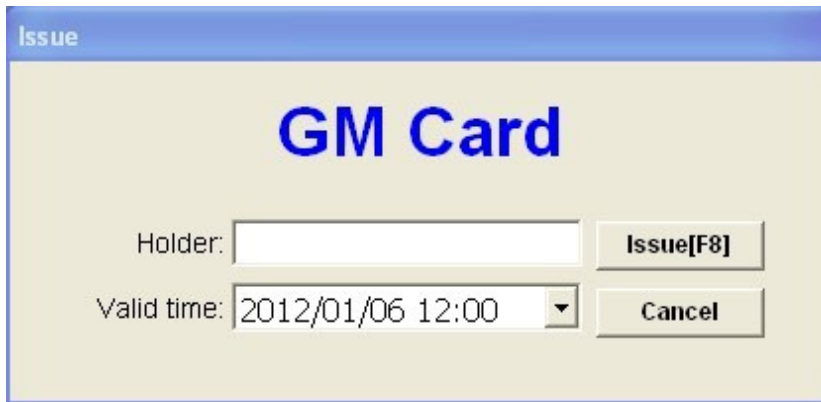
Filling the blanks according to your needs, then click “Issue”. It will show “Write Card OK!” if the operation is successful. Click “OK”, “Cancel” to finish the issuing. (Name: Max 30-digit, ID Card No.: Max 20-digit . Address: Max 40-digit, Remark: Max 20-digit). A normal occupied room (on which guest cards are issued) will be shown in blue color.

4.2 GM Card/Guard Card (For Management or Emergency Needs)

Put an empty card on the encoder, enter Level A, click "GM Card" or "Guard Card", Input the holder name(Max 20-digit), then click "OK". It will show "Write Card OK!" if the operation is successful. Click "OK", "Cancel" to close it.



The screenshot shows a software interface titled "Level A". It contains a grid of nine buttons arranged in three rows and three columns. The buttons are: "Guard Card", "GM Card", "Bldg. Card" in the first row; "Limit All Card", "Reset Card", "Issue Record" in the second row; and "Login Record", "Level B", "Exit" in the third row.



The screenshot shows a software interface titled "Issue" with the heading "GM Card" in large blue text. Below the heading, there is a "Holder:" label followed by a text input field. To the right of the input field is a button labeled "Issue[F8]". Below the input field, there is a "Valid time:" label followed by a date and time dropdown menu showing "2012/01/06 12:00". To the right of the dropdown is a button labeled "Cancel".



The screenshot shows a software interface titled "Issue" with the heading "Guard Card" in large blue text. Below the heading, there is a "Holder:" label followed by a text input field. To the right of the input field is a button labeled "Issue[F8]". Below the input field, there is a "Valid time:" label followed by a date and time dropdown menu showing "2012/01/06 12:00". To the right of the dropdown is a button labeled "Cancel".

Note: GM Card can open all the locks except when they are locked inside. Guard Card can open all the locks even they are locked inside.

4.3 Building Card/Floor Card/Waiter Card/Cleaner Card (For Hotel Staff Use)

These cards are used by Building Manager/Floor Manager/Waiter/Cleaner separately. The Building Card holder can open all the locks of the specified Buildings. The Floor Card/Waiter Card/Cleaner card holder can open all the locks of the specified floors.

Issue Building Card: Put an empty card on the encoder, enter Level A, and click “Bldg. Card”



The screenshot shows a software window titled "Issue" with a blue header. The main title "Bldg. Card" is displayed in large blue font. Below the title, there is a form with the following elements: a "Holder:" text box, a checked "Date Limit" checkbox, a "Bldg.:" text box, a large empty rectangular area for adding buildings, an "Add" button, an "Issue[F8]" button, a "Valid time:" dropdown menu showing "2012/01/06 12:00", and a "Cancel" button.

Input the necessary info to the blanks and click “Issue”. It will show “Write Card OK!” if the operation is successful.

Note: Holder name is max 20-digit

You can add max 6 Buildings.

You can click the choice box “Date Limit” to set the valid time of the Building Card.

Issue Floor Card (Waiter Card and Cleaner Card are all issued here) :



The screenshot shows a software window titled "Issue" with a blue header. The main title "Floor Card" is displayed in large blue font. Below the title, there is a form with the following elements: a "Holder:" text box, a checked "Date Limit" checkbox, a "Bldg.:" text box, a "Floor:" text box, a large empty rectangular area for adding floors, an "Add" button, an "Issue[F8]" button, a "Valid time:" dropdown menu showing "2012/01/06 12:00", and a "Cancel" button.

Put an empty card on the encoder, enter Level B, and click “Floor Card” to issue in same way.

Note: Holder name is max 20-digit.

For each kind of card, you can add max 6 floors in same or different buildings.

You can click the choice box of “Date Limit” to set the valid time of the card.

4.4 Record Card (For Picking and Reading Access Record)

Put the record card on the encoder, enter Level B or C, click "Record Pick", it will show "Write Card OK!" if the operation is successful. Click "OK". Swipe the issued record card on a lock and keep the card near the sensor area of the lock. The green light will flash for seconds and ends with a beep, means successful. Then put the record card on the encoder and click "Record Card" to read the records, and the records will be listed as follows:

SN	Time	Card No.	Type	Holder
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Time 2011/12/06 To 2011/12/06 OK

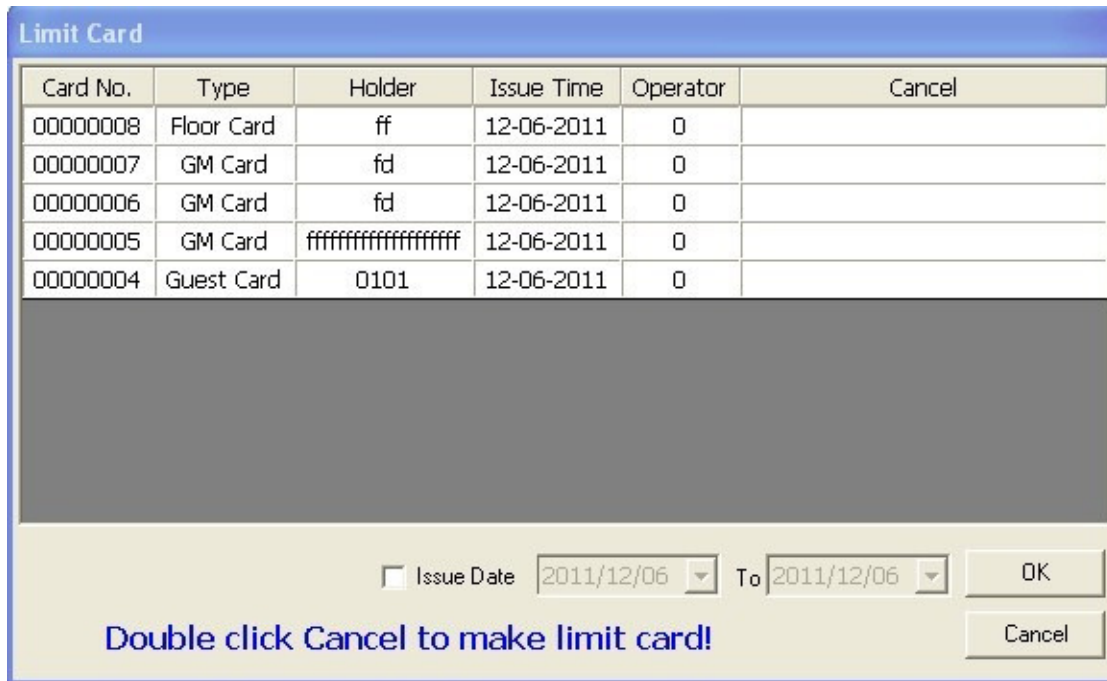
Print Cancel

You can edit the date by YYYY/ MM/DD to set the time period, and print the records as well.

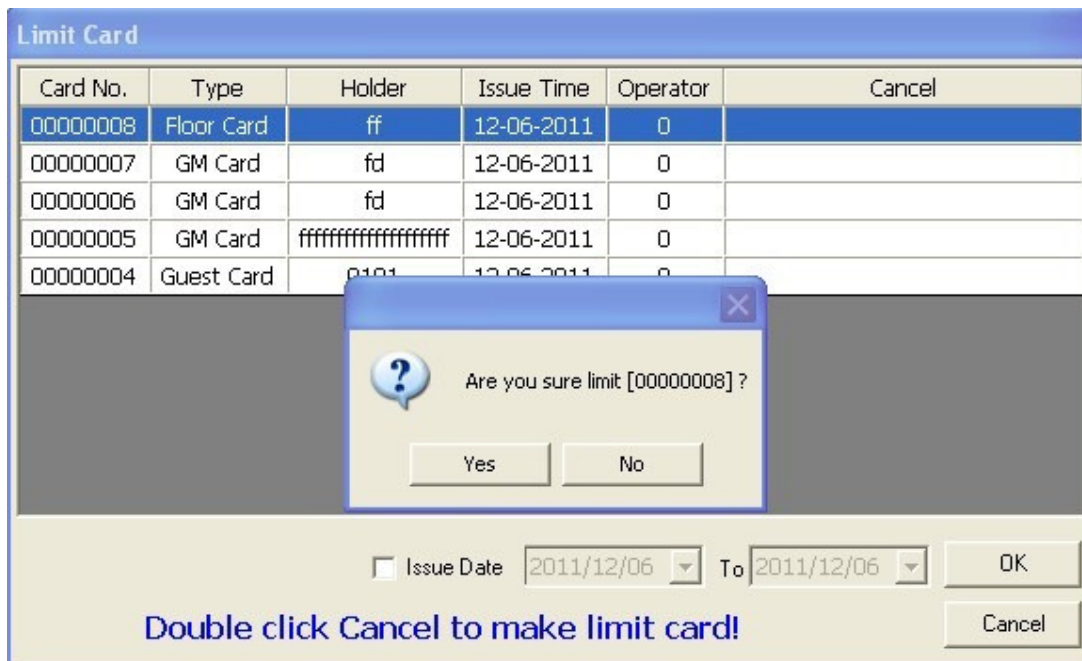
4.5 Limit Card (For Limiting Access of Some Card)

A limit card is used to limit one card when it becomes invalid because of loss.

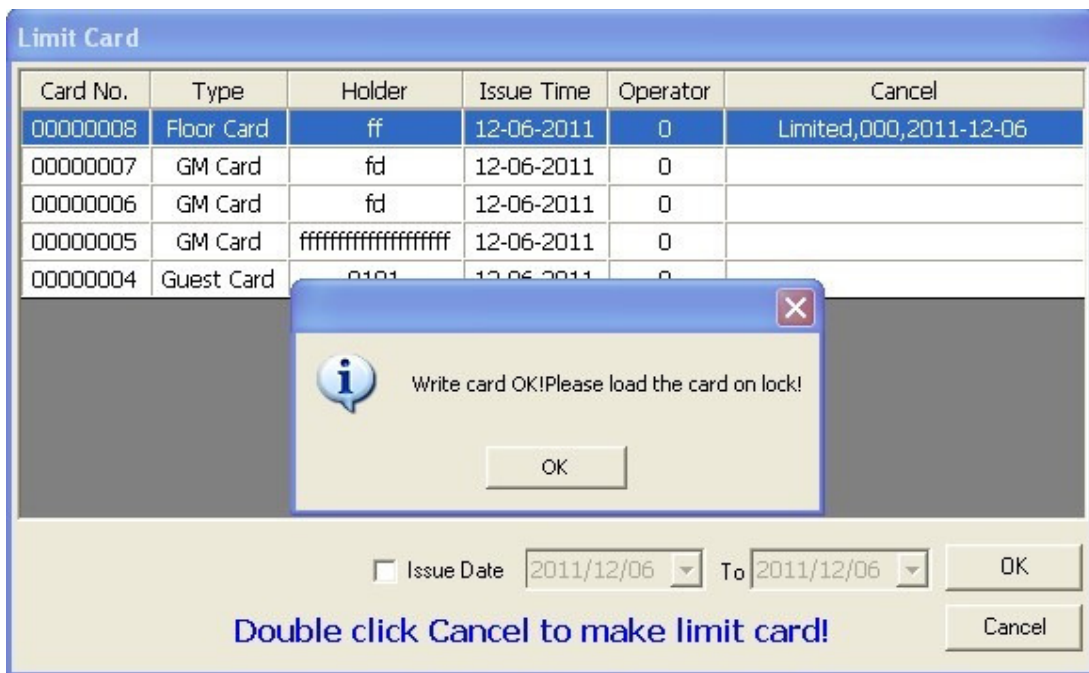
Put an empty card on the encoder, enter Level B or C, click "Limit Card", you will see:



Double-click Memo to make limit card, you will see:



Click "Yes" to confirm. It will show



Click "OK" to finish issuing. (Note: You can edit the "Issue Date" by YYYY/ MM/DD to select the time period to help you find the card to be limited)

Use this issued limit card to swipe the relative lock, then the limited card can not open the lock again.

4.6 Limit All Card (For Limiting Access of all Guest Cards of some lock)

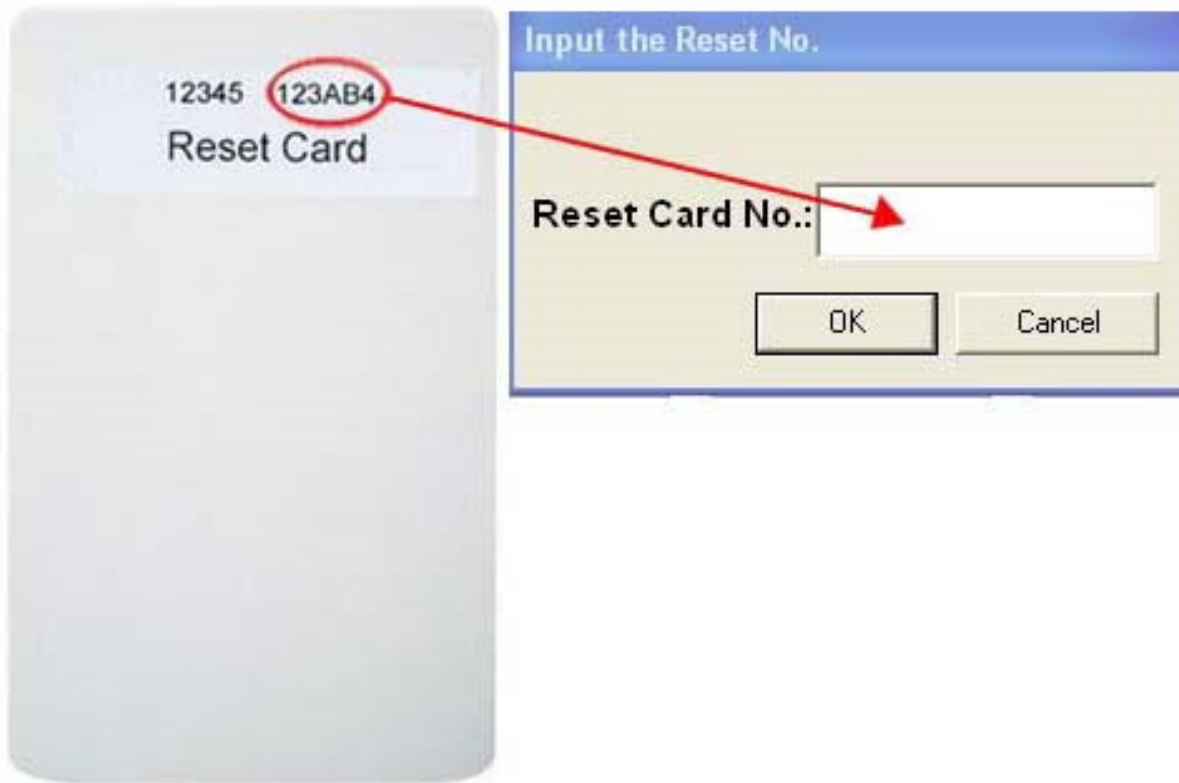
Put an empty card on the encoder, enter Level A, click "Limit All Card". It will show "Write Card Ok!" if the operation is successful. Click "OK" to finish issuing.

Use this issued "Limit All Card" to swipe any lock to be limited, then all the guest cards of this lock will be limited.

Note: If a guest card of a lock never swiped the lock, then the card can not be limited.

4.7 Reset Card (For Setting or Maintenance)

One reset card will be supplied along with the software. It can also be issued in case of loss. Put an empty card on the encoder, enter Level A, click "Reset Card", you will see:



Input Reset Card No here (the 6-digit number on the reset card or special IC card), click "ok". It will show "Issue OK!" if the operation is successful.

4.8 Villa Card (For Needs That One Card Can Open Several Locks)

Put an empty card on the encoder, enter Level B or C, you will see:



Fill the blanks and add max 6 rooms into the right column at random (**Note: A villa card will not identify building numbers, so it can open locks with same room numbers in different buildings. To use villa card, you should not set repeated room number in different buildings.**), click "Issue". It will show "Write Card OK!" if the operation is successful. Click "OK" to finish issuing. You can click the choice box of "Date Limit" to set the valid time of the card. Note: Holder Name: Max 20-digit

5. Check Out

Put the card to be checked out on the encoder, click "checkout" on the main menu to enter the "check out" window:

Fill the blanks and click "Check out", it will show "It is successful to check out!", click "OK" to finish. If the "Check out All" choice box is clicked, all the guest cards of the room will be checked out on software, but each card still needs to be checked out once on encoder; If you remove the "√" or it shows in gray color, it will only check out the card on the encoder.

6. Other Management Operations

6.1 Issue Record

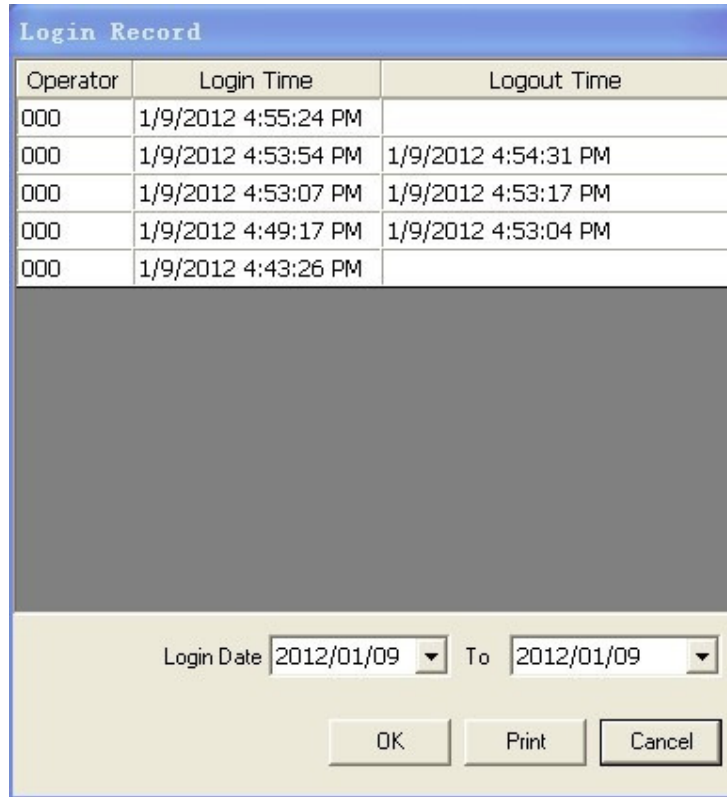
Enter Level A, click "Issue Record", you will see:

Card No.	Type	Holder	Check-in	Check-out	Room No.	Iss
00000015	Guest Card	0103	2011-12-8 10:00:00	2011-12-9 12:00:00	0103	2011-1
00000014	Guest Card	0103	2011-12-8 10:00:00	2011-12-9 12:00:00	0103	2011-1
00000013	Guest Card	0201	2011-12-8 9:56:00	2011-12-9 12:00:00	0201	2011-1
00000012	Villa Card	fd	2011-12-8 9:56:00	2011-12-9 12:00:00		2011-1
00000011	Villa Card	fd	2011-12-8 9:56:00	2011-12-9 12:00:00		2011-1
00000010	Limit All Card					2011-1
00000008	Floor Card	ff		2012-1-6 12:00:00		2011-1
00000007	GM Card	fd		2012-1-6 12:00:00		2011-1
00000006	GM Card	fd		2012-1-6 12:00:00		2011-1
00000005	GM Card	fffffffffffffff		2012-1-6 12:00:00		2011-1
00000004	Guest Card	0101	2011-12-6 15:50:00	2011-12-7 12:00:00	0101	2011-1
00000003	Time Card	Time Card		2011-12-6 15:44:00		2011-1
00000002	Time Card	Time Card		2011-12-6 15:44:00		2011-1

You can edit the "Issue Date" by YYYY/MM/DD to set the time period or print the issue record.

6.2 Login Record

Enter Level A, click “Login Record”, you will see:



Operator	Login Time	Logout Time
000	1/9/2012 4:55:24 PM	
000	1/9/2012 4:53:54 PM	1/9/2012 4:54:31 PM
000	1/9/2012 4:53:07 PM	1/9/2012 4:53:17 PM
000	1/9/2012 4:49:17 PM	1/9/2012 4:53:04 PM
000	1/9/2012 4:43:26 PM	

Login Date: 2012/01/09 To: 2012/01/09

OK Print Cancel

You can edit the “Login Date” choice box to set the time period and print the login record.

6.3 Room Record

Enter Level B or C, click “Room Record”:



6.4 Inquiry

Click “Inquiry” on the main menu, you will see:

Card No.	Type	Holder	Bldg.	Room No.	Check-in	Check-out	
00000015	Guest Card	0103	1	0103	2011-12-08 10:00	2011-12-09 12:00	20
00000014	Guest Card	0103	1	0103	2011-12-08 10:00	2011-12-09 12:00	20
00000013	Guest Card	0201	1	0201	2011-12-08 09:56	2011-12-09 12:00	20
00000012	Villa Card	fd	0		2011-12-08 09:56	2011-12-09 12:00	20
00000011	Villa Card	fd	0		2011-12-08 09:56	2011-12-09 12:00	20
00000010	Limit All Card		0				20
00000008	Floor Card	ff	0			2012-01-06 12:00	20
00000007	GM Card	fd	0			2012-01-06 12:00	20
00000006	GM Card	fd	0			2012-01-06 12:00	20
00000005	GM Card	ffffffffffffffff	0			2012-01-06 12:00	20
00000004	Guest Card	0101	1	0101	2011-12-06 15:50	2011-12-07 12:00	20

Issue Date: 2011/12/01 To 2011/12/08

Guest name: Room No.:

Check-out date: 2011/12/08 Including Check-out rooms

Inquire Cancel

You can inquire the above items in this window.

7. Some Explanation of the Buttons on the Software

7.1 "Bldg./" "Floor". You can click them to choose the proper buildings or floors when browsing the rooms on the software . The rooms on the chosen building or floor will be shown on the main menu.

Bldg./Floor

Bldg.: 1

Floor: All

OK Cancel

Bldg./Floor

Bldg.: 1

Floor: All

OK Cancel

7.2 "Card?" when you don't know the what card it is, then you can insert the card into the encoder and click "Card?" on the menu, then it will show the card info. eg.

[Guest Card]:00000016
 Guest name:0202
 Bldg.:01, Floor:02, Room No.:0202
 Valid time:2011/12/09 12:00
 Deposite:0

OK

8. Solution for Common Error

Error	Cause	Solution
Show "Open Port Error! 1" when issuing cards.	<ol style="list-style-type: none"> 1. The encoder is not well connected with the computer. 2. The port is not set 	<ol style="list-style-type: none"> 1. Connect the encoder with the computer to let the encoder red light be on. 2. Repeat the step 1.6 and 1.7.
Show "Request error! 236" or "Card Error, Not S50!-1" when issuing cards.	Card is not a valid card.	Use a new valid card.
Read Card error! -99	<ol style="list-style-type: none"> 1. No card on Encoder 2. Damaged Card 	<ol style="list-style-type: none"> 1. Reposition card on encoder 2. Try a new card
The software is requiring authority code.	The software is expired.	<ol style="list-style-type: none"> 1. Locate "software code" included with software CD. 2. Contact Maglocks.com (518-843-3322) 3. Use Temporary code "2222"
Password of Level A or B or C is error.	Wrong password entered	Insert special card into encoder and click "Card?" to see the password.