



# BIS Locker Manual Instruction



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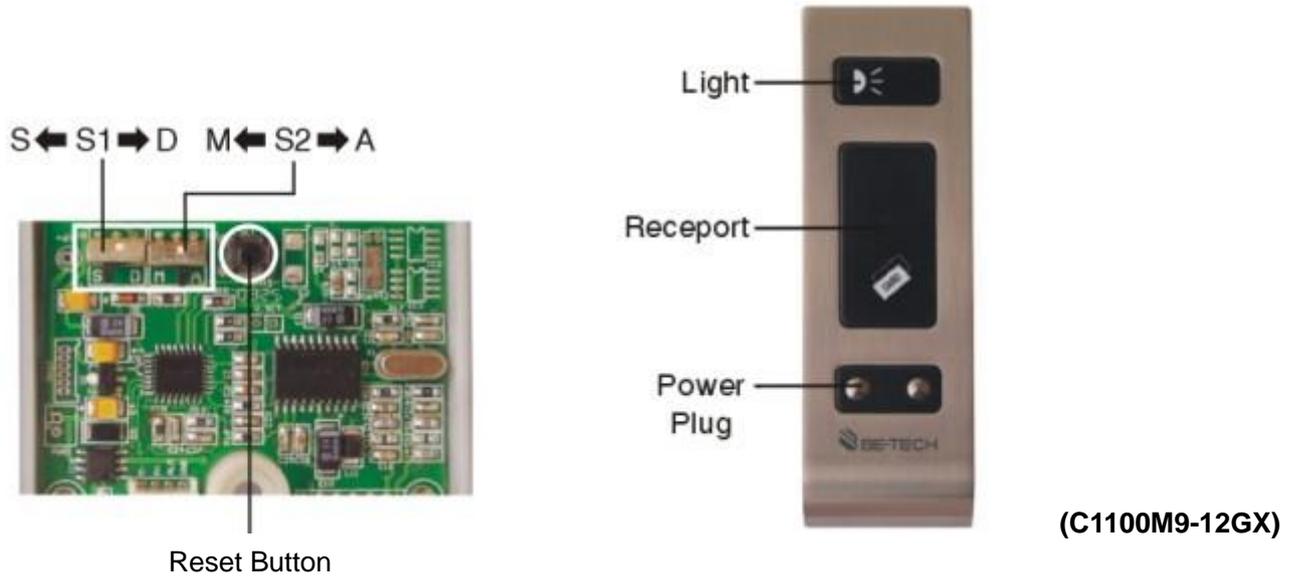
## 1. System Overview

### 1.1. System components

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



## 1.2. Mifare RFID Electronic Locker Introduction



**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.

### **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:**

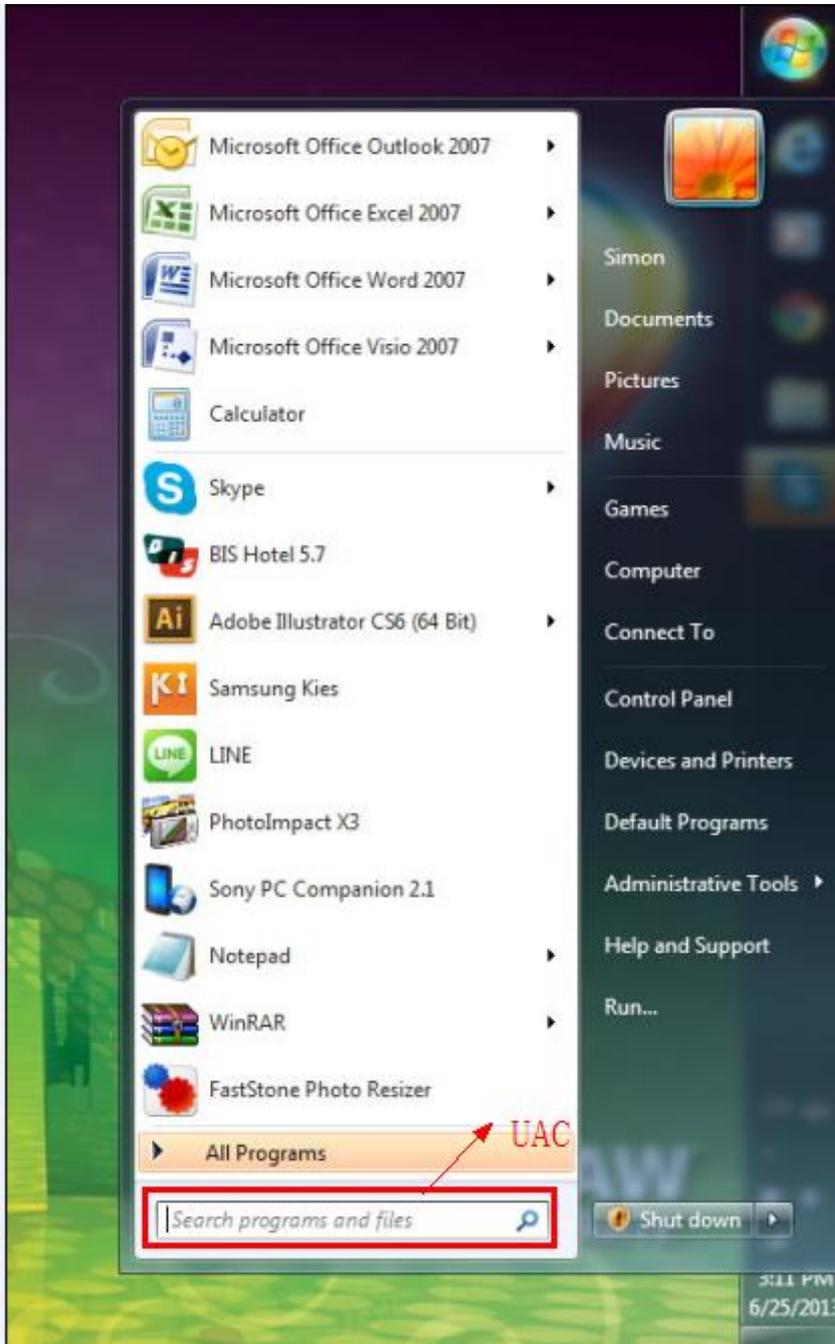
Windows 98/NT/2000/XP/Vista/7/8

## **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.

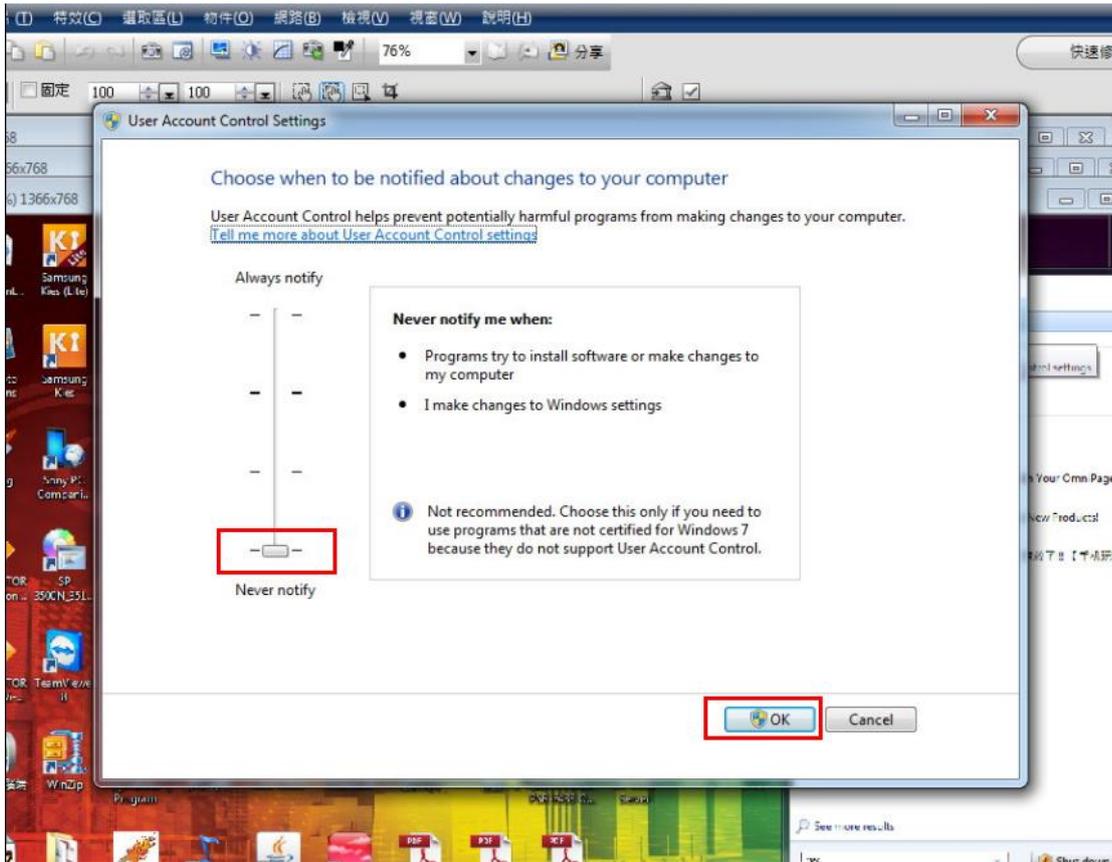
## 2.1. In Win 7

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



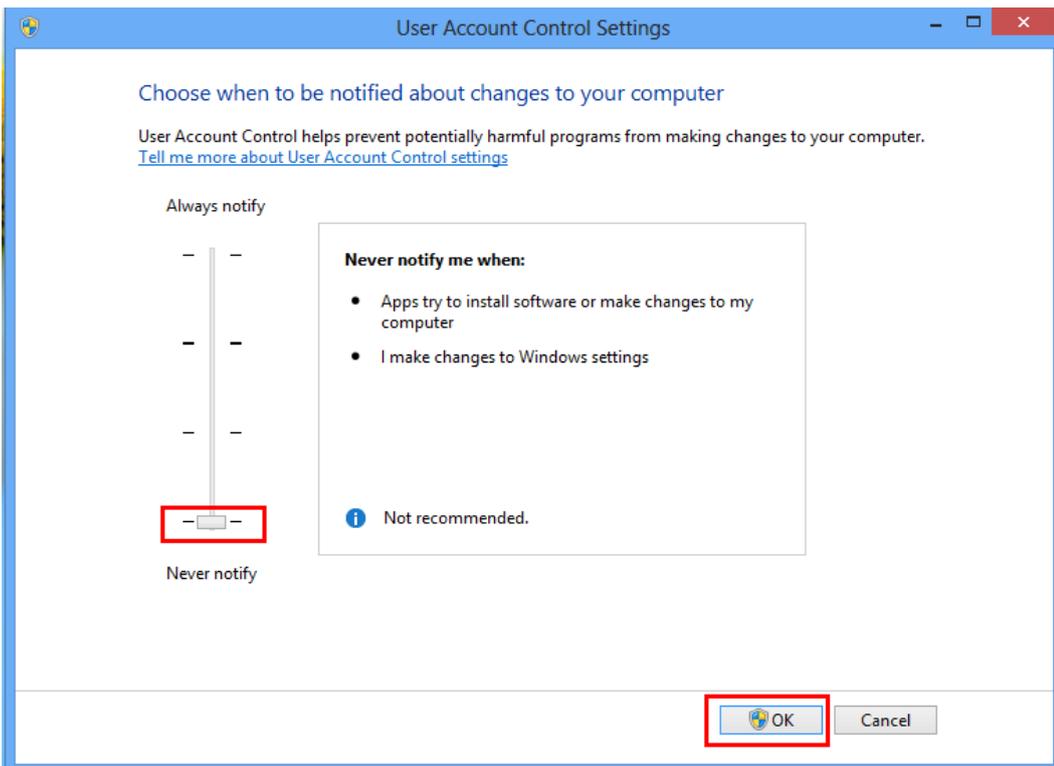
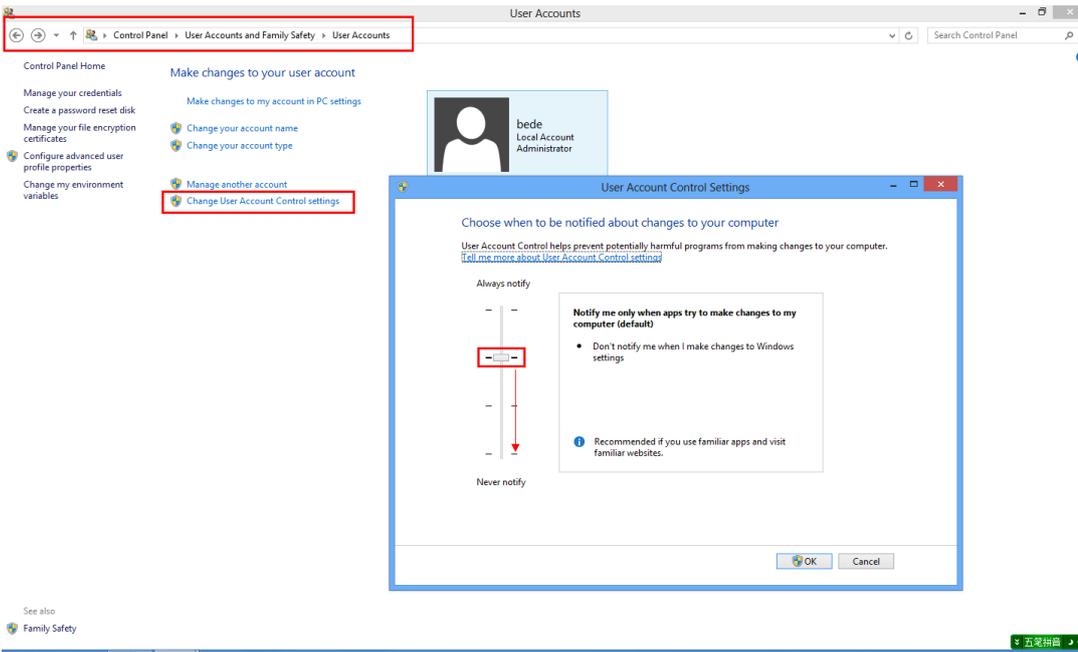


You see “Change User Account control Settings”, click it



Choose "Never notify", and press "OK", restart your computer.

## 2.2. Win 8



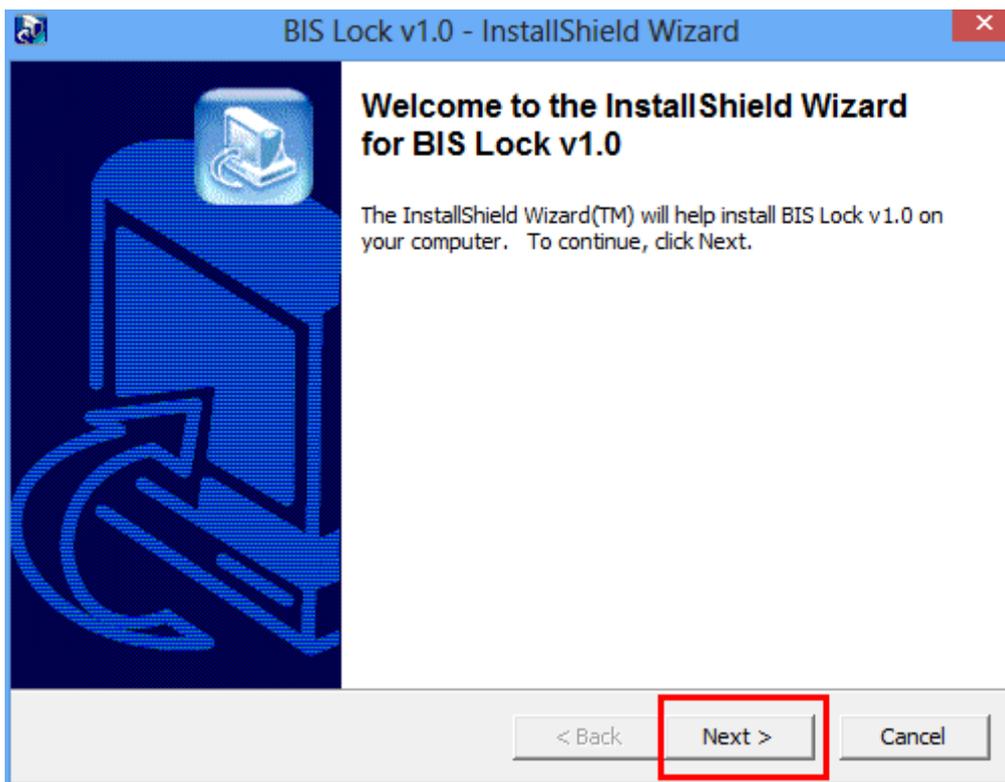
Choose "Never notify", and press "OK", restart your computer.

### 3. Software installations

Find out Be-tech installation “exe” file

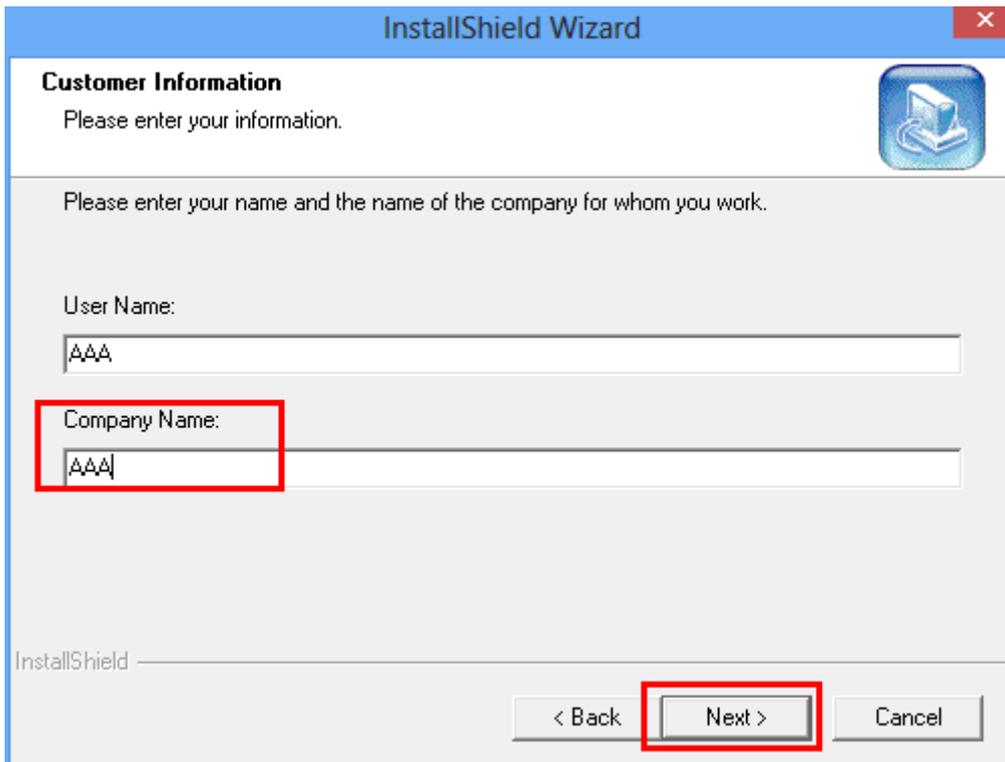
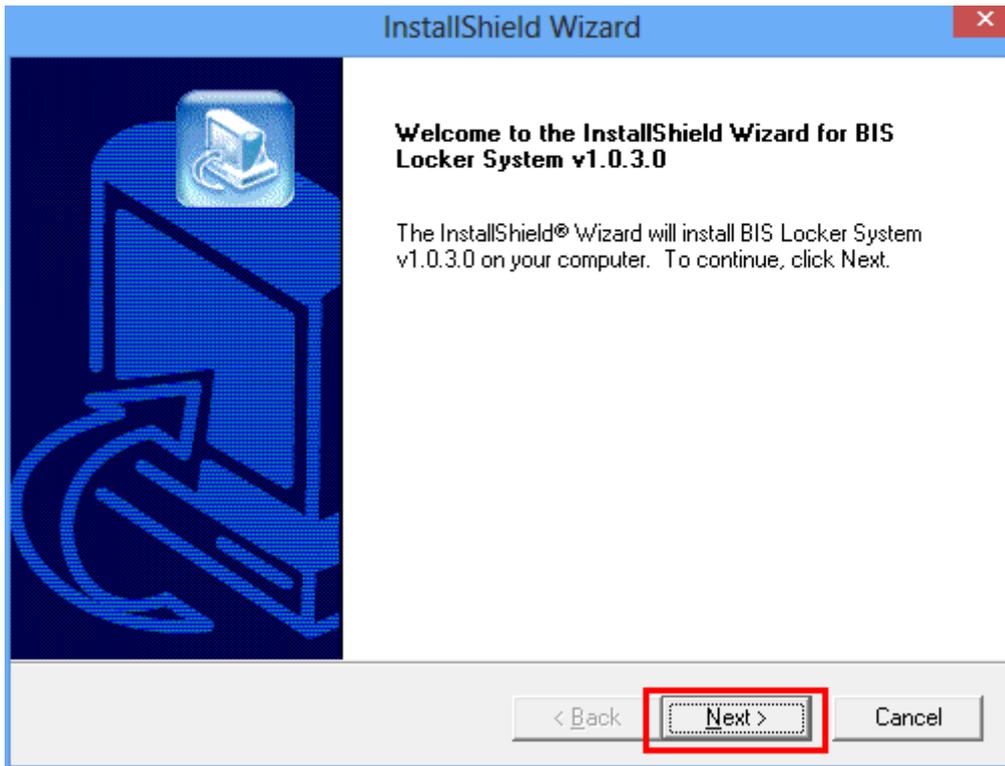


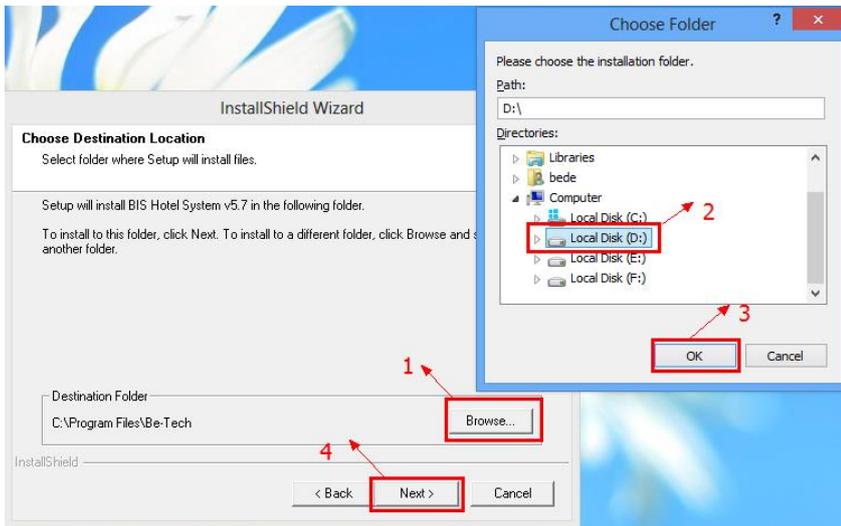
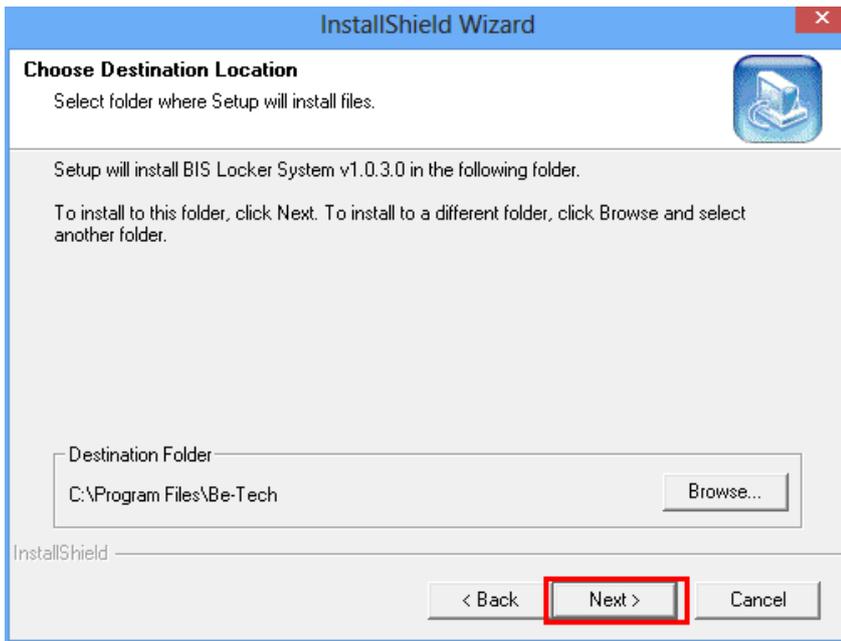
and double click.



Double click the file and prepare to install

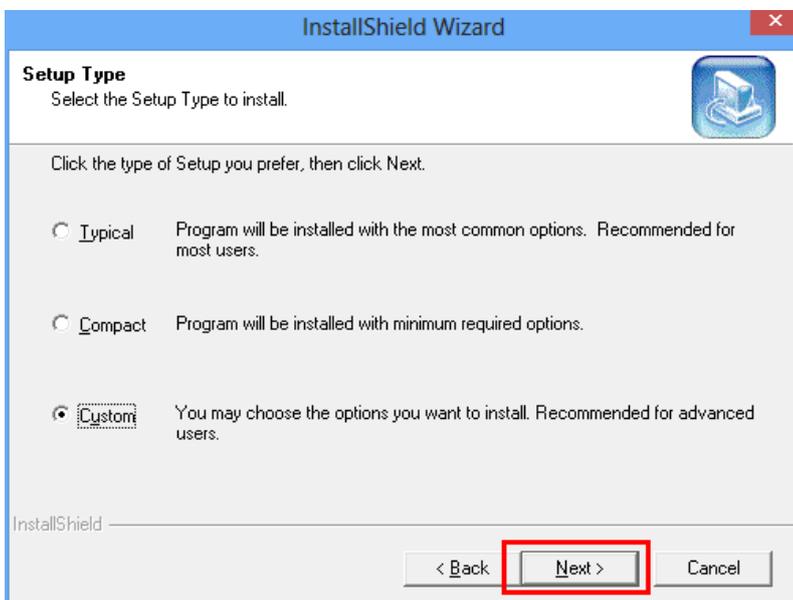
Click **Next**

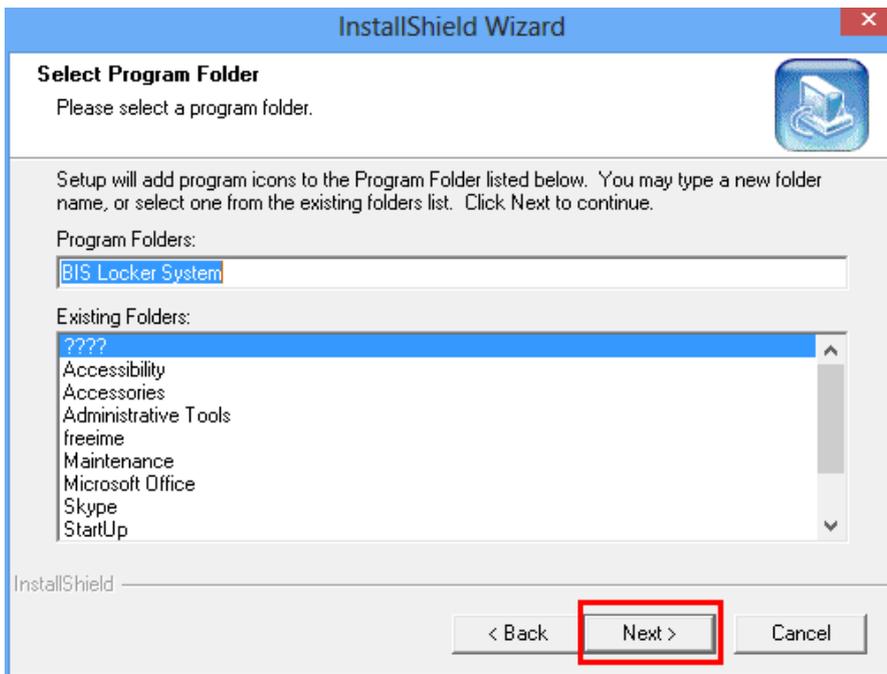
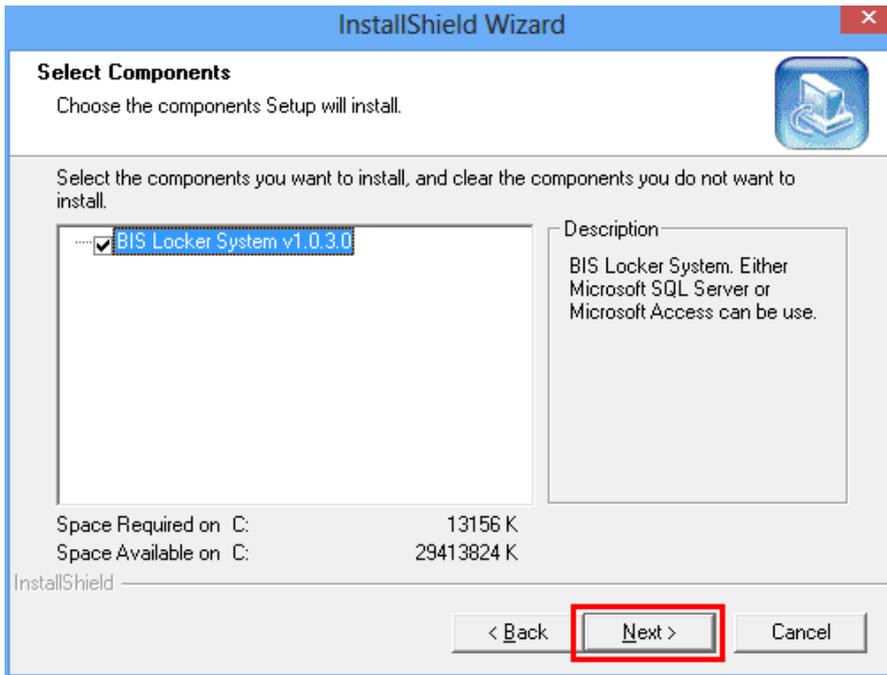


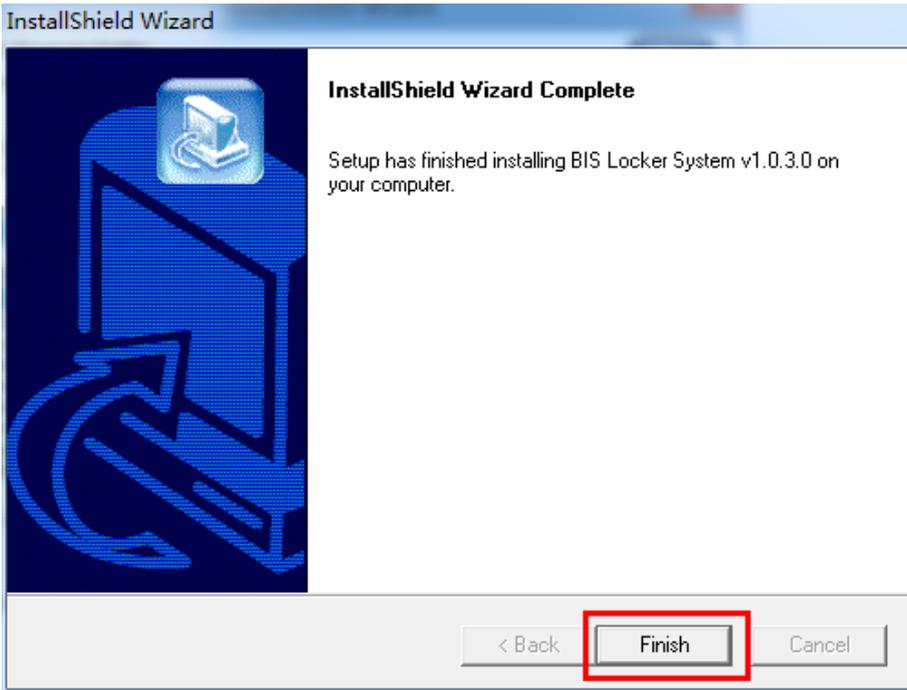


**Note:**

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.





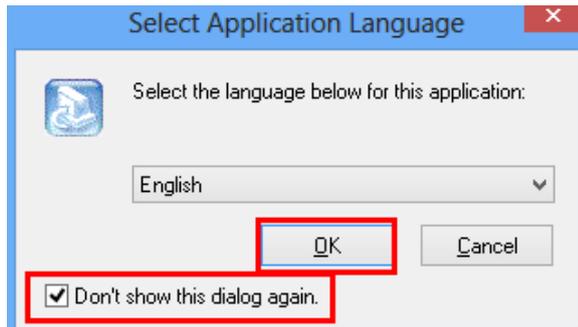


## 4. Load software



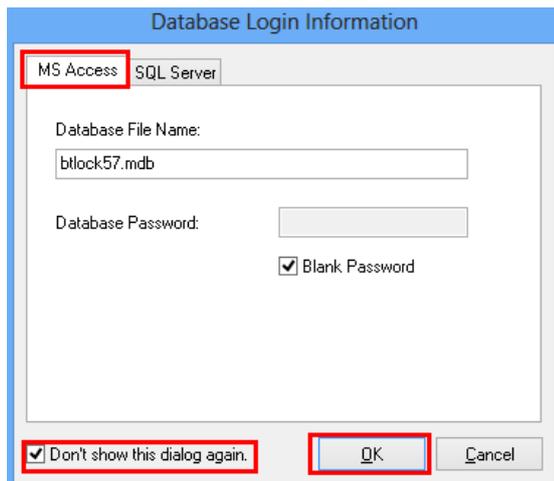
Double click the icon,

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



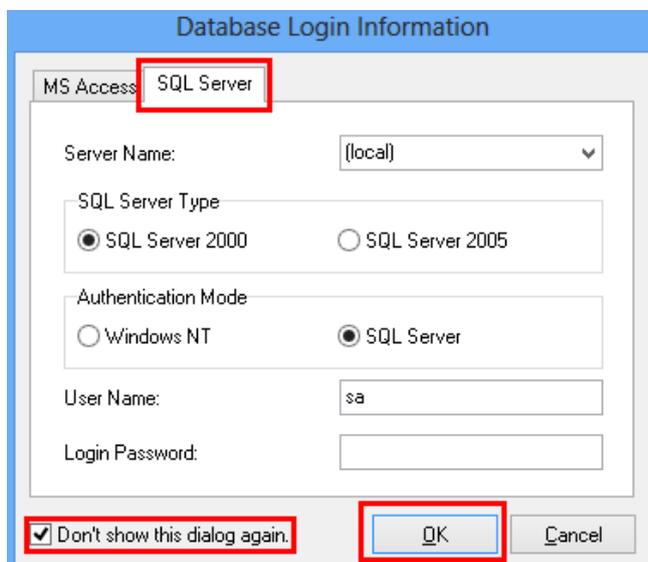
Select the application language.

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"

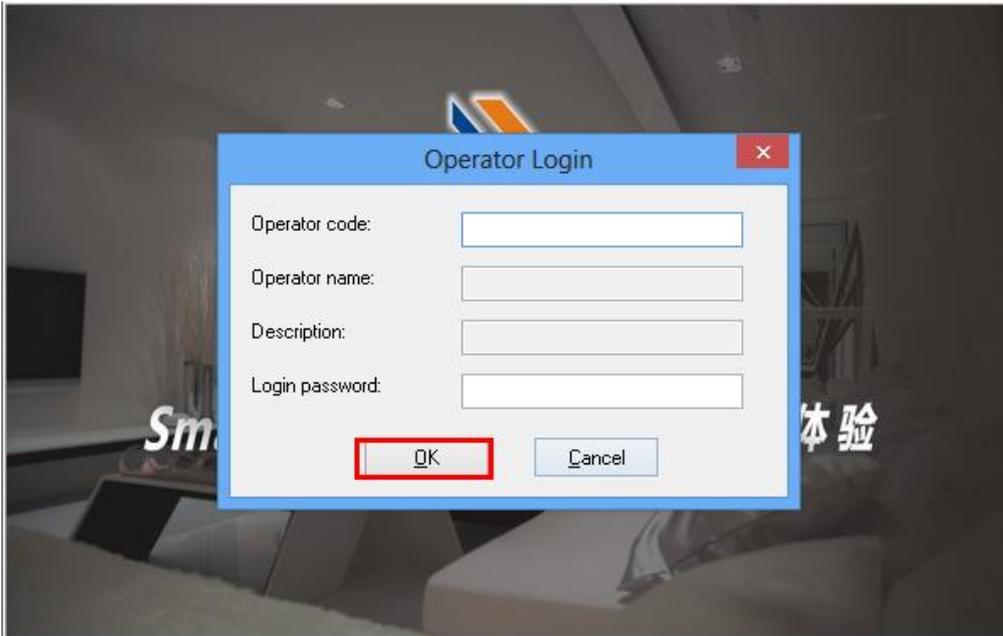
Ms ACCESS is for stand alone computer to issue card, which is contained after installing the software.



Before using SQL servers, 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

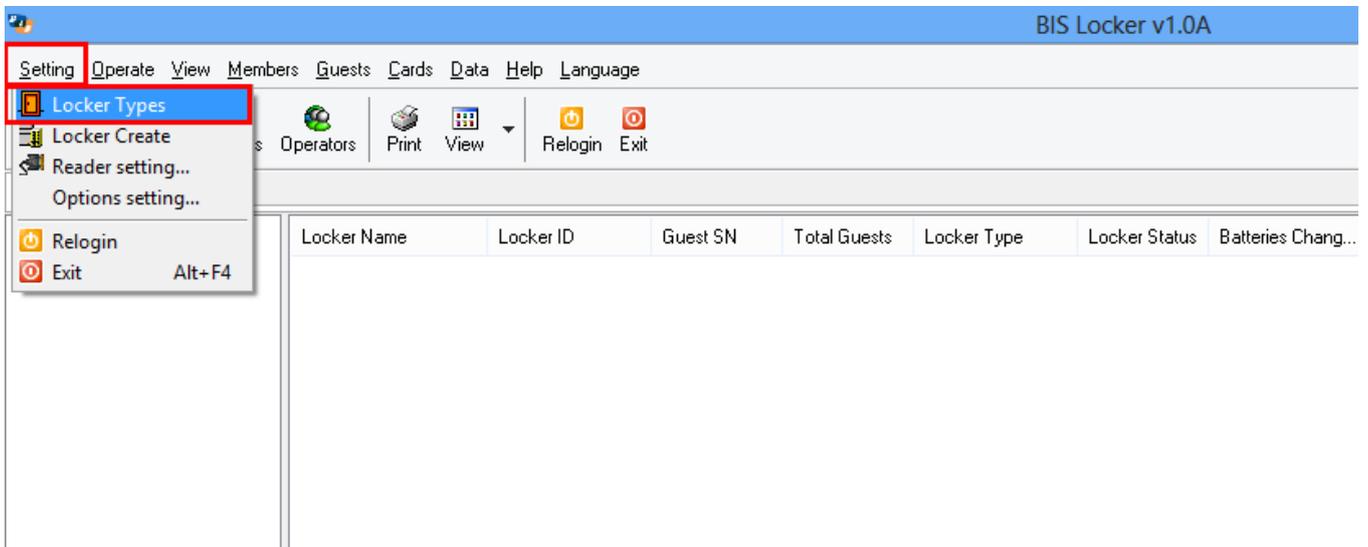


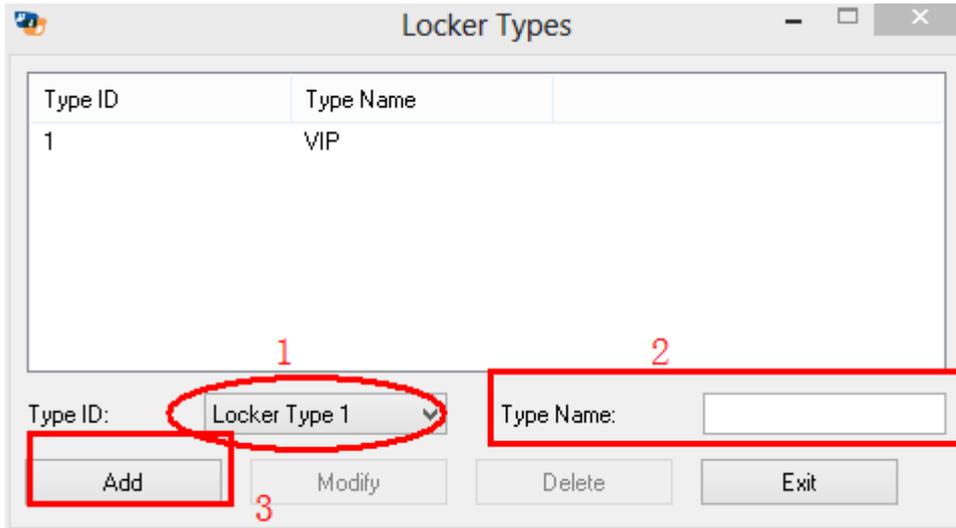
If you did not setup the operator, then you can continue as clicking “OK”, you will see as below

## 5. Before programming a lock

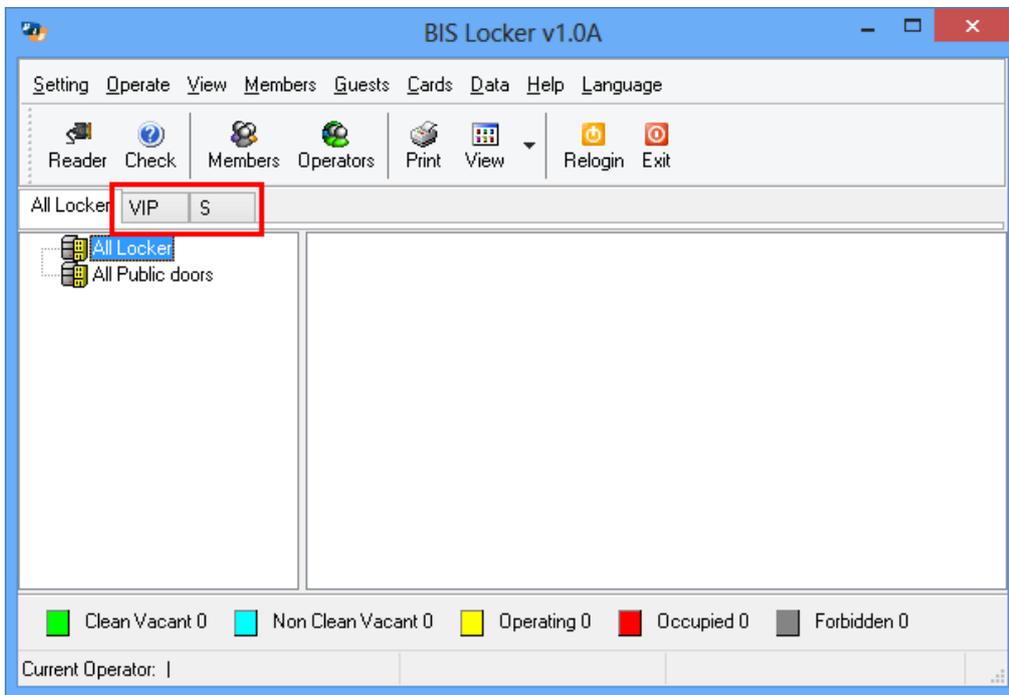
Before programming a lock, make sure all of the information is ready, such as locker types, locker numbers, time sections, emergence cards, staff cards are completed.

### 5.1. Locker type





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

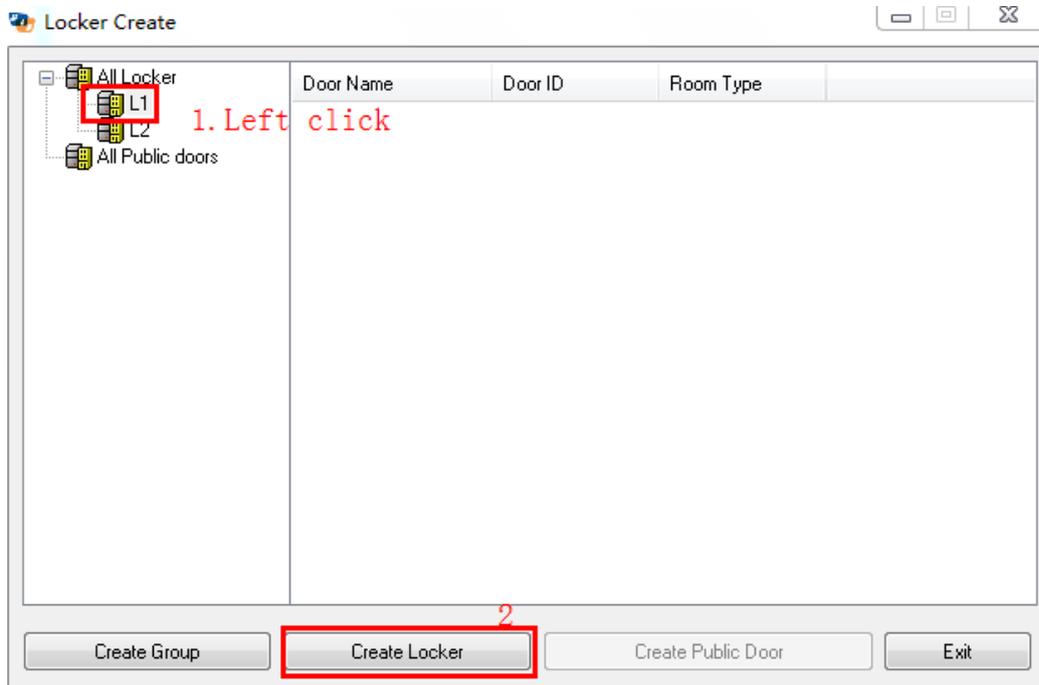
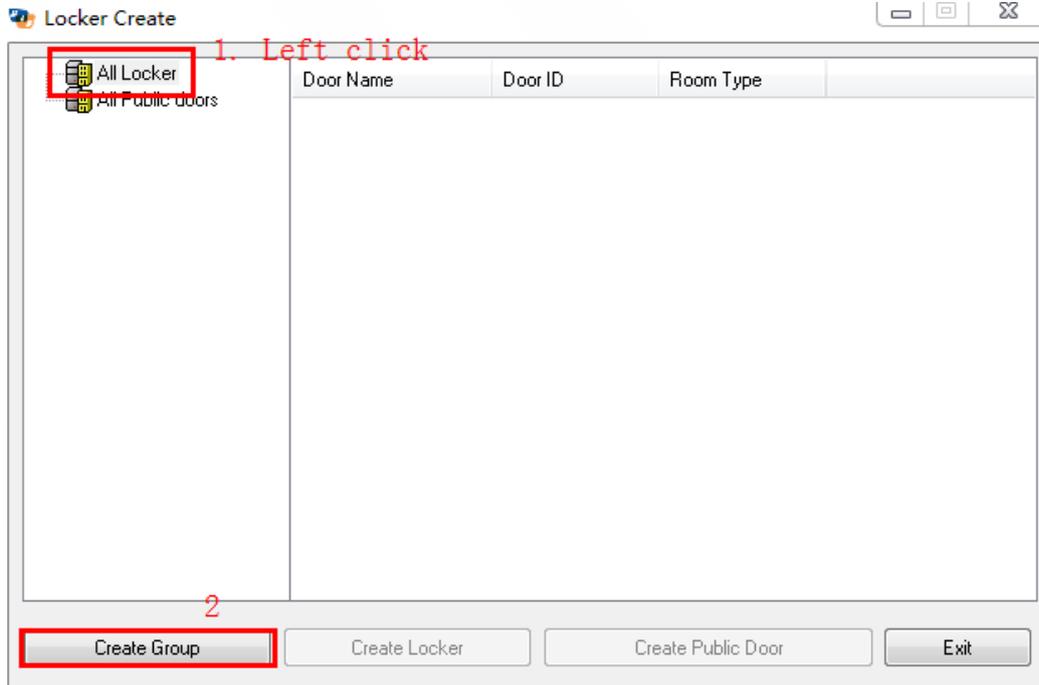


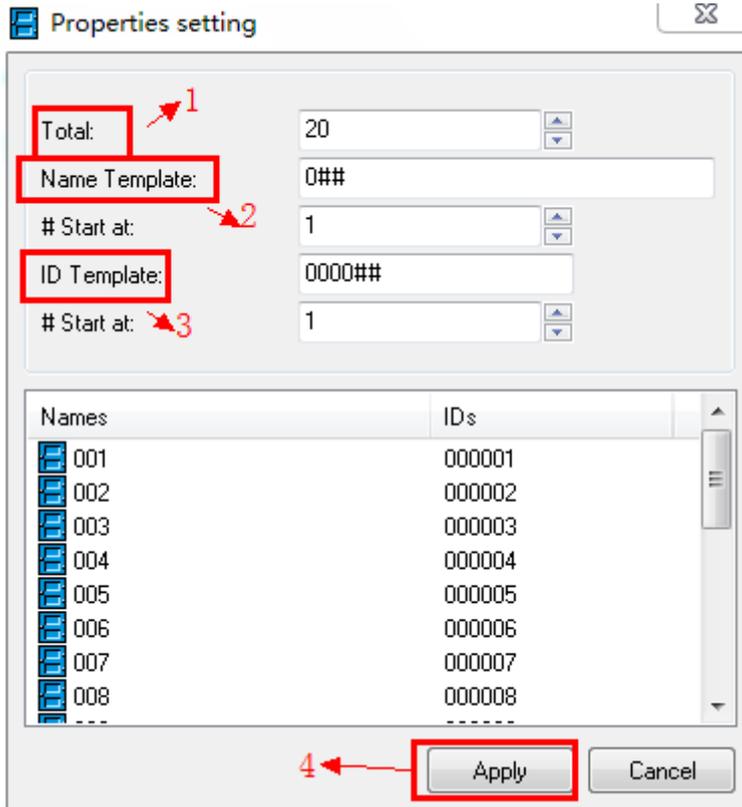
After adding all the "Locker Types", you will see the "Locker Types" showing on the software.

## 5.2. Create Locker Number

### 5.2.1. Create locker

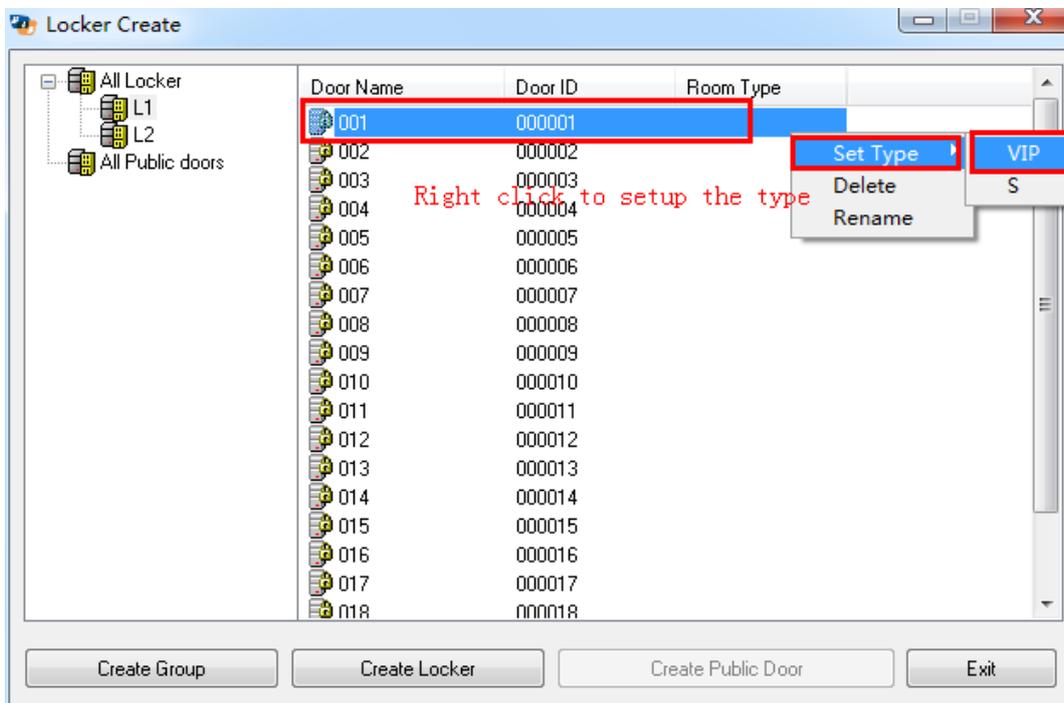
“All locker” is normally for setting guest locker.





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



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

BIS Locker v1.0A

Setting Operate View Members Guests Cards Data Help Language

Reader Check Members Operators Print View Relogin Exit

All Locker VIP S

Locker Name	Locker ID	Guest SN	Total Guests	Locker Type	Locker Status
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	000010	0	Vacant	VIP	Clean Vacant
011	000011	0	Vacant	VIP	Clean Vacant
012	000012	0	Vacant	VIP	Clean Vacant
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"

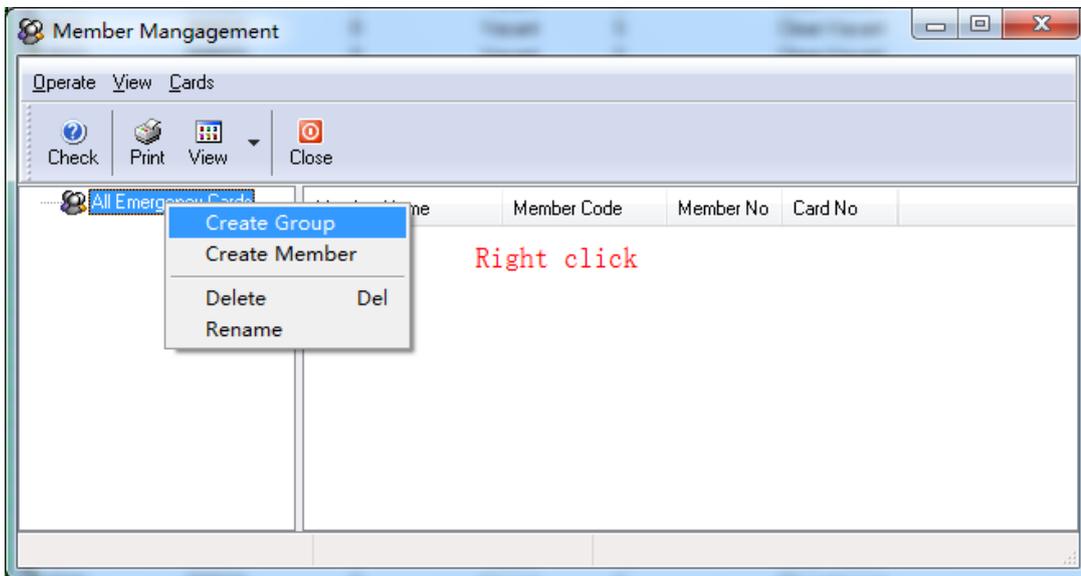
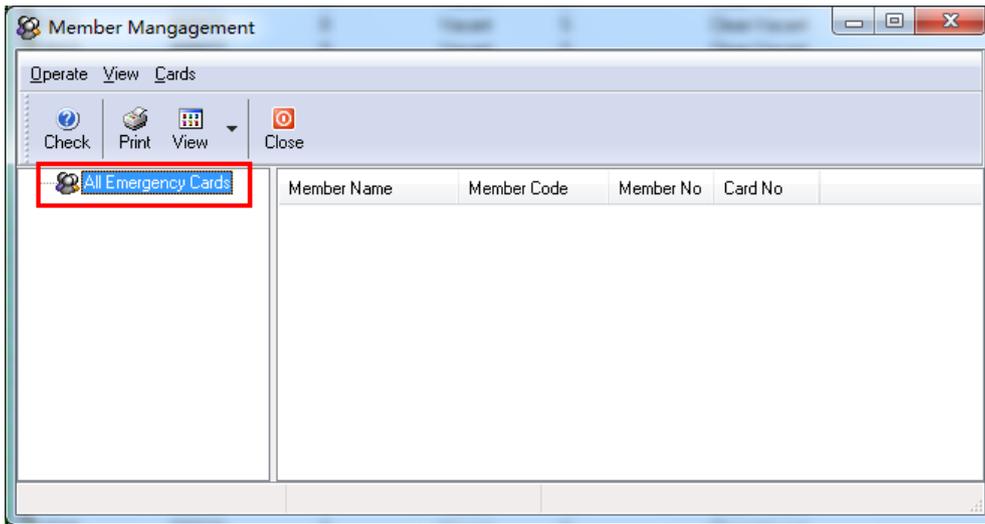
BIS Locker v1.0A

Setting Operate View Members Guests Cards Data Help Language

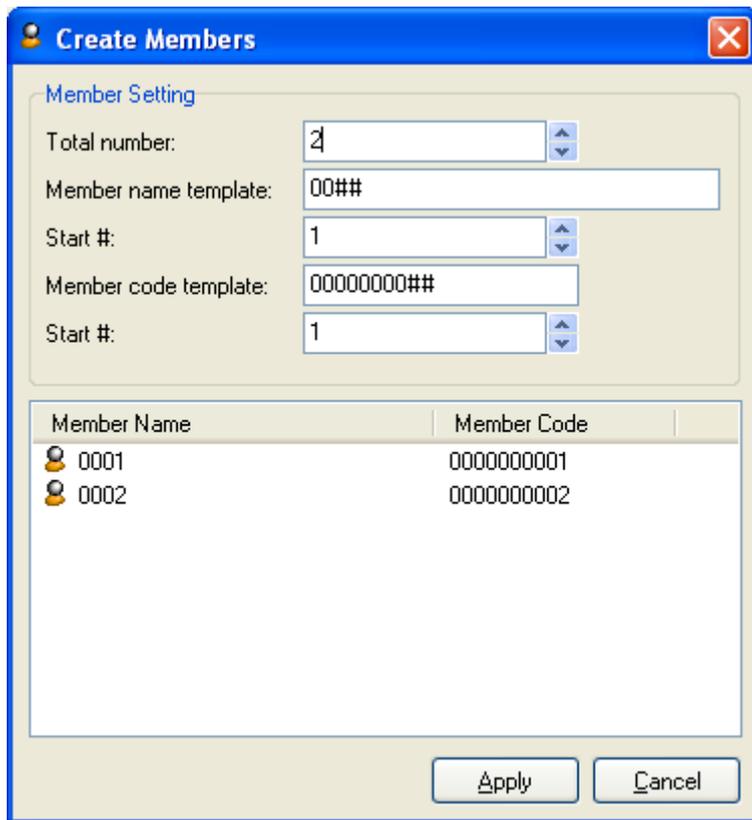
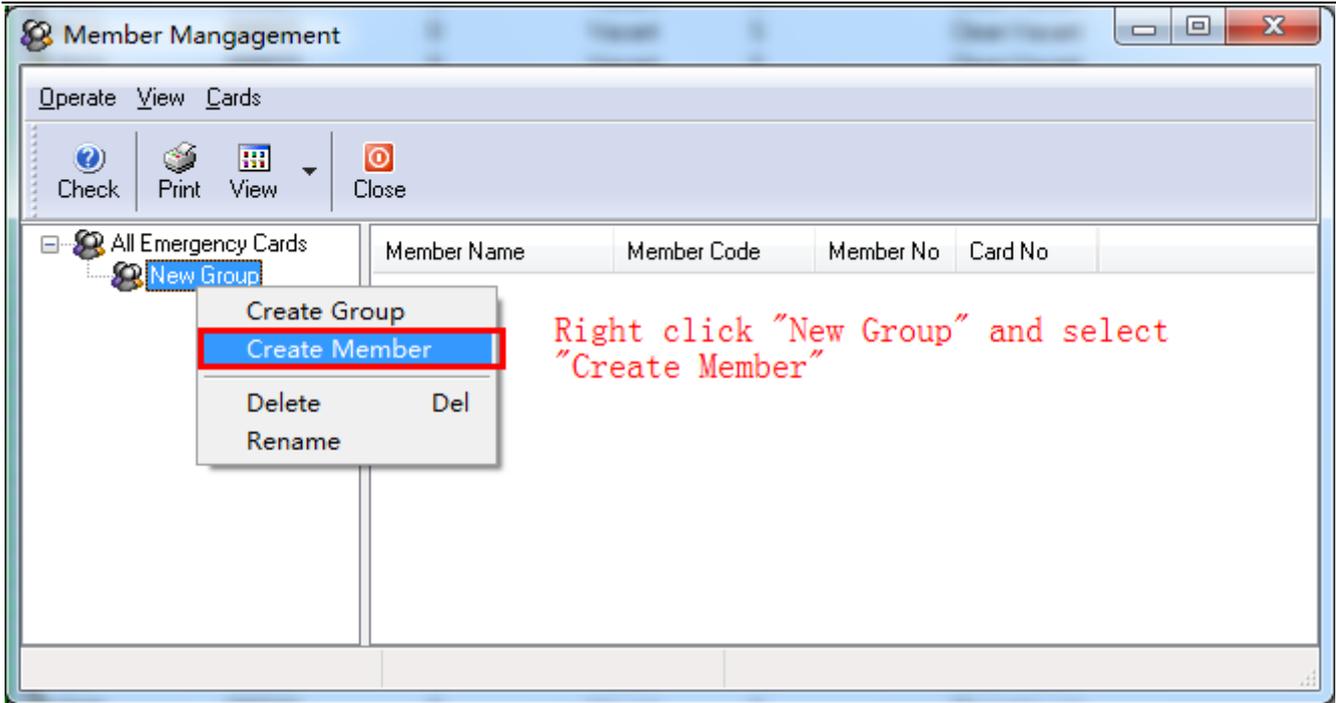
Reader Check **Members** Operators Print View Relogin Exit

All Locker VIP S

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



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.



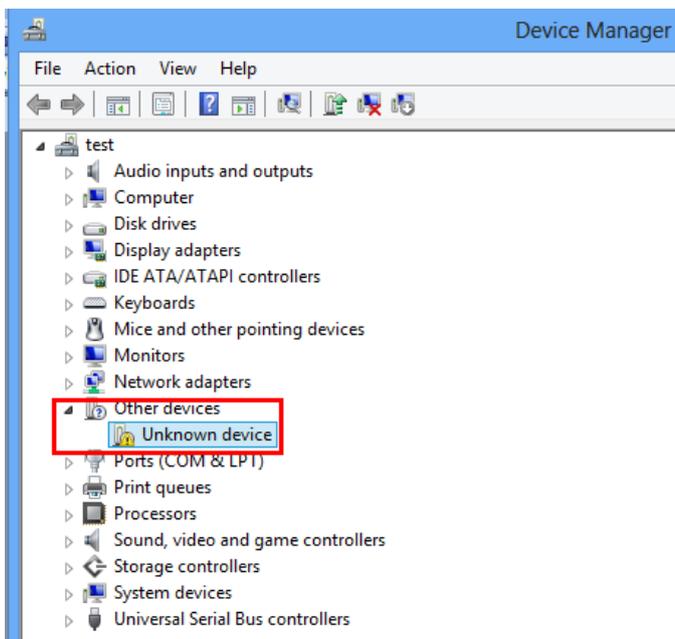
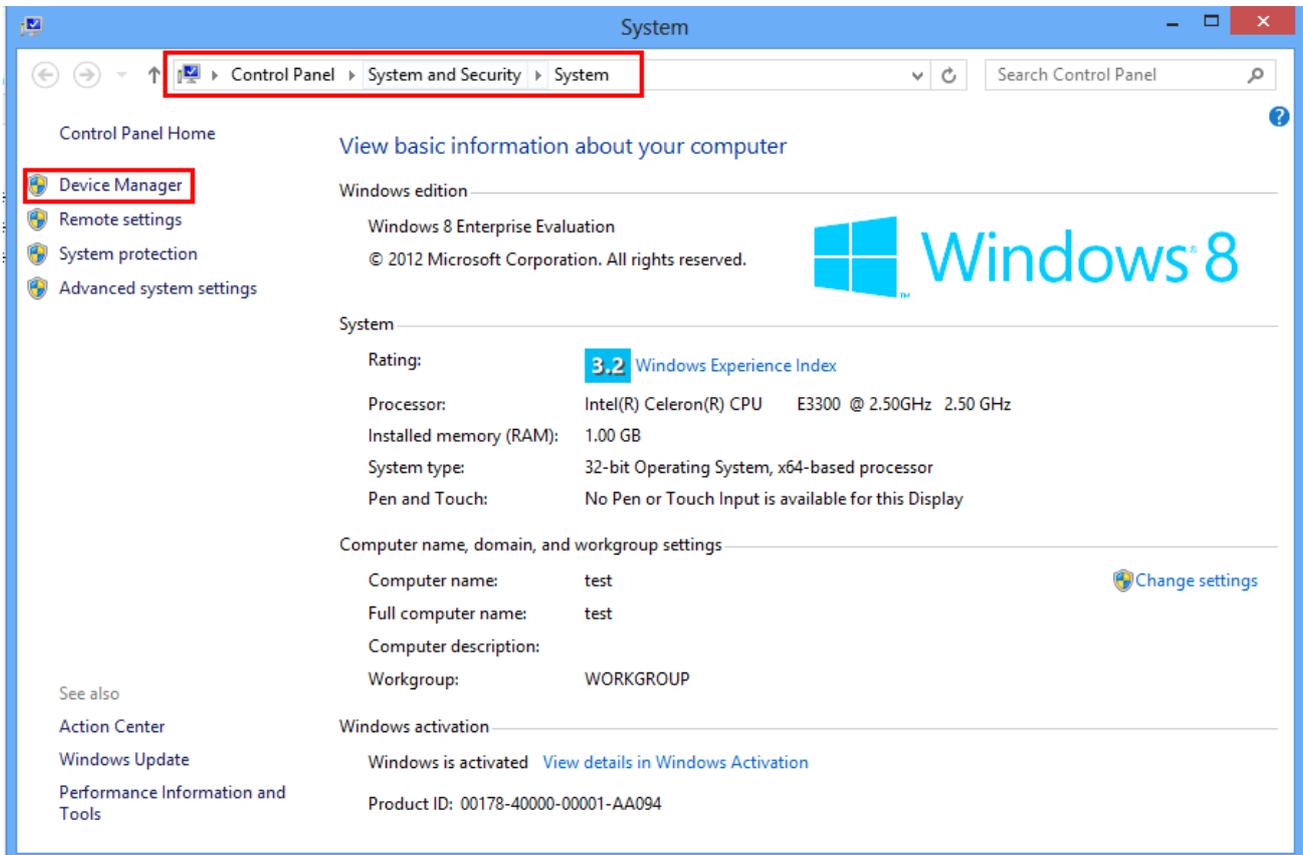
A window will turn up, now the window requires you to fill in the member information. After all the information has been registered, click the **Apply** button to finish the procedure and click the **Cancel** button to return to the system. Follow the above steps to add all the members into the system.

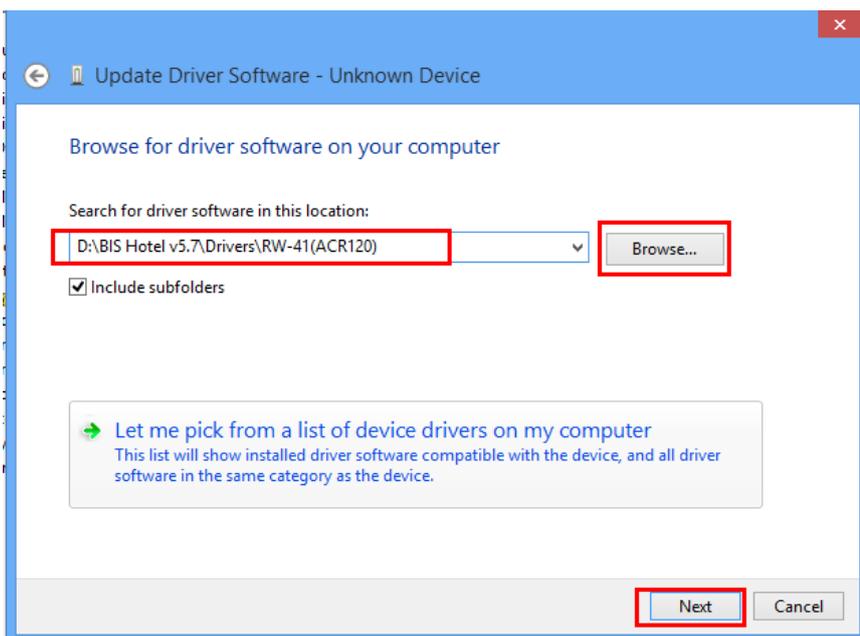
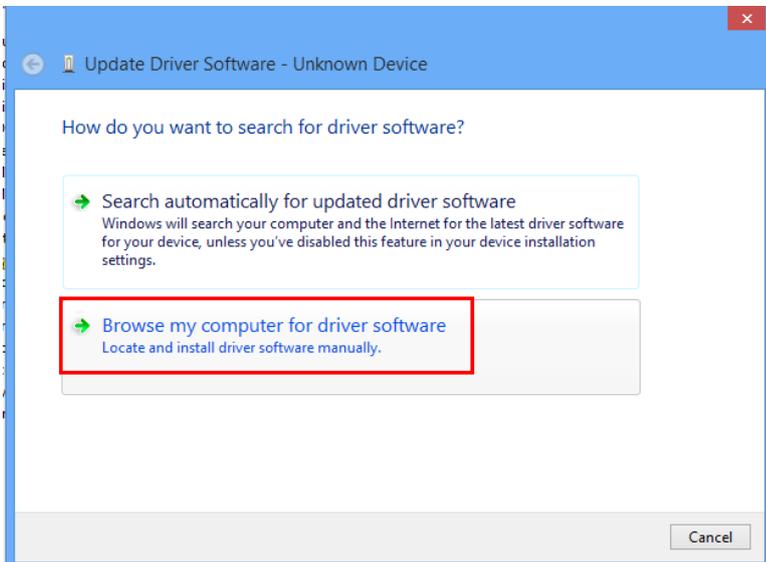
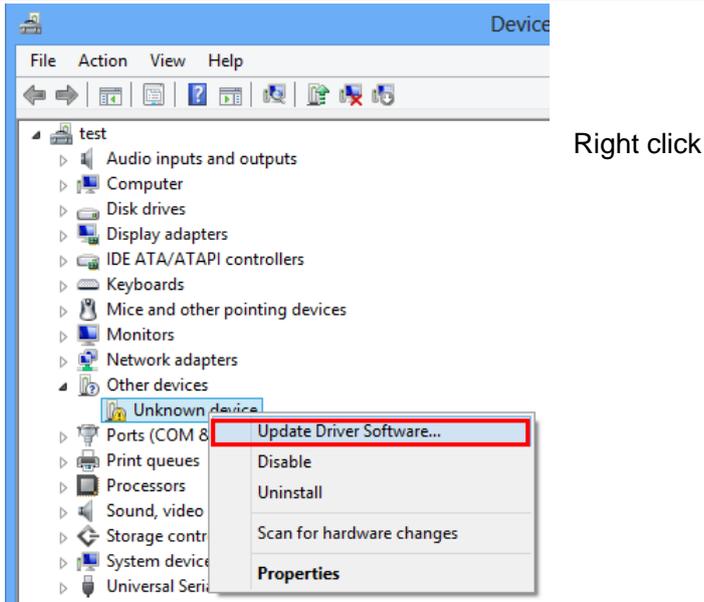
**Notice:**

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.

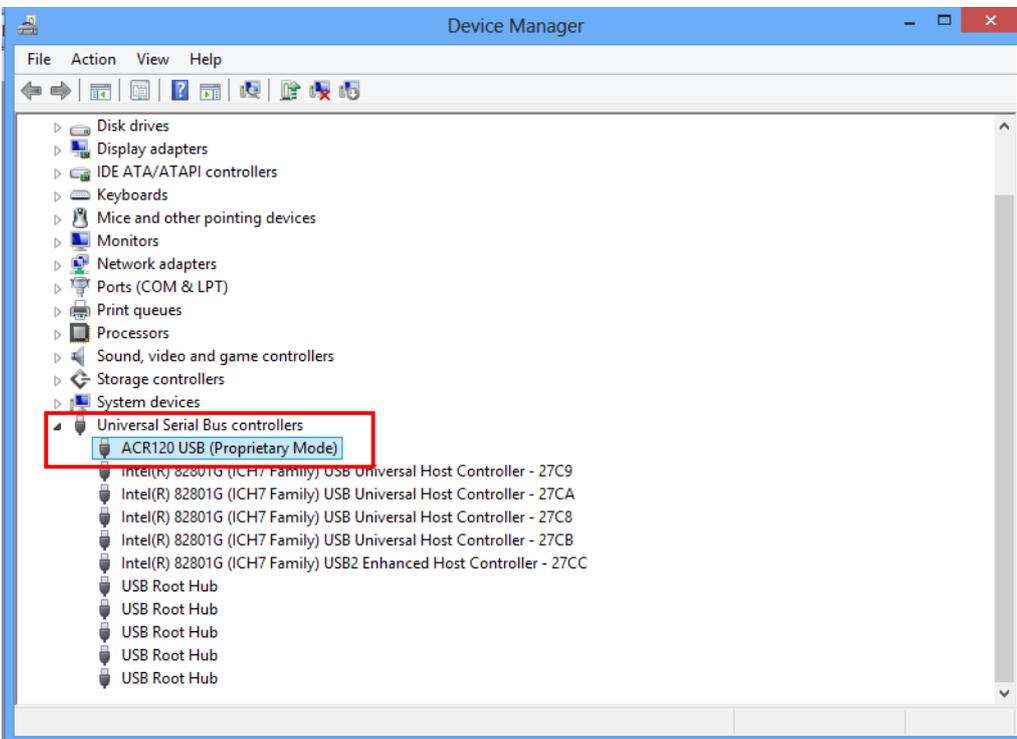
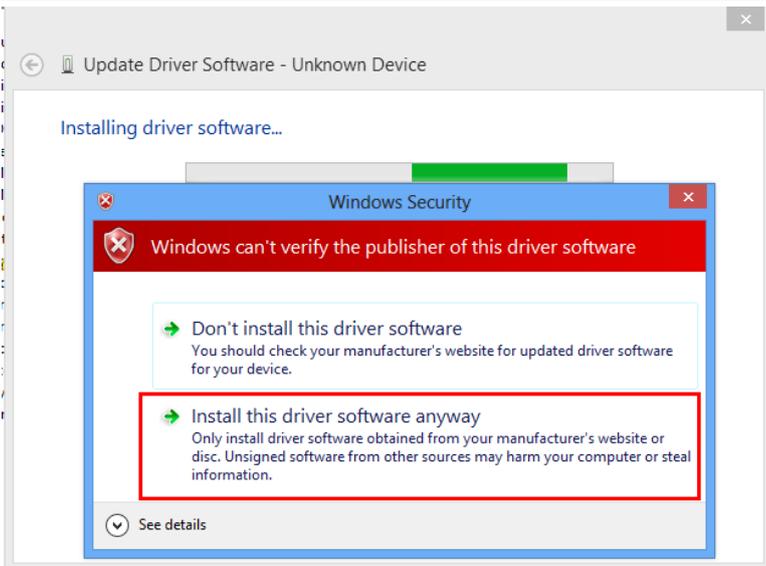
## 5.4. Encoder driver installation

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.



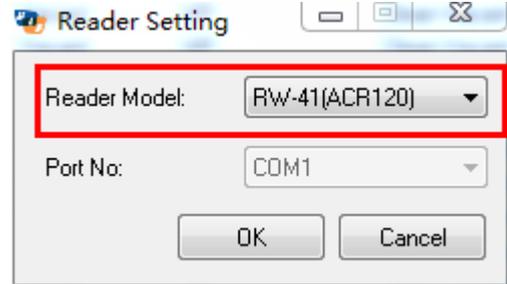
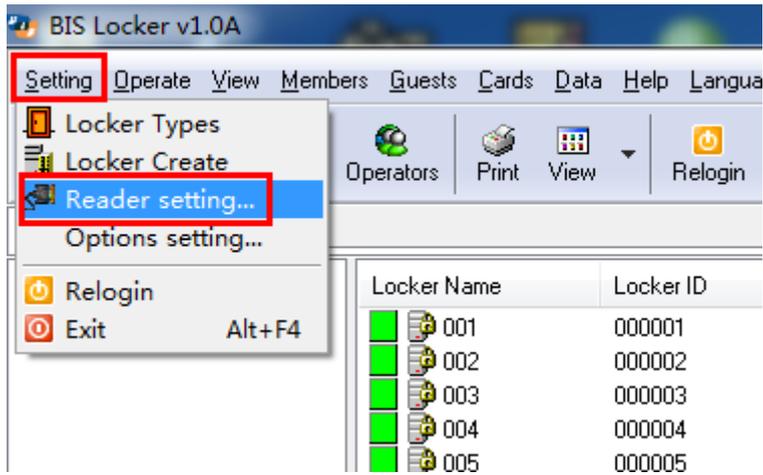


Follow the guidance to find out the **RW-41** folder.



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

### 5.5. Encoder selection

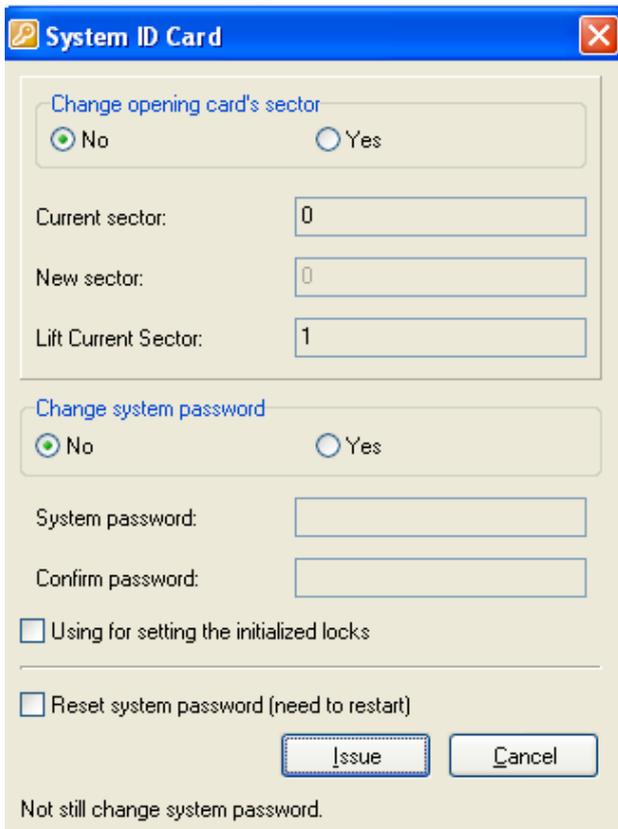
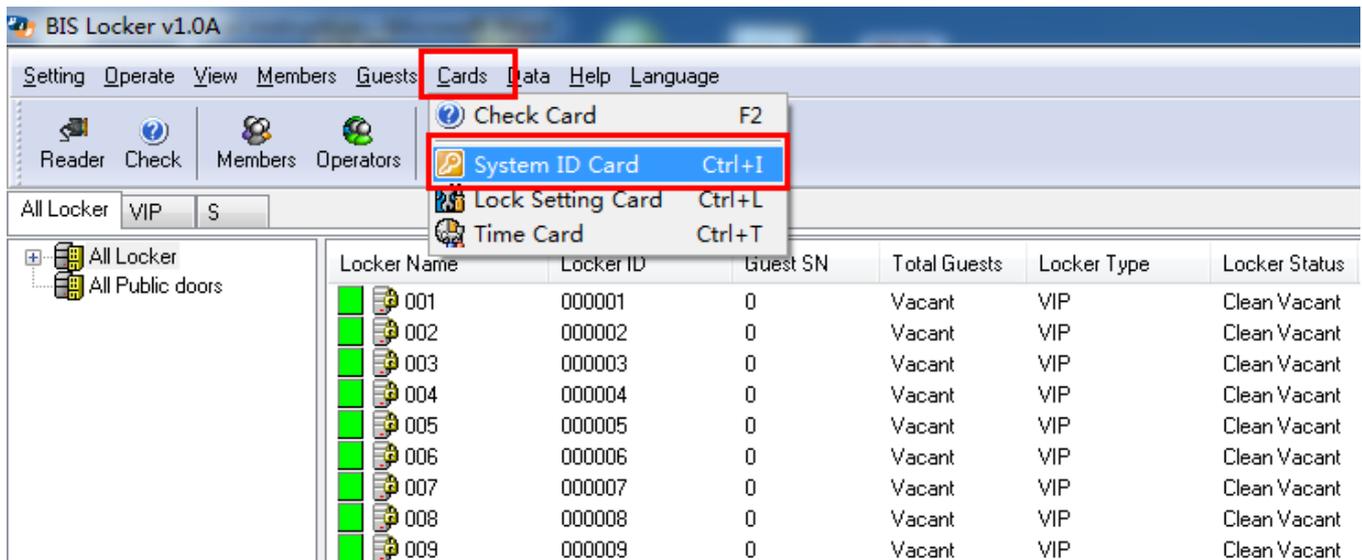


## 6. Main steps to program a lock

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)



- **Sector**

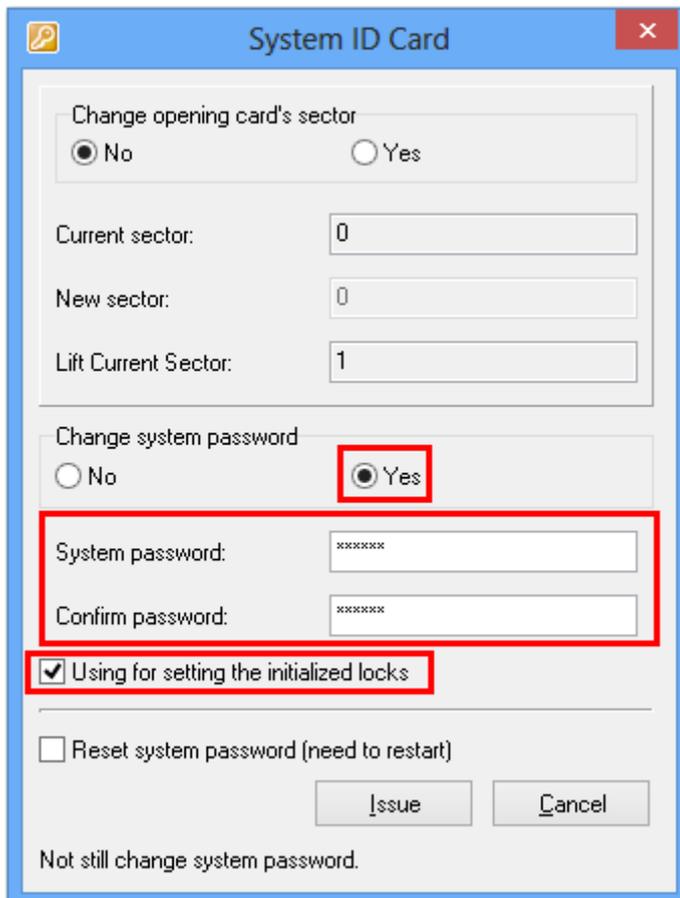
what we use for our locking system are 0.1.2 sectors, normally defaulted sector is "0" which is for locking system, "1" is for lift control system, "2" is spare sector.

- **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.



**System ID Card**

Change opening card's sector  
 No  Yes

Current sector:

New sector:

Lift Current Sector:

Change system password  
 No  Yes

System password:

Confirm password:

Using for setting the initialized locks

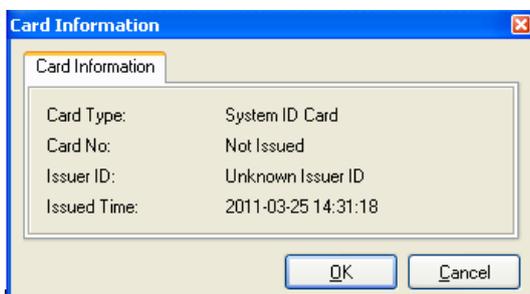
Reset system password (need to restart)

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:**

1. 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.
3. 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.



**Card Information**

Card Information

Card Type:	System ID Card
Card No:	Not Issued
Issuer ID:	Unknown Issuer ID
Issued Time:	2011-03-25 14:31:18

Click "OK"



**Information**

 System ID Card issued, please take out the smart card.

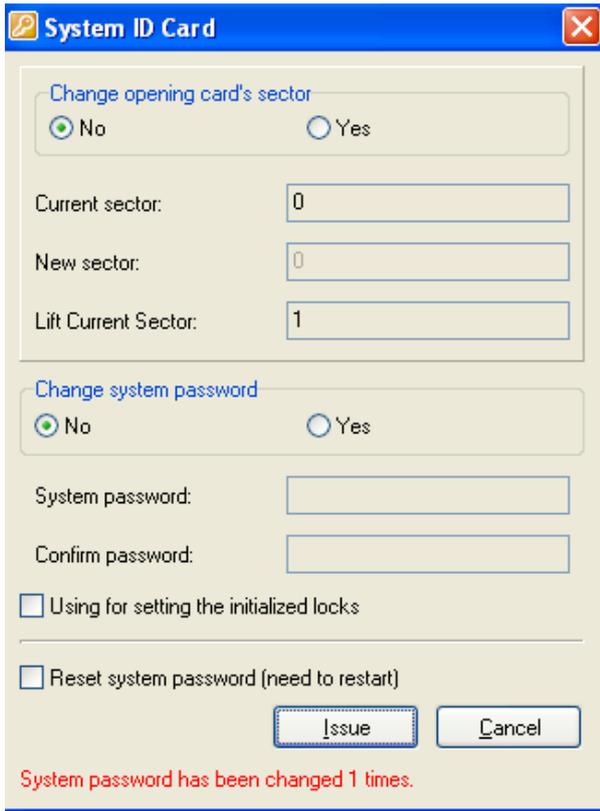
Click "OK"



**Information**

 The handset must update system password, because the system password changed.

Click "OK"



If you already changed the password, you will see red words saying “system password has been changed 1 times”, 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).

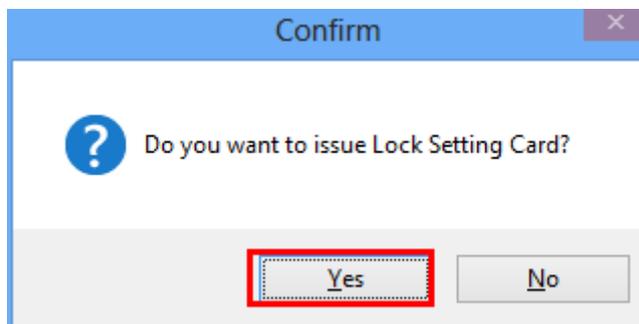
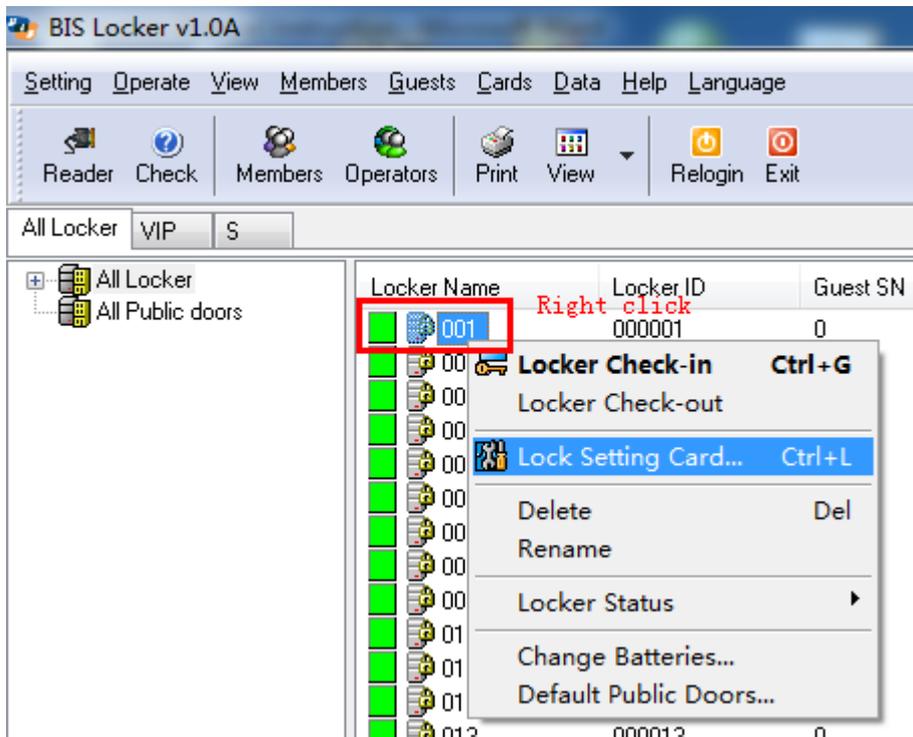
Why we need to change the system password?

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.

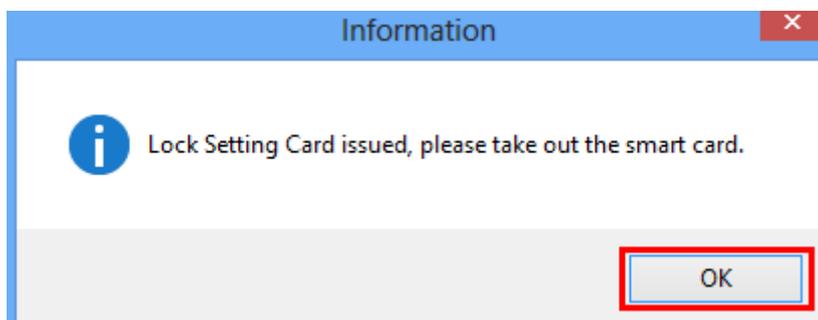
## 6.2. Lock setting card (S50)

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"



Click "OK" to issue card.

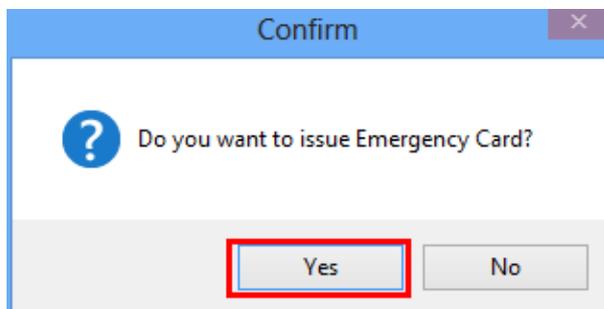
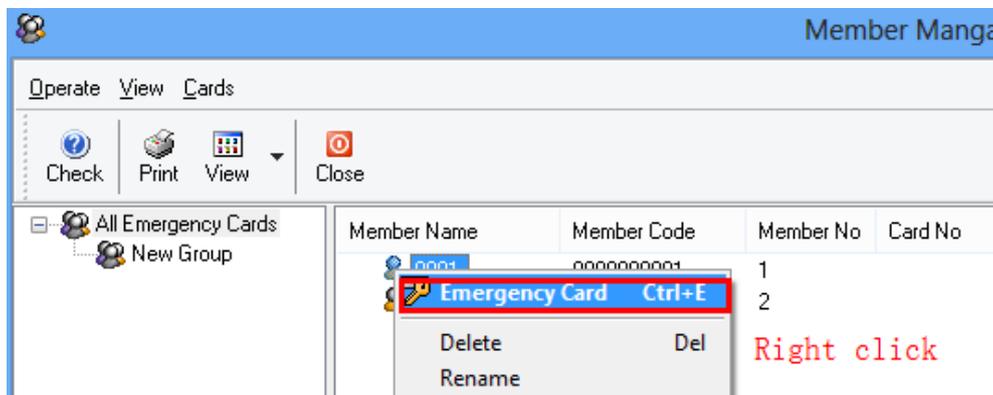
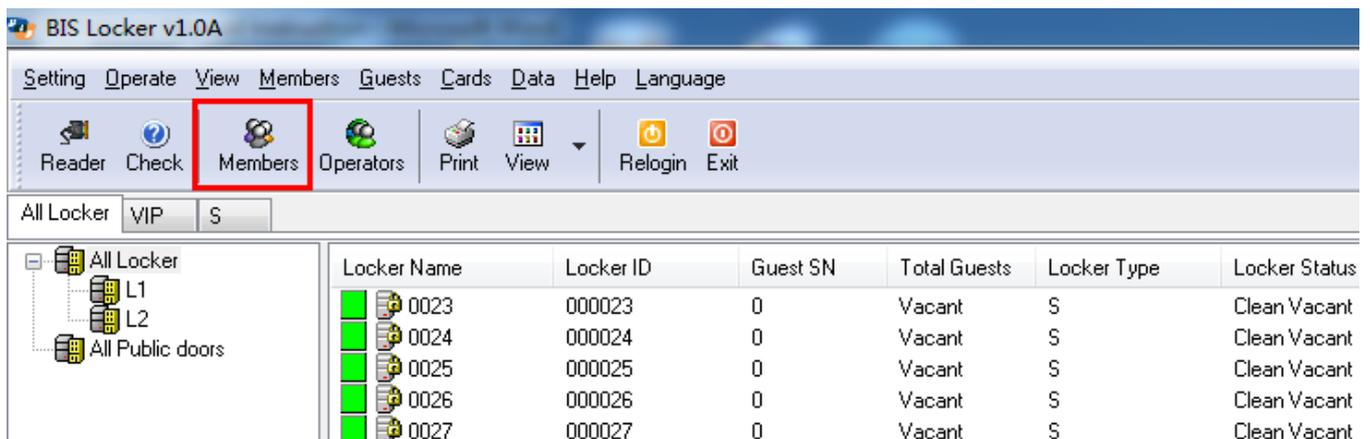


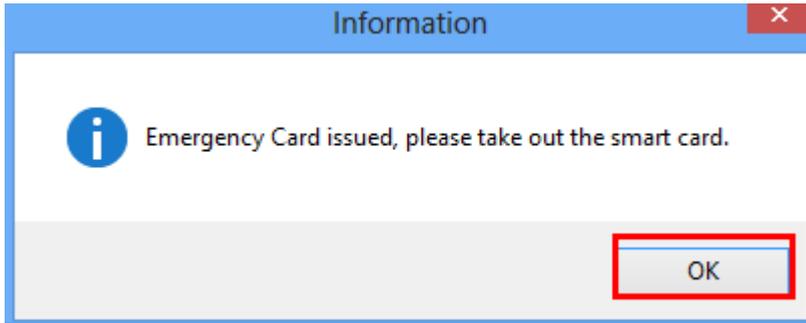
Scan the lock with lock setting card, green light and 1 beep from the lock means lock ID is set to the lock.

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 000002

### 6.3. Emergency cards (S50)

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

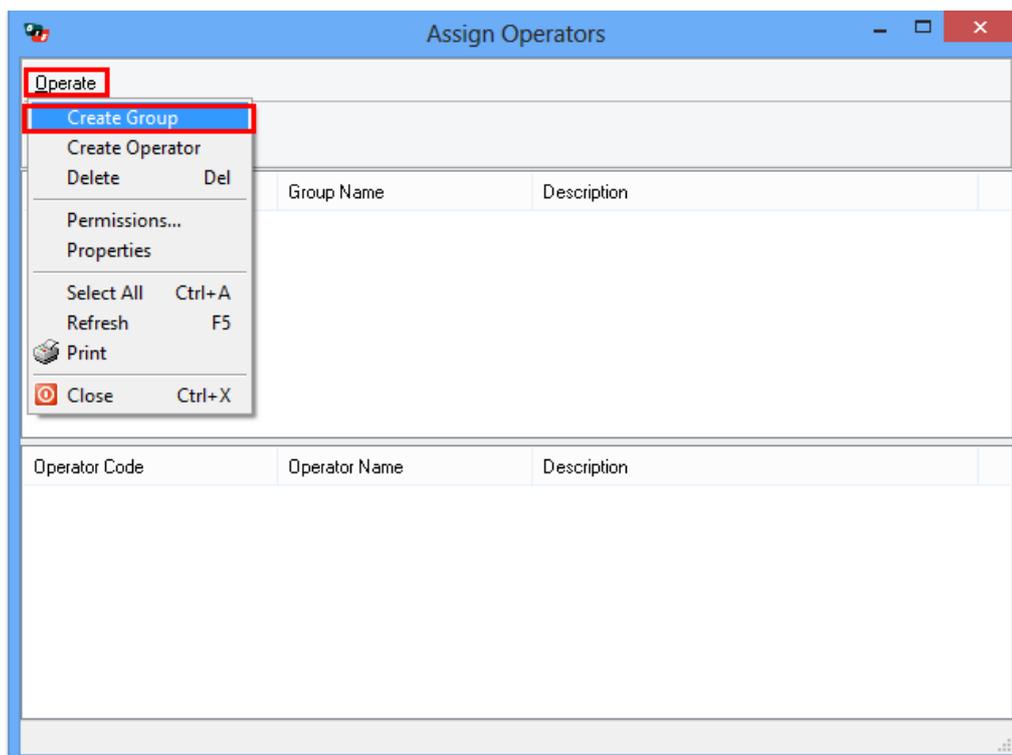
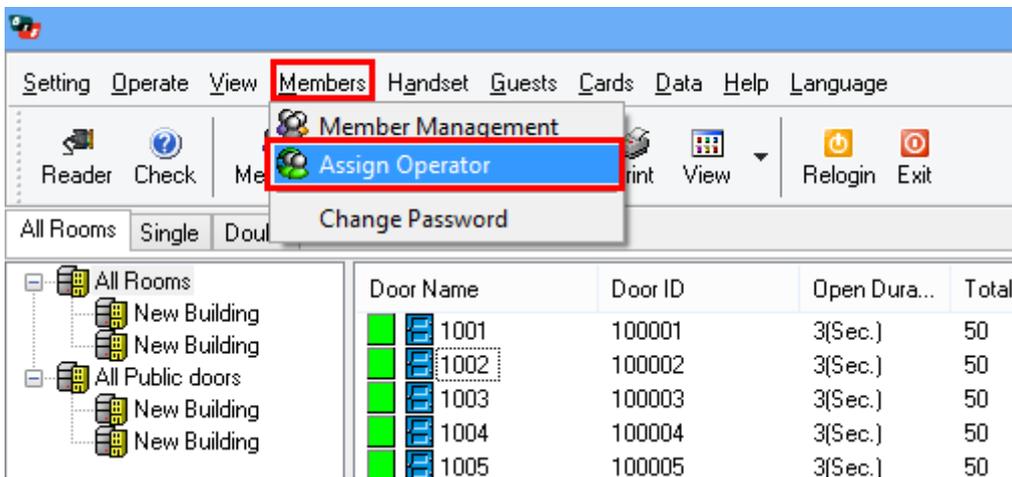




After issuing the cards, these cards are able to open door.

### 6.4. Assign member (Operator log in)

You can setup operator's permission



**Operator Group Properties** [X]

Group code:

Group name:

Description:

**Operator Group Properties** [X]

Group code:

Group name:

Description:

**Assign Operators** [X]

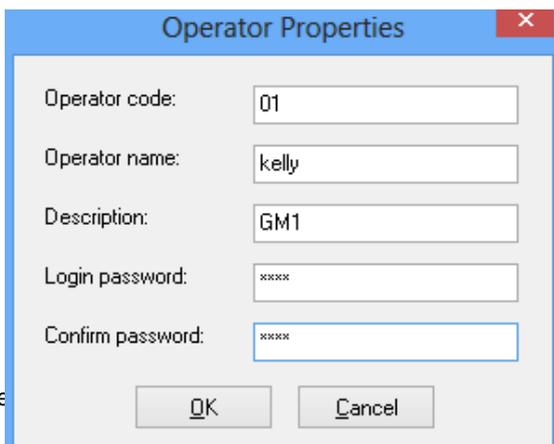
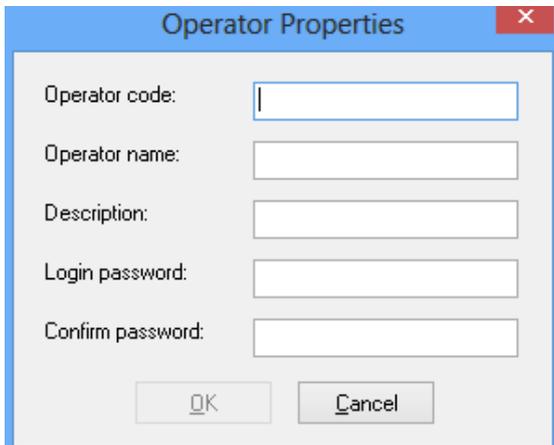
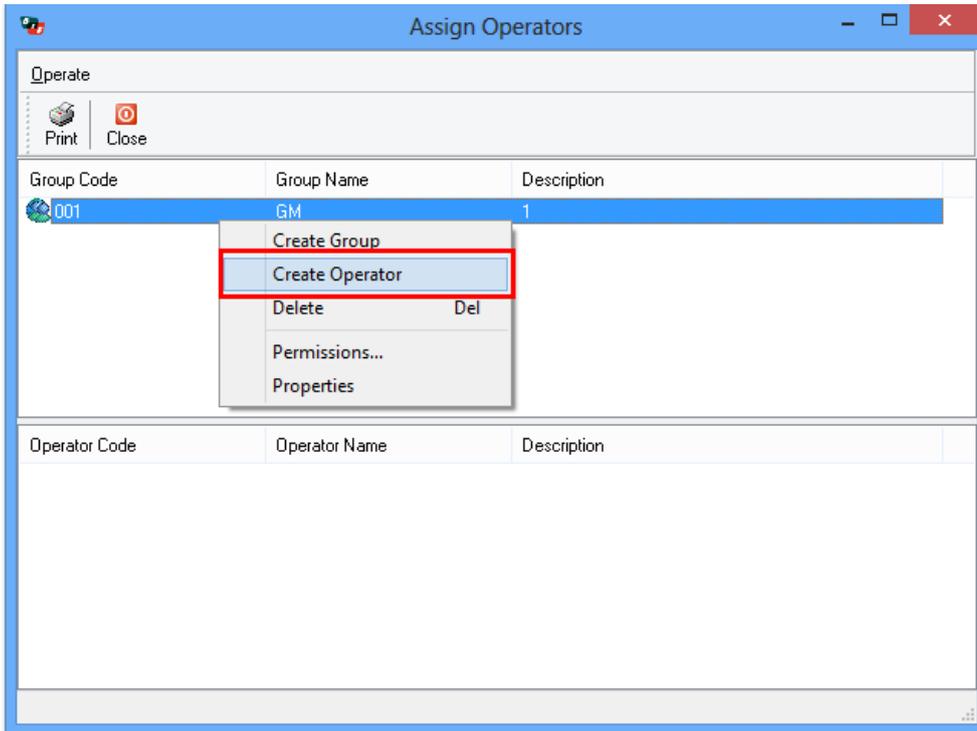
Operate

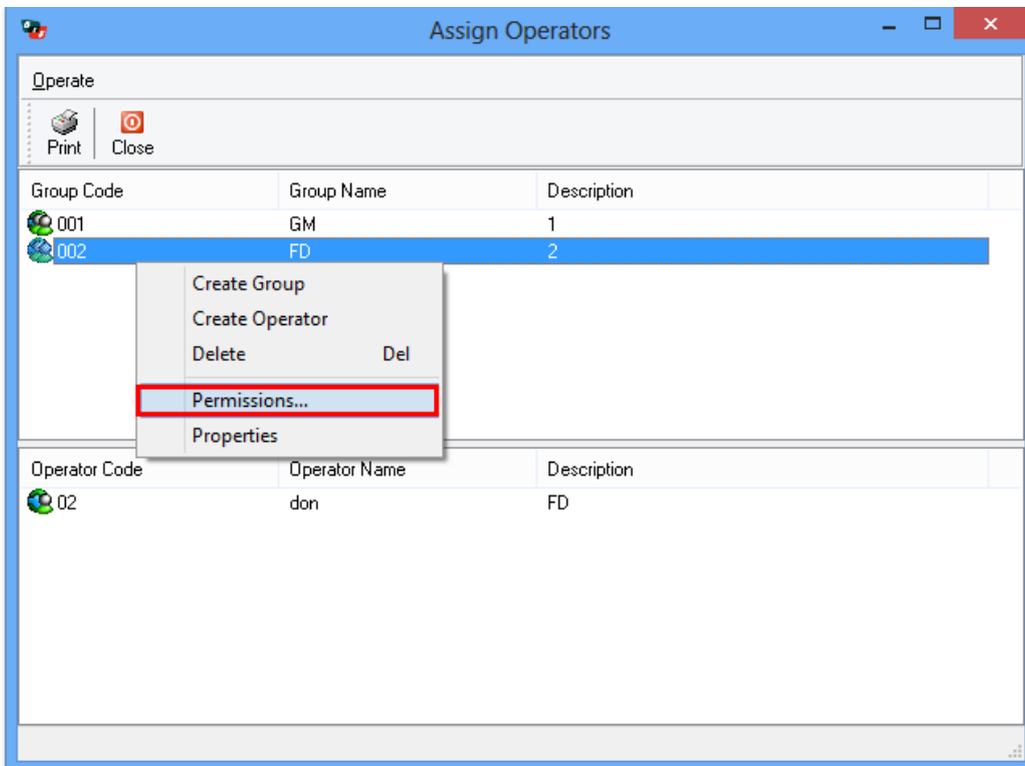
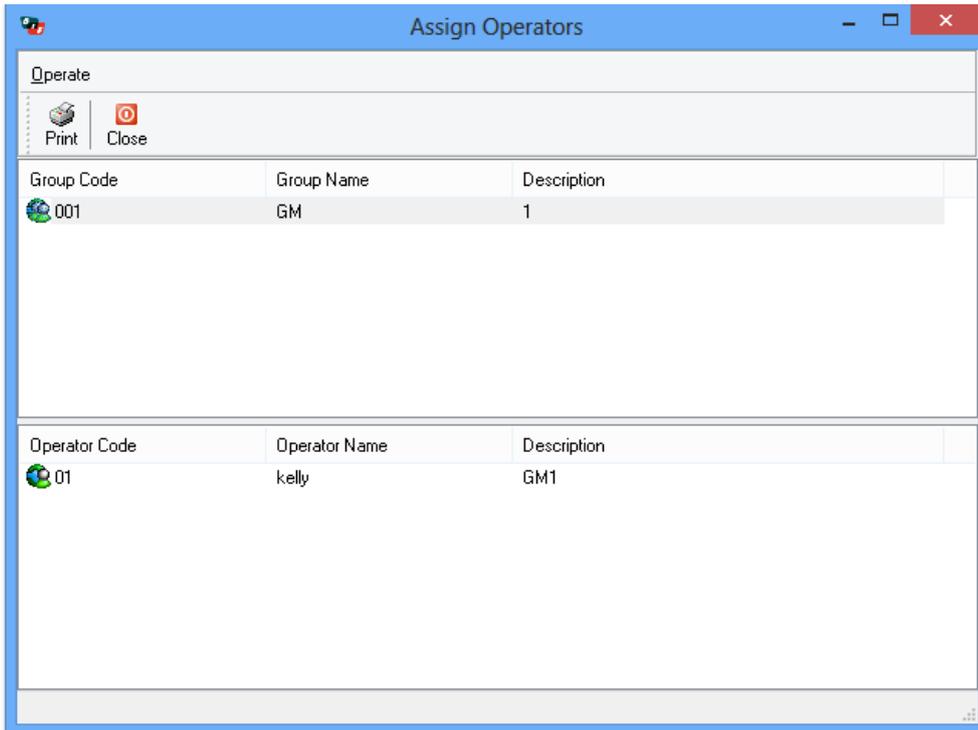
Print Close

Group Code	Group Name	Description
001	GM	1

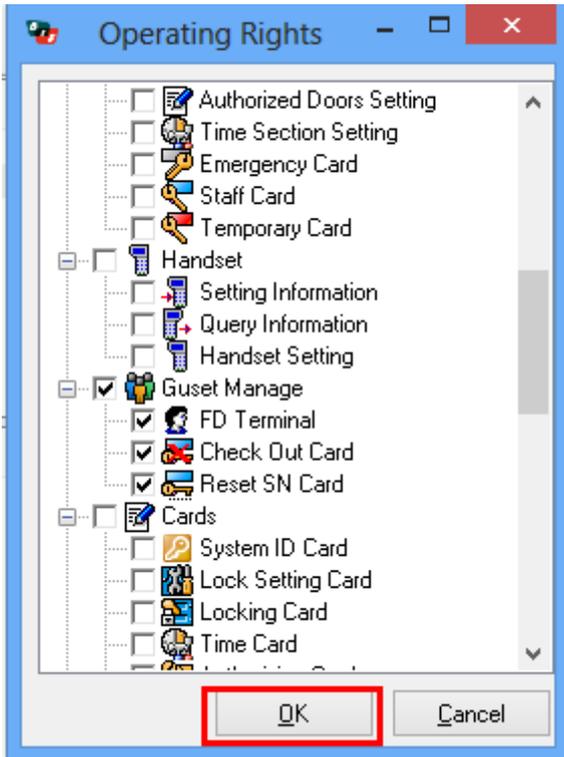
  

Operator Code	Operator Name	Description
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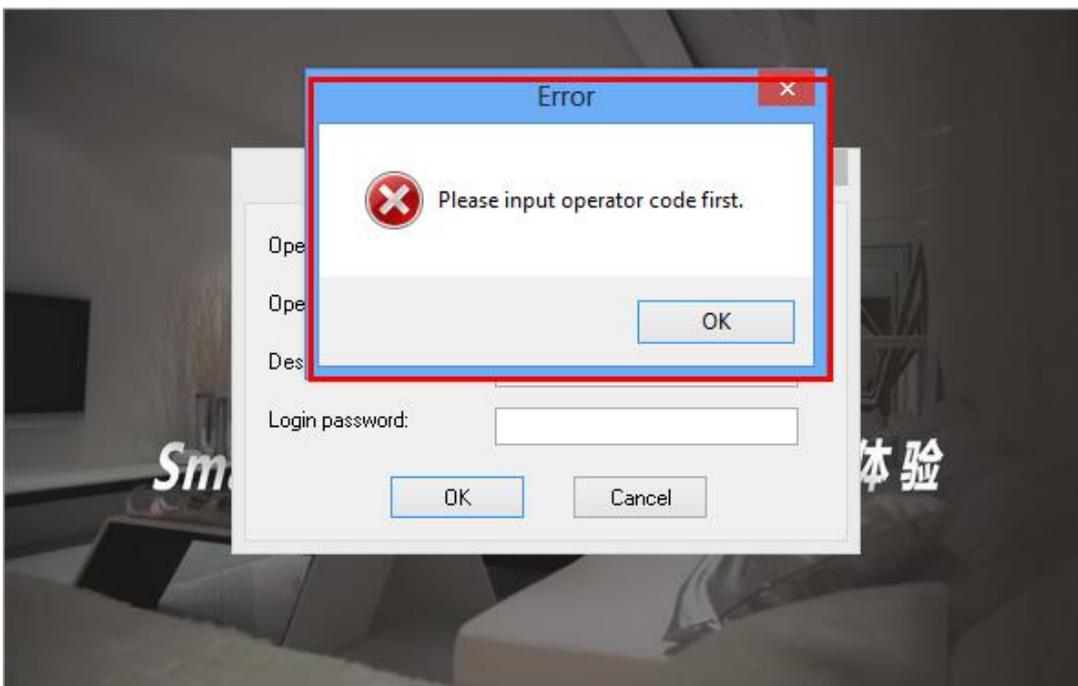




Set the permissions of operator.

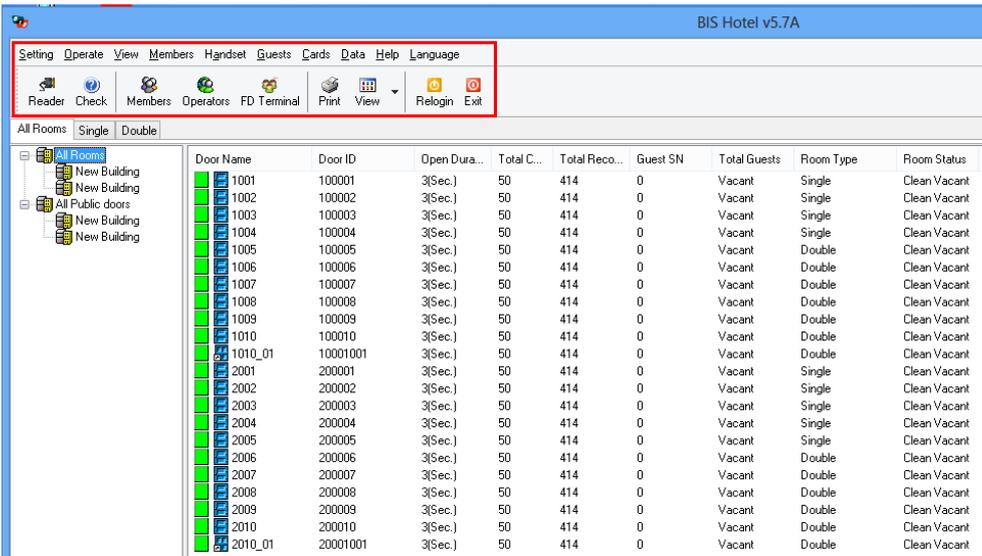
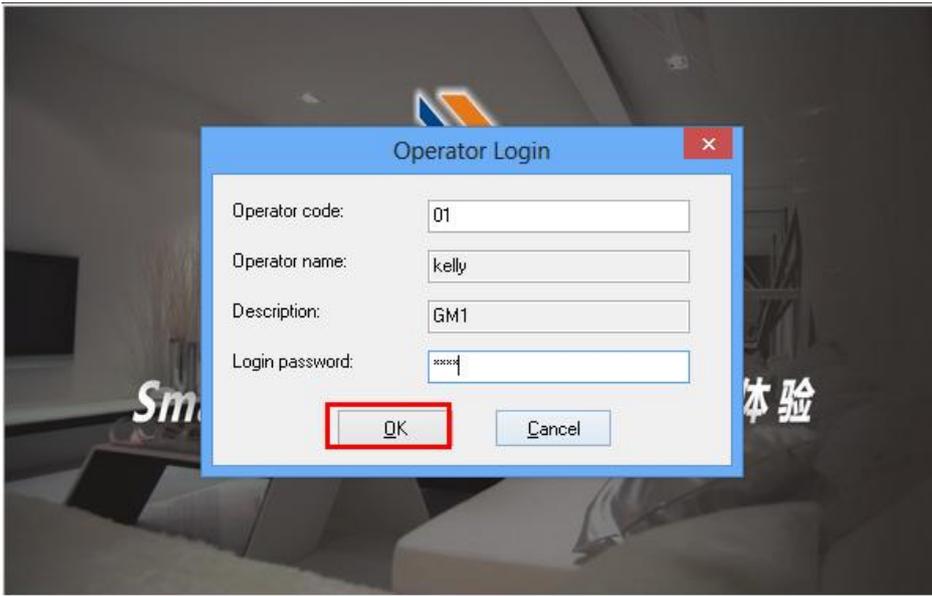


According to customer's requirement, you can set the permissions of the user.



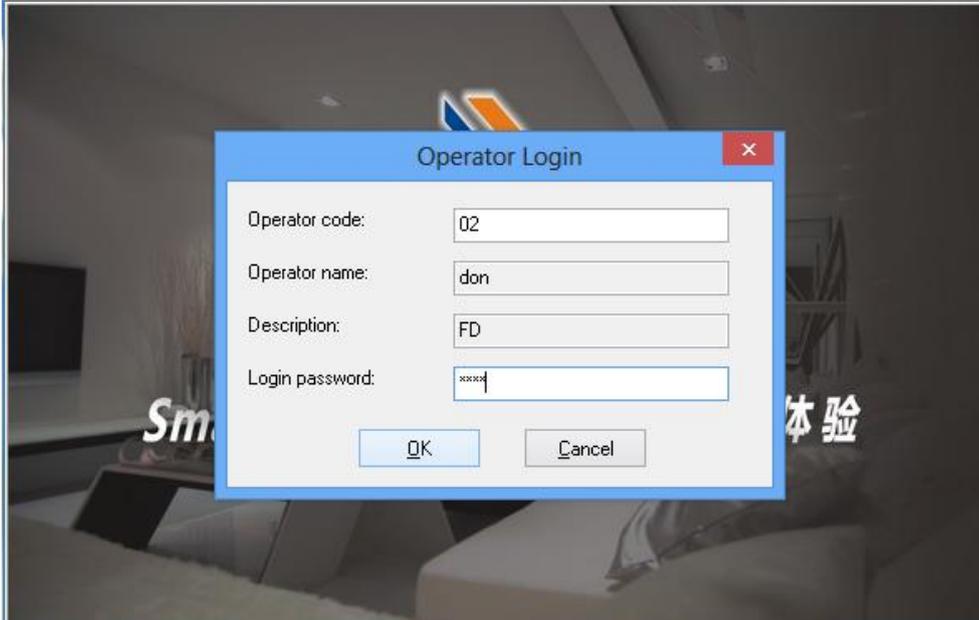
After setup the operators, you have to enter operator code and login password to access software

● No permission



You can operate all of the options in the software.

● With permissions



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

BIS Hotel v5.7A

Setting Operate View Members Handset Guests Cards Data Help Language

Reader Check Members Operators FD Terminal Print View Relogin Exit

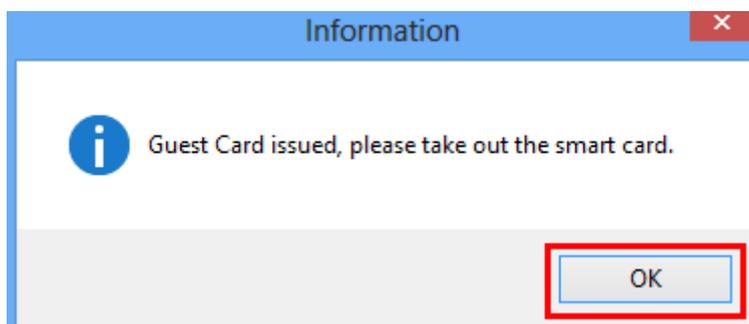
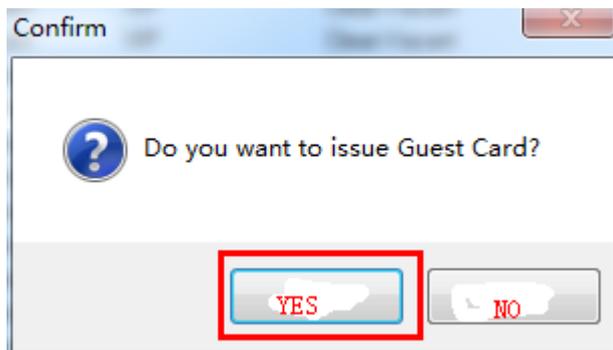
All Rooms Single Double

Door Name	Door ID	Open Dura...	Total C...	Total Reco...	Guest SN	Total Guests	Room Type	Room Status
1001	100001	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
1002	100002	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
1003	100003	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
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)

Door Name	Door ID	Open Dura...	Total C...	Total Reco...	Guest SN	Total Guests	Room Type	Room Status
1001	100001	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
1002	100002	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
1003	100003	3(Sec.)	50	414	0	Vacant	Single	Clean Vacant
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



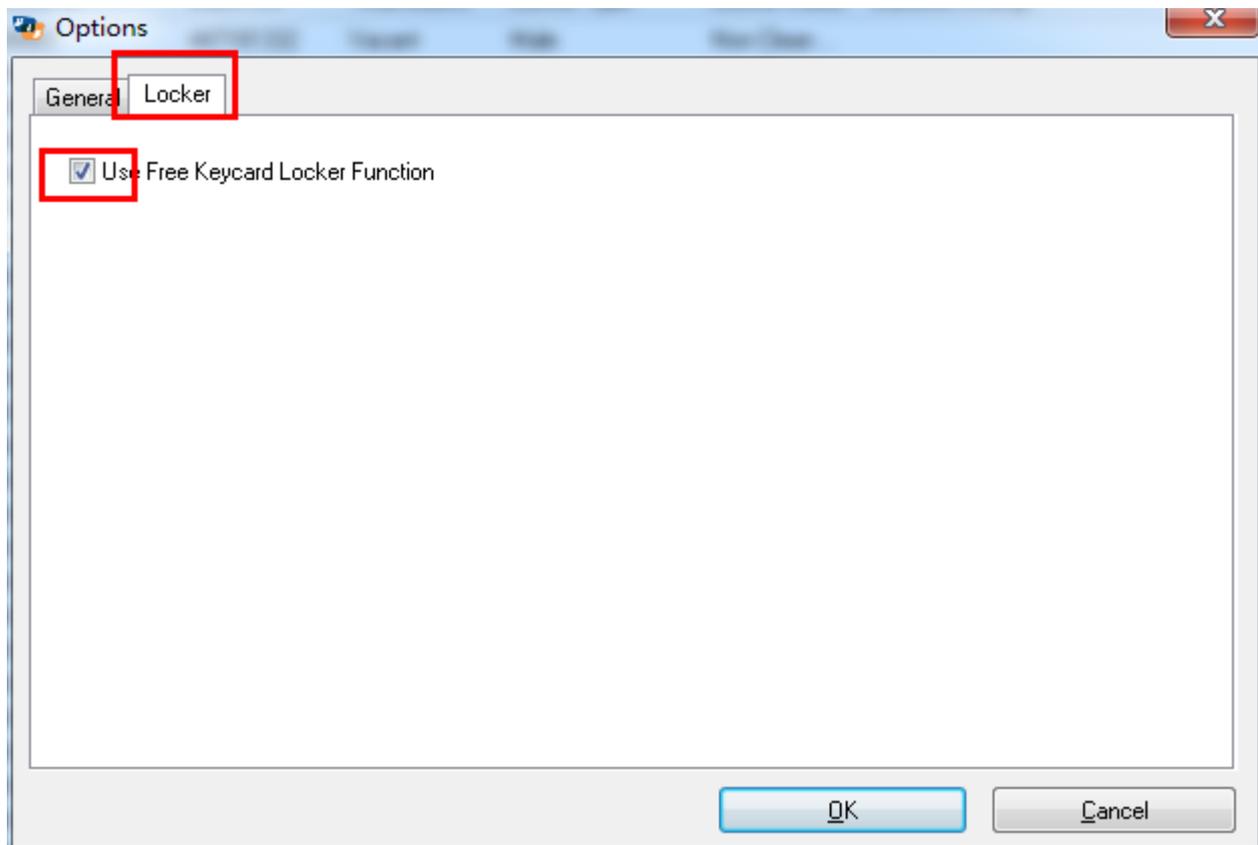
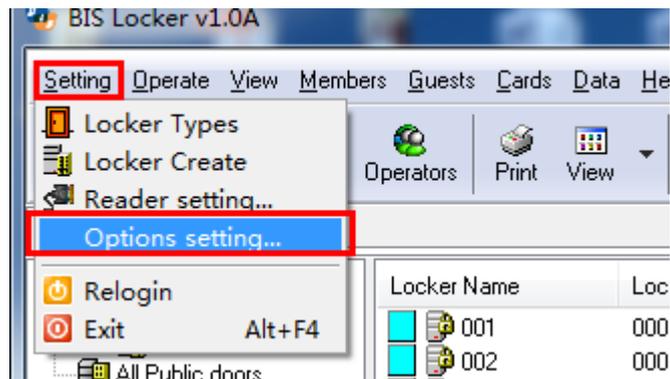
Guest card is done, then take this card to the corresponding locker, try to open the lock. Green light and 1 beep, motor run from the lock, so you can open the locker. It will lock after 4 second automatically.

## 8. Self select function ( S1=D)

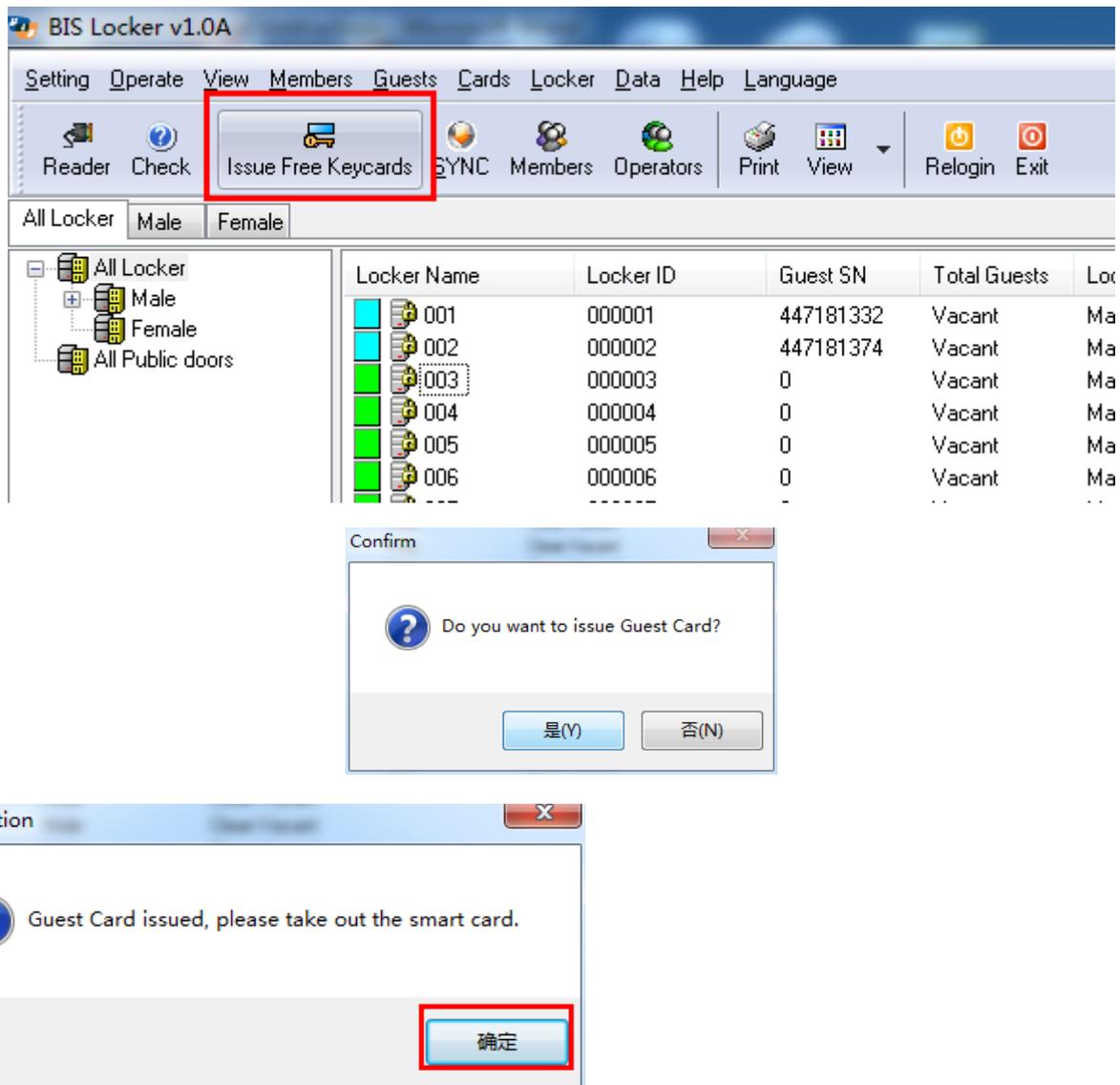
Self select function occupies sector 14, so make sure your cards have been encrypted, otherwise there will be error when programming the card.

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

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



## 8.2. Program Key card with self select function



## 8.3. Operation 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.

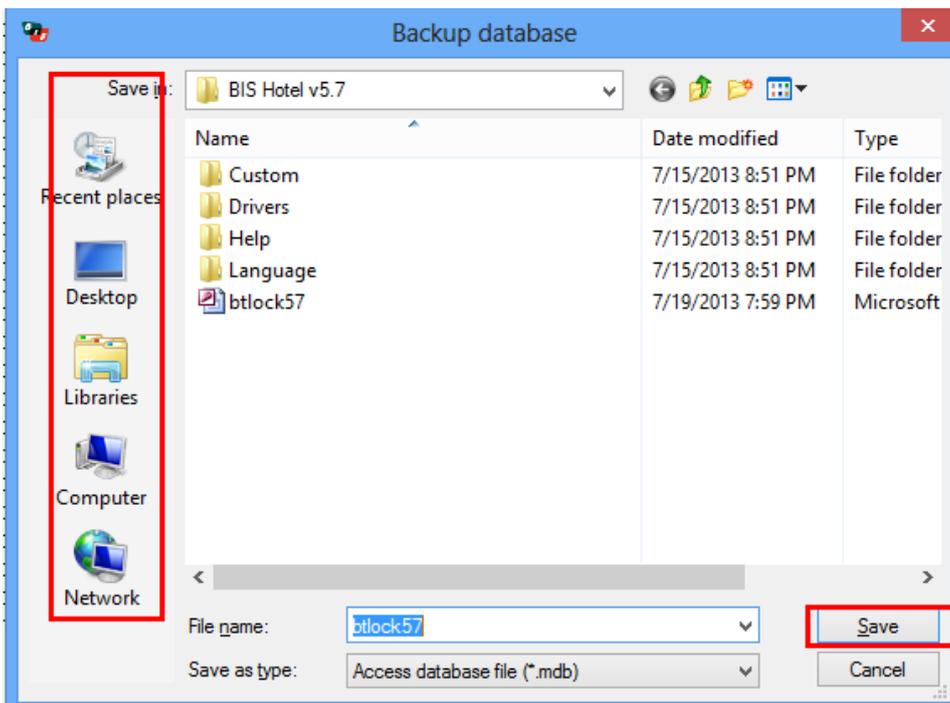
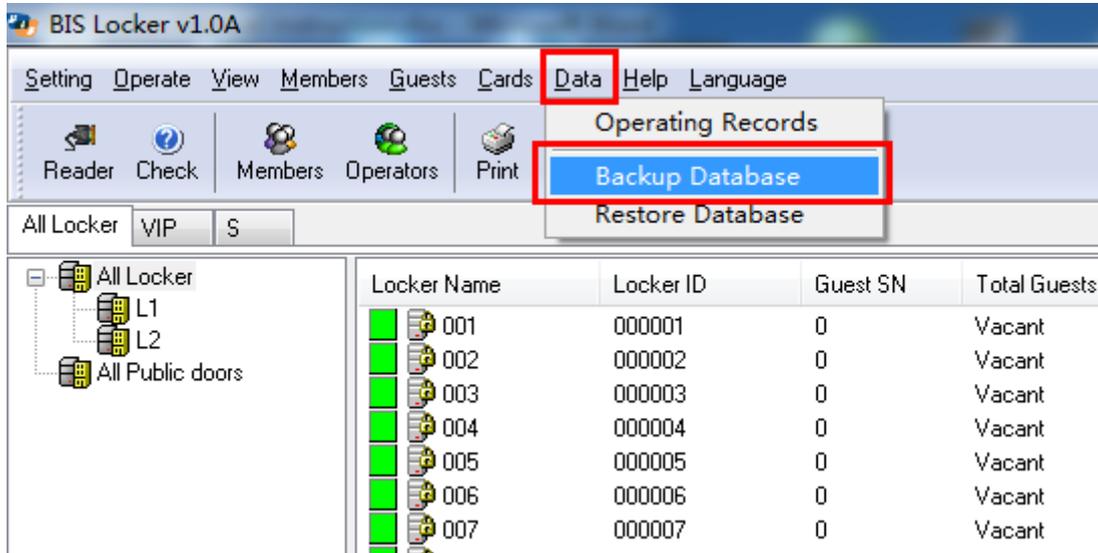
### 8.3.2. Unlock the locker

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.

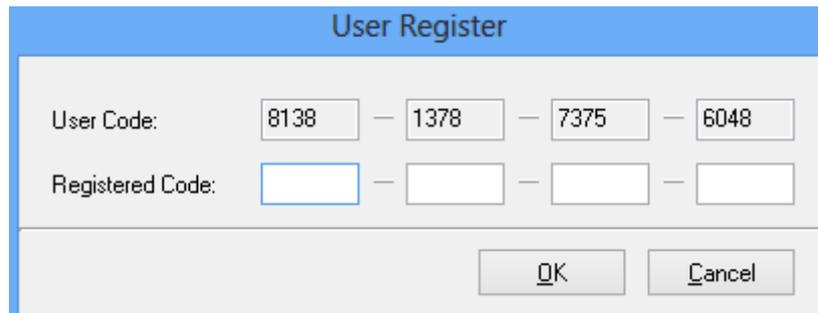


It is necessary to back up the database to another place, such as another computer or USB storage, in case that the computer is broken, you can get the back up in other place.

## 10. Software registration

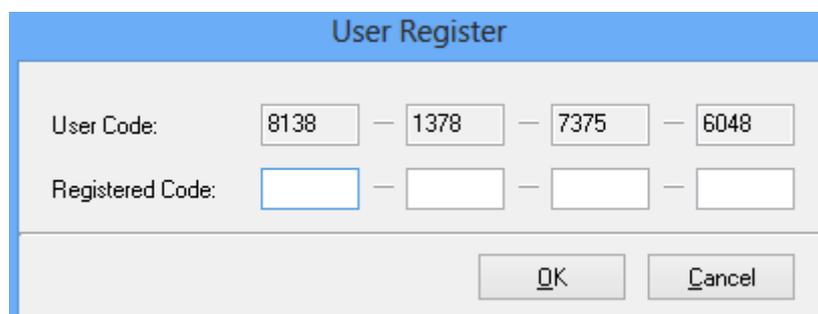
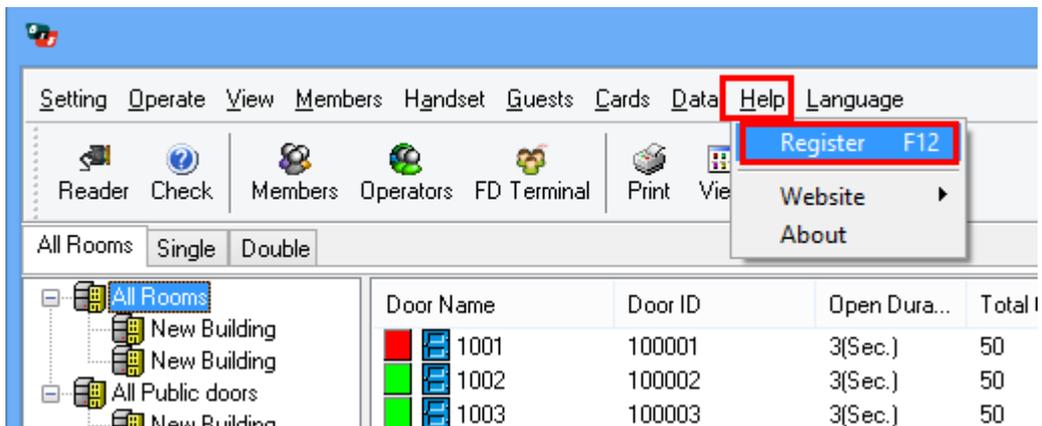
Normally, there will be user register in 30 days after you install the software. In that case, you need to have the software registered; so please send this user code to Be-Tech for a registered code. Otherwise, you can't use the software anymore out of 30 days.

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



The "User Register" dialog box contains two rows of input fields. The first row is labeled "User Code:" and contains four text boxes with the numbers 8138, 1378, 7375, and 6048. The second row is labeled "Registered Code:" and contains four empty text boxes. At the bottom right, there are two buttons: "OK" and "Cancel".

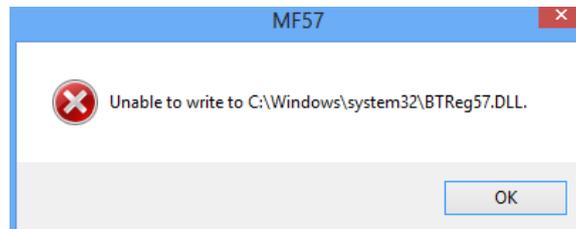
If you want to have the software registered after software installed, you can click "Help" and "Register", then you will see the "User register"



This is a duplicate of the "User Register" dialog box shown above, featuring the same "User Code" and "Registered Code" input fields and "OK"/"Cancel" buttons.

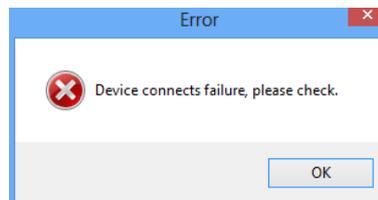
## 11. Trouble and Shooting

### 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.

