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1 Overview of the manual

In this chapter you will learn how the manual is structured and how you can use it to its best effect.

Overview of the contents of the individual chapters:

Chapter 2: Overview of the software Dialock Hotel, the functions of the basic program and the additional modules.

Chapter 3: Explanation of the procedure when installing the software. The initial installation is carried out by Dialock specialists, so that you can skip this chapter if you wish.

Chapter 4: Introduction of the terminologies and recording conventions which are used for the configuration and operation of the program in the instructions.

Chapter 5: Explanation of the configuration of the program to adapt it to your requirements. Here you will learn, how you enter the number of your hotel rooms for example.

Chapter 6: Detailed explanation how to use the program. If some of the terminologies are unknown to you, please see chapter 4.

2 Overview of the software

2.1 Product information

Dialock Hotel for Windows 95/98/NT is an efficient, easy to use program. The basic knowledge of Windows 95 is sufficient to operate it. With Dialock Hotel you program electronic guest keys (Keys) in the Dialock identification and locking system. With the keys (plastic sticks or clips), you also issue time limited access authorisations to rooms and hotel facilities.

It is possible to issue various access authorisations for hotel guests, hotel visitors and maintenance personnel. The keys can be re-programmed as often as required. For re-programming, you enter information into the program such as for example the room number, date of arrival and departure etc. With the programming station (pyramid), you transfer the information onto the key.

Dialock Hotel creates an overview of the rooms which are occupied. The program stores this information, so that you can check at any time which rooms are occupied by whom and how long a room was allocated to which guest.

Apart from the basic program for the administration of keys and rooms, there are three additional modules, which can be switched freely according to your requirements: "Cash", "Online" and "Import". With the module "Cash", you have the possibility to use the electronic keys as cash-less payment method in the hotel. With "Online", a direct connection between the PC and the wall terminals can be installed. With this direct connection, you can control terminals via the PC.

With the additional module "Import", data from external databases can be transferred into the program.

2.2 Functions

Keys for hotel guests

You issue a key for the room of every hotel guest during the check in. The validity of the key is limited to the time period booked by the guest. The same key will allow the guest access to further hotel facilities, i. e. to the garage, to the sauna or swimming-pool. Up to four keys per room can be issued to a guest.

If a guest loses a key, you simply program a replacement key. The lost key automatically becomes invalid. Unauthorised parties cannot use this key. When checking out a guest, the key (keys) are deleted automatically and are then available for re-programming.

Keys for travel groups

With the guest group function of Dialock Hotel you can check in or out travel groups without any delay. After entering the group into the program, every member of the guest group receives a key for the respective room. It is therefore not necessary to check in every member individually.

The keys of the group members have the same functions as the keys for the individual guests.

Keys for visitors

The key functions can also be utilised for hotel visitors, who have not booked a room, but who want to use for example only the swimming-pool. Here, you can also allocate access authorisations for a chosen time period or utilise the cashless payment method.

Keys for maintenance personnel

In order to allow the maintenance personnel access to the rooms, you allocate access authorisations to these persons via maintenance keys. The validity period can also be selected for maintenance keys.

Validity period of the keys

The period, during which a key allows access to rooms and other hotel facilities can be selected by the program. The minimum period for guest keys is one night, the maximum period is limited to one year.

For visitor and maintenance keys, the validity periods can be selected from a few minutes to one year.

Programming of the keys

The locking authorisations which are to be allocated to a key are entered in the program Dialock Hotel. In order to transfer this information onto the key, the key needs to be placed in the programming station (pyramid).

Online-help screen

The program is equipped with an online-help screen, which can be selected in the program and displayed on the monitor. The help topics are displayed either by their contents or alphabetically as required.

2.3 Additional modules**Cashless payment**

With the additional module "Cash", the keys can also be utilised as cashless payment method.

With the programming station, cash sums can be transferred onto the keys and the balance can be displayed. When chargeable hotel facilities are used, a fixed amount is deducted from the key on a Cash-Terminal.

This payment function is practical for the use of

- swimming-pool
- sauna
- goods dispensers

Online-module

For user-friendly programming of the terminals, the additional module "Online" is available. With this additional module, a PC can be connected directly with up to 50 Dialock wall terminals. Via this connection, you can block and release locking units directly from the PC.

Import-module

The additional module "Import" allows the transfer of data from an external database (i.e. from an administration program).

3 Installation

The initial installation and putting the system into operation is carried out by Dialock-specialists.

System conditions:

- Windows 95/98 or Windows NT
- Pentium 100 MHz or better
- 16 MB RAM or more
- 40 MB free hard disk storage or more
- CD-ROM-drive
- serial COM-Port with DB9-connector; for DB25-connector adapter (plug DB25 - socket DB9)

Connection of programming station

1. Insert the 9-pole plug into the programming station cable in the serial COM-port of the PC.
2. Insert the plug switch of the of the mains operated plug into the socket switch of the programming station cable.
3. Insert the mains operated plug into a 230-V socket.
The red luminous diode of the programming station is illuminated. The programming station is ready for use.

Installation of software

1. Insert the CD-ROM into the CD-ROM-drive.
The installation is started automatically.
2. Follow the instructions on the monitor.

4 Terminologies and functions

This chapter gives you a quick overview of the basic terminologies and functions of the program. This information is required for all further chapters.

Menu bar and menu points

When you select Dialock Hotel, the menu bar appears on the screen. In the title bar, Dialock Hotel or after the respective configuration, the name of your hotel appears.

In the menu bar, the menu points are listed from left to right.

Also the terms, which are listed when clicking on a menu point are called menu points.

The request in this instruction to "Click on **Program\Expanded Settings**" means, that you first click on the menu point **Program** on the menu bar and then on the menu point **Expanded Settings** in order to carry out the function.

Some menu points can also be activated by keyboard shortcuts (Hot-Keys). I.e., instead of clicking on **Key\Scan Key**, you can use the F7 key. The keyboard shortcuts are listed after the respective menu points.

Tool bar

The "tool bar" ensures a quick and efficient use of the program.

It lists from top to bottom the menu points with easy to remember icons and offers quick access to the main functions.

Message fields, dialogue fields, registers and further elements on the screen

A message field contains information about processes in the program.

In a dialogue field, you can enter information and amend settings.

A dialogue field can contain the following elements:

- Switch field
Via the switch field, you open a further or exit the dialogue field.
- Control box
You activate or deactivate functions by clicking in the box. When you have activated a function, the box shows a tick.
- Text field
When you click in a text field, either a cursor appears or you enter the text or numbers, or a further window can be opened, where you can choose a date for example.
- Dropdown-list field
From a dropdown list field you choose an element by first clicking in the list field and then on the element.

A selection of various dialogue fields, which are listed behind each other like index cards are called index. The index cards contain the same elements as the dialogue fields.

5 Configuration of the program

Before you use Dialock Hotel, you adapt the program to your requirements by configuring it.

In order to configure the program, you need a key with administration authorisations. When accessing the program for the first time, this is the Master-Key (black plastic key stick), thereafter, you can define the administration authorisations for further keys. In the dialogue window BASIC SETTINGS you set the language, the COM-Port and the transponder type (key type).

Further settings, such as the appearance of the user screen or the type of number of rooms are entered in the dialogue window EXPANDED SETTINGS.

The access authorisations for various users are issued in the dialogue field LOGIN-KEYS.

5.1 Select basic settings

The dialogue window BASIC SETTINGS appears automatically, when the program is started the first time. You can access the menu at any time thereafter, in order to amend the settings.

The pre-set transponder type (key type) in the basic settings is "DCK". Please do not change this setting. (Exception: you are still using old MP-PW transponders).

1. When the dialogue window BASIC SETTINGS is not open, click on **Program\Basic Settings.**
2. In the dropdown list field, LANGUAGE select the language.
The program and all messages will appear in the language selected by you. The country's currency is not entered here, but in the system parameters of Windows (see the Windows user manual).
3. In the dropdown list field COM-PORT select the COM-Port, to which the programming station is connected.
4. In the dropdown list field TRANSPONDER-TYPE, select the transponder-type (standard setting is the type "DCK").
5. Click on OK.

5.2 Enter the user authorisations for the operator (Login-Keys)

With the Master-Key (black plastic key stick), you issue user authorisations for the program for up to 15 persons.

The program can therefore be used by various operators, who do not all require access to all functions of the program for security reasons.

When a key with user authorisations is lost, these can be deleted by selecting "No user authorisation" against the respective name.

The master-key is protected from any entry, so that it cannot be changed by mistake.

You can issue user authorisations on six levels of hierarchy:

- No user authorisation
- Guest-keys (only programming of guest-keys, no maintenance and visitor keys)
- All keys (key programming without cash-functions)
- Keys + cash (key programming including cash-functions)
- Supervisor (all authorisations for key programming and protocol functions)
- Administrator (all authorisations)



Prevent misuse by unauthorised parties

- ⇒ Issue the administrator authorisations only once or twice to reliable employees, if possible.
- ⇒ Keep the master-key in a safe place!

1. Click on **Program\Login-Keys**.
2. Enter the user name into the table.
3. Select the access authorisations from the dropdown list field in the table.
4. Follow the instructions on the screen.

5.3 Fade-in and fade-out the tool bar

The tool bar ensures a quick, direct access to the main functions of the program. These functions are listed in the tool bar and are marked with easy to remember icons.

1. Click on **View**.
2. Activate or de-activate menu points on the **tool bar**.

5.4 General settings

The following settings need to be entered on the index card GENERAL.

- Hotel name
- Duration of log in
- Control function
- Fade-in and fade-out of menu points on the tool bar

1. In order to access the index card, click on **Program\Expanded Settings**.
2. Select GENERAL in the register.

Enter the hotel name

1. Enter the hotel name in the text field HOTEL NAME.
2. Click on OK.

The hotel name appears in the title bar of the menu bar and in the title bar on print-outs.

Enter the duration of log in

After this time period, the system automatically logs off the user for security reasons. If you leave the PC unattended for a longer period of time, no authorised party has access to the program after this time period is completed. In order to log in again, you require a key with user authorisation (Login-Key).

1. In the text field TIMEOUT FOR AUTOMATIC LOGGING OFF [MIN] enter the required time in minutes (de-activate automatic log off: enter 0 minutes).
2. Click on OK.

Set the control functions

This program enables the registration of all actions (i.e. check in of guests), so that these can be checked afterwards at any time.

The control functions in the program check if any rooms or keys you want to allocate have already been allocated.

1. Activate the control function via the boxes.
When a control function is active, the program shows a tick in the box.
2. In order to exit the dialogue field, click on OK.

Fade-in and fade-out individual menu points in the tool bar

1. Click on **Program\Expanded Settings**.

2. Activate or deactivate the control box in the dropdown list field **Buttons on the tool bar**.
3. Click on OK.

5.5 Set the guest-key options

The following settings have to be entered on the index card GUEST-KEY.

1. In order to access the index card, click on **Program\Expanded Settings**.
2. Select GUEST-KEY in the index.

Enter the guest options

Here, you enter the hotel facilities (options) to which you grant your guest access via the key. This could be for example a garage or the sauna.

1. In the dropdown list field STANDARD "Yes".
2. Enter the required option in the respective field.
The option appears during the check in of a guest. The system is set, to give the guest the authorisation to use this option.

Do not offer the guest option

- ⇒ In order not to offer an existing option, select "No" in the dropdown list field.
The option appears during the check in of a guest. The system is set to give the guest the authorisation to use this option.

Do not use an option

- ⇒ In order to remove an option completely, select "not used" in the dropdown list field.
This option no longer exists.

Set the pre-setting for the departure time

This time is set automatically as clock time when you enter the check out date.

1. In the text field click on DEPARTURE TIME.
2. Set the departure time with the shift keys.
3. Click on OK.

Select the entry into the room data base

During the check in of a guest, you can enter a name or an ID-number for the guest. This entry is transferred to the room database and appears as additional information for occupied rooms in the room list. Whether a text field for the ID-number, a text field for the name of the guest or both are shown in the dialogue field CHECKIN can be selected via the control boxes GUEST ID and GUEST NAME.

- ⇒ Activate control boxes according to the required indication.

5.6 Set the function for cashless payment

For this function, you require the additional module "Cash".

The following settings have to be entered on the index card CASH.

1. In order to access the index card, click on **Program\Expanded Settings**.
2. In the index, select CASH.

Set the user counter

Here, you can enter options, which are not charged immediately to the guest. The program activates a counter for chargeable options. The number of uses is programmed onto the key. The customer is invoiced for the cost during the checkout for example. A configuration of the terminals is necessary for this function.

1. Click on USER COUNTER.

2. Enter the options into the text fields.
3. Click on OK.

Set the Cash-System

In the dropdown list field CASH-SYSTEM you can choose, if you do not wish to use a Cash-System, if you want to use the Standard-System or a Tariff-System.

In the Standard-System, the same tariff applies to all users.

In the Tariff-System, up to four tariff groups can be defined, i.e. "normal", "children", "students", "senior citizens". The Tariff-System then deducts various amounts for chargeable options, from members of various tariff groups.

Dialock uses the currency, which is set in the system parameters of Windows (see the Windows user manual).

⇒ In the dropdown list field CASH-SYSTEM, select the required system.

Select the minimum amount for payments

The "Cash-Unit" is the smallest amount to be deducted. The smallest possible cash-unit is 0,01. If you have set the currency as DM, this refers to DM 0.01. A sensible entry is for example 0.01, if you deduct individual pennies, otherwise 0,10 or 1,00.

⇒ In the text field 1 CASH-UNIT, enter the required unit.

Enter the pre-setting for standard transfer

The amount entered here is booked automatically as "initial credit" during the check in.

⇒ In the text field STANDARD-TRANSFER, enter the amount.

Set standard values and multis in the cash till-dialogue field

For deposits and transfers, there is a cash till-dialogue field each. This field contains a button field, text fields with standard values for deposits and transfers as well as text fields with multis, in order to convert amounts to foreign currencies.

In the configuration mode, the button field is without any functions. You can only enter standard values and multis.

1. Click on DEPOSIT or TRANSFER.
2. In order to enter standard values and multis, click in the respective fields.
3. Click on OK.

Enter the tariffs in the tariff system

⇒ Enter the tariffs in the text fields (tariff 1 - 4).

5.7 Set rooms

With Dialock Hotel, you can define various types of rooms (i.e. single room, double room) and create a list of the existing rooms. When checking in a guest, you simply select the room booked from the room list.

The following settings need to be entered on the index card ROOMS.

1. In order to access the index card, click on **Program\Expanded Settings**.
2. In the register, select ROOMS.

Enter a path for the data bank files

The path shows, where the data bank for the rooms is stored. You can take the pre-set path or change it.

In case you store the data bank on a server, you can access the files from various work stations without a generation conflict. However, please ensure, that you specify an identical same path on all workstations.

- ⇒ If you want to amend a pre-set path, enter in the text field PATH FOR DATA BANK FILES the new path.

Define room types

1. In the field ROOM-TYPES click on Configure.
2. Enter the room-types into the text fields ROOM-TYPE-DEFINITION (max. 30 characters per room).

Create the room list

You issue identification numbers (ID-numbers) for the rooms and the room definitions. The ID-numbers are for identification of the rooms at the terminals. The definition determines the name or the number of the room in the program.

ID-number and room definition do not have to be identical.

Furthermore, you enter the amount of keys for every room, which should be accepted as parameter during the check in.

1. In the field ROOM-DEFINITION click on Configure.
2. Enter the ID-number in the left column.
3. Enter the room-definition (number or name) and select the room-type.
4. Enter the parameter for the amount of keys (max. 4 keys are possible).
5. In order to insert one or more rooms, click on the position of the list, where the rooms should be inserted.
6. Click on INSERT or INSERT VARIOUS.
7. When selecting INSERT VARIOUS enter the first and last number and the interval for room numbers.
8. Enter the room number and select the room type.
If the control box NAME=NAME+ID is activated, the inserted rooms receive the name, which you have entered, followed by the ID-number for clear identification. You can change these settings at any time for any room individually.

5.8 Enter bank holidays

You can enter bank holidays and delete individual bank holidays or past bank holidays. These bank holidays can be transferred to the terminal with the Beam Control.

- ⇒ Click on **Program\Expanded Settings** and choose HOLIDAYS in the file.

Enter bank holidays in the list

- ⇒ Click on INSERT and select the date in the calendar.

Delete past bank holidays

- ⇒ Click on DELETE PAST.

Delete any bank holidays

- ⇒ Highlight the date and click on the respective switch field.

5.9 Install Online-Terminals

If you have an Online-Module, enter into the register ONLINE the terminals, which are connected to the PC.

For these terminals, select the status:

- (" - -"): terminal does not exist.
- Online: activate communication with the terminal.
- Offline: do not activate communication with the terminal. All actions are stored intermediately.

1. Click on **Program\Expanded Settings** and select ONLINE in the register.

2. Click on CONFIGURE.
3. Enter the name or number of the terminal.
4. Enter the network address of the terminal or keep the pre-set data.
5. Select the authorisation. You have the choice between local authorisation and the existing options.
6. In order to activate the user counter, select "Yes" in the column USER-COUNTER.
7. Select the status. You have the choice between no status ("- - -"), Online and Offline.
8. Click in the text field PATH FOR NETSTACK and select the path.

5.10 Install automatic safety backup

In order not to lose your data (i.e. room allocation, key-data, configuration, protocols) during a system failure, an automatic backup onto a hard or floppy disk is carried out when closing the program. The data saved can be re-fed into the system after a system failure.

You have the following possibilities:

- Backup only once per day
The settings are saved automatically only once per day (when the program is closed for the first time).
 - Only save amended data
Only amended settings are saved.
 - Auto-backup with enquiry (i.e. on disk)
When closing the program, you are asked to insert a disk.
If you have specified the disk drive as path, Dialock Hotel saves the data on this disk.
1. Click on **Program\Expanded Settings** and select BACKUP in the register.
 2. Activate or deactivate the configuration in the control box.
 3. Enter the path for the backup into the text field.

5.11 Read-in the saved settings

After a system failure, the data of the last safety backup (room allocation, configuration and protocols) can be read in.

1. Click on **Program\Retrieve Program Data**.
2. Click on OK.

5.12 Import the data from an external data bank

For this function, you need the additional module "Import".

With the additional module "Import", data from an external data bank (i.e. from an administration program) can be imported. The settings on the index card should be carried out by someone with good EDP knowledge.

⇒ Turn to trained personnel.

5.13 Install the printer

- ⇒ In order to install the printer, click on **Program\Printer-Setting**.
The window PRINTER INSTALLATION appears. Please see your Windows-user manual for the further procedure.

6 Operate

6.1 Basic principles for the operation

User authorisations for the operator

In order to access the program, you need a key with user authorisations (Login-Key).

When the program is accessed for the first time, this is the Master-Key (black plastic stick), afterwards you can define up to 15 further keys as Login-Keys. How to define new Login-Keys is explained in the chapter "Configure the program".

Information on the keys

Information is transferred to the keys with the programming station (pyramid).

Each physical key (plastic stick or Clip) contains four "logical" keys, which are also called "sides of the key" in the program. For example, one single key can allow the maintenance personnel access to four different rooms.

You can read information to the logical keys by placing the key into the programming station and clicking on **Scan Key**.

When scanning the key, you receive information about the type of the key (i.e. guest key or maintenance key), the key number or the number of the room, which is occupied by the guest and the number of keys which the guest has received. For example "Guest Key, Room 17/3" means, that the guest of room 17 has received three keys.

6.2 Access/exit the program

1. Place the Login-Key into the cut-out of the programming station.
2. Start the program from Windows.

Message "Key is not authorised" appears?

The key has no user authorisation (no Login-Key).

⇒ Replace the key with a Login-Key and click on **Program\Log on**.

3. In order to exit the program, click on **Program\Log off**.

⇒ When the dialogue field DATA SAFETY BACKUP appears, click on OK or insert a disk and then click on OK click on.

Unsaved data is stored on the hard or floppy disk.

6.3 Log on and off a user

To log into the program, you require a key with user authorisation (Login-Key). Log off again, when you leave the program unattended, so that it is protected from misuse by unauthorised parties. The program does not have to be re-started to log on or off.

In the program configuration, you can enter the time, after which the program logs you off automatically.

Log on

⇒ Click on **Program\Log on** or, on the tool bar, click on LOG ON.

Log off

⇒ Click on **Program\Log off** or, on the tool bar, click on LOG OFF.

6.4 Program keys and access information

You can re-program the keys as often as required. The previous programming is deleted. During the programming, the program guides you with screen messages.

All information which is transferred onto a key (access authorisations, check out date ...) are entered into the dialogue fields on the screen. The program suggests data. You can use this data or enter different data.

For the time of check in, the system time of the computer defaults automatically to the program. You set the system time in Windows (please see your Windows user manual).

In order for the key to receive the information entered, you have to place it into the programming station (pyramid), when the program asks you.

6.4.1 Access information to the keys

1. Place the key into the programming station.
2. Either click on **Key\Scan Key** or, on the tool bar, click on **Scan Key**.
Dialogue field PAGE SELECTION does not appear?
Key is invalid.
⇒ Use another key or repair the key (see system functions, test key).
3. In order to access further information, click in the respective text field.
A message field with information regarding the key appears.

6.4.2 Check in a guest

When checking in a guest, you allocate a room and specify the check out date. Depending on the configuration of the program, you can enter an ID-number of the name of the guest. This information appears in the room list.

Access the room list

With the room list, you have an overview at any time of occupied and unoccupied rooms. In this list, you can show all rooms, occupied or unoccupied rooms and print this if required.

1. Click on **Extras\Room list**.
2. Select the reading by activating the control box.

Check in a guest

1. Click on **Key\Check in guest**.
2. Enter the room number or the name of the room or select it from the room list.
⇒ In order to select a room number from the room list, click on ROOM LIST.
⇒ Select the room number.
The room list is updated automatically.
3. Select the amount of keys for this room in the dropdown list field KEYNO./KEYS.

Enter the guest-ID or name

If a text field exists to enter the guest-ID or the guest name, please enter the definition of the guest under which he is stored in the room data bank.

- ⇒ Enter ID-number or name into the respective text field.

Enter the checkout date

1. Either in the dropdown list field PERIOD (DAYS) or in the text field CHECK OUT.
⇒ Select the number of the days booked in the dropdown list field PERIOD (DAYS).
The program calculates automatically the check out date and inserts it into the text field.

- oder -

- ⇒ Click in the text field CHECK OUT.
⇒ In the calendar, click on the check out day.
The number of the days booked is calculated and inserted automatically.

2. In order to amend the check out time in the text field, click on the time in the text field.
⇒ Set the time with the shift keys.
3. Activate or deactivate locking options in the control boxes.
4. Enter the cash value into the text field CASH-VALUE.
5. Select the tariff group in the dropdown list field TARIFF.
6. Click on OK.
7. Follow the instructions in the dialogue and message fields.
The guest is checked in and a guest key has been issued.

6.4.3 Check out a guest

You check out a guest, by deleting the guest key.

The room only becomes available for a new guest, when the guest key is deleted.

If the guest key is not available, please delete the room occupation manually from the data bank by clicking on SELECTION FROM ROOM LIST and select the room.

1. Click on **Key\Check out.**
2. Insert the key or click on SELECTION FROM ROOM LIST.
⇒ Insert the key into the programming station.
⇒ Select the side of the key.
- oder -
⇒ Click on SELECTION FROM ROOM LIST.
⇒ Select the room.
3. Follow the instructions in the dialogue and message windows.
The guest is checked out, you can re-allocate the room.

6.4.4 Issue an additional guest key

Additional guest keys have all the key functions of the existing keys. You can take the information to program an additional guest key either from an existing key of the room or from the room list.

1. Click on **Key\Additional key.**
2. Insert the guest key or select the room from the room list.
⇒ Insert the guest key.
⇒ Remove the guest key.
⇒ Insert the additional key.
⇒ Click on OK.
⇒ Follow the instructions in the dialogue and message windows.
- oder -
⇒ Click on ROOM LIST.
The dialogue field ROOMS is opened.
⇒ Select the room number.
⇒ Follow the instructions in the dialogue and message fields.

6.4.5 Issue a replacement guest key

When a key is lost, you also have to re-program additional keys, which were handed to a guest, before you issue the replacement key.

You find the data of the lost key in the room list.

1. Click on **Key\Replacement key.**
2. Select the room number.
3. Follow the instructions in the dialogue and message windows.

6.4.6 Change a guest key

When a guest wants to change the room for example or would like to have access to hotel facilities, you can change the guest key.

1. Click on **Key\Change Key Data**.
2. Insert the key.
3. Change the dropdown list fields, text fields or control boxes.
4. Click on OK.
5. Follow the instructions in the dialogue and message windows.

6.4.7 Issue a visitor key

1. Click on **Key\Visitor Key**.
2. Enter the check out date either in the dropdown list field PERIOD (DAYS) or in the text field CHECK OUT.
 - ⇒ Select the number of days in the dropdown list field PERIOD (DAYS).
The check out date is calculated in inserted automatically.

- oder -

- ⇒ Click in the text field CHECK OUT.
The calendar is opened.
 - ⇒ In the calendar, click on the check out day.
3. In order to change the check out time in the text field, click on the time in the text field.
 - ⇒ Set the time with the shift keys.
 4. Follow the instructions in the dialogue and message windows.

6.4.8 Issue a maintenance key

1. Click on **Key\Maintenance Key**.
2. Enter the check out date either in the dropdown list field PERIOD (DAYS) or in the text field CHECK OUT.
 - ⇒ Select the number of days in the dropdown list field PERIOD (DAYS).
The check out date is calculated and inserted automatically.

- oder -

- ⇒ Click in the text field CHECK OUT.
The number of days is calculated and inserted automatically.
 - ⇒ In the calendar, click on the check out day.
3. In order to change the check out time in the text field, click on the time in the text field.
 - ⇒ Set the time with the shift keys.
 4. Follow the instructions in the dialogue and message windows.

6.4.9 Credit/debit cash amounts

You can credit or debit cash amounts to guest or visitor keys at any time.

The amounts are entered into the dialogue field CASH TILL ENTRY FOR CREDITING (DEBITING). You either use the keyboard or you click in the switch fields with fixed amounts. The smallest unit of the keyboard is the smallest cash unit set in the configuration.

1. Click on **Cash\Cash Booking**.
2. In order to transfer the total amount from the key, click on DEBIT ALL.
3. In order to credit or debit an amount, click on CREDIT or DEBIT.
The dialogue field CASH TILL ENTRY FOR CREDITING (DEBITING) appears.
4. Enter the amount via the keyboard or click on an amount (switch field).

6.5 Guest-groups

The guest group function of Dialock Hotel allows a quick checking in an out of guest groups. You define the groups in advance and issue the keys without delay to the group members during the check in.

Keys for group members have the same functions as guest keys. All group members have the same access authorisations for hotel facilities. If individual group members should have different authorisations, you change their keys as described under **Change guest key**.

You can define up to 99 guest groups. These groups are then contained in a group definition list. During the check in, you only select the group. You can delete group entries from the group definition list after the check out.

6.5.1 Define the guest group

A guest group is defined by a group name, rooms, check in and check out date as well as locking options.

1. Click on **Groups\Define**.
2. In order to define a new group, click on NEW GROUP.
A new line is added to the group definition list. In the text fields, pre-set data appears (exception: group name).
3. Click in empty text field.
4. Enter the group name.
5. Double click in the text field of column ROOMS.
6. Select the room numbers either by clicking on them or by clicking on SEARCH ROOM and enter the numbers.
7. Double click in the text field of column CHECK OUT.
8. Select the check out date.

6.5.2 Check in a guest group

1. Click on **Groups\Check in**.
2. Highlight the group name.
3. Click on CHECK IN.
4. Follow the instructions in the dialogue and message windows.

6.5.3 Check out a guest group

1. Click on **Groups\Check out**.
2. Highlight the group name.
3. Click on CHECK OUT.
4. Follow the instructions in the dialogue and message windows.
The guest group checked out. You can re-allocate the rooms.

6.6 System functions

6.6.1 Evaluate the protocol

In the dialogue field PROTOCOL OF THE PROCEDURES, the procedures with guest keys, cash-procedures and system procedures during a month are listed.

- With a filter, you can limit the reported procedures.
- Via the control boxes, you limit the time interval entered.
- For guest entries, you can limit the reported procedures to individual rooms.

The list of reported procedures is printed, by clicking on the switch field PRINT.

1. Click on **Program\Protocol**.
2. Select the month in the dropdown list field MONTH.
3. Select the year in the dropdown list field YEAR.

Limit the selection of entries

1. Select entries in the dropdown list field FILTER.
2. Click on switch field UPDATE.

Limit the time interval of the reported entries

1. Click in control box DATE or TIME.
2. Click in the text field.
⇒ Select the date in the calendar or set the time with the shift keys.
3. Click on switch field UPDATE.

Report the entries for a room

1. In the dropdown list field FILTER Select only Guest Entries.
2. Click in control box ROOM.
3. Click in the text field.
4. Select the room from the room list.
5. Click on switch field UPDATE.

6.6.2 Cash balance

In the dialogue field CASH BALANCE you can see the balance of the credits and debits to guest accounts. If required, the accounts can be deleted.

⇒ Click on **Cash\Balance**.

Delete accounts

⇒ Click on RESET.
The account is deleted. The date is updated.

6.6.3 Beam-Function

With this function, you start the communication of the programming station with a data transfer unit via the infrared interface. Further commands have to be released with the data transfer unit.

Set the reading facility of the programming station

⇒ Click on **Extras\Beam**.

6.6.4 Terminal locking protocol

You can load, print or store terminal protocols.

1. Click on **Extras\Terminal Protocols**.
2. In order to select a terminal, click on ONLINE.
3. Release the function with the switch field.
4. In the open dialogue field, enter the path under which the protocols need to be stored or from which they are loaded.

6.6.5 Terminal Parameter

These settings can only be changed with administrator access authorisation.

⇒ Turn to trained personnel.

6.6.6 Key balance

The balance of checking in and out procedures for guests, visitors and maintenance personnel is shown in a dialogue field.

⇒ Click on **Extras\Key balance**.

Delete the key balance accounts

⇒ Click on RESET.

6.6.7 Test the key

If scan errors are reported repeatedly for a key, you can test it and if required get it "repaired" by the program Dialock Hotel. The program can correct mistakes occurred due to writing errors. Physically defect keys have to be exchanged.

1. Click on **Extras\Test Extras**.
The key is tested.
2. If the key is defect, click on REPAIR KEY.
3. In order to close the dialogue field, remove the key.

6.6.8 SETCODE-Key-Function

With this function, the SETCODE-Key is created, which is required to transfer the project specific coding to the Dialock safes.

The administrator access authorisation is necessary.

⇒ Turn to trained personnel.

6.6.9 Terminal Exchange

With this function, you select the respective room from the room list when exchanging the terminal. The generation counter for this room is reset. In order to access this function, you require the administrator access authorisation.

1. Click on **Extras\Terminal Exchange**.
2. Select one or more rooms from the room list.
3. In order to reset the generation counter, click on OK.

6.7 Save the data/scan in saved data

You can save data from the program (i.e. protocols, settings) onto a hard disk or a floppy disk and scan the data from a hard or floppy disk. The respective path is entered as described in the chapter Configure the Program.

1. In order to store data, click on **Program\Save the data**.
⇒ Click on OK or insert the disk and click on OK.
2. In order to scan in stored data, click on **Program\Retrieve Data**.
⇒ Click on OK or insert the disk and click on OK.

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