








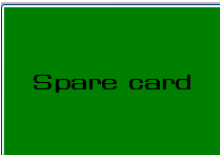
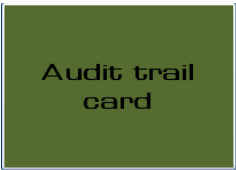



**mcm**






## **Hotel User Manual**




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### 1 Login

Click on the programme icon  and access the programme by entering your **username and password** and selecting the language: Spanish, English and French.



User privileges vary according to the user level (1-4).

### 2 Main screen

This screen displays the programme's six main icons, the functions of which are detailed below:



### 3 Check-in

This simple menu is used to generate the cards for guests staying in the rooms:

The screenshot shows the 'New client' window with the 'Access Authorizations' tab selected. Under 'Door 1', there is a dropdown menu showing 'produccio', 'I+D', and 'prueba2'. Below it are 'Refresh' and 'Make room available' buttons. To the right is an 'area1' field with '>>' and '<<' buttons. Below these are two calendar widgets for 'Initial date' (26/05/2011) and 'End date' (27/05/2011). At the bottom left are time pickers for '11:00:08' and '12:00:00'. To the right of the time pickers are checkboxes for 'Overrides privacy' (checked) and 'ADA'. At the bottom, there is a 'Number of cards to be encoded' field with the value '1', a green circular icon with a red 'G', and three buttons: 'Encode card', 'Card copy', and 'Lost card'. On the right side of the window, there are three more door selection panels for 'Door 2', 'Door 3', and 'Door 4', each with a similar dropdown menu.

To generate the card simply select the **room** and then the **days** the guest is staying for on the calendar. The following customer options are also available:

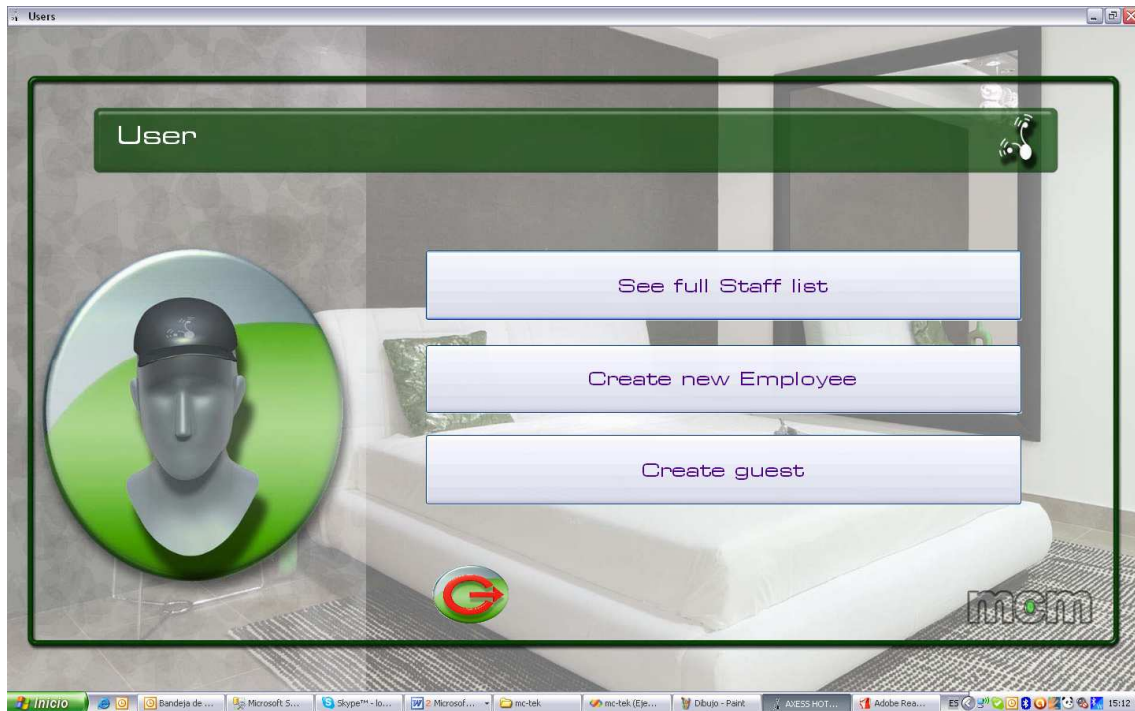
- **Add authorisations** such as access to the car park, swimming pool, lift etc and even restrict access by setting specific time limits.
- **Add additional room doors** in the case, for example, of families staying in more than one room where each card opens all the doors selected.
- **Mobility-impaired guests**: Click on this option to allow mobility-impaired guests more time to open the door with their card.
- **Number of cards to generate** (maximum of 10).

There are two further card-generation options:

- **Copy a card**: Generates a card for people accompanying the guest or if the guest has left their card inside the room. **THIS OPTION DOES NOT OVERRIDE PREVIOUS CARDS.**
- **Lost card**: Generates a new card for guests who have misplaced their card. **THIS OPTION OVERRIDES PREVIOUS CARDS.**

## 4 Employees

This menu is used to manage cards for employees:

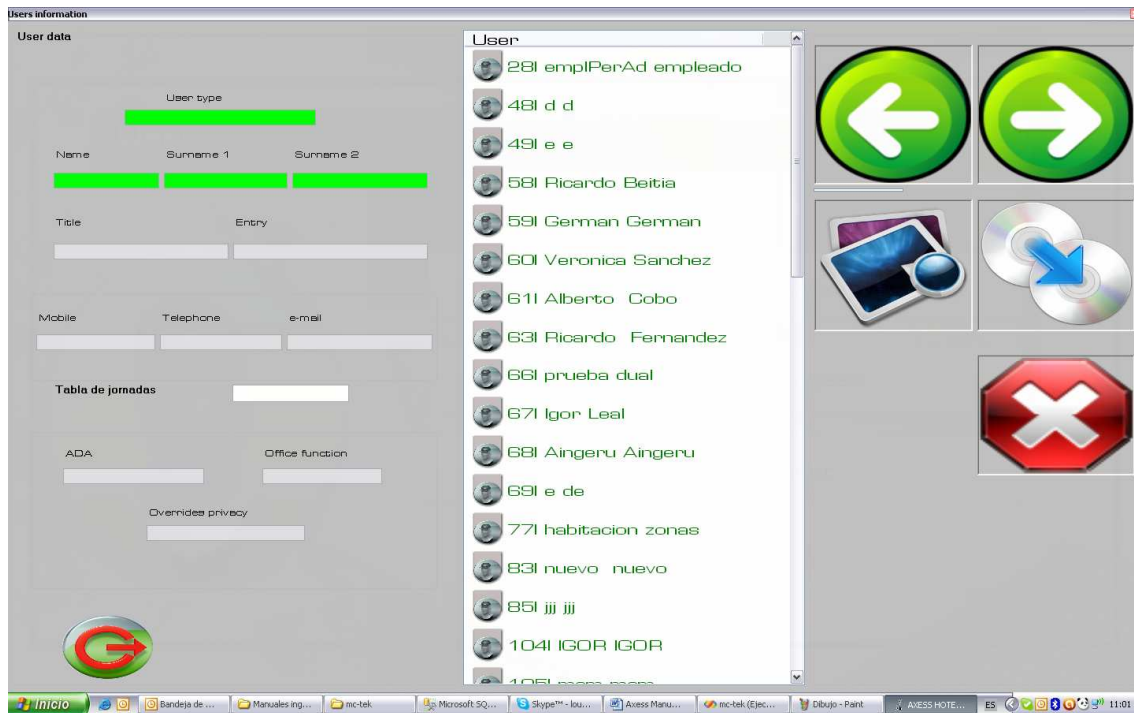


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### 4.1

See full Staff list

Option one displays the complete list of employees for whom cards have been generated:



This window displays:

- The **details of the selected employee** on the left-hand side.



- **Generate a new card** in the event that the employee has lost theirs.

**THIS OPTION OVERRIDES PREVIOUS CARDS**



- **Create a copy of the card.**

**THIS OPTION DOES NOT OVERRIDE PREVIOUS CARDS**



- **Delete the employee** selected.



### 4.2

Create new employees

Option two allows users to generate a new employee and comprises two option tabs, the first of which is as follows:

The screenshot shows the 'New Employee' application window. The 'User data' tab is active, displaying various input fields for employee information. The 'Access Authorisations' tab is also visible. The interface includes checkboxes for 'ADA', 'Office function', and 'Overrides privacy'. The 'Date of validity' section shows dates from 25/05/2011 to 27/05/2011. A 'Low battery signal' dropdown is set to 4.8. An 'Authorisation time tables' dropdown is also present. At the bottom, there's a 'Number of cards to be encoded' field set to 1, a 'One shot card' checkbox, and a green 'Encode card' button. A green circular arrow icon is on the bottom left.

The employee's **personal details** are entered on this screen and the user has the option of activating the following options:

- **Mobility-impaired employees:** This option allows mobility-impaired employees more time to open doors with their card
- **Override privacy:** Allows the door to be opened when the customer has locked it from the inside.
- **Bistable function:** Allows the door to be left open or closed permanently. Advisable only for controlling points of access.

The **battery level** may also be adjusted. The lock activates a light that indicates when the batteries need to be changed.

By indicating **the validity start and end dates** you can generate the cards you need for the selected employee and leave them stored on the employees list.

Click on the second tab to configure the **employee authorisations** to be generated:



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**New Employee**

User data | Access Authorisations

**Doors**

Door 1: [dropdown] ☐ Apply time tables

Door 2: [dropdown] ☐ Apply time tables

Door 3: [dropdown] ☐ Apply time tables

Door 4: [dropdown] ☐ Apply time tables

**Zones**

Zone 1: [dropdown] ☐ Apply time tables

Zone 2: [dropdown] ☐ Apply time tables

Zone 3: [dropdown] ☐ Apply time tables

Zone 4: [dropdown] ☐ Apply time tables

Zone 5: [dropdown] ☐ Apply time tables

Zone 6: [dropdown] ☐ Apply time tables

Available authorisations: area1 [ >> ] [ << ]

☐ Locks days restriction ☒ Without time restriction

Employee configurator

Number of cards to be encoded: 1 ☐ One shot card [ Encode card ]

The following can be enabled for **each employee**:

- **Up to 4 locks.**
- **Up to 6 zones.**
- **As many authorisations as are necessary.**

The card can now be generated.

You can also specify the **shifts** in which employees can have access to different doors. Tables can be generated with different timetables for each week. These can be selected in the employee card configuration phase, as shown below:

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**New Employee**

User data | Access Authorisations

Name

Surname 1

Title

Passport/ID

Telephone

Mobile

e-mail

Low battery signal  v

☐ Authorisation time tables

To generate a timetable, select the installation times and allocate them to different days. You can select from two time ranges, each with two time bands. To create a timetable, follow the steps below:

1. Select the number of time ranges to be entered: 0, 1 or 2.
2. After selecting the number of ranges select the time bands to be entered in them.

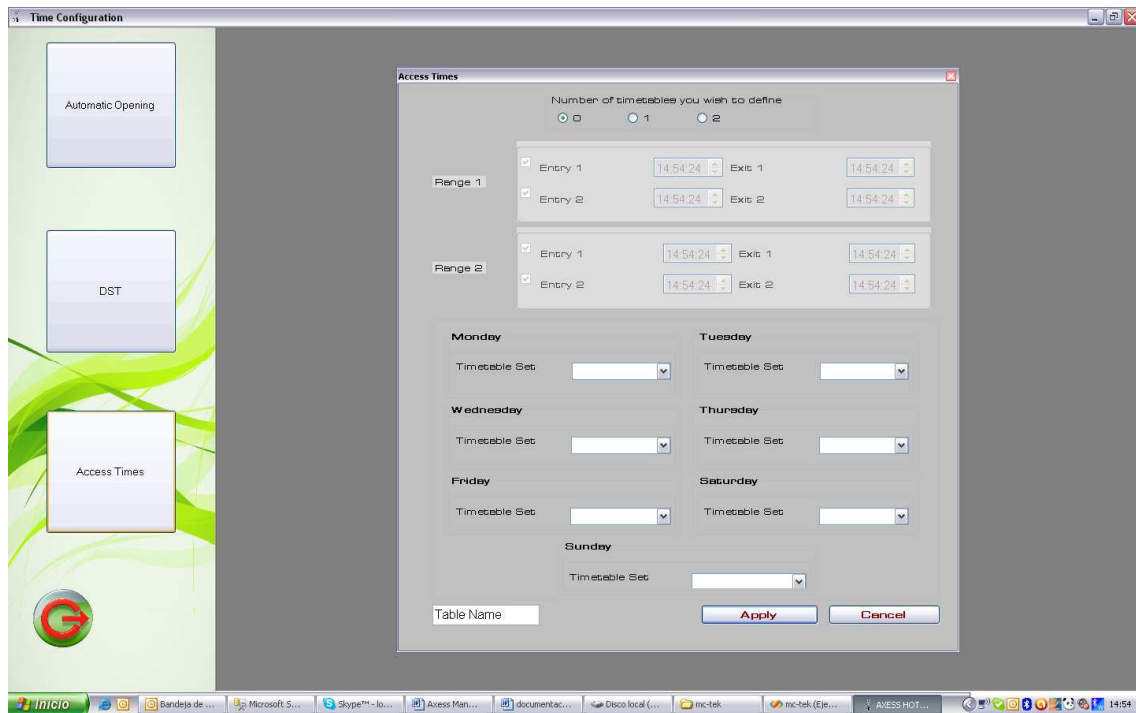
## User Manual

3. Select the required type of restriction for each day of the week: 24-hour restriction, no time restriction, Range 1 or Range 2.
4. Enter the name you wish to give to the timetable.
5. Save the table.

For example, to generate a table with the following times (Monday, Wednesday and Friday: from 8 am to 1 pm and 3 pm to 6 pm; Tuesday and Thursday: from 8 am to 3 pm) follow the steps below:

1. Select the number of time ranges to be entered, in this case 2.
2. Click on the first three boxes to specify the two bands in the first range and the first band in the second range.
3. After entering the times for the previous periods, allocate the type of restriction for each day.
4. Enter the name of the table.
5. Save the table.

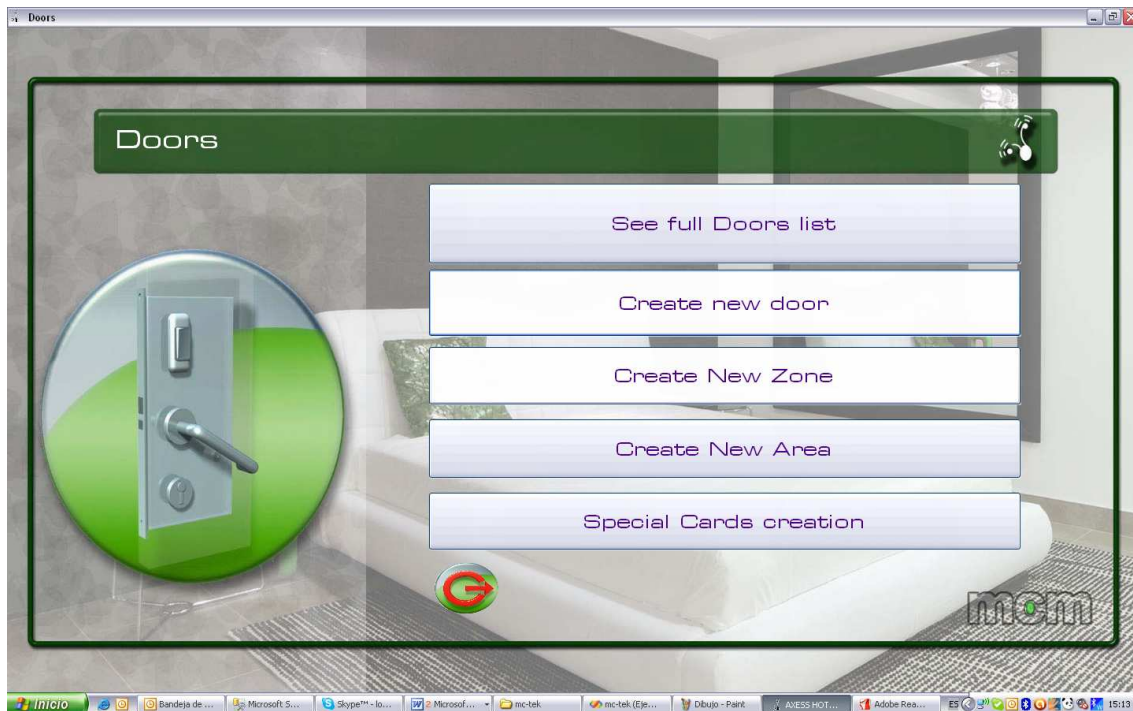
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### 5 Doors

This menu is used to configure the hotel locking plan, which involves the following:

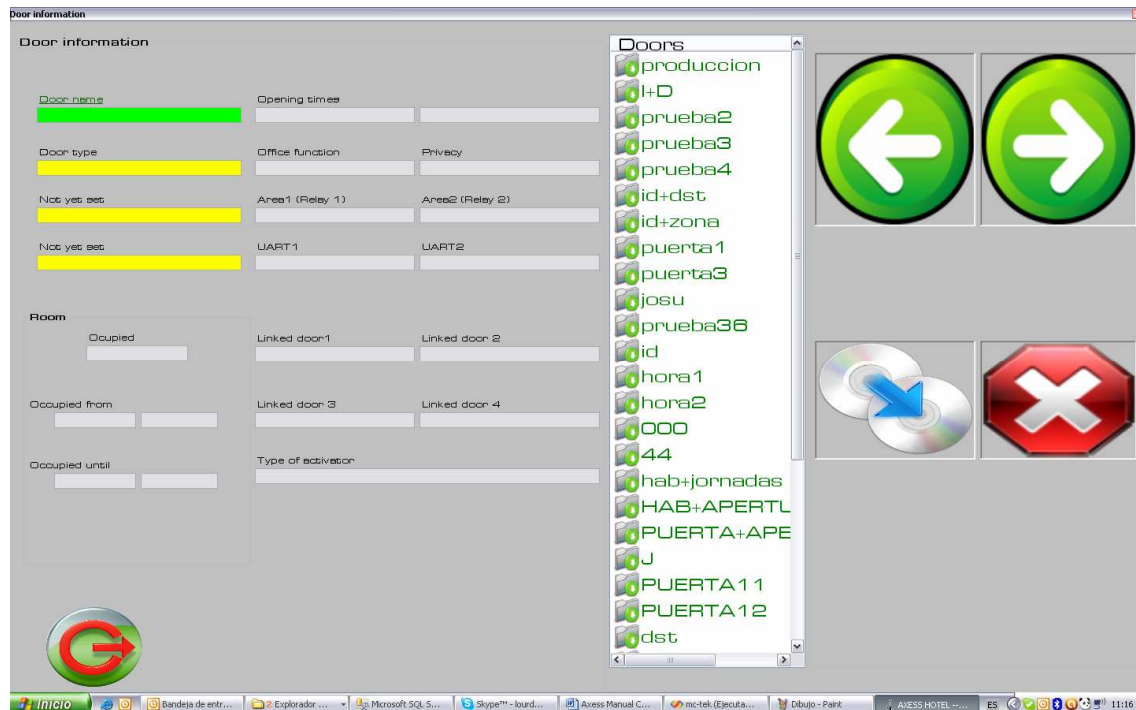
- Doors
- Zones
- Special cards



### 5.1

See full Doors list

Option one displays **the complete list of the locks** generated and the configuration for each of them:



Select a lock to modify it, delete it from the list or generate a configuration card to update the lock, provided that the lock is not engaged (displayed in red).

### 5.2

Create a door

Use option two to create and configure a new door:

First of all give the lock a name. Locks are categorised according to their location and operating mode. Select one of the following types:

- **ROOM:** Room door for use of guests.
- **SUITE:** Guests' door with a main door.
- **CORRIDOR:** Access door situated in corridors.
- **ACCESS:** Door for accessing predetermined places such as a swimming pool, storehouse, etc.
- **WALL READER:** Reader supplied by the mains and which provides access to garage doors and lifts etc.

Each lock has the following additional configuration:

- **Bistable function:** Allows the door to be left open permanently if the user card has the capacity to do so. Advisable only for controlling points of access.
- **Privacy type:**
  - o **Mechanical** (default): The reader detects the operating of the lever.



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- **Electronic:** Operated by means of a switch and an indicator light.
- **Low-battery indicator:** Allows the user to select the battery level at which the lock will indicate, by means of an indicator light, when the battery is running low. There are four levels available.
- **Opening time for normal access and for the physically impaired (ADA),** who usually require more time to open the door.
- **Automatic opening** to open and close the door automatically and at a specific hour.
- **Programmable DSTs** for changing the time automatically when the clocks go back and forward, over a period of four years.
- **Zone programming:** Adds the lock to zones to which it is assigned.
- **Route configuration:** Allows the restricting of the route of doors through which a guest is able to pass in order to reach their room.

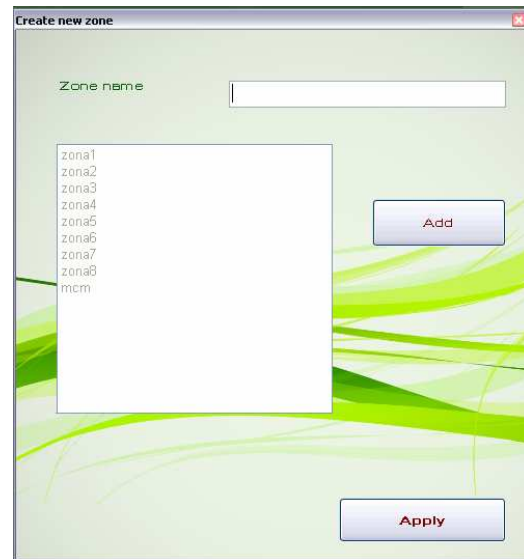
Following configuration of the card the user has three options:

- **Generate a multiple configuration card** to configure various locks with a single card with a similar configuration.
- **Generate a configuration card for a specific lock.** One card per lock.
- **Store the data generated** without generating the configuration card.

### 5.3

#### Create new zone

Option three enables a new zone to be generated. Simply enter the name and add it to the list:



The screenshot shows a window titled "Create new zone" with a light green background and abstract green wave patterns. At the top, there is a text label "Zone name" followed by an empty text input field. Below this, on the left, is a list box containing the following items: zona1, zona2, zona3, zona4, zona5, zona6, zona7, zona8, and mcm. To the right of the list box is a button labeled "Add". At the bottom right of the window is a button labeled "Apply".

### 5.4

#### Making cards

This option is used to create special cards of a more communal nature.



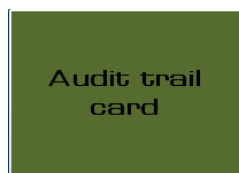
#### 5.4.1

This type of card can be used to open all the locks in the system. It should be kept in a secure place accessible only to the people authorised to use it.



#### 5.4.2

This is a security card that is generated in implementing the system through each of the locks installed. This type of card is used in the case of an emergency in the event that new cards cannot be generated due to a power cut or an accident. As a result, the user can continue to access the various locks until the problem is dealt with.



#### 5.4.3

This is a card that collates the movements and readings of a lock. Once it is generated, information can be retrieved from a lock in two seconds only. The retrieved movements of the lock can be displayed by following the steps described in sections 6.2 and 6.1.1 of the manual.

### 5.4.4



The creation of the card allows the date and time of any lock to be updated.

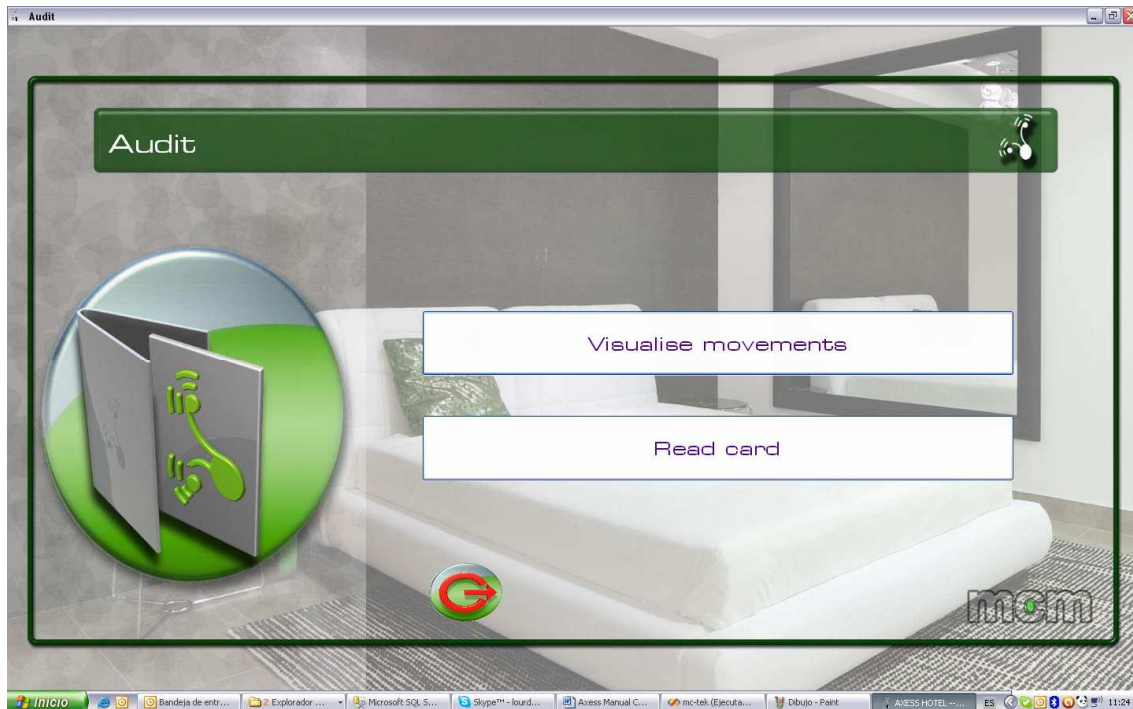
### 5.4.5



This special card is required for communicating between the portable device and the lock. The ... document describes how this card should be used.

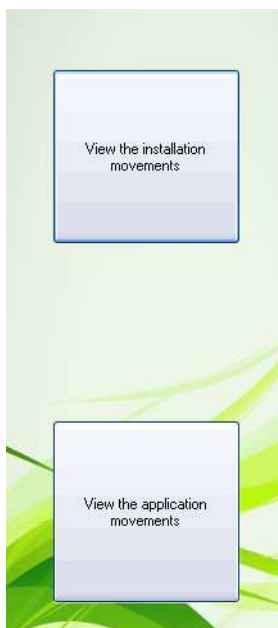
### 6 Reader function

This menu is used to read any card in the system:



#### 6.1

Visualise movements

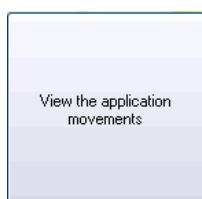


This first option displays the movements in the application and the locks. The user has two options in this case:



## 6.1.2

This option displays the **movements in the locks** that have already been read by a reading-collation card.



## 6.1.3

This option displays, in the form of a table, **the actions that each user has carried out** in an application:

Cod.	Movements	User	Date
Ej1D	Changement configuration de base	mcm	17/05/2011 12:21:40
Ej1E	Changement configuration extra	mcm	17/05/2011 12:22:27
Ej1E	Changement configuration extra	mcm	17/05/2011 12:23:12
Ej11	Login	mcm	17/05/2011 12:33:46
Ej11	Login	mcm	17/05/2011 12:46:55
Ej11	Login	mcm	17/05/2011 12:50:47
Ej11	Login	mcm	17/05/2011 12:51:06
Ej11	Login	mcm	17/05/2011 15:01:25
Ej11	Login	mcm	17/05/2011 15:28:09
Ej11	Login	mcm	17/05/2011 15:37:08
Ej11	Login	mcm	18/05/2011 8:44:17
Ej11	Login	mcm	18/05/2011 8:46:53
Ej11	Login	mcm	18/05/2011 8:49:21
Ej11	Login	mcm	18/05/2011 18:26:21
Ej11	Login	mcm	18/05/2011 18:28:05
Ej11	Login	mcm	18/05/2011 18:28:15
Ej11	Login	mcm	19/05/2011 12:35:10
Ej11	Login	mcm	23/05/2011 9:55:30
Ej11	Login	mcm	24/05/2011 10:15:36
Ej11	Login	mcm	24/05/2011 10:16:58
Ej11	Login	mcm	24/05/2011 10:21:50
Ej11	Login	mcm	24/05/2011 10:27:11
Ej11	Login	mcm	24/05/2011 10:33:51
Ej11	Login	mcm	24/05/2011 10:55:17
Ej11	Login	mcm	24/05/2011 11:04:53
Ej11	Login	mcm	24/05/2011 12:31:47
Ej11	Login	mcm	24/05/2011 12:51:10
Ej11	Login	mcm	24/05/2011 16:36:59
Ej1D	Changement configuration de base	mcm	24/05/2011 16:37:11
Ej18	Enregistrement carte usine	mcm	24/05/2011 16:37:46
Ej18	Enregistrement carte usine	mcm	24/05/2011 17:04:14
Ej11	Login	mcm	24/05/2011 17:09:18

### 6.2

Read card

This option allows the user to read a card and to view its configuration as follows:

The screenshot shows a window titled "Reading" with a list of configuration items for a card. The items are as follows:

Field	Value
Guest Card	
Doors	01
Zones	No associated zone
Areas	area1
Validity start date	24/5/11 10:00
Final validity date	29/5/11 13:00
Privacy	False

At the bottom of the window, there are two buttons: "Delete" and "Read card".

This screen allows the user to read a reading-collation card and **to view the movements on it.**



## 7 Exit



This icon allows you to **exit the current session** and change the user.

Click on "Escape" to exit the application.