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Please be sure to keep it for future reference
This manual is subject to change without any notice
Orbita shall not be held accountable for any accident and hazard arising from
incorrect user operations

Hotel Lock System Management Software

User Manual

(V5.30)

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
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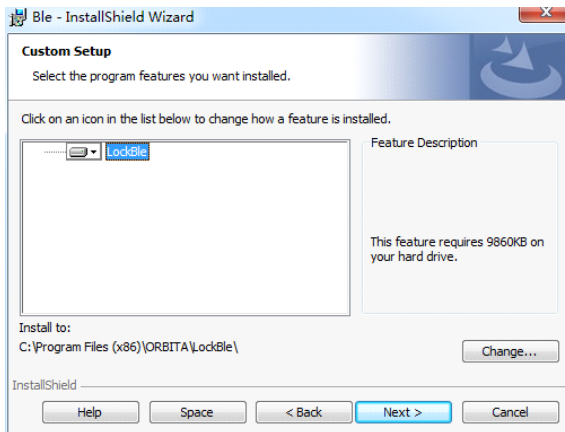
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1、 System Requirements

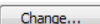
- ✓ Running on Windows XP, 7, 8, 10
- ✓ USB interface required (for connection with card encoders)
- ✓ Network card and smooth LAN required (for Web use)

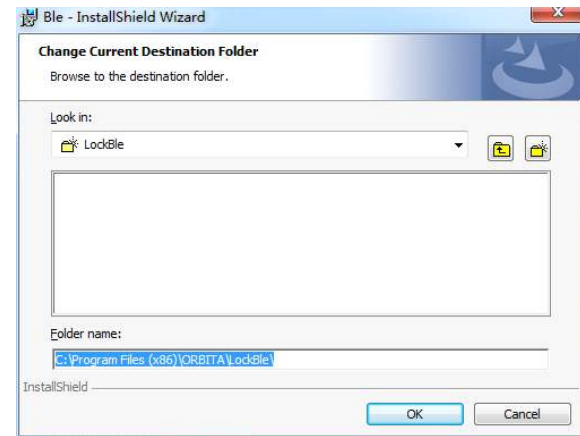
2、 Installation

- ① : Double-click  LockBle.exe , and then click  , in the pop-up dialog. Now Fig. 2-1 will appear.

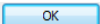






(Fig.2-1)

- ② : As shown in Fig. 2-1, the default installation path is C:\Program Files (x86)\ORBITA\LockBle\. To change the default installation path, click  . The dialog as shown in Fig. 2-2 will pop up.



(Fig.2-2)

- ③ : Change the default installation path in the “Folder Name:” to D:\Program Files (x86)\ORBITA\LockBle\. Click  to confirm the change and return to dialog shown in Fig. 2-1 (Note: Now the default installation path in Fig. 2-1 is changed to the new path). Click  as shown in the Fig. 2-1. Click  in the pop-up dialog to start the installation of the lock management software. After the installation is completed, click  in the pop-up dialog.

Note: To modify the information entered or selected in the previous dialog during the installation, you can click  in the dialog to return to the previous dialog!

3、 Card Reader Connection

The card reader is a contactless IC smart card reader that can be connected to a PC or other devices via USB interfaces.

The connection diagram is shown as Fig. 3-1: Connect the USB interface to the computer port, with the other end to the encoder.



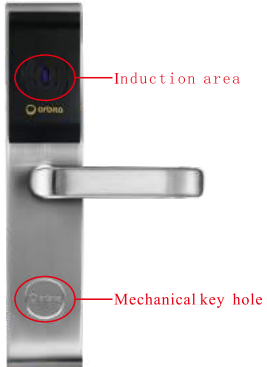
(Fig.3-1)



(Outside view of E4031)

E4031: prompts on the display screen (check the “Prompts”) :

4、Locks

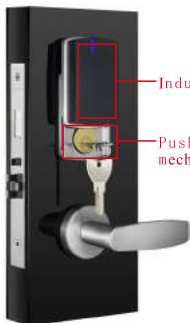


(Outside view of E3041)

Prompts:

1. Two blinking red lights indicate the card has the different area setting with the lock.
2. Three blinking red lights indicate the card has different time setting with the lock.
3. Four blinking red lights indicate the card is not authorized.
4. Five blinking red lights indicate the card is suspended.
5. Six blinking red lights indicate the door is double locked with dead-bolt.
6. Seven blinking red lights indicate the guest room is closed.
7. Eight blinking red lights indicate the card is not for this hotel.
8. Three continuous beeps and three blinking red lights indicate low battery. The battery needs to be replaced.





Induction area

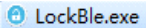
Push it up to find the mechanical key hole

Prompts :

- Two blinking red lights indicate the card has the different area setting with the lock.
- Three blinking red lights indicate the card has different time setting with the lock.
- Four blinking red lights indicate the card is not authorized.
- Five blinking red lights indicate the card is suspended.
- Six blinking red lights indicate the door is double locked with dead-bolt.
- Seven blinking red lights indicate the guest room is closed.
- Eight blinking red lights indicate the card is not for this hotel.
- Three continuous beeps and three blinking red lights indicate low battery. The battery needs to be replaced.


(Outside view of S3072H)

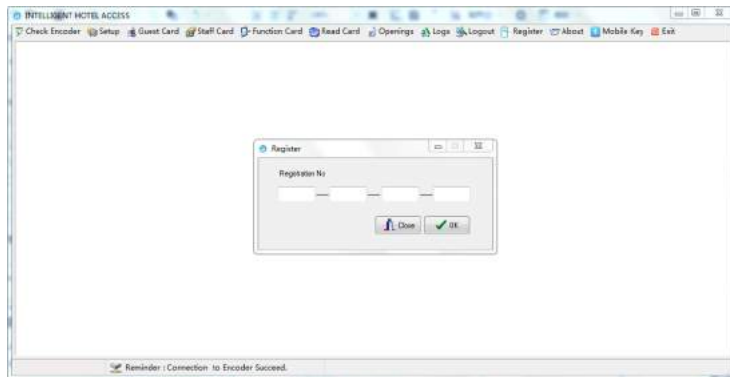
5. System Login & Registration

① : Double click the icon  . Fig. 5-1 will appear. Connect the card reader to the computer with a USB interface.




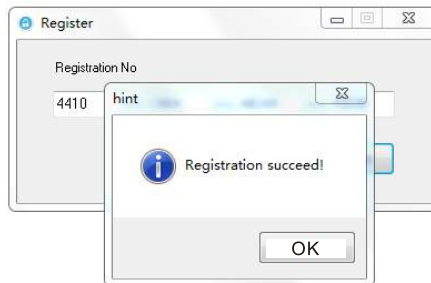
(Fig. 5-1)

② : Enter the default User Name “001”, Password “001” and Language “Chinese”, and then click  Fig. 5-2 will appear.



(Fig.5-2)

③ : The first registration will trigger the registration window. Enter the Registration No. provided by Orbita, and then click  . “Registered Successfully” will appear as shown in the Fig. 5-3.



(Fig.5-3)

If the Registration No. provided by Orbita is not entered correctly, “Wrong Registration No.” will appear as shown in Fig. 5-4.



(Fig.5-4)

Note: If no Registration No. is entered or the Registration No. has expired, there will be no response when clicking Check Encoder in the menu bar.

6. Menu Bar Functions

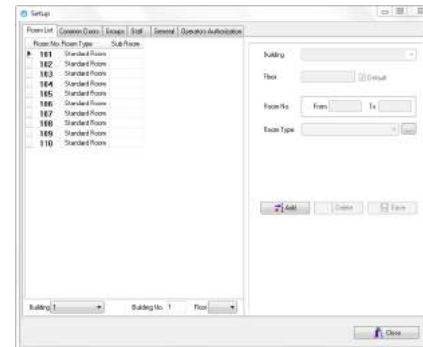
Menu Bar Functions	
Check Encoder	Check the connection of the card encoder
Setting	Set up all the room and staff information
Guest Card	Encode the guest card and Bluetooth key for the guest upon check-in
Staff Card	Set up staff cards or manager cards
Card Setting	Encode function cards for lock setting and activation
Read Card	The information in the card can be read by placing the card on the encoder
Records	Download the unlocking records of the lock from data cards or handhelds
Log	Card encoding history
Logout	Log out of the current account and then log in as another staff member
Register	Enter the Registration No. to register when using the software for the first time or the software has expired
About	Check the software version, the contact information of Orbita and so on
Bluetooth	Manage the Bluetooth lock operation, such as modifying the lock name, binding, unbinding, issuing keys, etc.
Exit	Exit the door lock system

7. System Setting

Main functions	
A.Guest Room	Add\Delete\Save
B.Common Room	Edit\Save
C.Group	Add\Delete\Save
D.Staff	Add\Delete\Edit\Save
E.General	Setting
F.Permissions	Setting

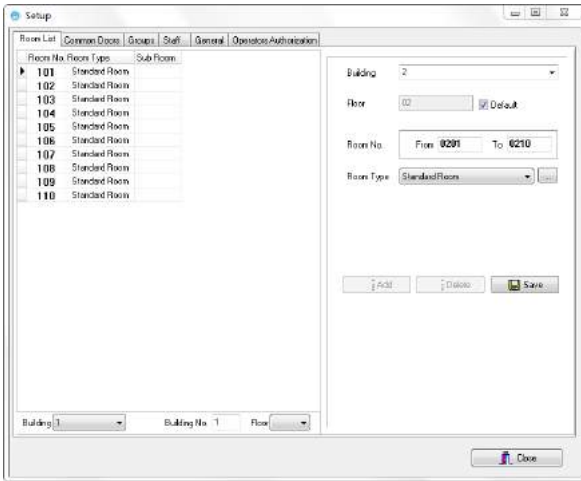
7-1:Guest room list setting

①:Click Setup on the menu bar. Now Fig. 7-1 will appear. The Guest Room tab is selected by default.




(Fig.7-1)

②:Click Add . Enter the building, floor, and room number. For example, enter the building “CMifare”, the floor “02”, and the room number “from 0201 to 0210”, 10 rooms in total. You can also choose the room type. There are two room types: “Suite” and “Standard”. (You can click to add more room types.)



(Fig.7-2)

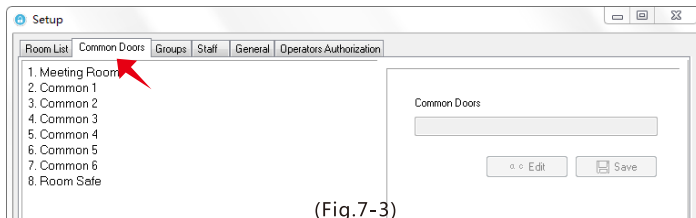
③:Click  Save to save the added guest room information.

④:Repeat steps 2-3 until all the room information is added.


7-2:Common room setting

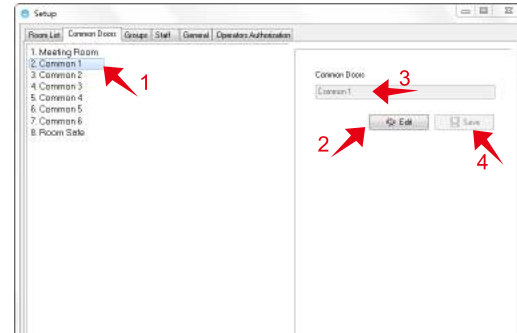
Up to 8 public areas can be configured. The first “Meeting Room” and the eighth “Safe” cannot be edited. The options from the second to seventh can all be modified according to actual situations.

①:Select the Common Room tab in the Fig. 7-1 as shown in the Fig. 7-3.



(Fig.7-3)

②:Click “Common 1”, and then click  Edit to activate and change the name. After the editing, click “Save” as shown in Fig. 7-4.



(Fig.7-4)

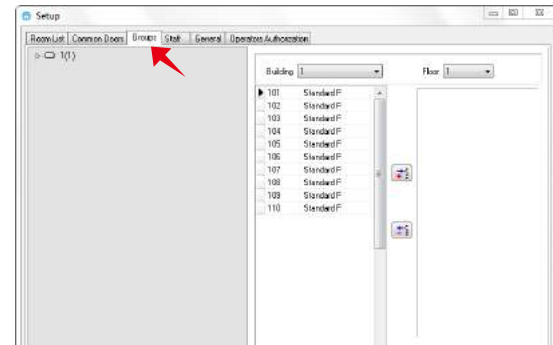
③: Repeat steps 1-2 to complete the modification of common room information.

7-3: Group setting



A certain number of rooms can be set as a group for ease of management. If the hotel has two or more cleaners who are responsible for one floor, you can set up the whole floor as a group, and encode a work card for the cleaner. In this way, she can open call the rooms in this group.

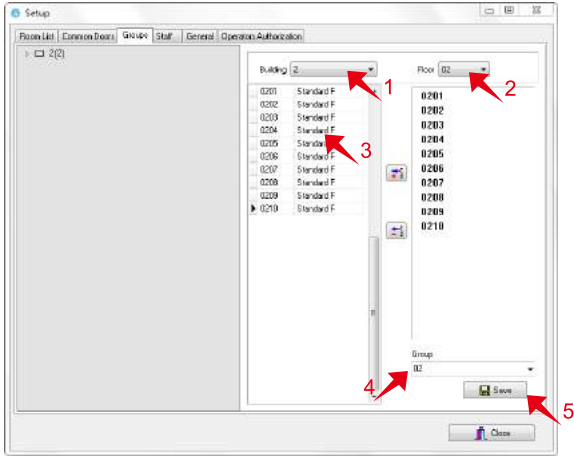
7-3-1 : Add groups

①:Select Group tab in the Fig. 7-1 as shown in the Fig. 7-5.




(Fig.7-5)

② : Select Building “CMifare” and Floor “2”. Double-click the room number to select a single room number, or click  to select all. Click the room number selected on the right column to unselect the room number, or click  to clear all the selected room number. After selecting the room number, enter the group name, as shown in Fig. 7-6.

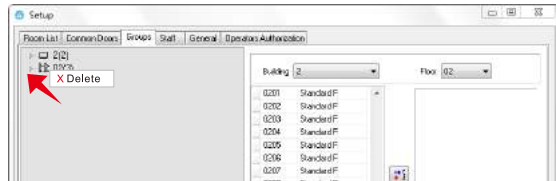


(Fig.7-6)

③ : Click  to successfully add the group information.
 ④ : Repeat steps ②-③ to complete the addition of common room information.

7-3-2 : Delete group

① : Right click “Group 2(2)” from Group as shown in Fig. 7-7.



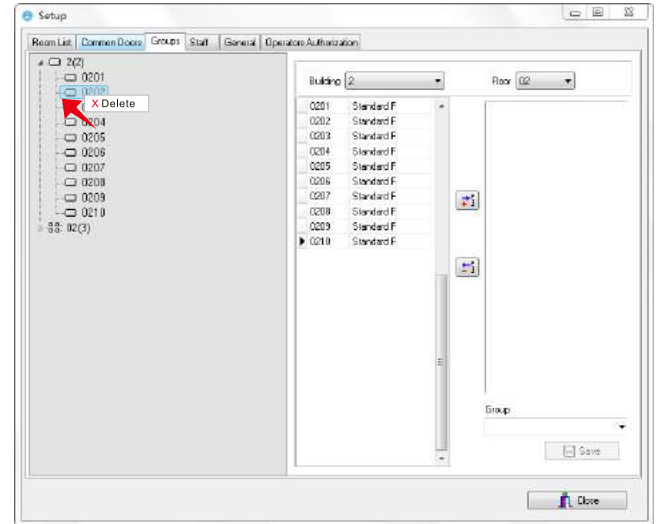
(Fig.7-7)

② : Click  to delete the “Group 2(2)” (as well as its sub contents).


③ : Repeat steps 1-2 to delete the other inactive groups.

7-3-3 : Delete group details

① : Click “Group 1(1)”, and then right click the sub content “001” as shown in Fig. 7-8.





(Fig.7-8)

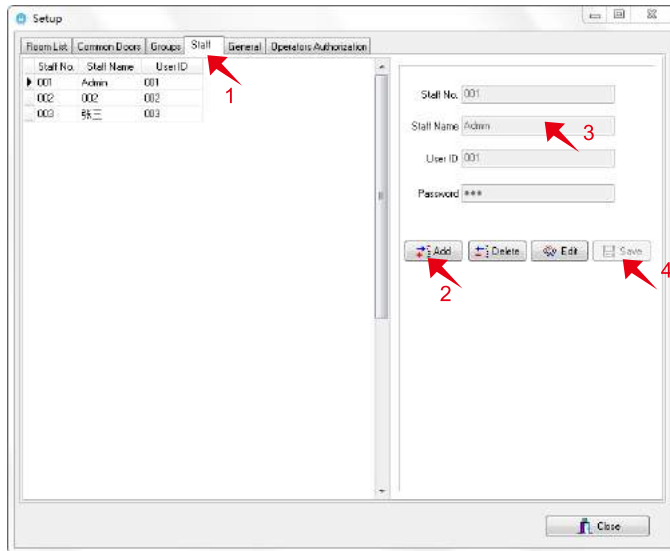
② : Click  Select in the pop-up dialog, and then the “001” will be deleted from “Group 1(1)”.

③ : Repeat steps ①-② to delete the sub contents of the groups.

7-4 : Staff setting

7-4-1 : Add staff


- ① : Select Staff tab in Fig. 7-1.
- ② : Click  , to enter the staff number, staff name, user ID and password, etc., as shown in Fig. 7-9.
- ③ : Click  , to save staff information.
- ④ : Repeat steps 2-3 to add other staff information.

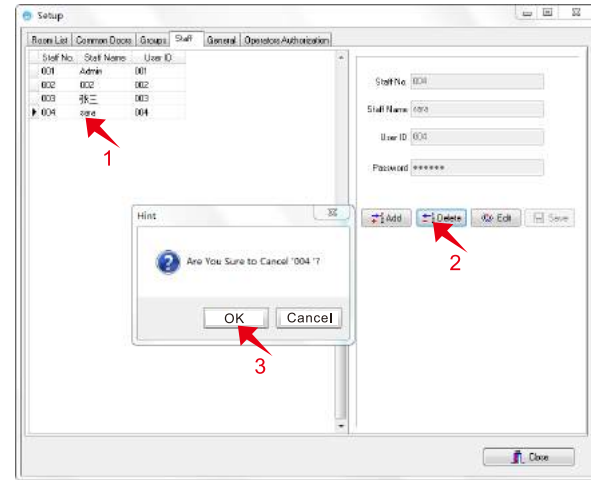


(Fig.7-9)

7-4-2 : Delete staff



- ① : Select the staff to be deleted, as shown in Fig. 7-10.

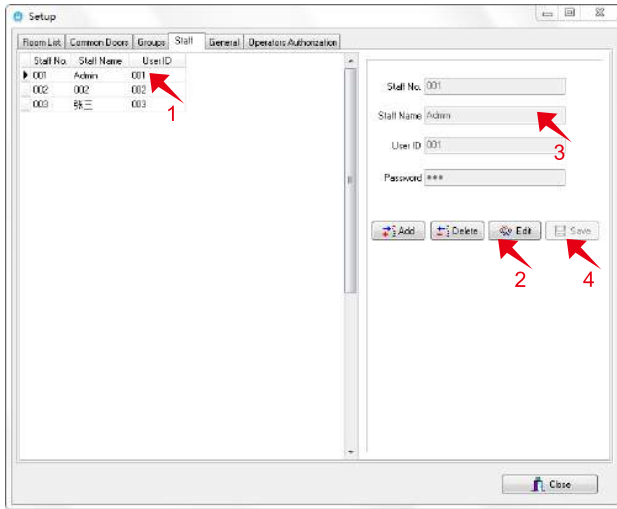
- ② : Click  . Select , in the pop-up dialog, and then the information of staff "002" will be deleted.
- ③ : Repeat steps ①-② to delete other staff information.



(Fig.7-10)

7-4-3 : Edit staff information

- ① : Select the staff to be modified, and then click  as shown in Fig. 7-11.
- ② : You can modify the staff name, user ID, password, and then click  ;
- ③ : Repeat steps ①-② to modify other staff information.

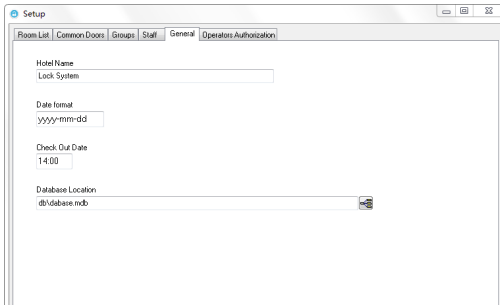


(Fig.7-11)

7-5 : General Setting


① : Select the “General” tab in Fig. 7-1, as shown in Fig. 7-12.

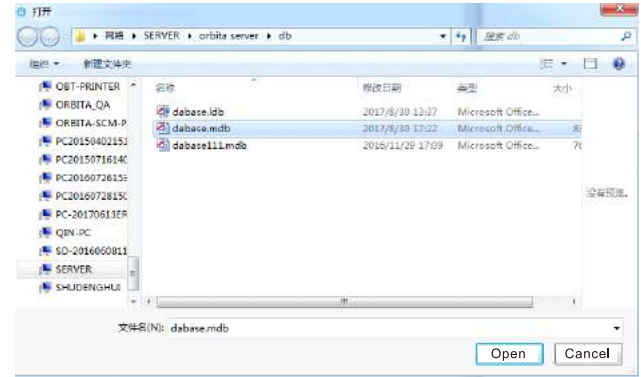
You can enter your hotel name, check-out time, date format, database location.



(Fig.7-12)

Change database location:

①: Click  , to select the database storage location, as shown in Fig. 7-13.



(Fig.7-13)

②: Click , and then the database location will be changed to

\\Server\orbita server\db\database.mdb

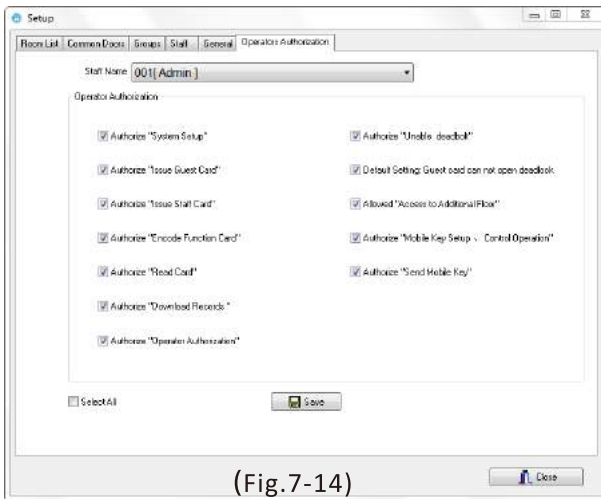
7-6 : Permission Setting

Set up staff permissions:

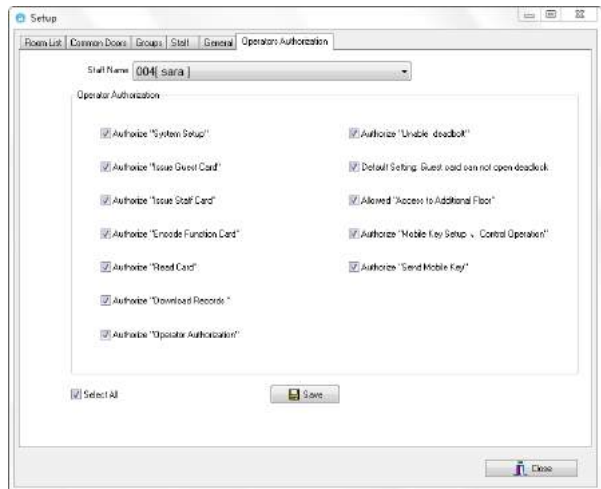
For front desk attendants, they usually only have the permission to encode and read guest cards.

For hotel managers, usually check “Select All” and then click “Save”.

- ① : Select Permissions tab in Fig. 7-1, as shown in Fig. 7-14.
- ② : Select Staff “003”, and check the “Authorize” options as shown in Fig. 7-15.
- ③ : Click , to save the modified staff permissions.



(Fig.7-14)




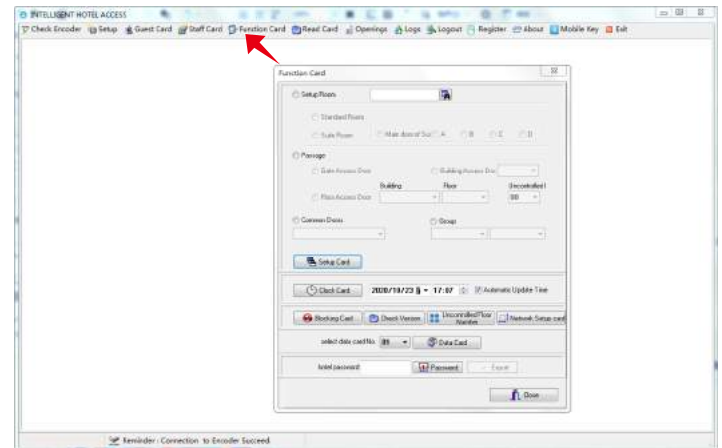
(Fig.7-15)

8、Card Setting

8-1 : About card setting

In this module, the rooms to be set are “Standard”, “Suite”, “Access Door” or “Common Door”. Please note that one lock can only be set for one status. For example, the lock cannot be set for “Standard” and “Common Door” at the same time.




Click  on the menu bar, and the window will appear as shown in Fig. 8-1.

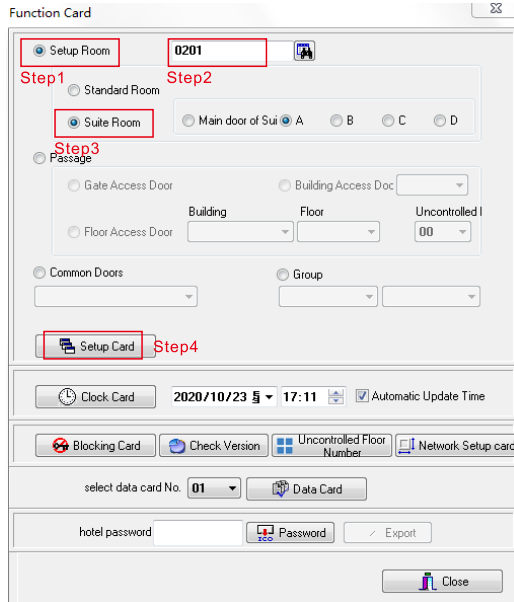


(Fig.8-1)

8-2 : Setting room cards




Choose a “standard room” or “suite” (a suite has 5 locks, 1 main door and 4 room doors). You need to set up the locks one by one. E.g. Encode a function card for the standard room 201 (Fig. 8-2) by doing the following:

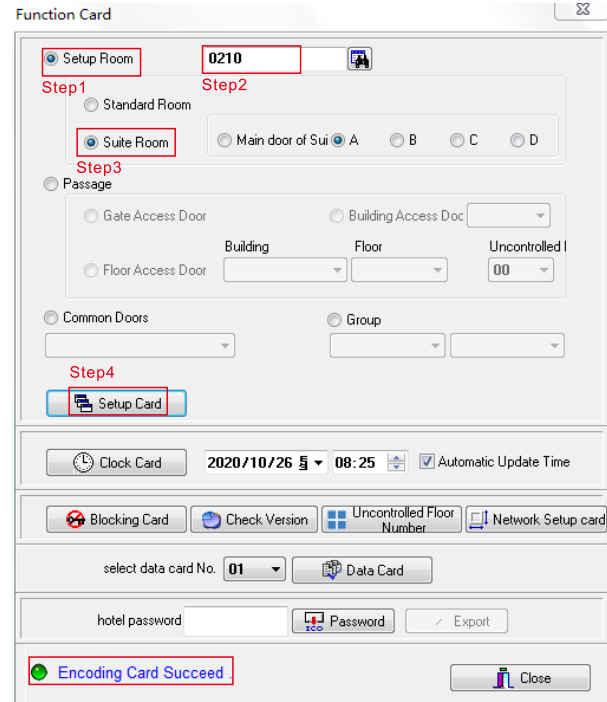
- ① : Select Setup Room . Click , and then choose Room 201, Building 1. ;
- ② : Select Suite Room
- ③ : Place the new card to be encoded on the induction area of the card reader. Click , and then you will hear a beep from the card reader, and at the same time  Encoding Card Succeed will appear.
- ④ : Repeat steps 1-3 to complete the card setting of other standard rooms. ;



(Fig.8-2)

The following shows how to encode a card for Door A of Suite 0210 (Fig. 8-3).

- ①: Select Setup Room . Click , and then choose Room 0210.
- ②: Select Suite Room and then A ;
- ③: Place the new card to be encoded on the induction area of the card reader. Click , and then you will hear a beep from the card reader, and at the same time  Encoding Card Succeed will appear.
- ④: Repeat steps ①-③ to complete the card setting of other suites.



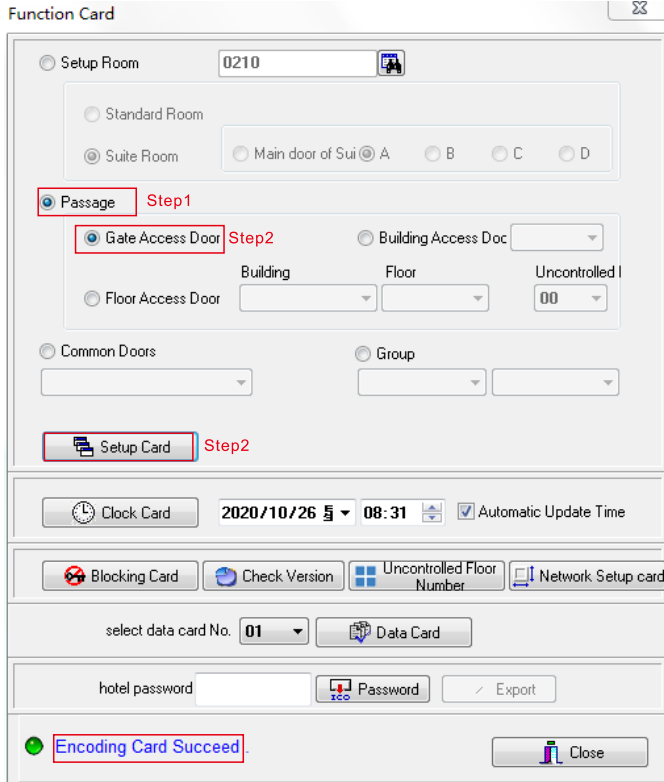
(Fig.8-3)

8-3 : Cards for Access Doors

There are three channels: gate channel, building channel or floor channel.

Gate channel: All the door-opening cards issued by this system are applicable

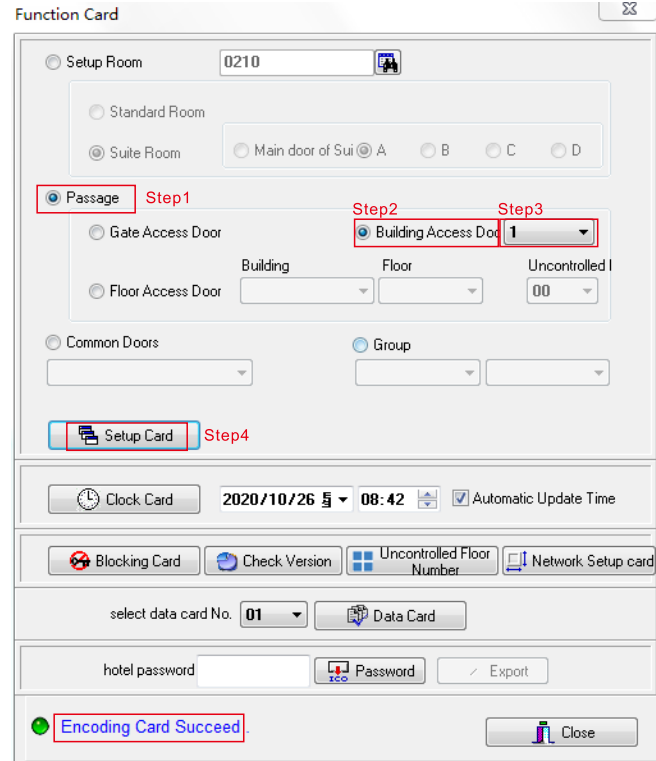
How-to: Place the new card to be encoded on the induction area of the card reader as instructed in Fig. 8-4.



(Fig.8-4)

Building channel: All the door-opening cards for this building are applicable

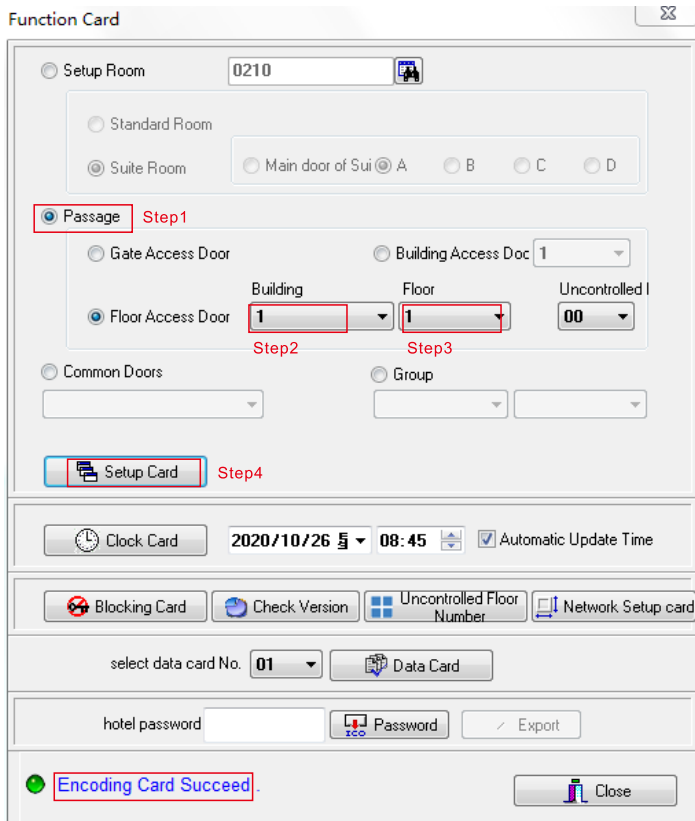
How-to: Place the new card to be encoded on the induction area of the card reader as instructed in Fig. 8-5.



(Fig.8-5)

Floor channel: All the door-opening cards for this floor are applicable,

How-to: Place the new card to be encoded on the induction area of the card reader as instructed in Fig. 8-6.

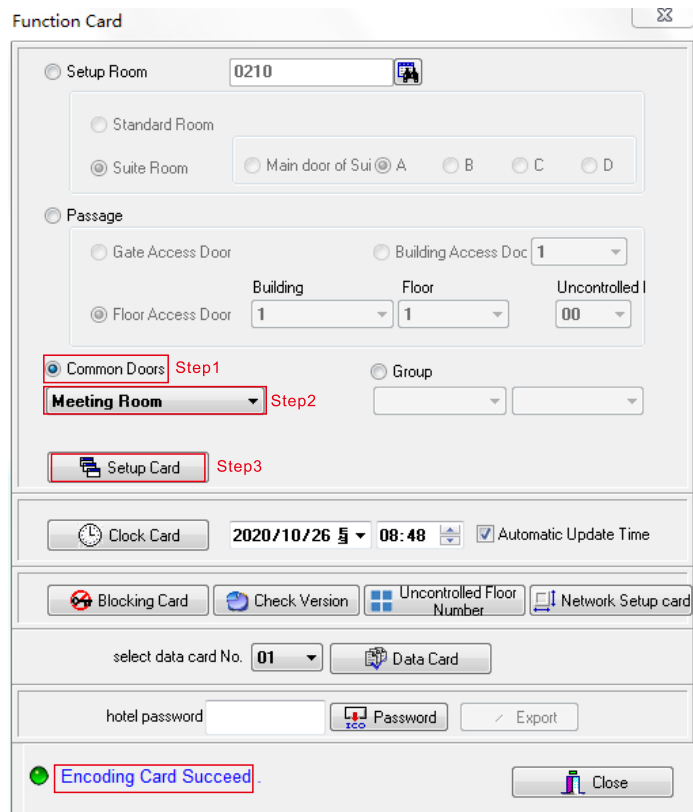


(Fig.8-6)

8-4 : Common room

Set up public areas

How-to: Place the new card to be encoded on the induction area of the card reader as instructed in Fig. 8-7.

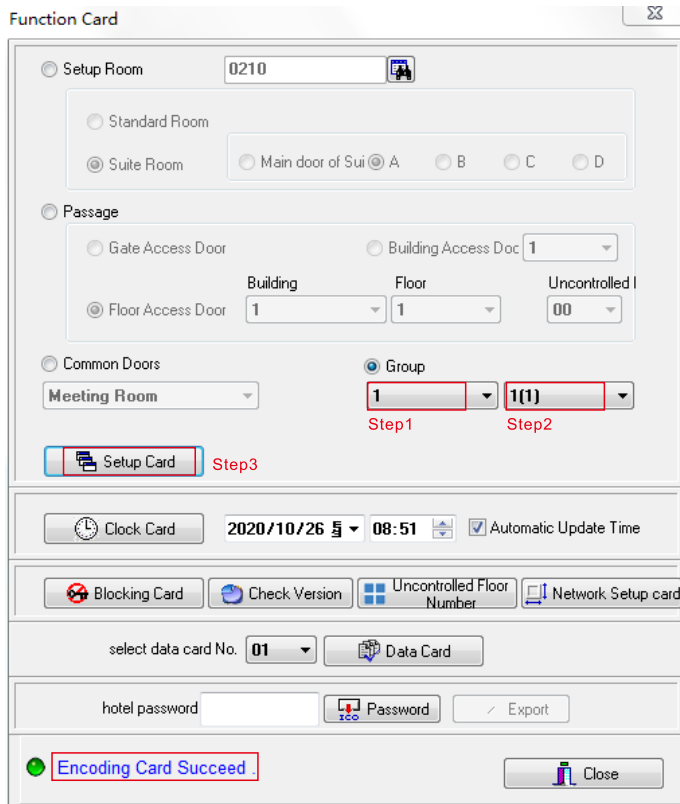


(Fig.8-7)

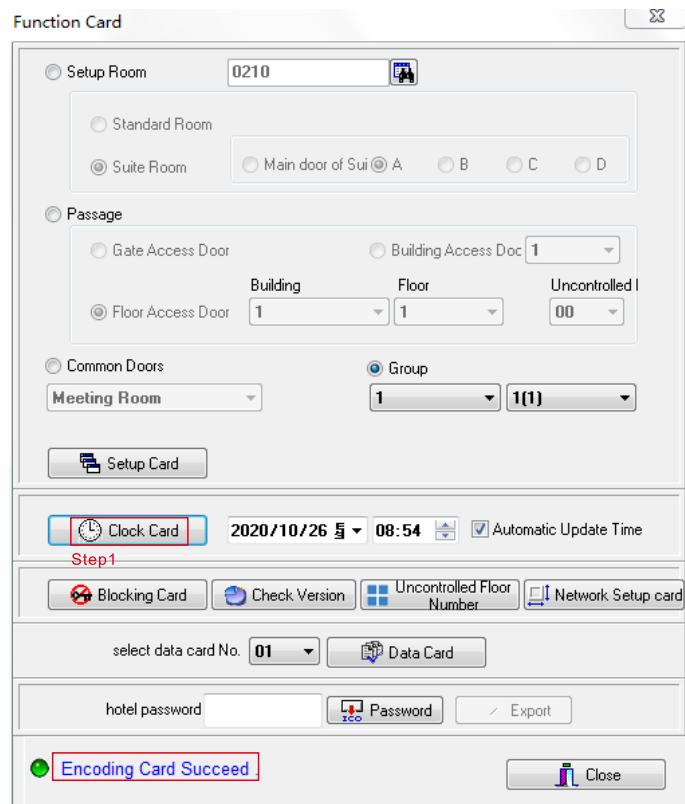
8-5 : Groups

Place the group card on the induction area of the locks of each door within the group, and then all these rooms will be recognized by this card.

How-to: Place the new card to be encoded on the induction area of the card reader as instructed in Fig. 8-8.



(Fig.8-8)



(Fig.8-9)

8-6 : Clock Card

Encode the Clock Card to adjust the time of locks

How-to: Place the new card to be encoded on the induction area of the card reader as instructed in Fig. 8-9.

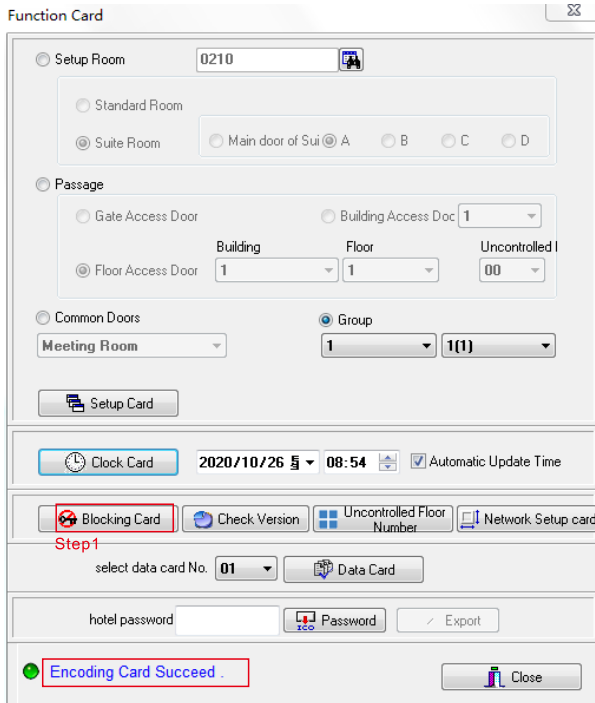
Note: The time of the card may be a little different from the real time due to the time lag between clock card and lock setting. Therefore, you have to place the clock card on the induction area of the lock as soon as possible to adjust the time.

8-7 : Blocking Card

After encoding a Blocking Card, you can place the card on the induction area of the guest room door lock to prevent guests from entering the room.

Only the Master Card can open the door lock. Re-induction of the Blocking Card will cancel the restriction.

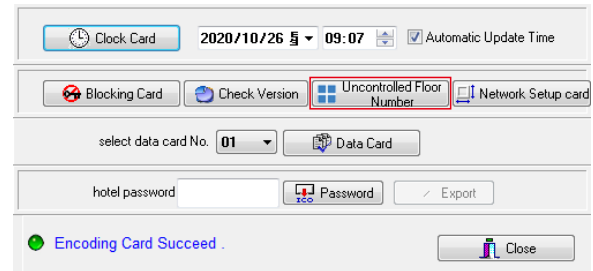
How-to: Place the new card to be encoded on the induction area of the card reader and operate as shown in Fig. 8-10.




(Fig.8-10)

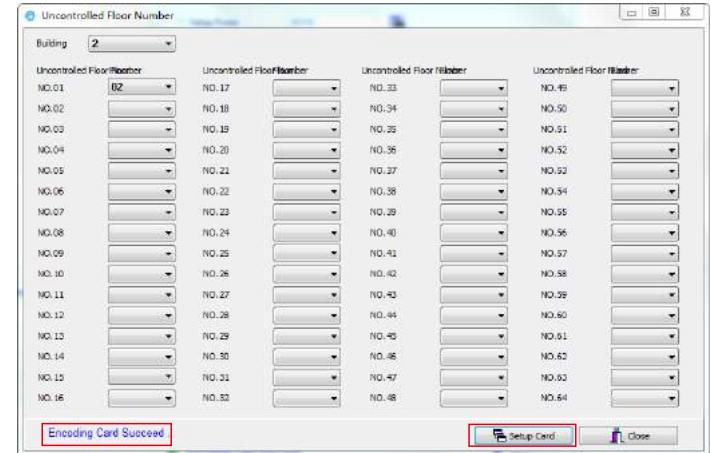
8-8 : Elevator Channel No.

Any floor number can be assigned to the Elevator Channel No., and up to 64 floors can be set at a time. Click  as shown in Fig. 8-11.



(Fig.8-11)

How-to: Place the S70 card to be encoded on the induction area of the card reader, click  as shown in Fig. 8-12, and “Card Encoded Successfully” will be displayed.



(Fig.8-12)

8-9 : Data Card

Authorize it as a Data Card to collect the unlocking record of the door lock.

How-to: Place the new card to be encoded on the induction area of the card reader and operate according to Fig. 8-13.


The screenshot shows the 'Function Card' configuration window. It is divided into several sections:

- Setup Room:** A text field contains '0210'. Below it are radio buttons for 'Standard Room' and 'Suite Room'. The 'Suite Room' section has radio buttons for 'Main door of Sui' (A, B, C, D), with 'A' selected.
- Passage:** Radio buttons for 'Gate Access Door' and 'Floor Access Door' (selected). 'Floor Access Door' has dropdowns for 'Building' (1), 'Floor' (1), and 'Uncontrolled' (00). There is also a 'Building Access Doc' dropdown set to '1'.
- Common Doors:** Radio buttons for 'Meeting Room' (selected) and 'Group'. The 'Group' section has dropdowns for '1' and '1(1)'. A 'Setup Card' button is at the bottom.
- Clock Card:** A date field shows '2020/10/26', a time field shows '09:19', and a checked box for 'Automatic Update Time'.
- Navigation:** Buttons for 'Blocking Card', 'Check Version', 'Uncontrolled Floor Number', and 'Network Setup card' are at the top.
- Step 1:** 'select data card No.' dropdown is set to '01'. A 'Data Card' button is highlighted with a red box.
- Step 2:** 'hotel password' field is empty. A 'Password' button is highlighted with a red box.
- Bottom:** A green status message 'Encoding Card Succeed' is highlighted with a red box. A 'Close' button is at the bottom right.

(Fig.8-13)

Remarks: Data Card 01 can collect the latest 210 records,
Data Card 02 can collect the latest 211-420 records,
Data Card 03 can collect the latest 421-630 records,
Data Card 04 can collect the latest 631-840 records,
and so on given that the door lock supports these functions.

8-10 : Password

When you click  Password in the “Card Setting” page, you will see the hotel password for the door lock system, as shown in Fig. 8-14.

The screenshot shows the 'Password' configuration window. It features:

- Navigation:** Buttons for 'Blocking Card', 'Check Version', 'Uncontrolled Floor Number', and 'Network Setup card' at the top.
- Step 1:** 'select data card No.' dropdown is set to '01'. A 'Data Card' button is present.
- Step 2:** 'hotel password' field contains the value '425962'. A 'Password' button is highlighted with a red box.
- Bottom:** A green status message 'Encoding Card Succeed' is highlighted with a red box. A 'Close' button is at the bottom right.

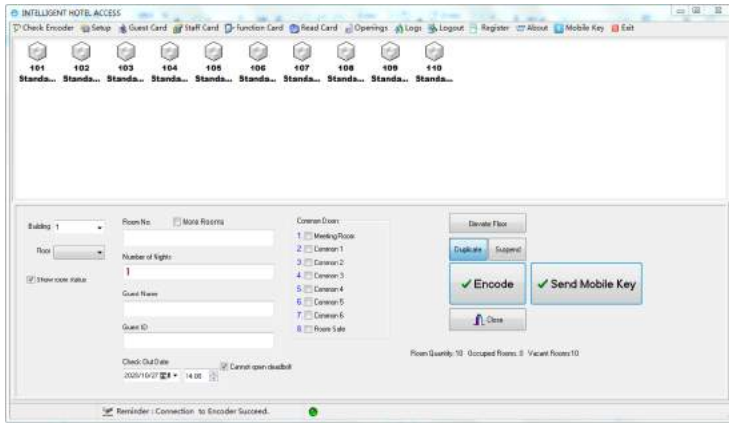
(Fig.8-14)

Important: If you have a handheld, the first thing to do before using it to set the door lock is to enter the password into the device;
Enter the handset “Import Password” menu, place the handset on the card issuer, and click “Export”;
Check whether the password on the handheld is the same as that on the card encoding system.

9、Other Cards

9-1: Guest Card

Click **Guest Card** in the menu bar to enter the page shown in Fig. 9-1.

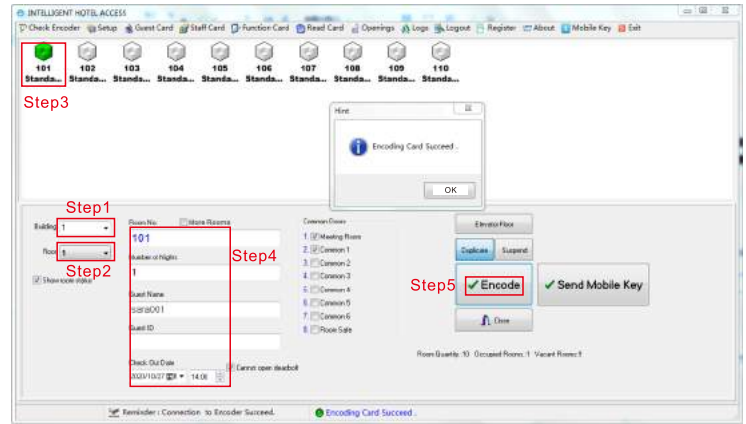


(Fig.9-1)

9-1-1:Encode

① : Enter the “Building”, “Floor”, “Room No.”, “Days of Stay”, “Guest Name”, “Customer No.”.

If you allow guests to enter other public areas, you can choose the “Public Room” on the right, as shown in Fig. 9-2.

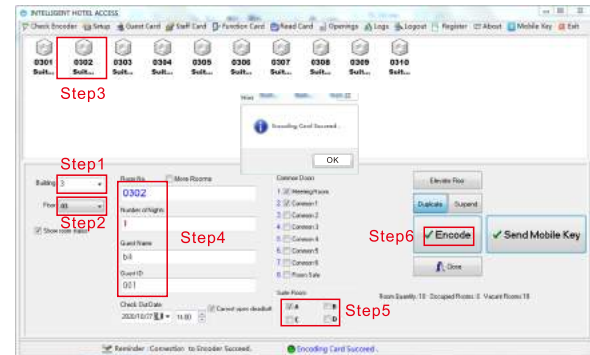


(Fig.9-2)

②: Place the card to be encoded on the induction area of the card reader, click **Encode**, and “Card Encoded Successfully” will be displayed. Click **OK**

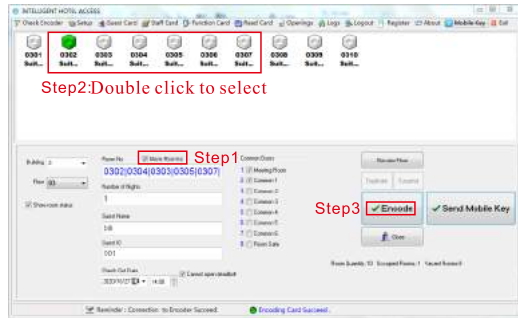
③: Repeat How-to 1) - 2) to complete other Guest Card settings.

Remarks: 1. The operation of the suite setting is the same as that of the standard room, as shown in Fig. 9-3



(Fig.9-3)

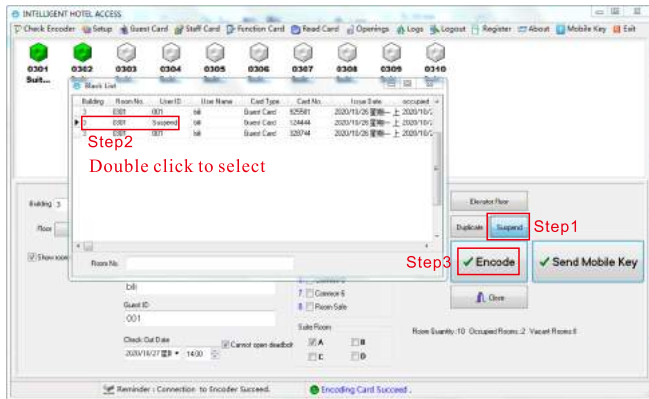
2: One card can open multiple rooms, up to 8 rooms, as shown in Fig. 9-4.



(Fig.9-4)

9-1-2: Suspend

① : Enter the “Building”, “Floor”, “Room No.,” “Days of Stay”, “Guest Name” and other information, and then click **Duplicate** , as shown in Fig. 9-5.



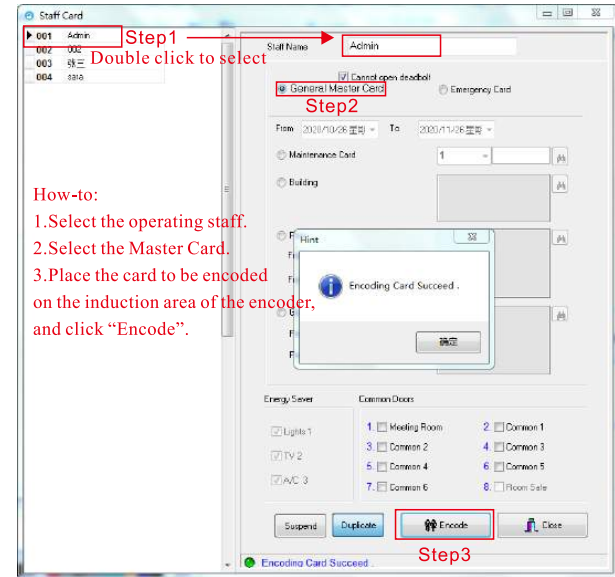
(Fig.9-5)

②: Select the card number to suspend in the blacklist, place the new card to be encoded on the induction area of the card reader, click **Encode** ; and select **OK** in the pop-up box.

③: Use the new card to open the door of the corresponding room, and the original card will become invalid at the same time.

9-2: Master Card (Notes: It can open all rooms.)

9-2-1: Encode: Operations are as shown in Fig. 9-7

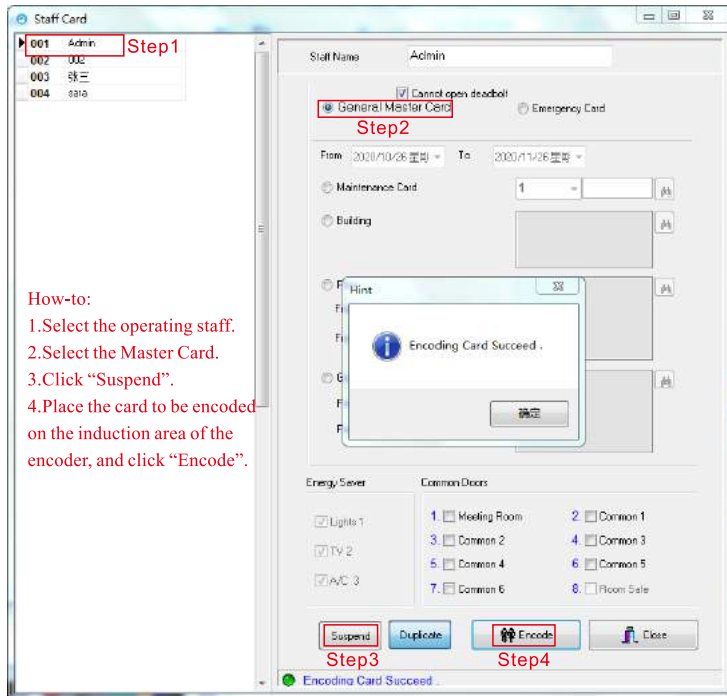


How-to:

1. Select the operating staff.
2. Select the Master Card.
3. Place the card to be encoded on the induction area of the encoder, and click “Encode”.

(Fig.9-7)

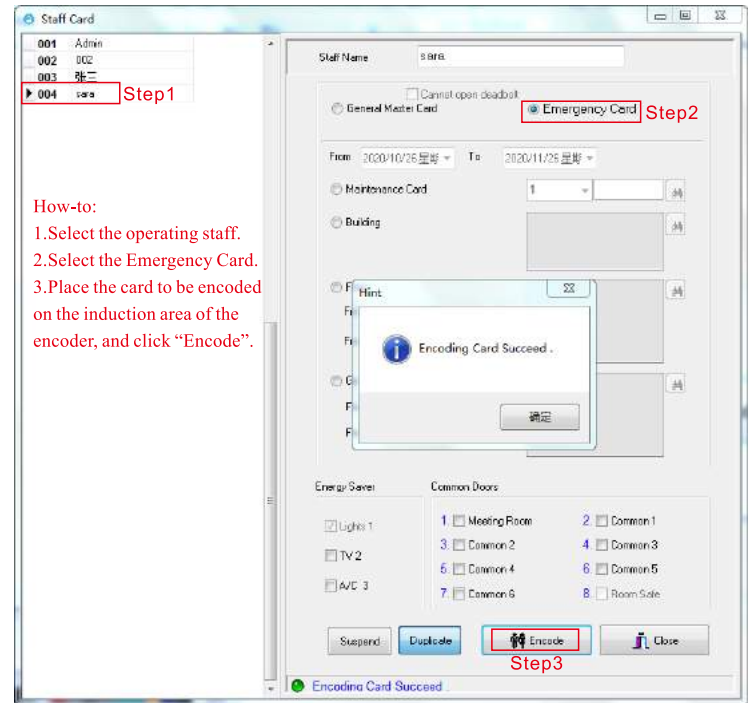
9-2-2: Suspend: Operations are shown in Figure 9-8.



(Fig.9-8)

9-3:Emergency Card

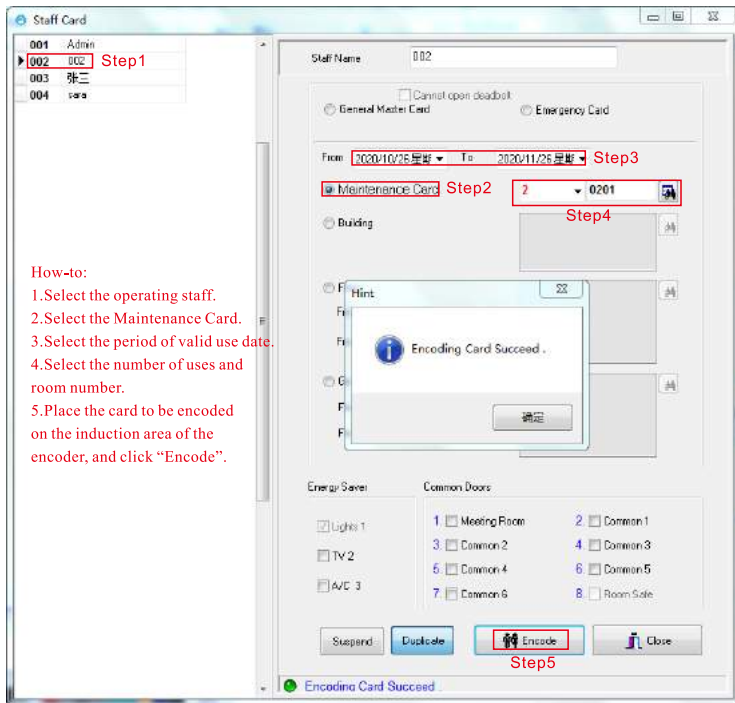
To prevent fire or other emergencies, place this card in the induction area of the door lock, and it will continue to alarm until another card is used to induct the door lock. Operations are shown in Fig. 9-8.



(Fig.9-9)

9-4:Maintenance Card

This card is dedicated for maintenance personnel. It can set the number and time of entering the maintenance room for maintenance personnel. The maintenance personnel open the room to be repaired within the specified time and number of times.



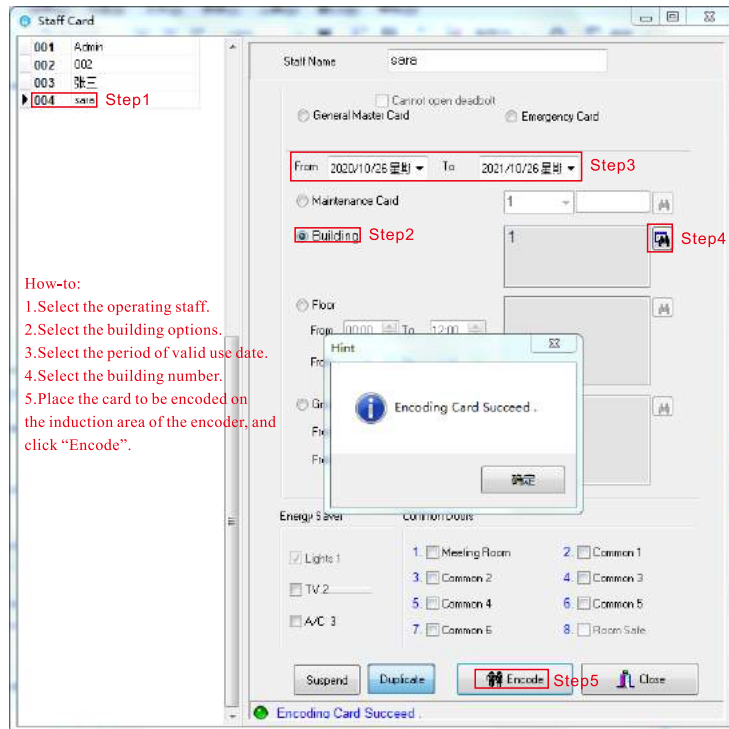
(Fig.9-10)

How-to:

1. Select the operating staff.
2. Select the Maintenance Card.
3. Select the period of valid use date.
4. Select the number of uses and room number.
5. Place the card to be encoded on the induction area of the encoder, and click "Encode".

9-5: Building Card

Except for double locked rooms, the Building Card can open all the rooms in this building, and up to 8 buildings can be selected. The setting operations are shown in Fig. 9-11.



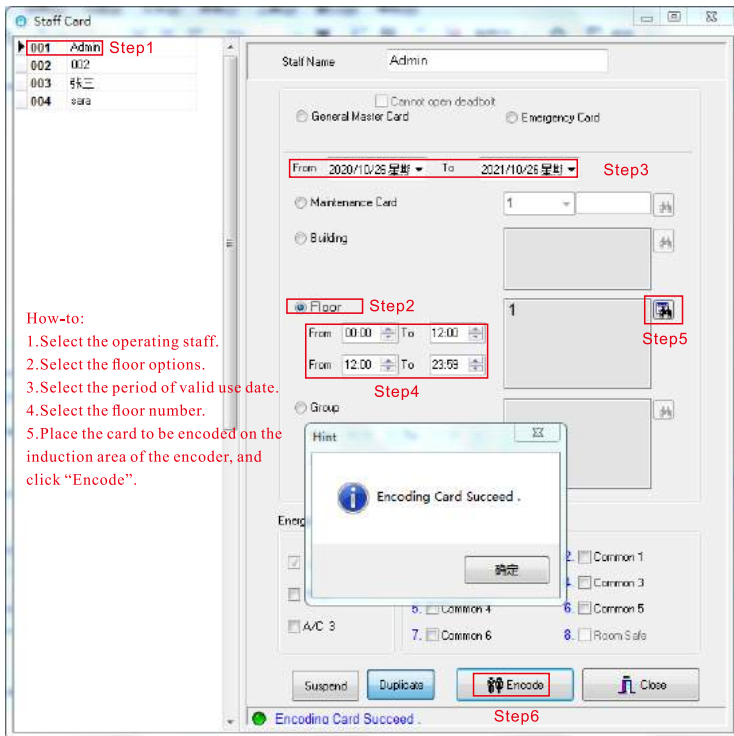
(Fig.9-11)

How-to:

1. Select the operating staff.
2. Select the building options.
3. Select the period of valid use date.
4. Select the building number.
5. Place the card to be encoded on the induction area of the encoder, and click "Encode".

9-6: Floor Card

The Floor Card can open all rooms on this floor, and up to 8 floors can be selected. The setting operations are shown in Fig. 9-12.



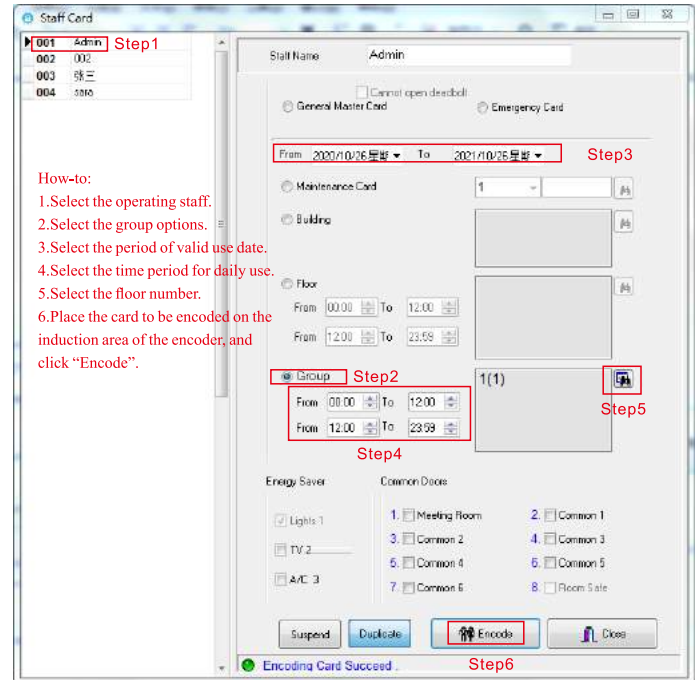
(Fig.9-12)

How-to:

1. Select the operating staff.
2. Select the floor options.
3. Select the period of valid use date.
4. Select the floor number.
5. Place the card to be encoded on the induction area of the encoder, and click "Encode".

9-7:Group

The room group card set for staff can unlock the room door locks belonging to the group, and up to 8 groups can be selected for a card. The setting operations are shown in Fig. 9-13.




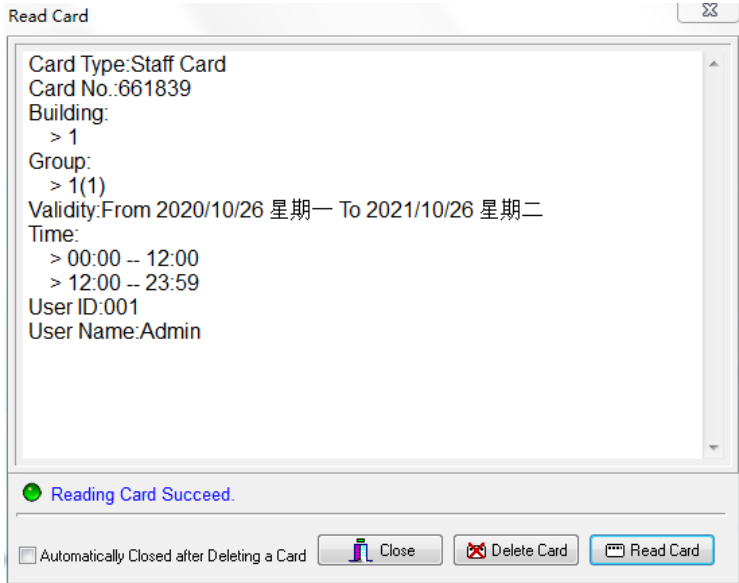
(Fig.9-13)

How-to:

1. Select the operating staff.
2. Select the group options.
3. Select the period of valid use date.
4. Select the time period for daily use.
5. Select the floor number.
6. Place the card to be encoded on the induction area of the encoder, and click "Encode".

10、 Card Reading

①: Place the card on the induction area of the card reader and click  **Read Card** in the menu bar to view the information in the card, as shown in Fig. 10-1.



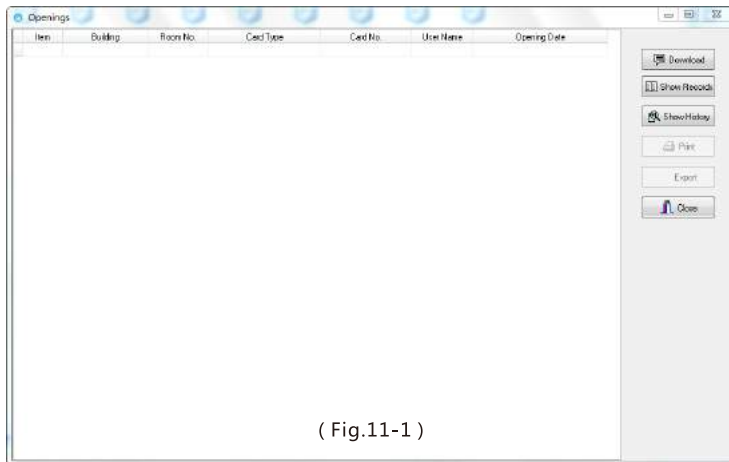
(Fig.10-1)

②: You can click to delete card information.

11、Record

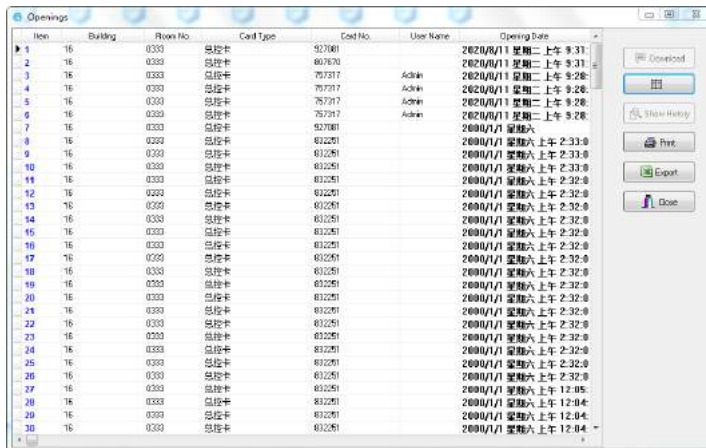
When using a Data Card or handheld to collect door lock records, you can use a computer to display and view.

①: Click in the menu bar, a window will pop up as shown in Fig. 11-1.



(Fig.11-1)

②: Place the Data Card on the induction area of the card reader, click as shown in Fig. 11-2.




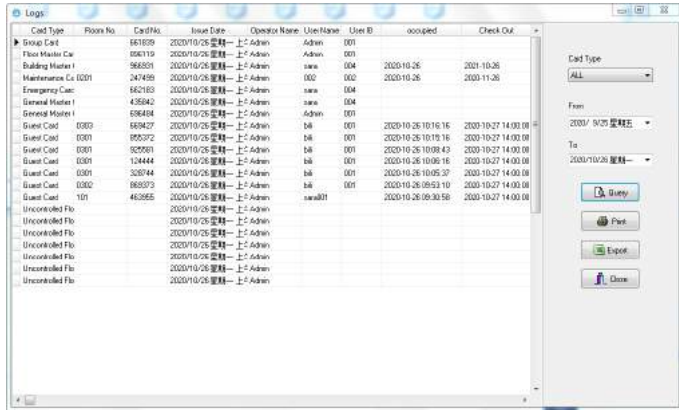
(Fig.11-2)

③ : You can view records, print, export documents, etc.

12、 Log

You can query the encoding records of employees.

①: Click  Logs in the menu bar, the page as shown in Fig. 12-1 will be displayed.



Card Type	Room No.	Card No.	Issue Date	Operator Name	User Name	User ID	occupied	Check Out
Group Card		661809	2020/10/25 星期一	Admin	Admin	001		
Floor Master Card		660119	2020/10/25 星期一	Admin	Admin	001		
Building Master I		660201	2020/10/25 星期一	Admin	sara	004	2020/10/26	2020/10/26
Maintenance Card (0001)		247459	2020/10/25 星期一	Admin	002	002	2020/10/26	2020/11/26
Emergency Card:		662163	2020/10/25 星期一	Admin	sara	004		
General Master I		435942	2020/10/25 星期一	Admin	sara	004		
General Master I		666464	2020/10/25 星期一	Admin	Admin	001		
Guest Card	0803	669427	2020/10/25 星期一	Admin	bl	001	2020/10/26 10:16:16	2020/10/27 14:00:00
Guest Card	0801	692372	2020/10/25 星期一	Admin	bl	001	2020/10/26 10:19:16	2020/10/27 14:00:00
Guest Card	0801	925961	2020/10/25 星期一	Admin	bl	001	2020/10/26 10:09:43	2020/10/27 14:00:00
Guest Card	0801	134444	2020/10/25 星期一	Admin	bl	001	2020/10/26 10:06:16	2020/10/27 14:00:00
Guest Card	0801	326744	2020/10/25 星期一	Admin	bl	001	2020/10/26 10:05:37	2020/10/27 14:00:00
Guest Card	0802	666073	2020/10/25 星期一	Admin	bl	001	2020/10/26 09:53:10	2020/10/27 14:00:00
Guest Card	1101	463665	2020/10/25 星期一	Admin	sara001		2020/10/26 09:30:58	2020/10/27 14:00:00
Uncontrolled Flo			2020/10/25 星期一	Admin				
Uncontrolled Flo			2020/10/25 星期一	Admin				
Uncontrolled Flo			2020/10/25 星期一	Admin				
Uncontrolled Flo			2020/10/25 星期一	Admin				
Uncontrolled Flo			2020/10/25 星期一	Admin				
Uncontrolled Flo			2020/10/25 星期一	Admin				

(Fig.12-1)

②: You can view records, print, export documents, etc. ;

13、 Error Prompts and Solutions

- Q:** The red light flashes twice and emits two beeps, indicating that the card corresponds to another room, or the number of times the door is opened with the Maintenance Card exceeds the specified one.
A: Use the right Guest Card to open the door or reset a new Maintenance Card.
- Q:** The red light flashes three times and emits three beeps, indicating that the time of this card does not match that of the door lock.
A: The Guest Card expires, and you can re-encode a new card or update the door lock time.
- Q:** The red light flashes four times and emits four beeps, indicating that the card is not authorized.
A: Encode a Setting Card to authorize this card.
- Q:** The red light flashes five times and emits five beeps, indicating that the card has been suspended.
A: The previously suspended card cannot be used. Use a new card.
- Q:** The red light flashes six times and emits six beeps, indicating that the door is double-locked.
A: After the door lock is double-locked, only the Guest Card and the Master Card can open the door.
- Q:** The red light flashes seven times and emits seven beeps, indicating that the door is blocked.
A: In this case, only the Master Card can unlock the lock or you can swipe the Blocking Card again to release the restriction.
- Q:** The red light flashes eight times and emits eight beeps, indicating that the lock is authorized by the Setting Card from other systems.
A: If you don't know the password, you can only force the authorization of this lock.