SMARTENTRY Local Encoder Using Instruction

Contents:

1 INSTALL LOCAL ENCODER PLUG-IN

1) Plug the local encoder into the computer, enter "System -> Tool" , click "Install" to install the local encoder client.

📌 If the computer is installed with anti-virus software, please choose to allow access to the computer.
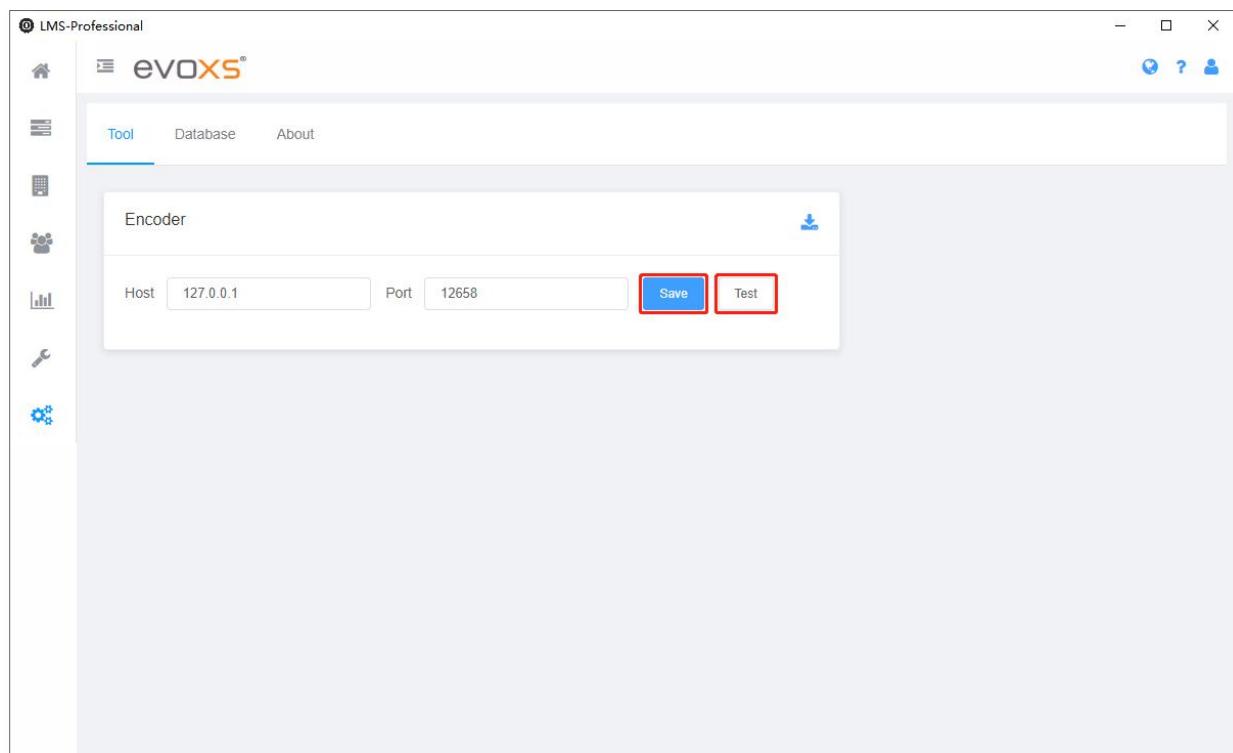

2) Click "Save", then click "Test", if the test is successful, the local encoder is available in this system.

2 OPERATE CARD

2.1 Card type

| Name of cards	Instruction
Blank Card	Card after initialization.
user card	After authorization, the designated room door locks, passage locks and special locks shall be opened within validity period and used by the customers.
staff card	After authorization, the designated room door locks, passage locks and special locks shall be opened within validity period and used by the operators and staffs.
emergency card	Open all the locks in the system within validity period.
blacklist card	Write the specified users into the lock as a blacklist, and then these users cannot open the lock. Up to 56 blacklists can be reported lost at a time.
whitelist card	Remove the specified users from the blacklist. Up to 84 blacklists can be dereported at a time.
construction card	It is allowed to open all the locks before initialization, which is convenient for the installation of locks.

2.2 Read card
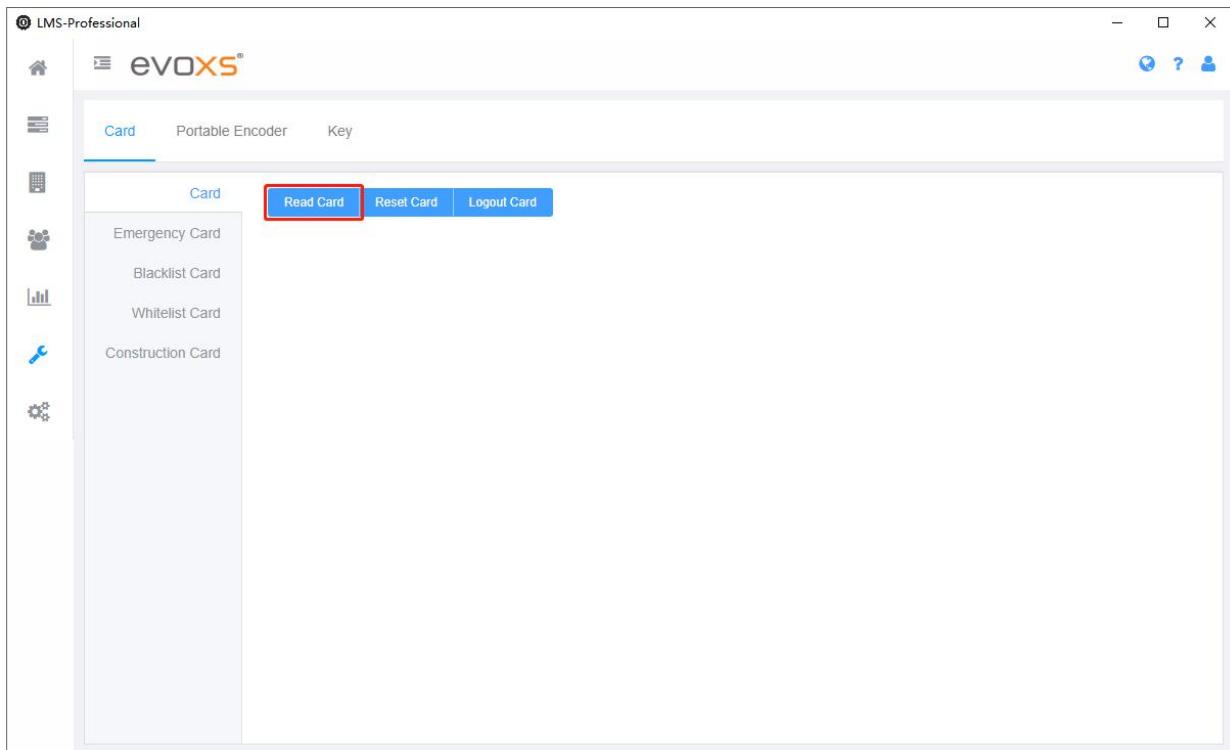
1) Enter the card interface, put the card on the local encoder and click "Read Card".
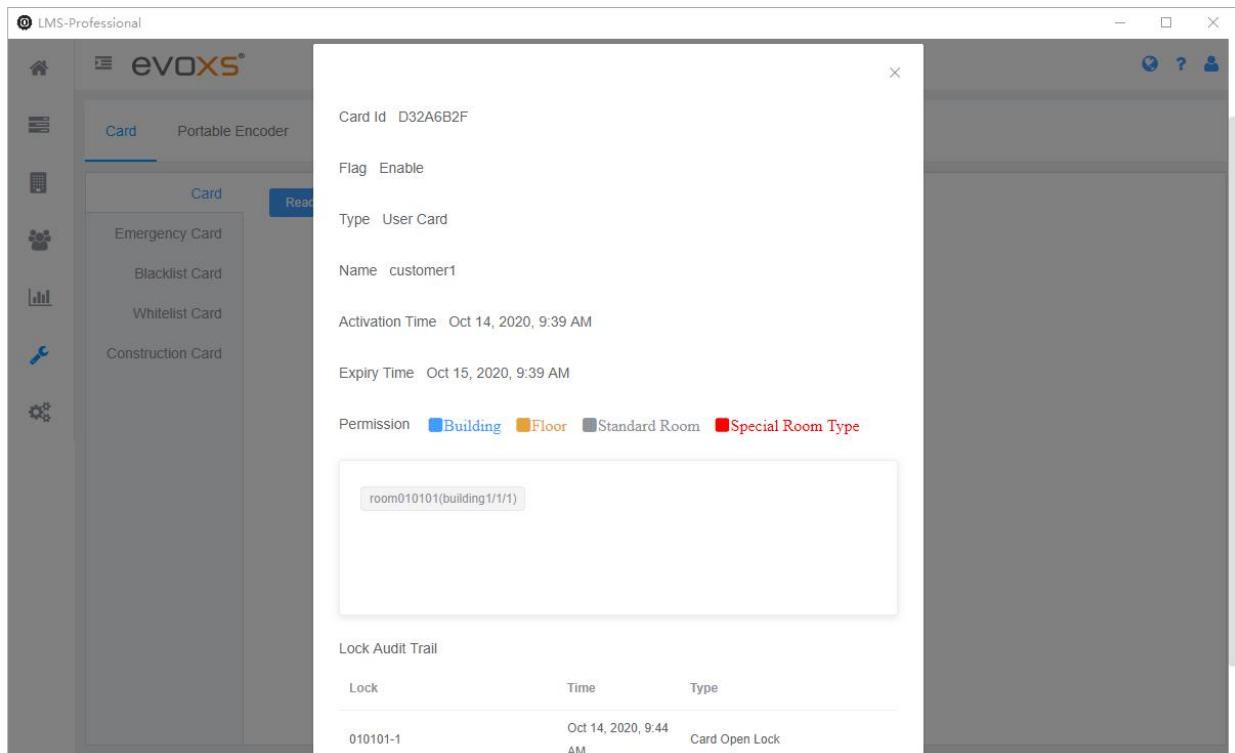
2)   Read the basic information of the card in the project. The factory blank card must be registered as the card of the project before it can be read. The success event of unlocking is recorded in the card, and the event is read at the same time when reading the card.

2.3 Reset card
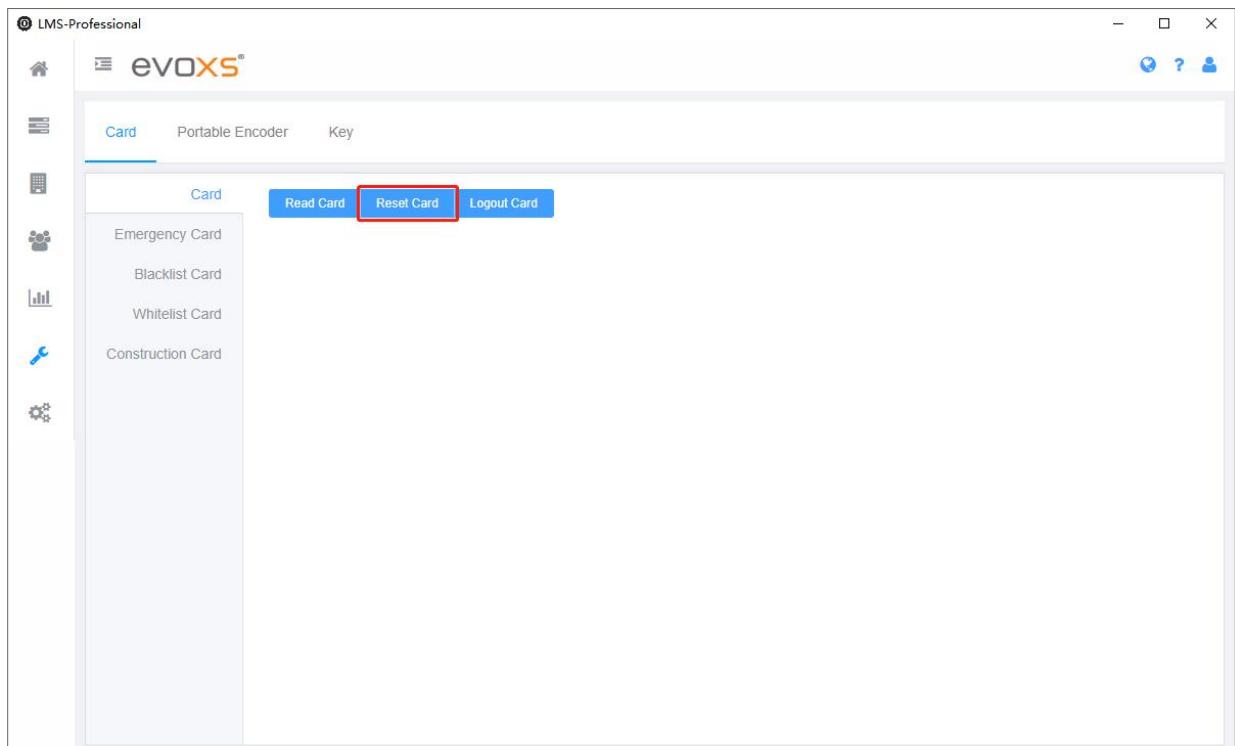
1)   Put the card on the local encoder and click "Reset Card". Register the factory blank card as the blank card of the project or reset the card of the project to the blank card. When resetting the card, if it is bound to an operator / staff, it will be unbound.

## 2.4 Logout card
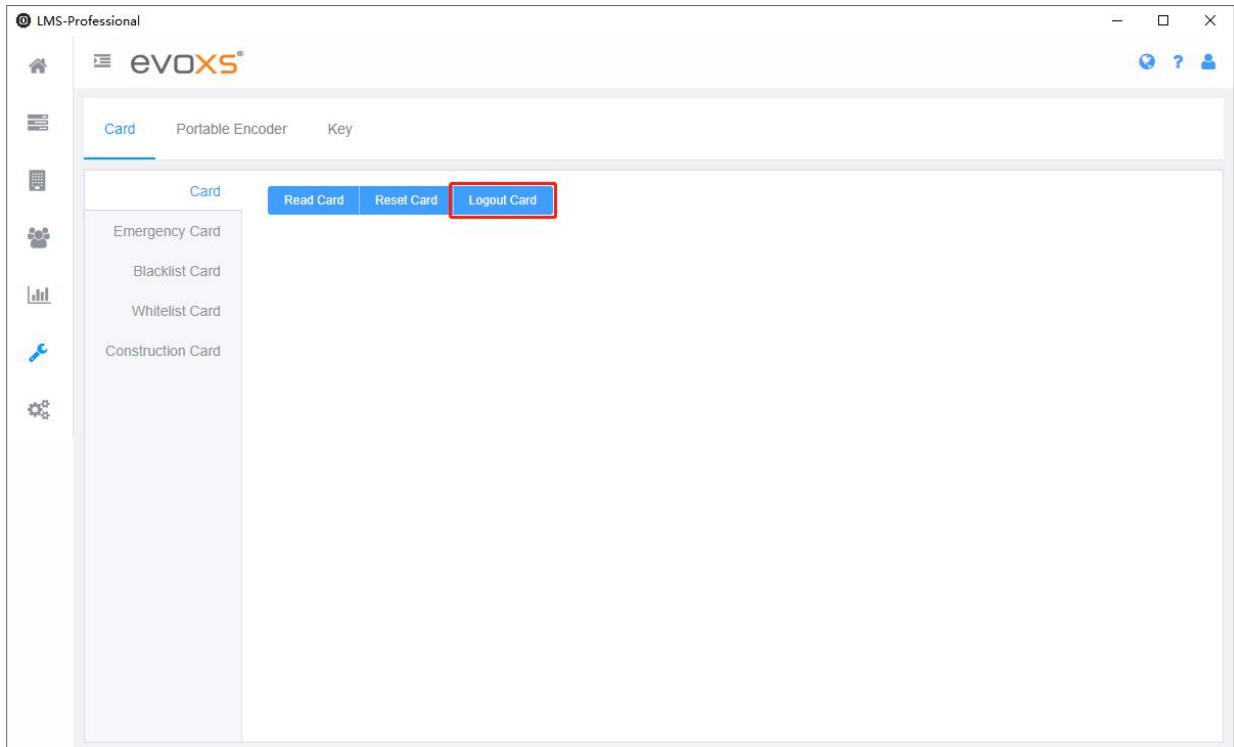
1) Put the card on the local encoder and click "Logout Card". Logout the card of the project to become factory blank card. Then the card after loging out can be used in other projects. When logout the card, if it is bound to an operator / staff, it will be unbound.

2.5 User card

2.5.1 Create user card
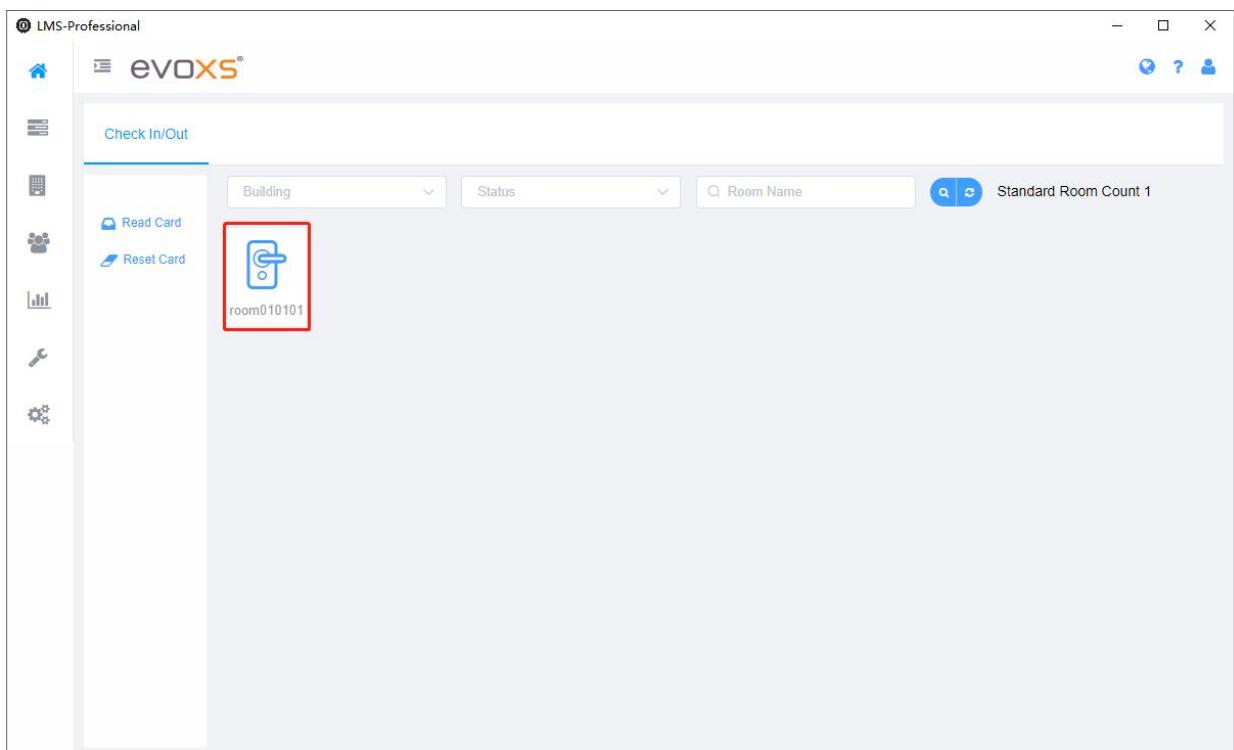
1) Double-click the room you want to authorize in the Workbench.
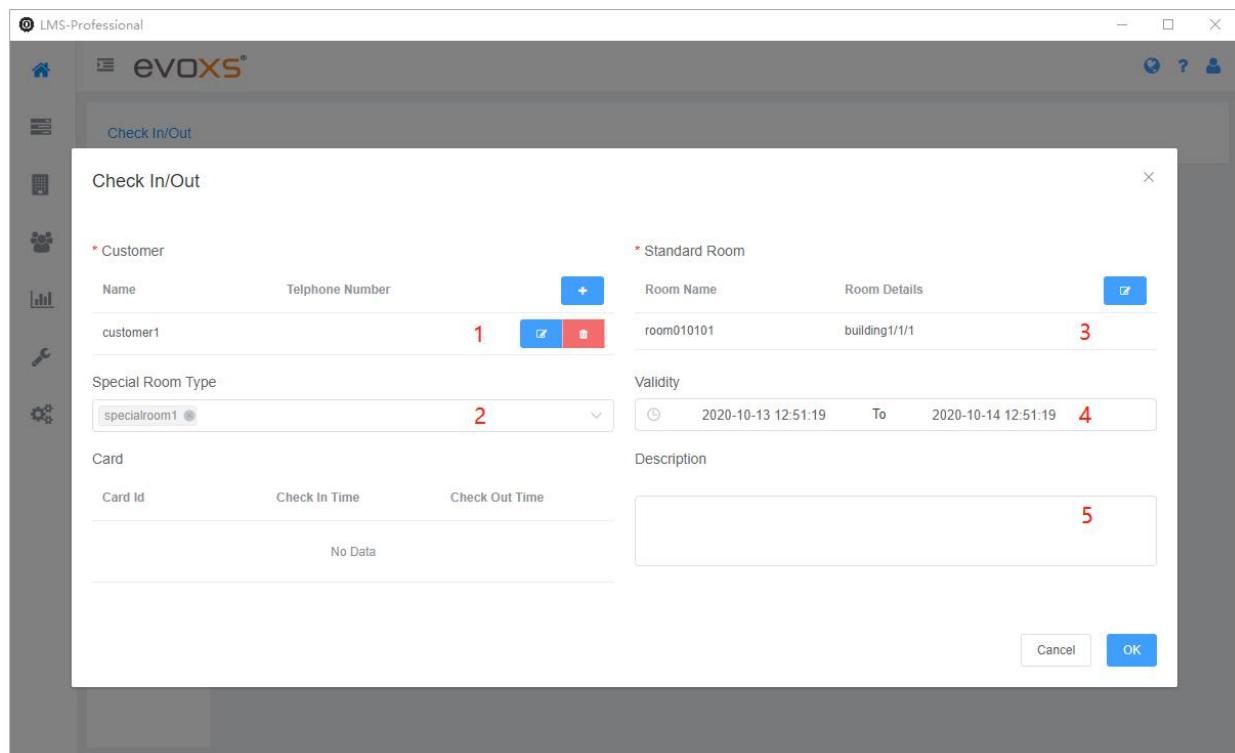
1.   Create customer information

2.   Choose special room type

3.   Choose Room name and Room No.

4.   Choose the validity time of the order

5.   Description of order

2)   Click "OK" to create the order.
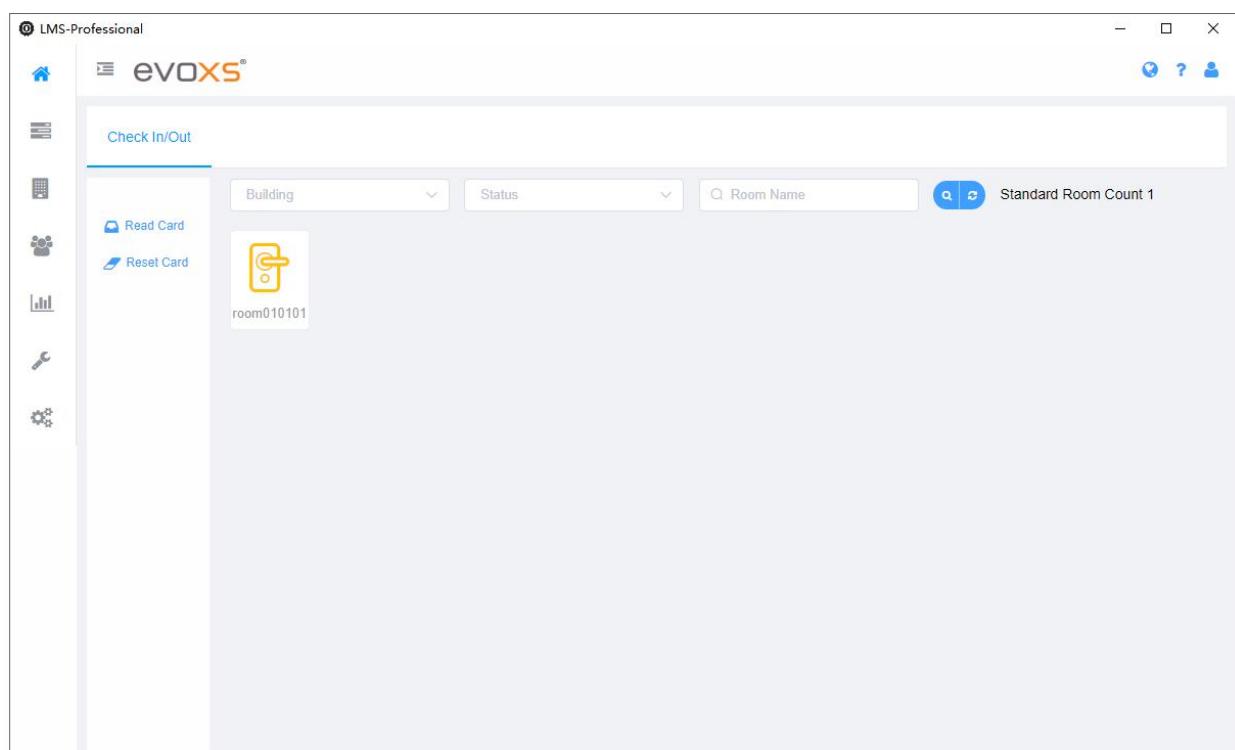
3)   Finished check in, the state of the room changed to "Occupied".
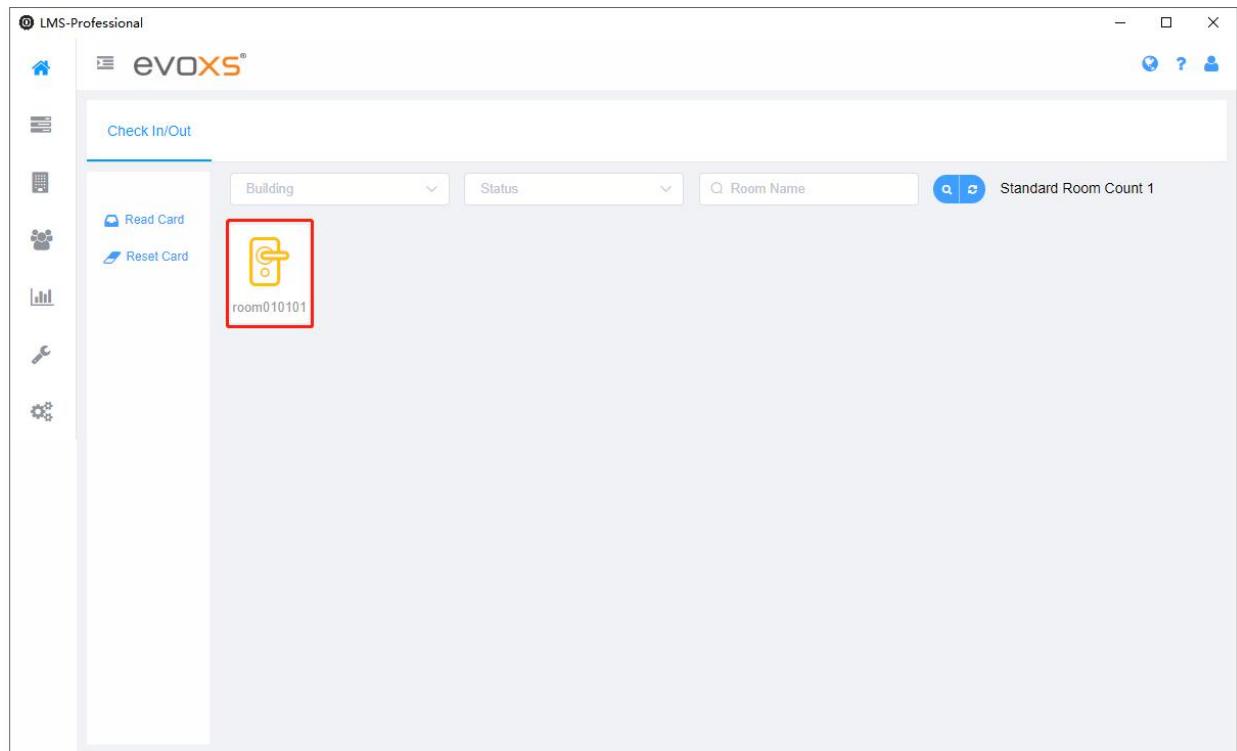
4) Double-click the room you want to create card in the Workbench.
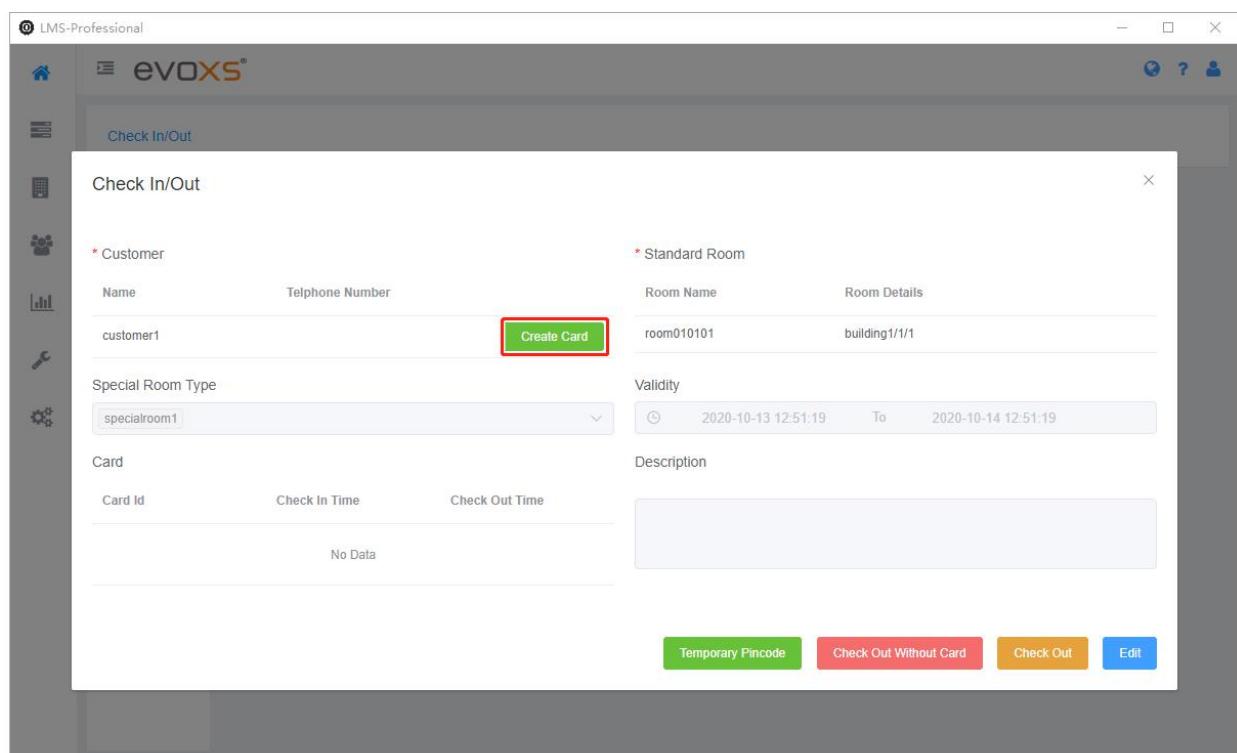
5) Put a card on the local encoder, then click "Create Card".

2.5.2 Check Out
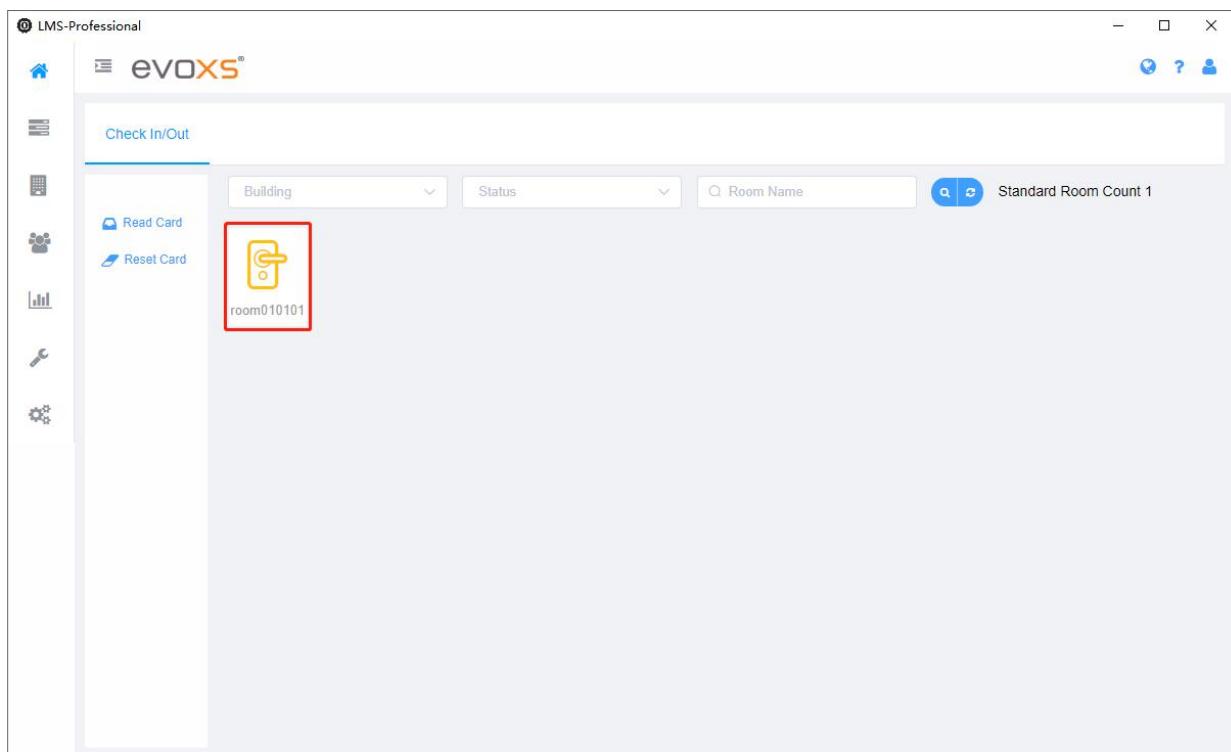
1) Double-click the room you want to check out in the Workbench.
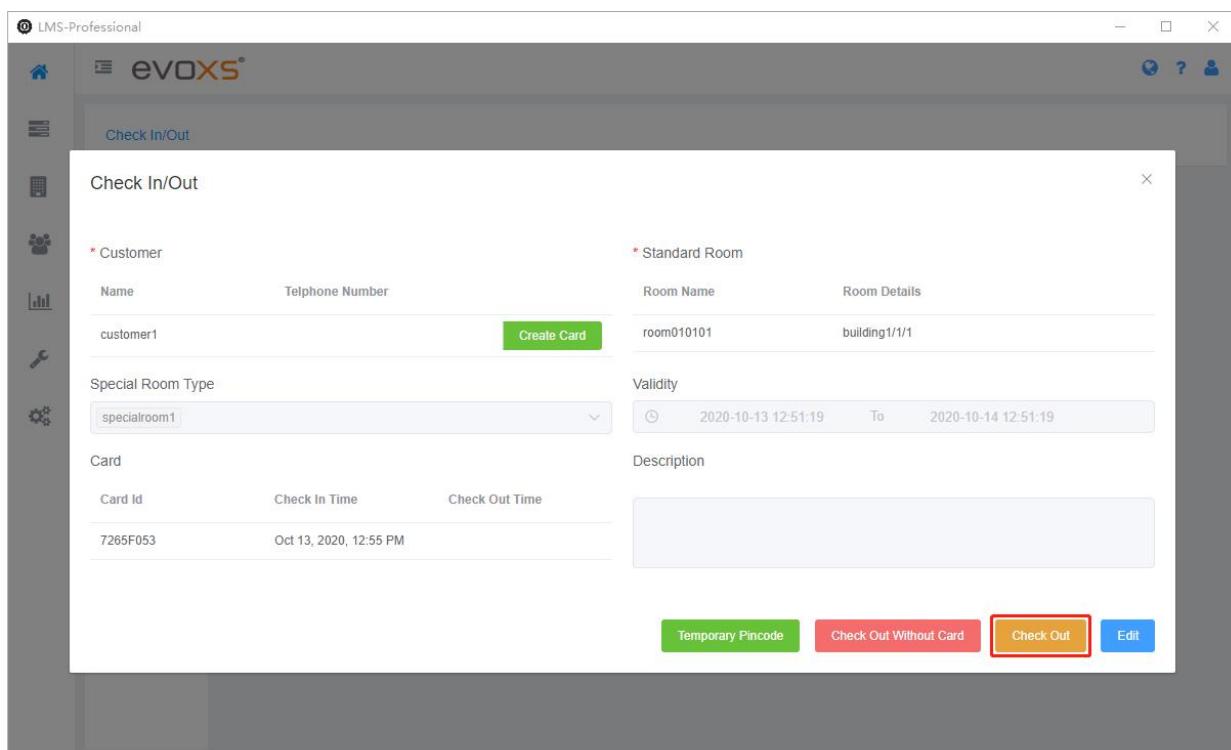
2) Put the card on the local encoder, then click "Check Out".

2.6 Staff card

### 2.6.1 Bind / unbind card

1） Enter the operator interface, put the card on the local encoder and click "Bind Card". When the permission save in the lock, the bind card function is used to bind a factory blank card with the operator. After binding, the permisiion is synchronized into the lock by portable encoder. After the synchronization is successful, the operator can use this card to open the lock.
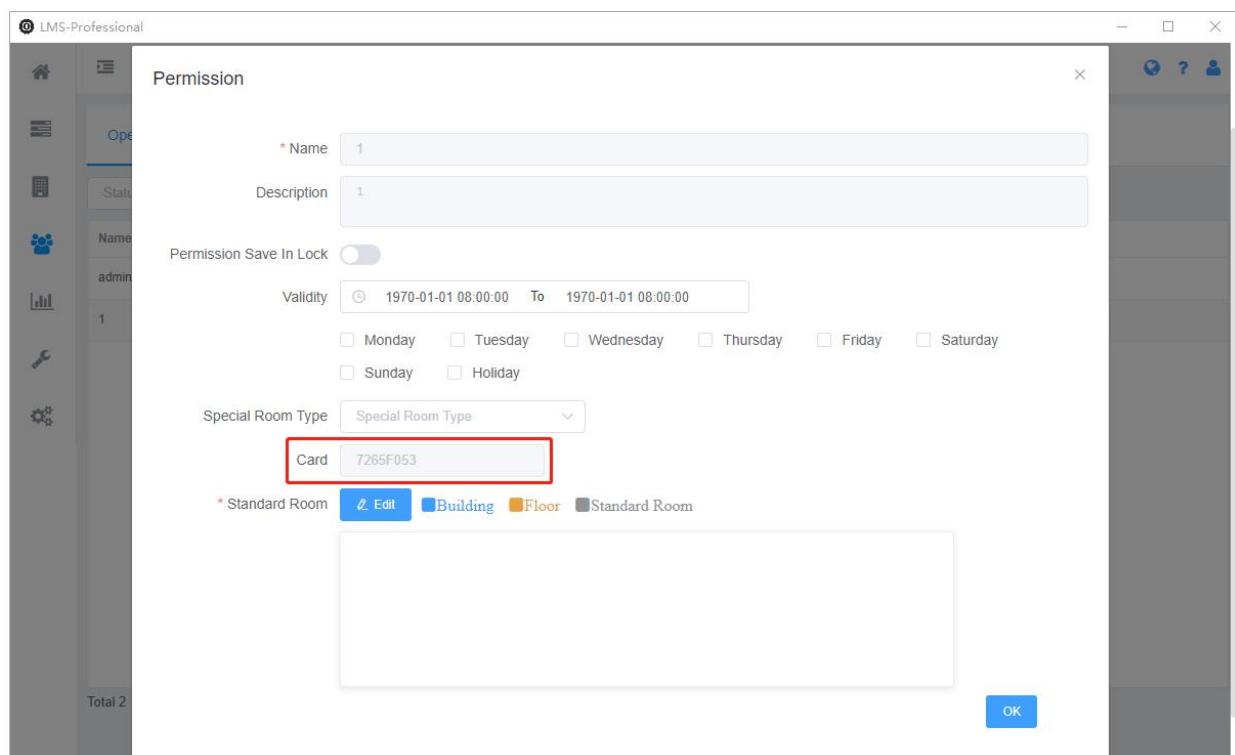
2） After successful binding, the card ID bound to the operator can be viewed in the permission form.
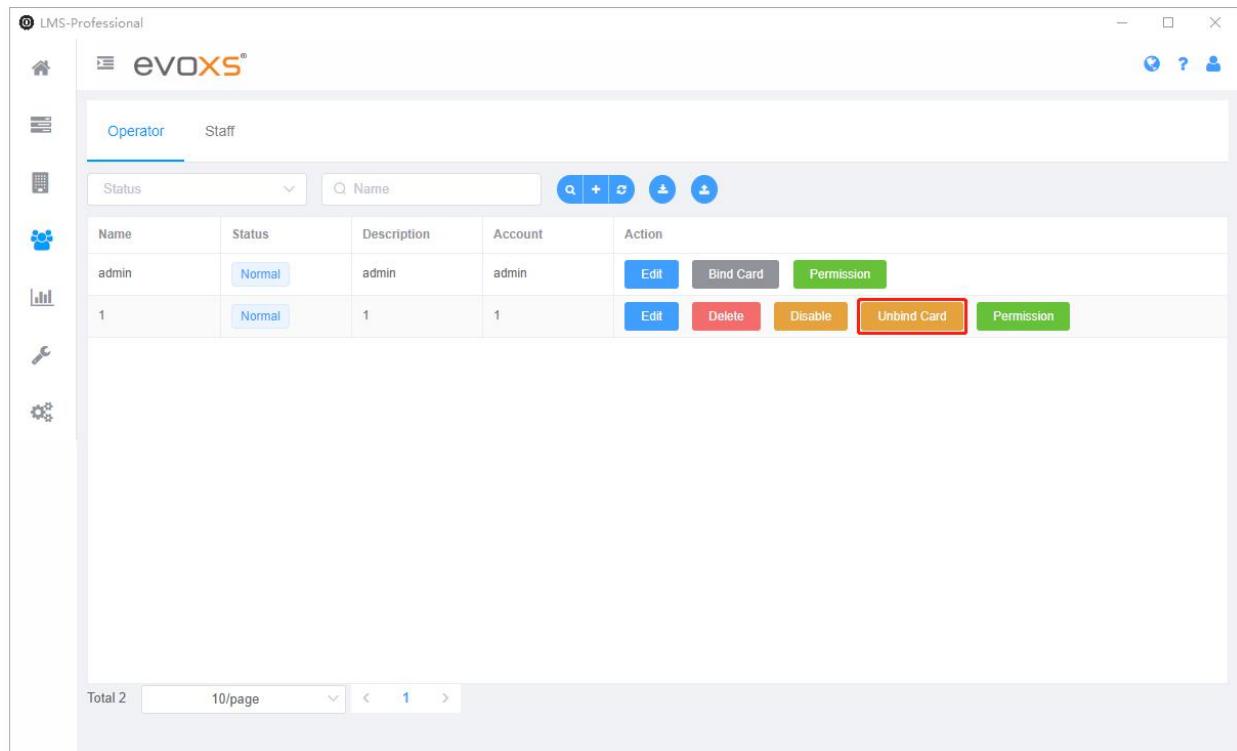
3） Enter the operator interface, put the card on the local encoder and click "Unbind Card". If you need to use another card to create staff card for the same operator, you need to unbind the previous card before creating a new card, otherwise you will get the error message "The user is using another card".

2.6.2 Create staff card
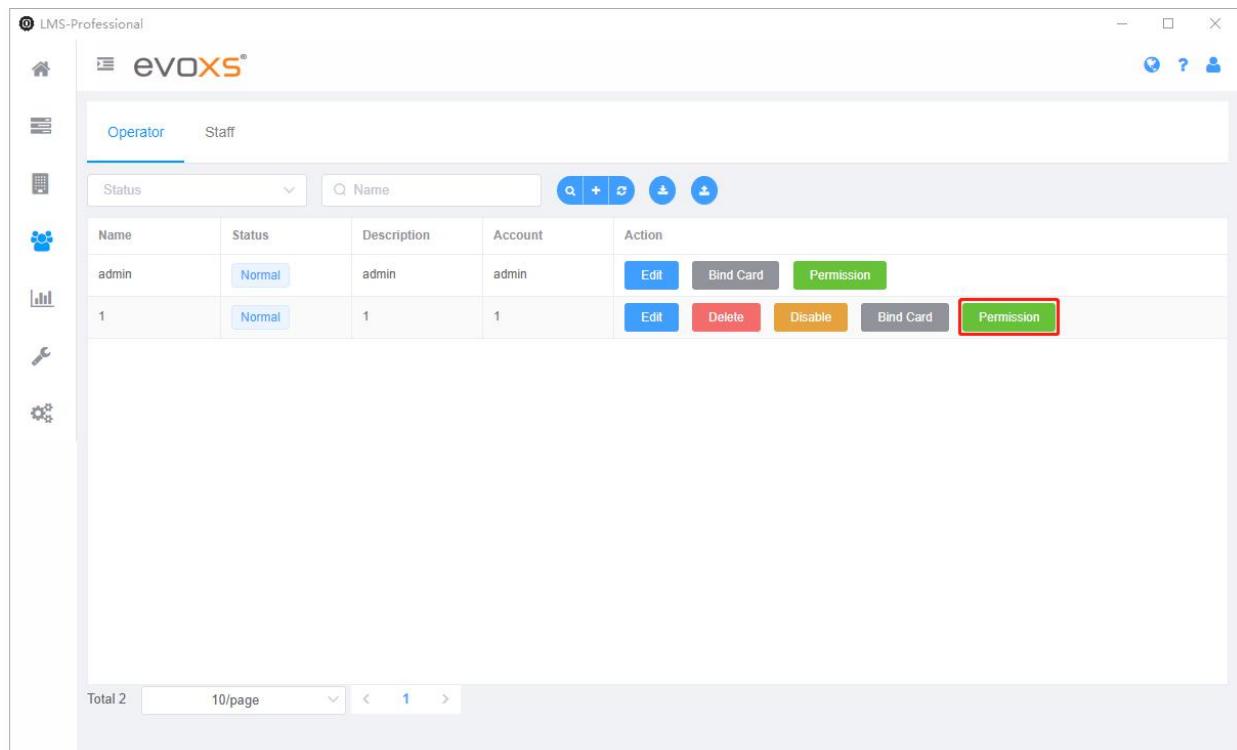
1） Click "Permission" to to enter the permission form, you can edit permission information and create staff card.
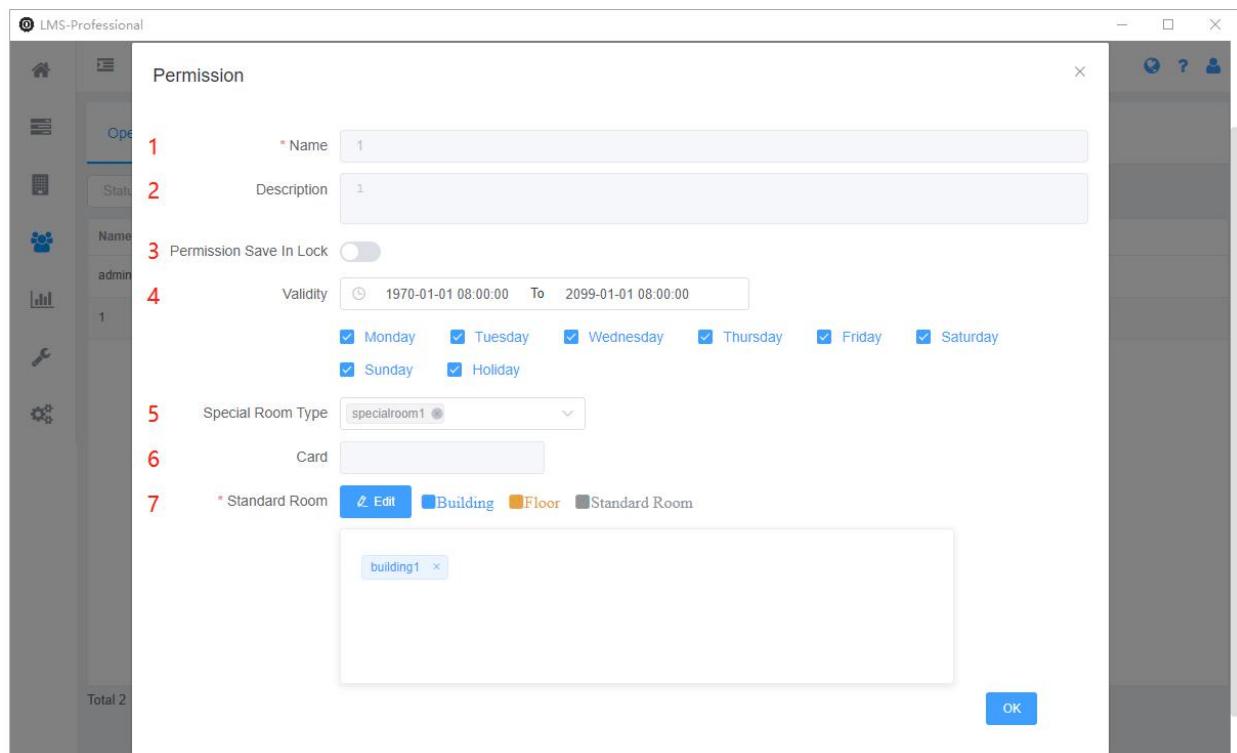
1. Operator's name

2. Operator's descripton

3. Permission save in lock: After opening and synchronizing the lock, the permission will save in lock

4. Validity: the validity period of the permission

5. Select the special room type that the operator has permission to open

6. Card ID

7. Select the standard room that the operator has permission to open

2) Click "OK" to complete the permission editing.
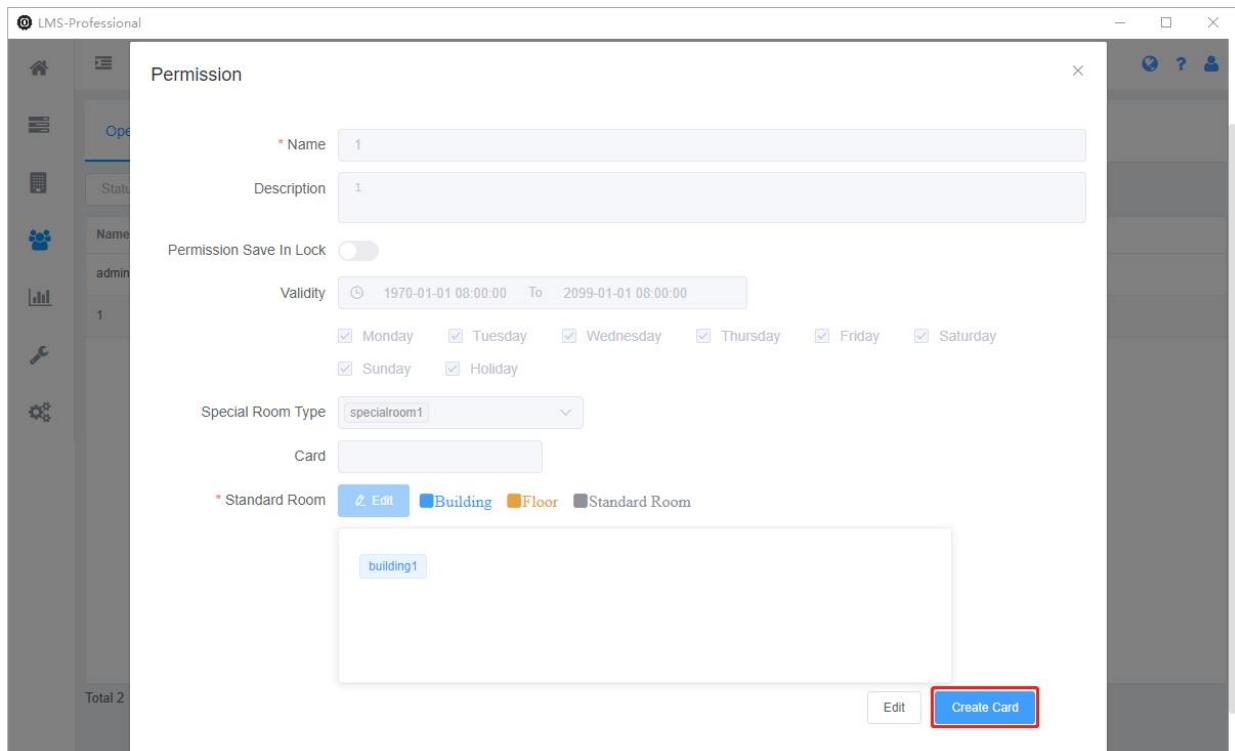
3) Put the card on the local encoder and click "Create Card". Create card is to save permission in the card. When creating the staff card, the card will be automatically bound with the operator, and then the operator can only use the card bound with him to create the staff card.

2.7 Create emergency card
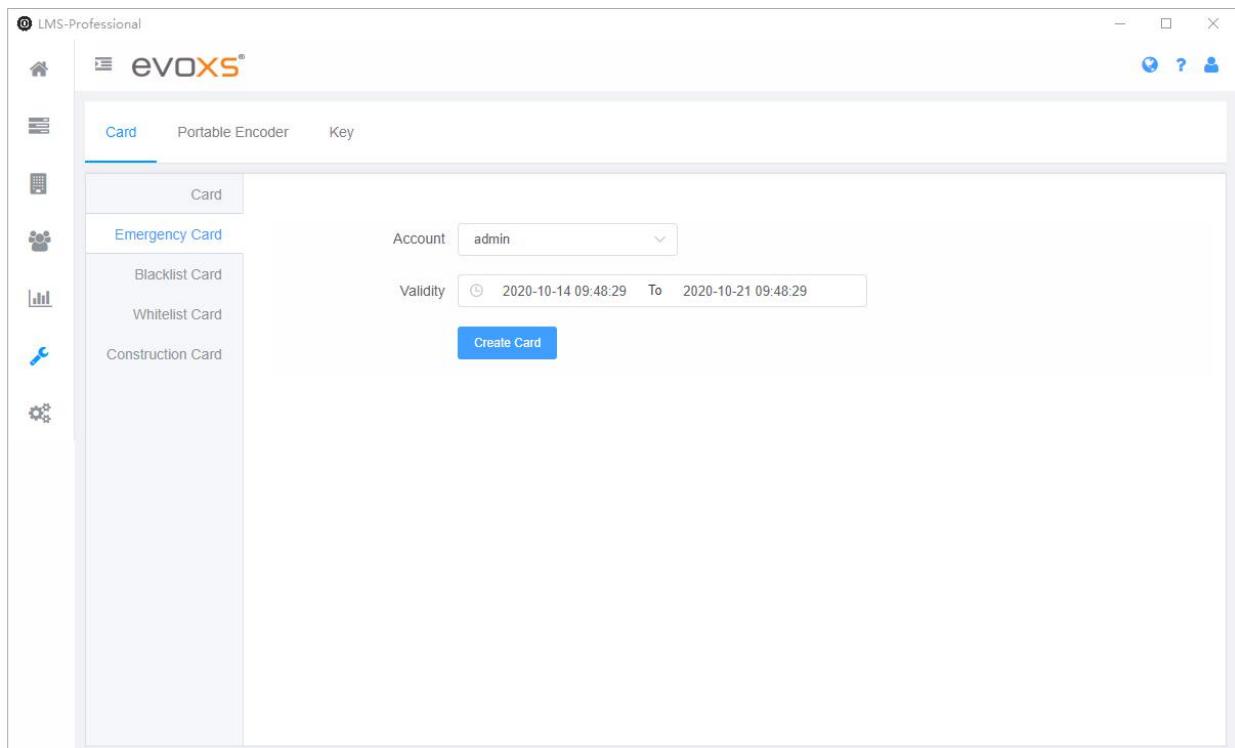
1) Enter the emergency card interface, put the card on the local encoder and click "Create Card". The validity of the emergency card can be customized. Users of the card shall be selected before creating, and the emergency card can only be used by software operators and staffs. The factory blank card must be registered as the card of the project before it can be created as the emergency card.

2. 8 Create blacklist card

2. 8. 1   Report the loss of user in task

1)   In the tasks interface, disable the task of the user who needs to report the loss.
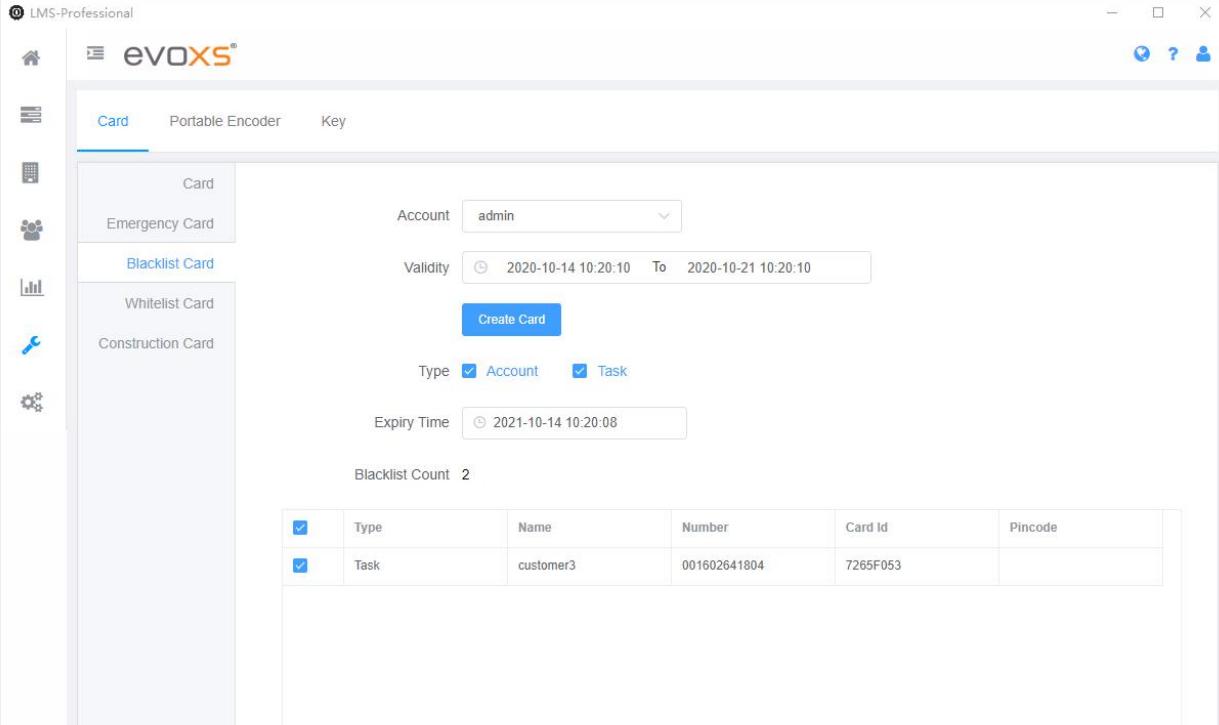
2)   Enter the blacklist card interface, put the card on the local encoder, add the users to the blacklist and click "Create Card". The validity of the blacklist card and expiry time of the blacklist can be customized. Users of the card shall be selected before creating, and the blacklist card can only be used by software operators and staffs. The factory blank card must be registered as the card of the project before it can be created as the blacklist card. For the same user, its user

number, card number and pincode are blacklists, not a blacklist. The same order may contain multiple locks, multiple cards and multiple users. If the blacklist is added, the number of blacklists is cumulative, not the same. When creating a blacklist card, the number of blacklists will be displayed on the interface. Due to the limitation of the number of blacklists in the card, a maximum of 56 blacklists can be reported at one time. If the number of blacklists exceeds 56, multiple blacklist cards need to be created, or the blacklist can be synchronized into the lock with APP at one time (there is no limit on the number of blacklists synchronized with APP).

3) Close the blacklist card to the lock, the blacklist is written into the lock, then the users in the blacklist cannot open the lock with card and pincode. Use the card held by the users in the blacklist to open the lock that has been written into the blacklist, the flag in the card becomes disable, the card cannot open any lock unless the user is removed from the blacklist and the user card is created again.

## 2.8.2 Report the loss of operator / staff

1) In the accounts interface, disable the operator / staff who needs to report the loss.


2) Enter the blacklist card interface, put the card on the local encoder, add the operators / staffs to the blacklist and click "Create Card". The validity of the blacklist card and expiry time of the blacklist can be customized. Users of the card shall be selected before creating, and the blacklist card can only be used by software operators and staffs. The factory blank card must be registered as the card of the project before it can be created as the blacklist card. For the same user, its user number, card number and pincode are blacklists, not a blacklist. The same order may contain multiple locks, multiple cards and multiple users. If the blacklist is added, the number of blacklists is cumulative, not the same. When

creating a blacklist card, the number of blacklists will be displayed on the interface. Due to the limitation of the number of blacklists in the card, a maximum of 56 blacklists can be reported at one time. If the number of blacklists exceeds 56, multiple blacklist cards need to be created, or the blacklist can be synchronized into the lock with APP at one time (there is no limit on the number of blacklists synchronized with APP).


3) Close the blacklist card to the lock, the blacklist is written into the lock, then the operators / staffs in the blacklist cannot open the lock. Use the card held by the operators / staffs in the blacklist to open the lock that has been written into the blacklist, the flag in the card becomes disable, the card cannot open any lock unless the user is removed from the blacklist and the staff card is created again.

2.9 Create whitelist card
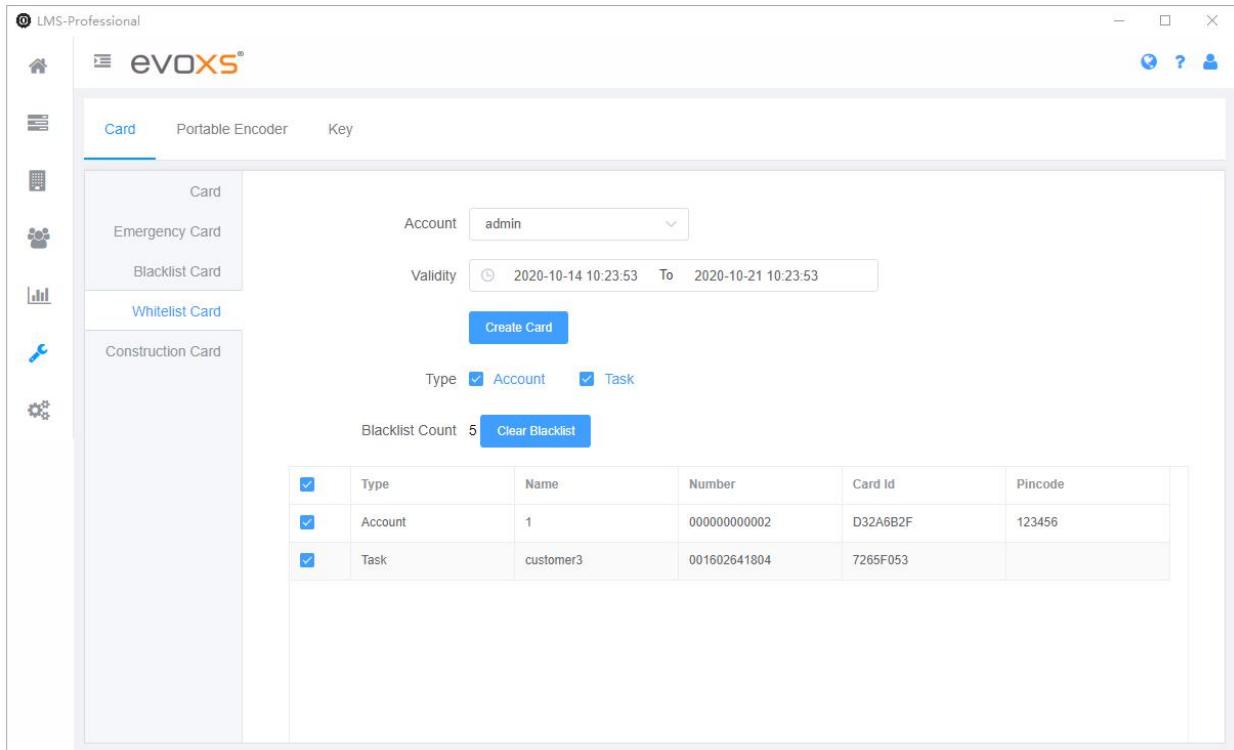
1)   Enter the whitelist card interface, put the card on the local encoder, add the users / operators / staffs to the blacklist and click "Create Card". The validity of the whitelist card can be customized. Users of the card shall be selected before creating, and the whitelist card can only be used by software operators and staffs. The factory blank card must be registered as the card of the project before it can be created as the whitelist card. For the same user, its user number, card number and pincode are blacklists, not a blacklist. The same order may contain multiple locks, multiple cards and multiple users. If the blacklist is added, the number of blacklists is cumulative, not the same. When creating a whitelist card, the number of blacklists will be displayed on the interface. Due to the limitation of the number of blacklists in the card, a maximum of 84 blacklists can be dereported at one time. If the number of blacklists exceeds 84, multiple whitelist cards need to be created, or the blacklist can be synchronized into the lock with APP at one time (there is no limit on the number of blacklists synchronized with APP).

2)   Close the whitelist card to the lock, delete the specified users / operators / staffs from the blacklist, then the users / operators / staffs can open the lock.

3)   Users who have released the report of loss can manually remove them from the blacklist. Clear blacklist means to restore the status of order or operators / staffs from disable to normal, same function as manually enable orders or operators / staffs.

4) Enable the orders in the tasks interface, and users in the order will be removed from the blacklist.
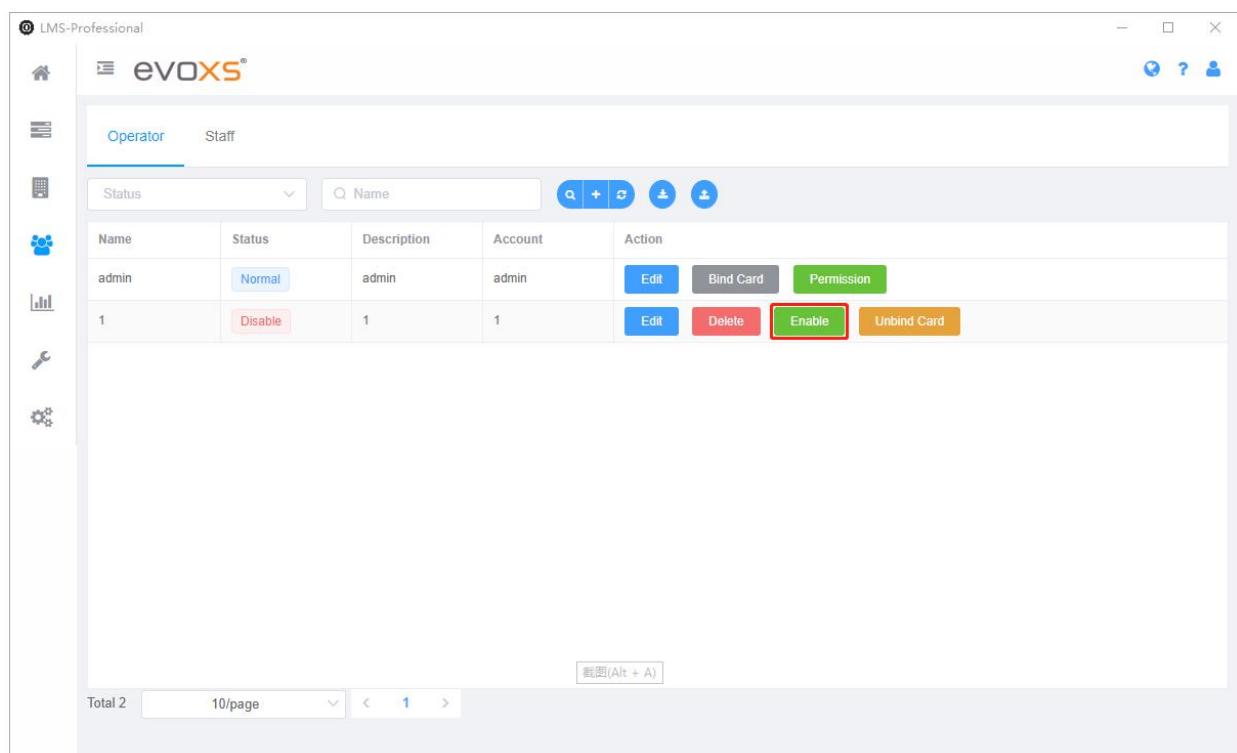
5) Enable the operators / staffs in the accounts interface, and the operators / staffs will not be displayed in the blacklist.

2. 10   Create construction card
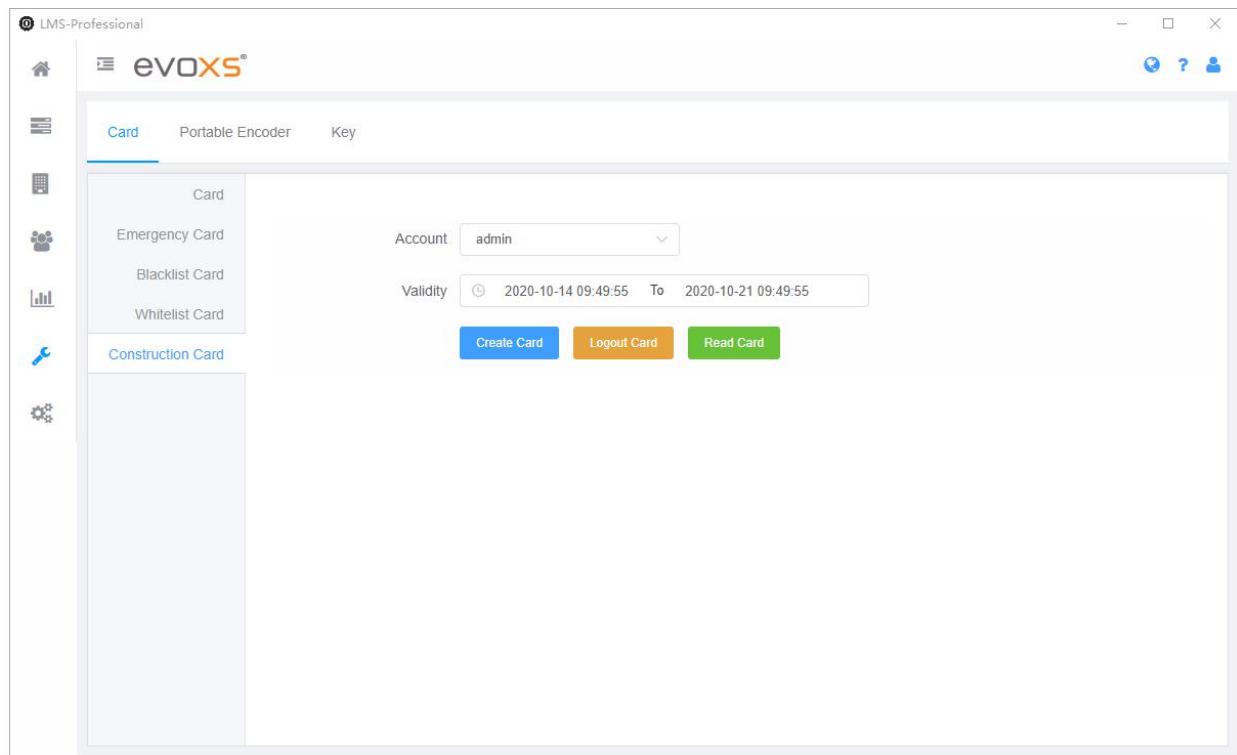
1)   Enter the construction card interface, put the card on the local encoder and click "Create Card". The validity of the construction card can be customized. Users of the card shall be selected before creating, and the construction card can only be used by software operators and staffs. The construction card must be created , logged out and read separately. Only factory blank card can be created into construction card, and it will be changed into factory blank card after logged out. The function of the construction card created here is the same as that of the standard construction card when the lock leaves the factory.

3 OPERATE ELECTRONIC KEY

3.1 Key type

1)   The software supports Bluetooth key, NFC key and mini NFC key.

2)   The emergency key can open all cylinders of the project within the validity period.

3.2 Create blank key
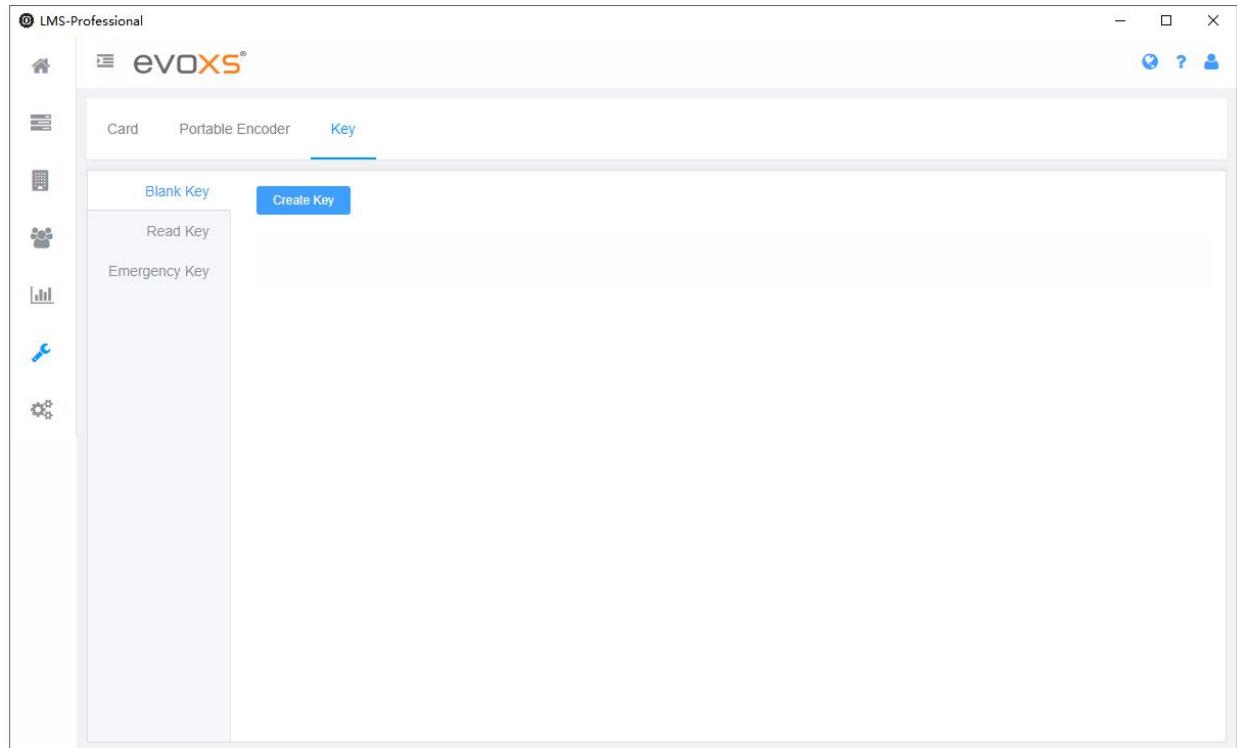
1)   Enter the blank key interface, put the key on the local encoder and click "Create Key". Register the factory key as the blank key of the project or reset the key of the project to the blank key.

3.3 Read key
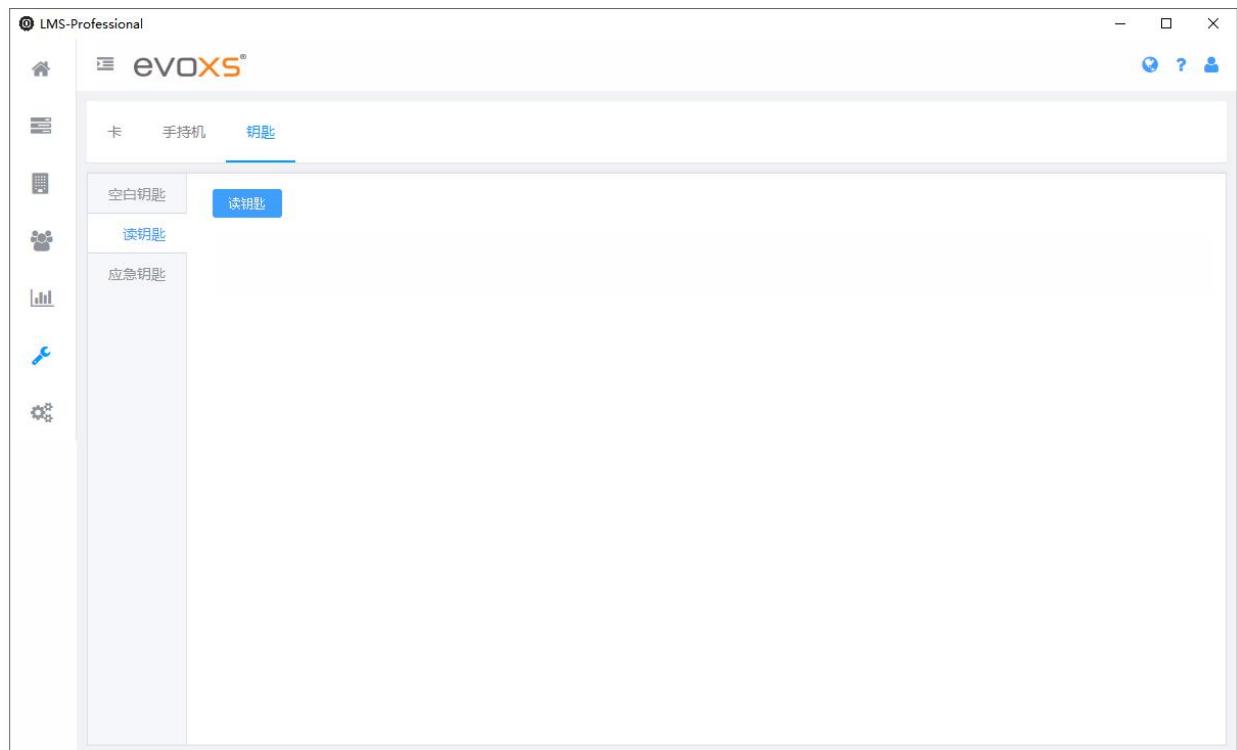
1) Enter the read key interface, put the key on the local encoder and click "Read Key".

2) Read the basic information of the key in the project. The factory key must be registered as the key of the project before reading. The success event of unlocking is recorded in the key, and the event is read at the same time when reading the key.

3.4 Create emergency key
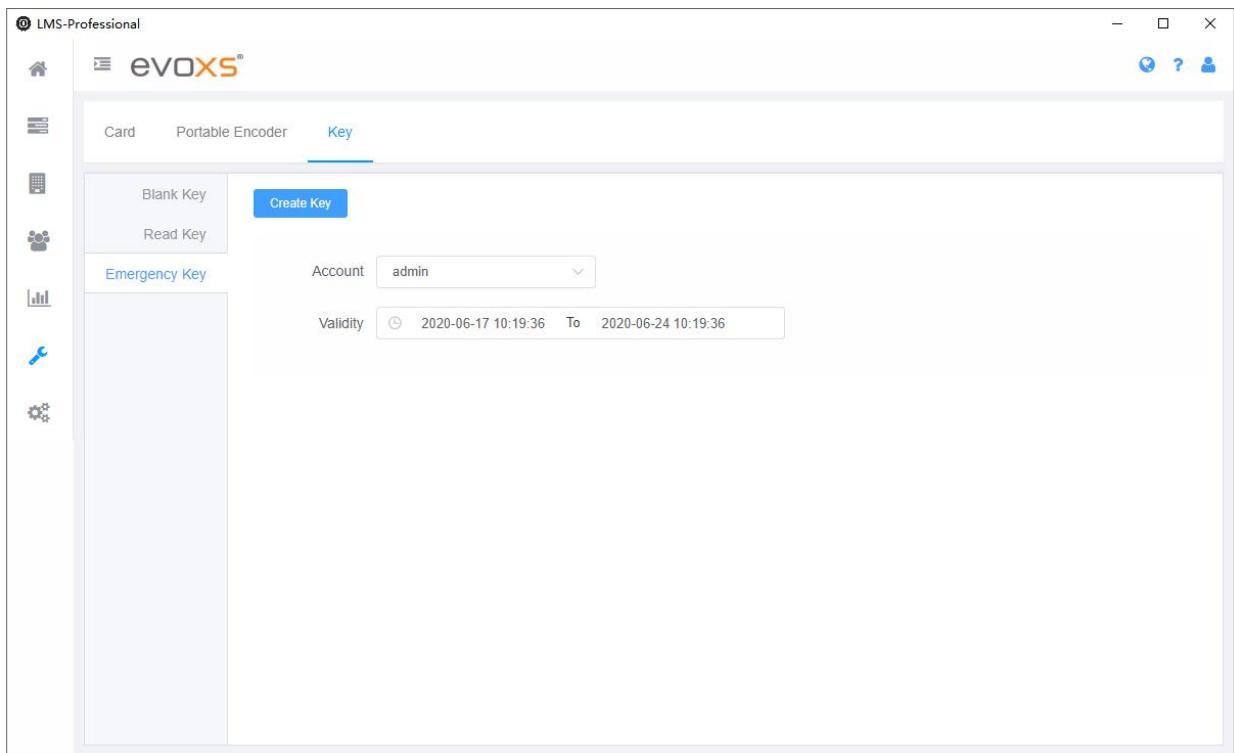
1)   Enter the emergency key interface, put the key on the local encoder and click "Create Key". The validity of the emergency key can be customized. Users of the key shall be selected before creating, and the emergency key can only be used by software operators and staffs. The factory key must be registered as the key of the project before it can be created as the emergency key.

FCC Statement
Please take attention that changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) This device must accept any interference received, including interference that may cause undesired operation.