



KL1100 **RFID**

Codelocks Desktop Client

User Manual

KitLock
by Codelocks



ABOUT CODELOCKS DESKTOP CLIENT (CDC)

Codelocks Desktop Client (CDC) is an offline software application used for the management of the KL1100 RFID KitLock when operating in Remote Card Authorisation (RCA) Mode. RCA Mode gives the ability to remotely set-up and allocate Card Clients to locks or lock groups.

CDC is available to download via the [Codelocks NetCode Portal](#).

Important Note: If you do not have an account already, you will need to create one and [log in](#) to access the Codelocks Desktop Client download. For instructions on how to download CDC and redeem your Product Key, see [Section 1](#).

Features

- Configure up to 250 KL1100 RFID locks via a single MIFARE® compatible card
- Create multiple User Profiles and track which user created which cards
- Configure Card Clients to only have access to specific locks or groups of locks
- Set Card Clients to automatically expire on a set date
- Use the Audit Card to retrieve audit trails from individual locks
- Use the Block Card to block lost cards and unblock them when found
- Limit Card Clients so only registered cards on the system can be used when operating in Public Function
- Create Master Cards to update the settings on KL1100 RFID locks without the need to use an external programmer

CDC INSTALLATION REQUIREMENTS

Runtime

[Microsoft Visual C++ 2015 Redistributable Update 3 RC](#)

Operating System

- Windows 7 or later
- Not supported for Mac OS/X
- Not supported for Linux

Minimum Requirements

- Processor: 1.5GHz 32-bit or 64-bit processor
- Recommended Memory: 4GB or greater
- Recommended HDD Space: 1GB
- Recommended Display: 1366 X 768 resolution or better

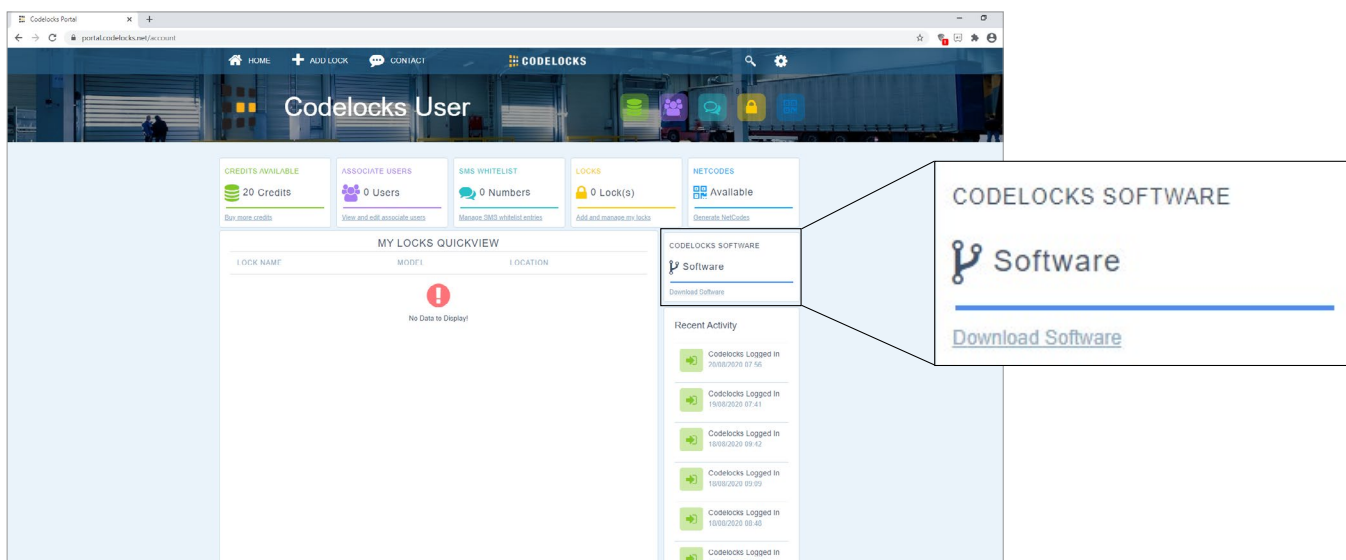
CONTENTS: QUICK LINKS

Click the links below to jump to the required section:

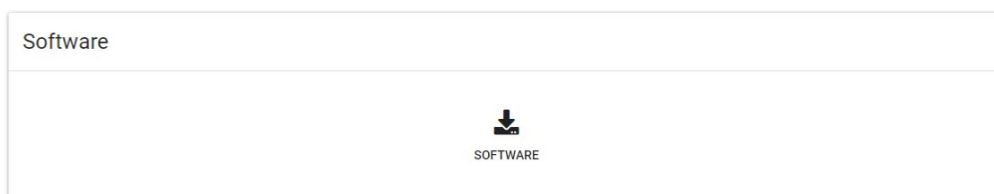
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|---|-----------|
| 1. Redeeming Product Key and Downloading Codelocks Desktop Client | p. 4 - 6 |
| 2. Creating, Editing and Deleting Users | p. 7 |
| 3. Creating a Lock Group and Initialisation Card Client | p. 8 |
| 4. Creating Card Clients | p. 9 - 13 |
| 5. Clearing Card Clients | p. 14 |

1 REDEEMING PRODUCT KEY AND DOWNLOADING CDC

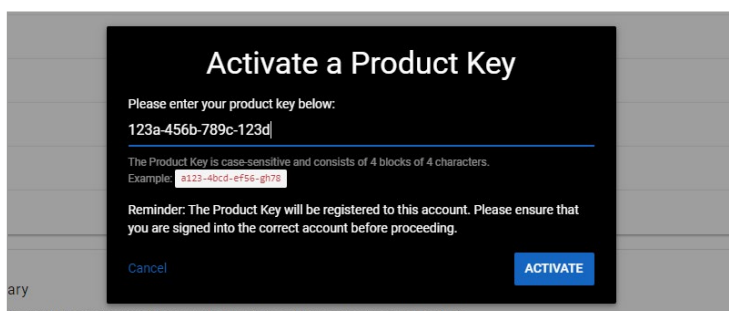
1. Login to the portal www.codelocksportal.net. Click on **Open Codelocks Portal** (located on the left hand page).
2. Click on **Software**, located on the right hand side of the screen:



3. Scroll down to locate the section and icon called **Software**. Click on the icon.



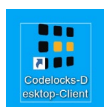
4. Select **Activate Product Key** in the top right hand corner.
 - a) Enter your 16 digit Product Key and click **Activate**.
 - b) The system will confirm your Product Key will contain 1 x license.



5. Once your Product Key has been activated you will be asked to download the software. Click **Download Software**. Select **Codelocks Desktop Client (Offline)** and click **Continue**.
6. The application will appear at the bottom of your web browser and begin downloading. Once it has downloaded, click on the file to open it and follow the instructions to begin installing.

Note: A "Windows protected your PC message" may appear*. Click **More Info** then click **Run Anyway**.

Once successfully installed, you will see the Codelocks icon appear on your desktop:




*Codelocks Desktop Client (CDC) software has been signed with an organisation validated certificate that meets CA/Browser Forum authentication standards and Microsoft specifications.

Double click on the icon to open the software and you will be presented with a login page. Log in using the default username and password details below:

Username: admin

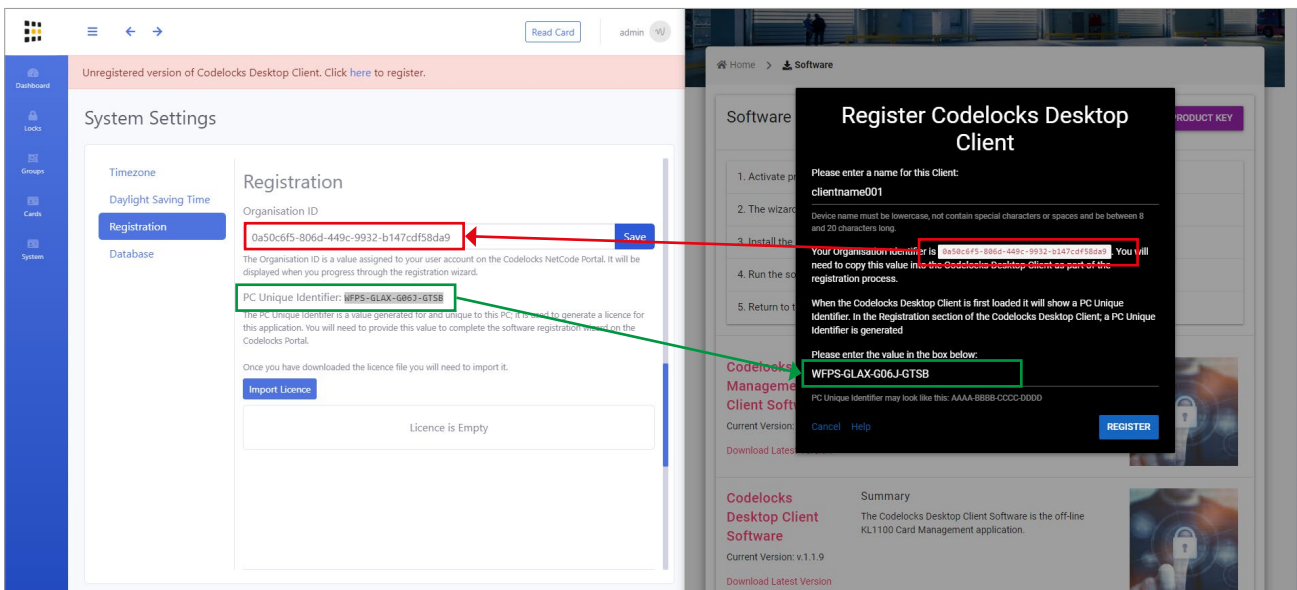
Password: password

Note: Once logged in, it is recommended that you change your password. To do this, in the CDC, select **System** in the left hand navigation bar and choose **Users**. Click the **Edit** icon () on the User that requires a password change. Enter your new password and click **Save**.

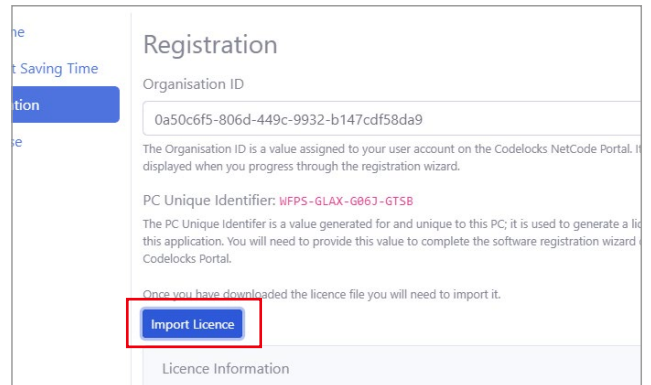
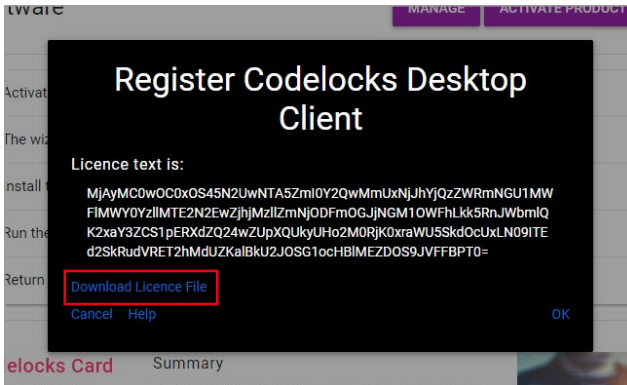
- Once logged in, a red banner at the top will notify you that you are using an unregistered version of the software. Click to begin the registration process.

Unregistered version of Codelocks Desktop Client. Click [here](#) to register.

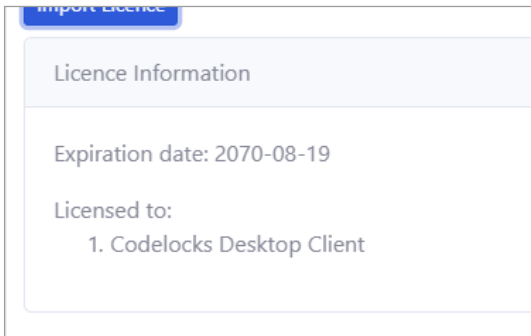
- Select **Registration** in the left hand panel.
- Ensure you have the CDC software and the Codelocks Portal open. To complete the registration process, both systems require an exchange of information.
 - In the Codelocks Portal, enter a Client Name. This will help to identify the PC you are installing the software on e.g. 'receptiondesk'. **Important Note:** The Client Name must be between 8-20 characters long, lowercase only and not contain any special characters.
 - Copy and paste the **Organisation ID** from the Codelocks Portal to the CDC. See red box and arrow below for reference.
 - Copy and paste the **PC Unique Identifier** from the CDC to the Codelocks Portal. See green box and arrow below for reference.
 - In the Codelocks Portal, click **Register**.



10. In the Codelocks Portal, select **Download License File**. The file will appear at the bottom of your web browser and begin downloading. Once completed, it will be saved in your downloads folder on your PC.
- a) In the CDC click **Import License**. Navigate to your downloads folder, locate and select the license file.



- b) Once the import is complete, your **License Information** will appear, similar to below:



[Go back to Contents: Quick Links](#)

2 CREATING, EDITING AND DELETING USER PROFILES


The Codelocks Desktop Client (CDC) allows you to create, edit and manage multiple User Profiles. A CDC User can authorise, allocate and manage Card Clients.

Create a User Profile


1. In the CDC, select **System** in the left hand navigation bar.
2. Select **Users**.
3. Select **Create User** and complete the fields accordingly.
4. Choose which role is most suitable for this User:
Admin - Has no restrictions on functionality within CDC.
Operator - Has all functionality apart from they are unable to manage users within CDC.
5. Click **Save**.

Note: Repeat the above steps as many times as necessary to create all User Profiles required.

Edit a User Profile

1. In the CDC, select **System** in the left hand navigation bar.
2. Select **Users**.
3. Locate the User you wish to delete and click the **Edit** icon: 
4. Make the desired edits to the User and click **Save**.

Delete a User Profile

1. In the CDC, select **System** in the left hand navigation bar.
2. Select **Users**.
3. Locate the User you wish to delete and click the **Bin** icon: 
4. You will be asked to confirm the deletion of the User. Click **Yes**.

[Go back to Contents: Quick Links](#)

3 CREATING A LOCK GROUP AND INITIALISATION CARD CLIENT

Ensure you are logged in to the Codelocks Desktop Client (CDC).

Note: If this is your first Lock Group, you will have a notification at the top prompting you to create one.

Create a Lock Group

1. In the CDC, select **Groups** in the left hand navigation bar.
2. Select **Add New** to create a new Lock Group.
3. Enter the desired Lock Group Name and click **Save**.


Add Locks to a Group / Create an Initialisation Card

Add locks to your group by creating an Initialisation Card.

1. In the CDC, select **Cards** in the left hand navigation bar and choose **Initialisation**.
2. Select **New Card**, located in the top right hand corner.
3. Name your Initialisation Card for easy identification (e.g. Locker Bank 1).
4. Select the Lock Group you would like to associate the card with.
5. Select your Lock Range (total number of locks that will be associated with this Lock Group / Initialisation Card).
Important Note: A maximum of 250 locks can be initialised per lock group. If you are adding additional locks to an existing Lock Group, take care to ensure that Lock IDs are not duplicated across multiple Initialisation Cards.
6. From the drop down list, select the desired **Operating Mode** for your Lock Group. Configure the desired functions and click **Save**.

Note: The available functions for your Initialisation Card are determined based on the chosen Operating Mode.

OPERATING MODE(S)	AVAILABLE FUNCTIONS
Private RCA and Private Standalone	Dual Authorisation When enabled, two valid cards must be presented to gain access. Re-Lock Delay Adjust the time the lock is set to re-lock after being opened. The default re-lock delay is 4 seconds. The re-lock delay can be set to between 2 and 30 seconds.
Public RCA and Public Standalone	Maximum Locked Period Configure the lock to automatically unlock after a predefined period. Note: This is a time based feature and requires the internal clock to be set. This is set automatically when in RCA Mode, but you will need to run program 12 to correct any potential time differences. Auto-Unlock at a Set Time Configure the lock to automatically unlock at a predefined time. Note: This is a time based feature and requires the internal clock to be set. This is set automatically when in RCA Mode, but you will need to run program 12 to correct any potential time differences. LED Locked Indicator When in a locked state, the Red LED will flash every 5 seconds by default.

7. If you haven't done so already, ensure your USB Card Reader is plugged in to the PC.
8. Place a blank compatible card on the USB Card Reader.
9. Locate the pending card you wish to complete in the list, and click the **Send** icon: 
10. A pop-up will appear notifying you that the Card Reader is ready. Click **Write**. This card is now an Initialisation Card ready to set up the locks in its associated Lock Group.

Note: Your card will now appear in the default view of completed cards, and be given a physical ID.

[Go back to Contents: Quick Links](#)

4 CREATING CARD CLIENTS

Ensure you have logged into the Codelocks Desktop Client (CDC). We recommend creating an Initialisation Card Client and initialising your locks before creating further Card Clients. For instructions on how to create an Initialisation Card, see [Section 3](#).

Card Clients

Master Card

- Opens the lock (deletes current User Card in Public Function)
- All programming including Technician and User Card registration

Technician Card

- Opens the lock (retains current User Card in Public Function)

User Card

- Opens the lock
- Locks the lock (in Public Function)

Block Card

- The Block Card can be used to block and unblock other Card Clients from accessing locks it is presented to.

Audit Card

- The Audit Card is used to read an individual locks audit. This card can then upload the audit data to the software when presented to the USB Card Reader.

IMPORTANT

Once a Master Card is registered, it should be kept in a safe location.


Master Card Client

If the Master Card is used to open the lock, the existing User Card will be deleted.

1. In the CDC, select **Cards** in the left hand navigation bar and choose **Master**.
2. Select **New Card**, located in the top right hand corner.
3. Name your Master Card for easy identification (e.g. Locker Bank 1).
4. Select the Lock Group you would like to associate the card with.
5. From the drop down list, select the desired **Operating Mode** for your Master Card. Configure the desired functions and click **Save**.

Note: The available functions for your Master Card are determined based on the chosen Operating Mode.

OPERATING MODE(S)	AVAILABLE FUNCTIONS
Private RCA and Private Standalone	Dual Authorisation When enabled, two valid cards must be presented to gain access. Re-Lock Delay Adjust the time the lock is set to re-lock after being opened. The default re-lock delay is 4 seconds. The re-lock delay can be set to between 2 and 30 seconds.
Public RCA and Public Standalone	Maximum Locked Period Configure the lock to automatically unlock after a predefined period. Note: This is a time based feature and requires the internal clock to be set. This is set automatically when in RCA Mode, but you will need to run program 12 to correct any potential time differences. Auto-Unlock at a Set Time Configure the lock to automatically unlock at a predefined time. Note: This is a time based feature and requires the internal clock to be set. This is set automatically when in RCA Mode, but you will need to run program 12 to correct any potential time differences. LED Locked Indicator When in a locked state, the Red LED will flash every 5 seconds by default.

6. If you haven't done so already, ensure your USB Card Reader is plugged in to the PC.
7. Place a blank compatible card on the USB Card Reader.
8. Locate the pending card you wish to complete in the list, and click the **Send** icon: 
9. A pop-up will appear notifying you that the Card Reader is ready. Click **Write**. This card is now a Master Card ready to be used with its associated Lock Group.

Note: Your card will now appear in the default view of completed cards, and be given a physical ID.

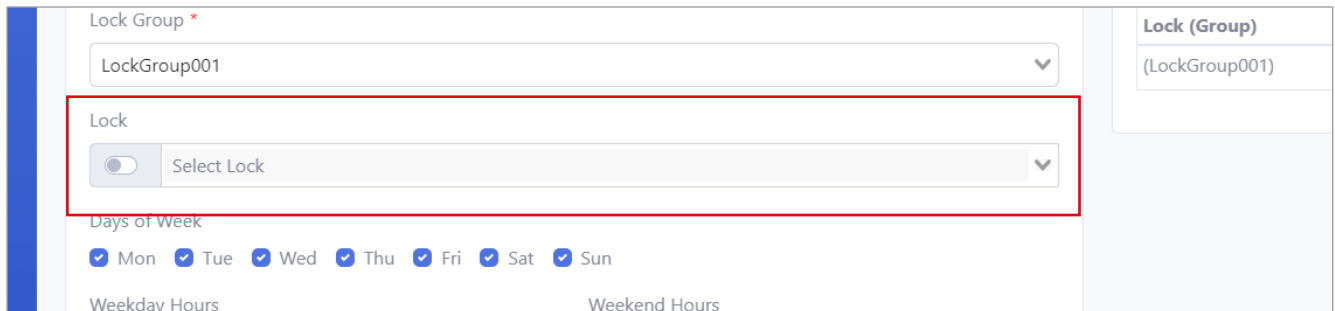
Technician Card Client

If the Technician Card is used to open the lock, the existing User Card will be retained and after 5 seconds, the lock will re-lock.

Note: Multiple permissions can be set on one Technician Card Client. For example, you can set one card to act as a Technician Card for multiple Lock Groups.

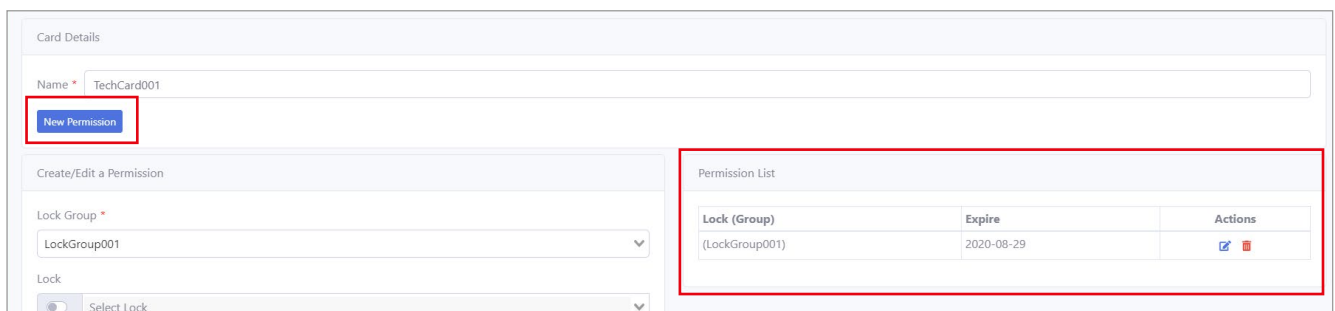
1. In the CDC, select **Cards** in the left hand navigation bar and choose **Technician**.
2. Select **New Card**, located in the top right hand corner.
3. Name your Technician Card for easy identification (e.g. Locker Bank 1).
4. Select the Lock Group you would like to associate the card with.



Note: A Technician Card can be assigned to all locks within a group or for a specific lock within a group. To assign a Technician Card to a specific lock, click on the toggle to enable this feature and select the lock from the dropdown menu.




5. Select which days of the week and hours the Technician Card will be active.
6. Select the expiry date for the Technician Card. This can be any date as long as its in the future.
7. Select **Add to List**. These set permissions for the Technician Card will show within the Permissions List in the right hand panel.

Important Note: If this Technician Card is required to have different permissions for multiple Lock Groups, select **New Permissions** and set the permissions before saving. Repeat as many times necessary.



Lock (Group)	Expire	Actions
(LockGroup001)	2020-08-29	 

8. Click **Save**.
9. If you haven't done so already, ensure your USB Card Reader is plugged in to the PC.
10. Place a blank compatible card on the USB Card Reader.
11. Locate the pending card you wish to complete in the list, and click the **Send** icon: 
12. A pop-up will appear notifying you that the Card Reader is ready. Click **Write**. This card is now a Technician Card ready to be used with its associated Lock / Lock Group.

Note: Your card will now appear in the default view of completed cards, and be given a physical ID.

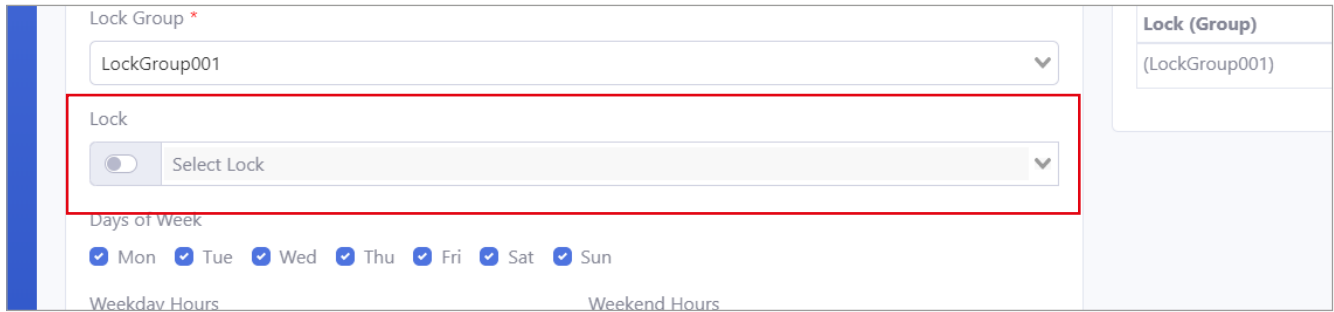
User Card Client

Set up access credentials either to individual locks or to lock groups with a maximum combination of 20 permissions. Access credentials can be time and date specific.

Important Note: User Card Clients must be set to expire on a set date.

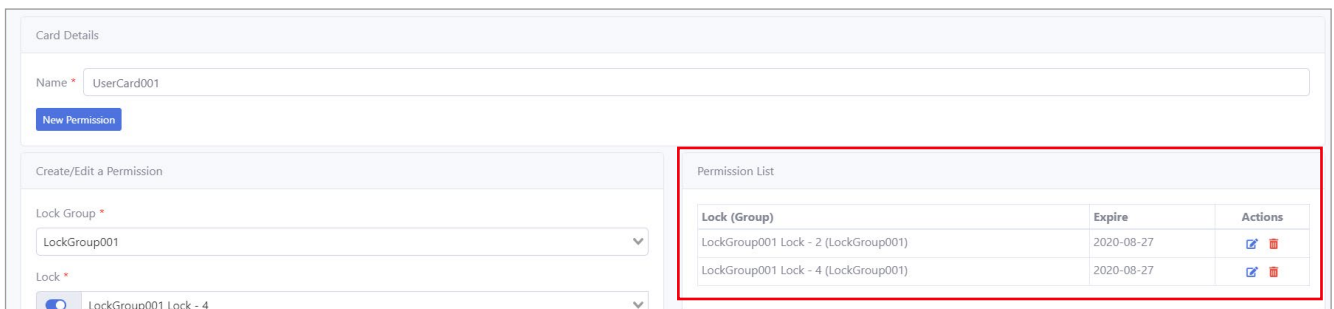
1. In the CDC, select **Cards** in the left hand navigation bar and choose **User**.
2. Select **New Card**, located in the top right hand corner.
3. Name your User Card for easy identification (e.g. Client Name 1).
4. Select the Lock Group you would like to associate the card with.

Note: A User Card can be assigned to all locks within a group or for a specific lock within a group. To assign a User Card to a specific lock, click on the toggle to enable this feature and select the lock from the dropdown menu.




5. Select which days of the week and hours the User Card will be active.
6. Select the expiry date for the User Card. This can be any date as long as its in the future.
7. Select **Add to List**. These set permissions for the User Card will show within the Permissions List in the right hand panel.

Important Note: If this User Card is required to have different permissions for multiple Lock Groups, select **New Permissions** and set the permissions before saving. Repeat as many times necessary.



Lock (Group)	Expire	Actions
LockGroup001 Lock - 2 (LockGroup001)	2020-08-27	✎ ✖
LockGroup001 Lock - 4 (LockGroup001)	2020-08-27	✎ ✖

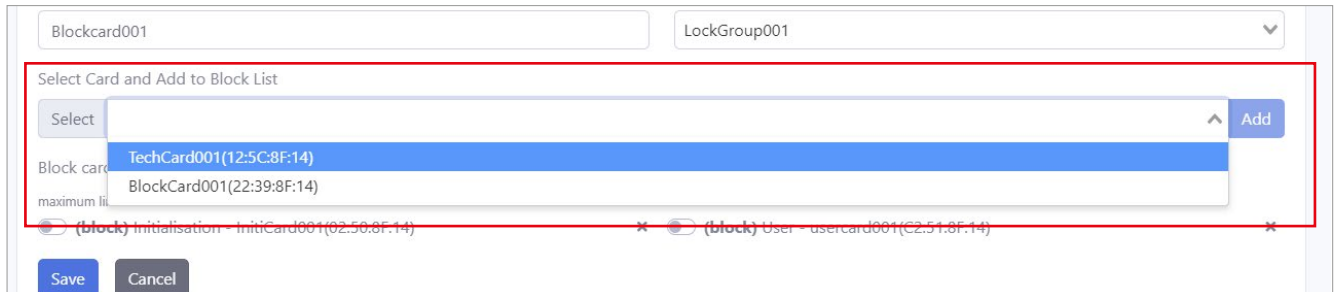
8. Click **Save**.
9. If you haven't done so already, ensure your USB Card Reader is plugged in to the PC.
10. Place a blank compatible card on the USB Card Reader.
11. Locate the pending card you wish to complete in the list, and click the **Send** icon: 
12. A pop-up will appear notifying you that the Card Reader is ready. Click **Write**. This card is now a User Card ready to be used with it's associated Lock / Lock Group.

Note: Your card will now appear in the default view of completed cards, and be given a physical ID.

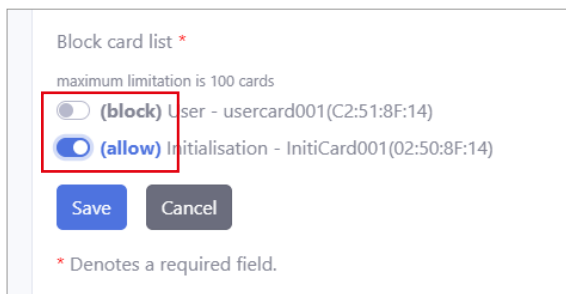
Block Card Client


A Block Card can be used to block and unblock other Card Clients from accessing locks it is presented to.

1. In the CDC, select **Cards** in the left hand navigation bar and choose **Block**.
2. Select **New Card**, located in the top right hand corner.
3. Name your Block Card for easy identification (e.g. Block Card 1).
4. Select the Lock Group you would like to associate the card with.
5. Select the card you wish to add to the Block List. Click **Add**.



6. If desired, repeat Step 5 to add another card to the Block List. Repeat as many times necessary.
Note: You can edit this Block List to unblock a card by clicking the **(allow)** toggle, at any time.




7. Click **Save**.
8. If you haven't done so already, ensure your USB Card Reader is plugged in to the PC.
9. Place a blank compatible card on the USB Card Reader.
10. Locate the pending card you wish to complete in the list, and click the **Send** icon: 
11. A pop-up will appear notifying you that the Card Reader is ready. Click **Write**. This card is now a Block Card ready to be used with its associated Lock Group.
Note: Your card will now appear in the default view of completed cards, and be given a physical ID.

To block / unblock the selected cards, present your Block Card to the lock(s) in the allocated Lock Group.

Audit Card Client

The Audit Card is used to read an individual locks audit. This card can then upload the audit data to the software when presented to the USB Card Reader. An Audit Card can download the 80 most recent events on a single lock.

1. In the CDC, select **Cards** in the left hand navigation bar and choose **Audit**.
2. Select **New Card**, located in the top right hand corner.
3. Name your Audit Card for easy identification (e.g. Audit Card 1).
4. Select the Lock Group you would like to associate the card with.
5. Click **Save**.
6. If you haven't done so already, ensure your USB Card Reader is plugged in to the PC.
7. Place a blank compatible card on the USB Card Reader.
8. Locate the pending card you wish to complete in the list, and click the **Send** icon: 
9. A pop-up will appear notifying you that the Card Reader is ready. Click **Write**. This card is now an Audit Card ready to be used with its associated Lock Group.
Note: Your card will now appear in the default view of completed cards, and be given a physical ID.

Using and Reading the Audit Card

The Audit Card Client can only read one lock's audit at a time.

1. Present the Audit Card to the lock. The LED will flash once to confirm the audit data has transferred to the Audit Card.
1. In the CDC, select **Dashboard** in the left hand navigation bar.
2. Place the Audit Card onto the USB Card Reader.
3. Select **Read Card** located in the top right hand corner of the CDC.
4. A pop-up will appear notifying you that the Card Reader is ready. Click **Read**.
5. To view the audit data, click **Show Audit Card**.

Note: Once the Audit Card has been used to download a lock's audit and uploaded to the CDC, the card's formatting will be cleared. If you wish to use this same card as an Audit Card, it will require reformatting. See [page 12](#) for instructions on how to create an Audit Card Client.

Note: The lock will not retain it's data once it has been transferred to an Audit Card. After an Audit Card has downloaded a lock's data, the lock will begin storing data until the next time it is downloaded.

[Go back to Contents: Quick Links](#)

5 CLEARING A CARD CLIENT

Ensure you are logged in to the Codelocks Desktop Client (CDC).

1. In the CDC, select **Dashboard** in the left hand navigation bar.
2. Place the Audit Card onto the USB Card Reader.
3. Select **Read Card** located in the top right hand corner of the CDC.
4. A pop-up will appear notifying you that the Card Reader is ready. Click **Read**.
Note: At this stage, if you wish to view the card's data, click the Show button. This can be helpful to check what is on the card before you clear it.
5. If you still wish to proceed with clearing the card, click **Clear**. This card is now blank ready for reformatting.

[Go back to Contents: Quick Links](#)



If you would like to know more about Codelocks and how you can benefit from the control and convenience the locks provide, contact one of our international offices.

**CODELOCKS UK
HEADQUARTERS**

Tel: +44 (0) 1635 239645
Fax: +44 (0) 1635 239644
sales@codelocks.com
www.codelocks.com

Helpline, service & spares
Freephone: 0800 393 405

**CODELOCKS INC
(UNITED STATES)**

Tel: +1 714 979 2900
Fax: +1 714 979 2902
sales@codelocks.us
www.codelocks.us

Helpline, service & spares
Toll free: 1.877.codelock

**CODELOCKS PTY LTD
(AUSTRALIA)**

Tel: +61 2 9882 1009
Fax: +61 2 9882 6030
sales@codelocks.com.au
www.codelocks.com.au

Helpline, service & spares
Toll free: 1800 052 131