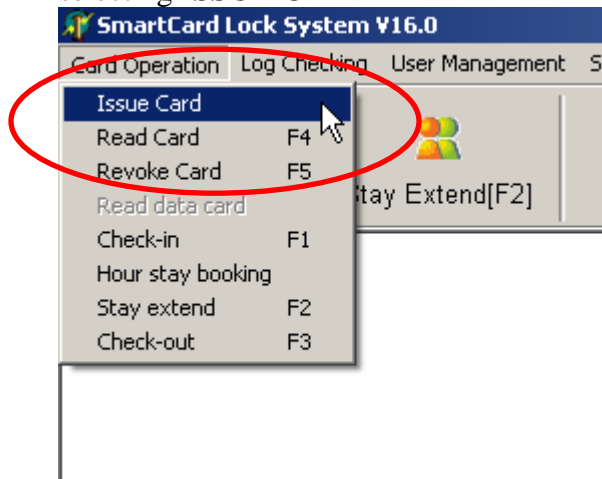




Access BioMetrics Corporation CARD TYPES AND USAGE

BEFORE ISSUING ANY CARDS THE REVOKE [F5] FUNCTION MUST BE USED TO CLEAR ANY CONTENTS FROM THE CARD FIRST. IF THE CARD IS NEW AND HAS NEVER BEEN PROGRAMMED THEN THE REVOKE [F5] FUNCTION DOES NOT NEED TO BE PERFORMED. IF INFORMATION EXISTS ON THE CARD AND THE REVOKE [F5] FUNCTION IS NOT PERFORMED THEN THE CARD WILL BE TERMINATED AFTER 3 PROGRAMMING ATTEMPTS. UPON TERMINATION THE CARD WILL NO LONGER BE AVAILABLE TO USE. THIS IS A SAFETY FEATURE. THIS APPLIES TO INNLOCK 807 SERIES ONLY.

From the main screen when **CARD OPERATION** is chosen, cards can be issued by selecting **ISSUE CARD**



There are many types of cards to choose from. All of the cards that will be discussed are either administrator cards, lock programming cards or override cards. These cards should never be issued to tenants or guests.

When selecting **ISSUE CARD** the following screen will appear:

A screenshot of a software window titled "Issue card". The window has a blue title bar with a close button (X) on the right. Below the title bar is a menu bar with several options: "Loss-report card", "Passage setting card", "Time card", "Data startup card", "Master card", "Group card", "Building card", "Floor card", "Data-clear card", and "Emergency card". The main area of the window contains several input fields: "Building" and "Floor" are dropdown menus; "Beginning date/time" is a date and time selector showing "Wednesday, March 22, 2006" and "3:41:30"; "End date/time" is a date and time selector showing "Thursday, March 23, 2006" and "12:00:00"; and "Card holder" is a text input field. At the bottom of the window, there are two buttons: "Issue card[W]" with a green icon and "Close(C)" with a purple icon.

FOREMAN CARD TYPES

FLOOR CARD

A **FLOOR CARD** can only access a specified floor in a specified building. The **FLOOR CARD** expires on the date and time that you define. The **FLOOR CARD** will have access to all of the rooms on the specified floor. This card cannot access the room if the dead bolt is engaged. The **FLOOR CARD** will only operate in that specific facility.

EMERGENCY CARD

An **EMERGENCY CARD** is used to permanently unlock a door lock until it is swiped again for a second time. Once the **EMERGENCY CARD** is swiped into the door lock it will unlock until it is swiped again or the lock is swiped by an authorized card for that door. This card can access any lock even if the dead bolt is engaged. This **EMERGENCY CARD** will only operate in that specific facility.

MASTER CARD

A **MASTER CARD** can access all locks even with the dead bolt engaged. Once the card is swiped the lock will release for a moment and then lock again after a small delay. This **MASTER CARD** will only operate in that specific facility.



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GROUP CARD

A **GROUP CARD** can only access locks that are programmed with group number information. The **GROUP CARD** cannot access a room if the dead bolt is engaged. The **GROUP CARD** will only operate in that specific facility.

To program a group number in a lock:

1. Insert the override metal key into the lock. Do not turn it yet.
2. Insert the **GROUP CARD** into the lock (keep the card inside the lock) and wait for a green light.
3. Turn the override key to unlatch it and pull the dead bolt inside the mortise. Hold the key in that position for 10 seconds. **TIP: Instead of holding the key in the turned position you can also place your hand over the mortise latch to keep it from popping out. When the mortise latch is inside a switch is set. Keeping the mortise latch inside will keep this small switch pressed down. The switch needs to be pressed down for 10 seconds while the card is inside the lock.**

BUILDING CARD

A **BUILDING CARD** can only access an entire building. The **BUILDING CARD** expires on the date and time that you define. The **BUILDING CARD** will have access to all of the rooms in the specified building. This card cannot access the room if the dead bolt is engaged. The **BUILDING CARD** will only operate in that specific facility.

PROGRAMMING CARD TYPES

DATA CLEAR CARD

The **DATA CLEAR CARD** is used to clear all the data stored in a lock. This card will reset the lock to factory settings.

To clear the data from the lock:

1. Insert the override metal key into the lock. Do not turn it yet.
2. Insert the **DATA CLEAR CARD** into the lock (keep the card inside the lock) and wait for a green light.
3. Turn the override key to unlatch it and pull the dead bolt inside the mortise. Hold the key in that position for 10 seconds. **TIP: Instead of holding the key in the turned position you can also place your hand over the mortise latch to keep it from popping out. When the mortise latch is inside a switch is set. Keeping the mortise latch inside will keep this small switch pressed down. The switch needs to be pressed down for 10 seconds while the card is inside the lock.**



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TIME CARD

The **TIME CARD** is used to set the time into the lock. The lock time must be very close to the computer system time. It is very important to note that when programming the locks this card must be inserted into every lock to set the time. Typically the lock time is programmed all at the same time on unmounted door locks. When programming the time into the unmounted locks the installer has the advantage to program all the locks at once without trekking back and forth from the computer to the mounted lock that could be many flight of stairs away

Insert the **TIME CARD** into the lock to update the time.

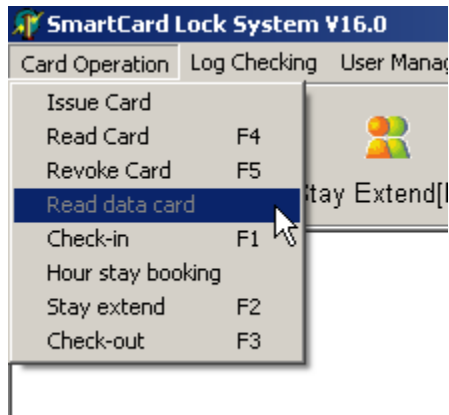
DATA STARTUP CARD and DATA CARD

The **DATA STARTUP CARD** is used to start the process of downloading log event data into the **DATA CARD**. All InnLock 800 series needs to have a **DATA CARD** to write the log events to.

Insert the **DATA STARTUP CARD** in the lock and wait until a green light appears. Pull out the **DATA START UP CARD** and then insert the **DATA CARD**. The door lock will now start writing to the **DATA CARD**. Wait for a long beep to sound. After 1 more minute, pull out the **DATA CARD**. Take the **DATA CARD** to the computer running the InnLockk 800 series management software. At the work station you will be able to save the log records, sort and print.

To access information on the **DATA CARD**:

1. On the main screen select **CARD OPERATION**
2. Select **READ DATA CARD**





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LOSS REPORT CARD

The **LOSS REPORT CARD** all cards of a specific type (**GROUP, MASTER, BUILDING, FLOOR**, etc.) can be deleted from a door lock.

To make a **LOSS REPORT CARD**:

1. From the main screen select **CARD OPERATION**
2. Select **ISSUE CARD**
3. Choose the **LOSE-REPORT CARD** tab

The screenshot shows a software window titled "Issue card" with a close button (X) in the top right corner. The window has a tabbed interface with the following tabs: "Loss-report card" (circled in red), "Passage setting card", "Time card", "Data startup card", "Master card", "Group card", "Building card", "Floor card", "Data-clear card", and "Emergency card". Below the tabs, there are several input fields:

- Building**: A dropdown menu.
- Floor**: A dropdown menu.
- Beginning date/time**: A date and time selector showing "Wednesday, March 22, 2" and "3:41:30".
- End date/time**: A date and time selector showing "Thursday, March 23, 2" and "12:00:00".
- Card holder**: A text input field.

At the bottom of the window, there are two buttons: "Issue card(W)" with a green person icon and "Close(C)" with a red X icon.



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A screenshot of a Windows-style application window titled "Issue card". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar is a menu bar with the following options: "Time card", "Data startup card", "Master card", "Group card", "Building card", "Floor card", "Data-clear card", "Emergency card", "Loss-report card", and "Passage setting card". The main area of the window contains two date/time fields. The first field is labeled "Beginning date/time" and has a dropdown menu showing "Wednesday, March 22, 2006" and a time spinner set to "5:42:03". The second field is labeled "Loss-report date/time" and has a dropdown menu showing "Wednesday, March 22, 2006" and a time spinner set to "5:42:03". Below these fields is a section titled "Select card type" with a list of radio buttons: "Data-clear card" (selected), "Master card", "Group card", "Time Card", "Building card", "Passage card", "Loss-report", "Floor card", "Emergency card", and "Guest card". At the bottom of the window is a "Card holder" text box. In the bottom right corner, there are two buttons: "Issue card[w]" with a green person icon and "Close(C)" with a red X icon.

- Choose the card type to clear out of the lock(s)
- Determine a date in **LOSS REPORT DATE/TIME** of how far you want you want the deletion to go back.

Example: A **MASTER CARD** and a **LOSS REPORT DATE/TIME** of Wednesday, March 22, 2006 and time of 5.42pm will clear all **MASTER CARDS** prior to the date and time specified. You must insert this **LOSS REPORT CARD** into all the locks. This means that **MASTER CARDS** made after March 22, 2006, 5:42pm will be the only **MASTER CARDS** to work in the locks.