

## IMPORTANT SAFETY INSTRUCTIONS

1. Read these instructions
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not place product referred in this manual long-term in the extreme environment
6. Install in accordance with the manufacturer's instructions.
7. Use accessories only specified by the manufacturer.
8. Refer all servicing to the qualified service personnel. Servicing is required when the product has been damaged in any way.

## INTRODUCTION

Congratulations on your selection of Lock management assistant (model L138-M) product.

It offers a easy and high efficiency daily maintenance of locks for housekeeping.

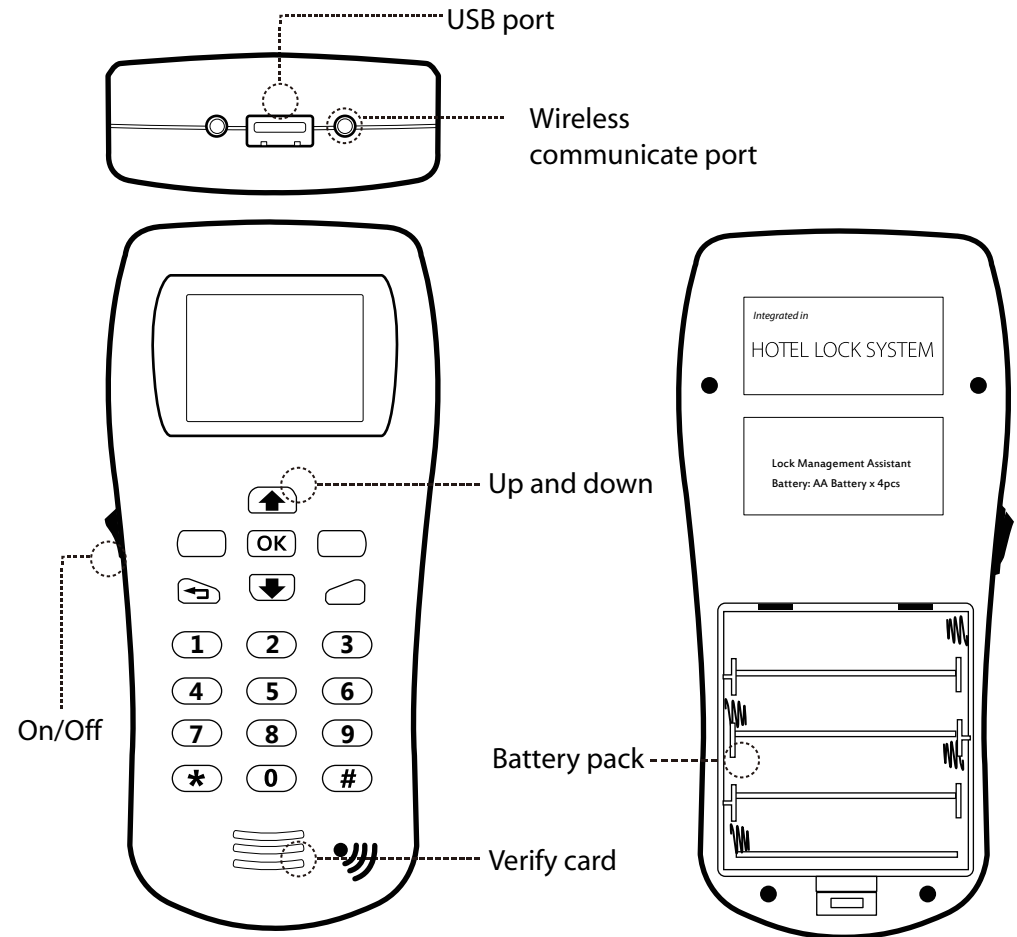
Including

- \* Support quickly initialize locks(500 rooms capacity) for all Hotel Lock standard product without need Time card and setting card
- \* Check and adjust lock's clock
- \* Modify a room's number
- \* Collect 10 rooms(1 floor) lock events at one time
- \* Verify cards comes from Hotel Lock System including guest card, master card, floor card, building card
- \* Plug and Play, no need driver in windows XP/Vista
- \* 5sec no operate LCD dies to save power, any button to activate LCD.
- \* Button press sound
- \* Easy to take
- \* Rubber button

Before using the instrument, be sure to carefully read through the instructions contained in this manual. Please keep all information for future reference.

## SPECIFICATIONS

Model	L138-M
Power	LR6 (AA)battery x 4pcs
Display	128x64 pixels LCD with white color background light
Communitation	Wireless(with lock)/USB1.1(with computer)
Working Tempreature	32°F~158°F(0°C~70°C)
Working Humidity	15~85%RH
Color	White
Dimension/weight	163x75x25mm(LxWxH)/162g
Capacity	500 rooms /doors + 10 rooms/doors lock events
Software	Hotel lock system required



**Lock management assistant  
user's manual**

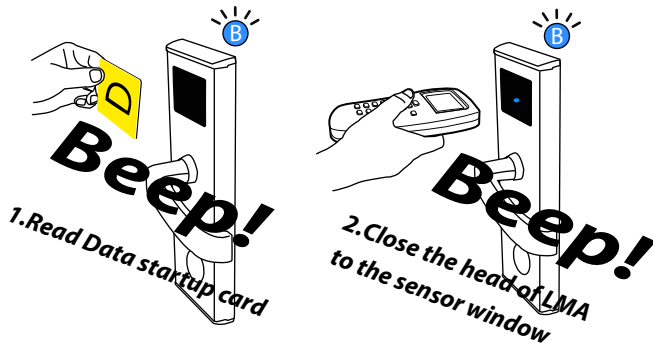
## 1-Initialize

LMA should get hotel code from Hotel Lock System System Parameter>LMA

1. Click 'Set' to set the hotel code to LMA. Hotel code is read from system
2. Input password at 4 digit numbers and click 'Set' to set a password. If leave blank, there will be no password. If you forget the password, you can set another directly here.
3. Click 'Update' to update the current system's time to LMA.

## 3-Startup LMA

When you do communicate with lock by LMA (such as read time, set time, read room No.), it requires boot by Data Startup card by following 2 step



For collect lock events, the light flash will be and it last for 35sec till finished.

If there is no 'Beep!' at the beginning LMA start communicate (Startup step 2), the connection is failed even if the light flash start.

## 2-Send Room/Doors

Send Room/Doors  
Firstly Edit all rooms in menu 'Rooms setting'.  
Then enter 'Maintain>Setting card'

You do not need issue Setting card for each room by using LMA because all the rooms and common doors will be sent to LMA at one time by click button 'Send room/doors'  
Also you do not need issue the fresh Time card. LMA is built-in a active clock

# 1: Time

## Management of LMA's clock and adjust room/common door's clock

TIME  
1: System  
2: Room

System  
DATE 2009-04-15  
TIME 15:12:50

Room/Door Time  
1: Read Reading Room Time...  
2: Set Setting Room Time...

Check your LMA's time if it is match with the real time.  
This time will be put to use in all of following time set operation  
If this time is not correct, please update from 'System setting>System parameter >LMA

1sec

Check the lock's time  
Set new time to the lock

Room 203  
Date 2009-06-20  
Time 14:55:04

Door 000

000= not exist, this is a room at NO.203

Room 0000  
Date 2009-06-20  
Time 14:55:04

Door 001

this is a common door at ID 1

# 2: ROOM/DOOR

## Management all saved room/common doors No. and Time

Room/Door This is the menu manage room/common doors' No. and time

1: Room NO. modify Room No.  
2: Room NO. & Time modify Room No.+Current time  
3: Common Door modify common door ID  
4: Common Door & Time modify common door ID+Current time

Room:\_\_\_\_\_ Input Room No.  
Room:\_\_\_\_\_ Input Room No.  
Door:\_\_\_\_\_ Input Common door ID  
Door:\_\_\_\_\_ Input Common door ID

Sending Room No. & Time  
Room 201

^: PgUp    v: PgDn

1sec

Sending Room No. & Time  
Room 201  
Date 2009-06-20  
Time 08:55:04  
Door 000

^: PgUp    v: PgDn

Page down or up to next room...

Ready to send

Done!

# 3: Collect Events

## Start collect lock events from here.

Collect Lock Events  
1: Read  
Used Storage: 01/10  
total 10 room/door (800events /each)storage capacity.  
01/10= 01 used, left 09

Now Collecting...  
35sec

Room xxx  
Collect OK!

You can view lockevents all at Hotel Lock System menu 'System Setting>Lock Events'

You could collect 1 floor (10 rooms/doors) at one time.  
After collecting, the LMA will show you how many used e.g.'05/10', You could go on next room till 10/10  
Lock events will saved in LMA always unless you select clear it after download done in Hotel Lock System.  
If you do not clear it the next 800 events will cover the last one(10th of 10).

# 4: Verify Card

This is the menu that check card content quickly, It is very usefull for housekeeping when he want to know a card's content.

Please Place Card...

Guest card  
Card NO. 5D9A8FFA  
Room 502  
Room 503  
Room 508  
Room 509  
Begin 2009-06-11 11:22  
EXP 2009-06-14 13:20

4 rooms verify available

Building card  
Card NO. 32F8C35A  
Bld NO. 01,02,03,00  
Begin Date: 2009-06-20 12:30  
Expiry Date: 2009-09-20 00:20  
From: 12:00--18:00

4 buildings verify available

Floor card  
Card NO. 32EDD91A  
Floor: 01, 02, 03, 04  
Begin Date: 2009-06-20 12:30  
Expiry Date: 2009-09-20 00:20  
From: 11:00--12:00

4 floors verify available

Card NO. 32EDD91A

Blank card

Area card  
Card NO. 32F8C35A  
Area NO. 01,02,03,00  
Begin Date: 2009-06-20 12:30  
Expiry Date: 2009-09-20 00:20  
From: 12:00--18:00

4 areas verify available

Master card  
Card NO. 32F8C35A  
Begin Date: 2009-06-20 12:30  
Expiry Date: 2009-09-20 00:20  
From: 12:00--18:00

Master card

Passage card  
Card NO. 32EDD91A  
Begin Date: 2009-06-20 12:30  
Expiry Date: 2009-09-20 00:20  
From: 11:00--12:00

Passage card

Building/Floor/Area card will show timetable. Other cards show Begin/Expiry only

00000/00 =Not exist  
EXP =Expiry  
\_\_\_\_\_ =press OK or confirm  
----- =Startup LMA