TSE 9000 Hotel – The Guest Code System

Dear Customer,

Thank you very much for your decision for TSE 9000 Hotel.

Based on TSE 9000 Hotel, you will be able to generate a numeric code (guest code) using your PC (Windows© operating system) for the individual rooms or common doors.

This numeric code can be valid for a maximum booking period of up to 49 days. The guest uses the code to open his/her room door, as well as up to 3 different common doors.

Besides this, 300 additional memory units with a fixed access code are available to your personnel. Optionally, you can also use the remote e-key for your staff.

For a straightforward and comfortable programming of your staff, we recommend an optional TSE administration software.

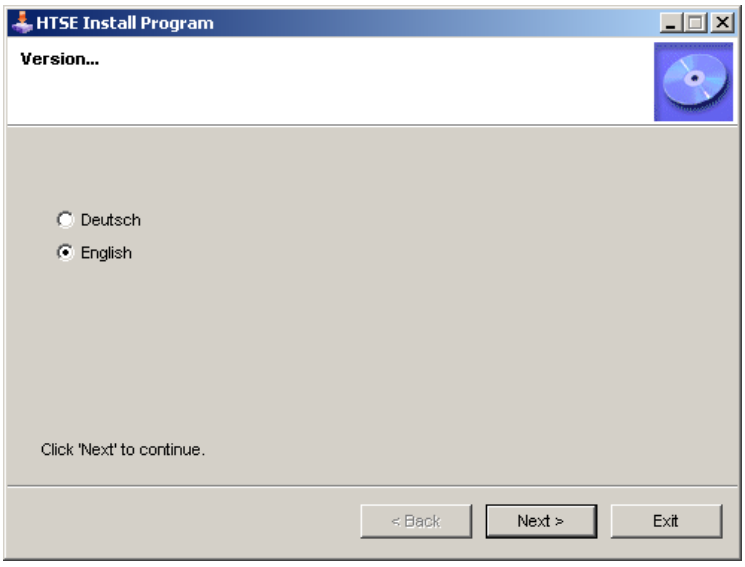
Furthermore, TSE 9000 Hotel provides you with a possibility to read out the last 1000 events using an optional administration software.

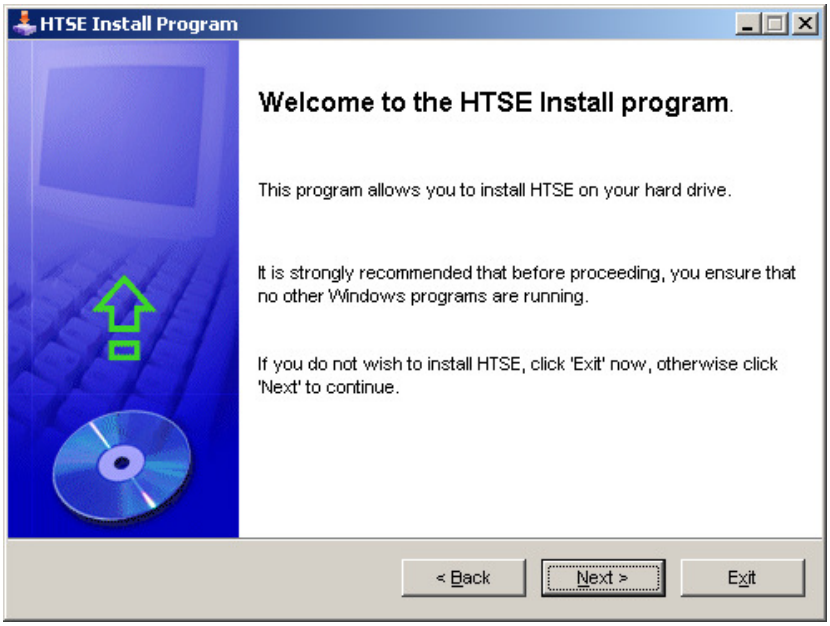
TSE 9000 Hotel is suitable also for use in conjunction with check-in automats. Please ask your specialized dealer or the supplying plant for detailed information on this.

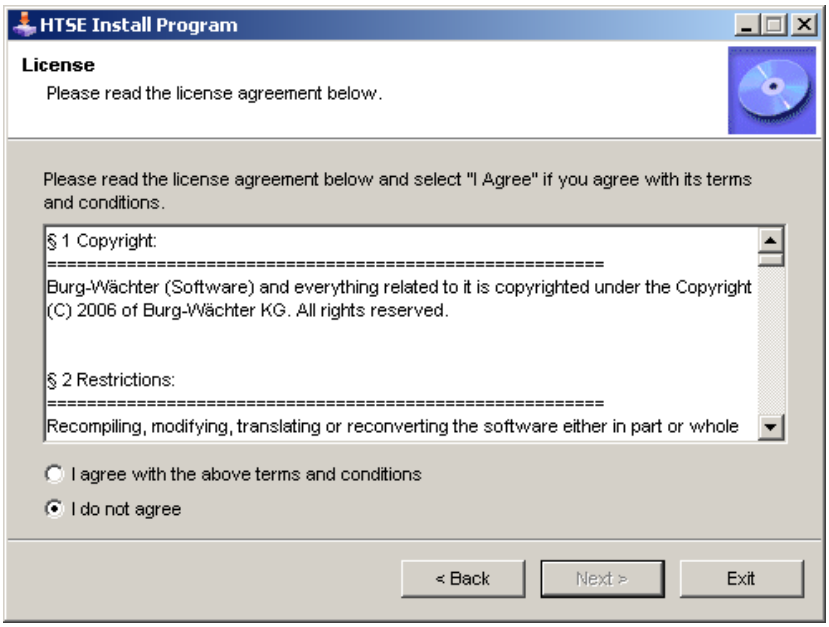
Setup of PC software

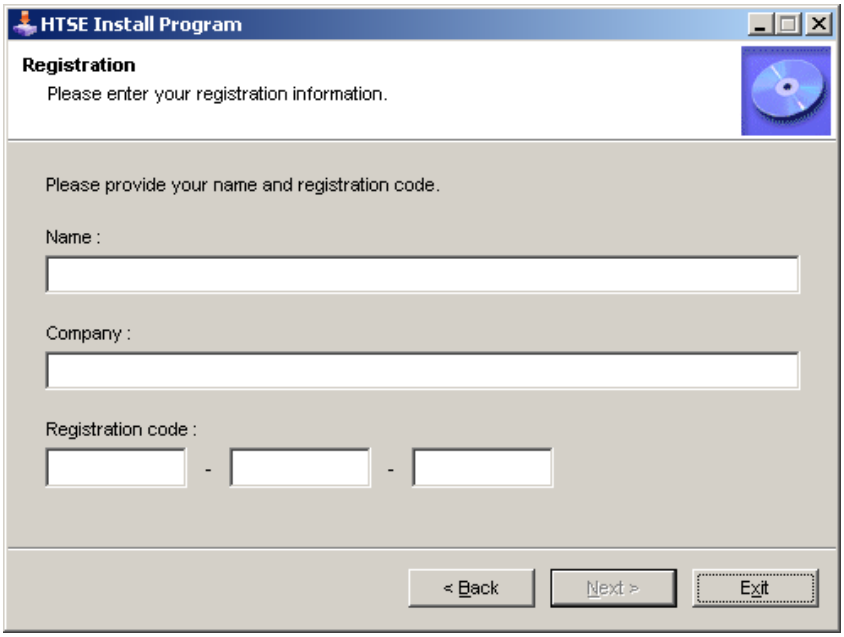
Installation of software

After inserting the software (CD) the installation starts automatically and guides you through the subsequent steps. Please choose the appropriate input option and confirm it as required.



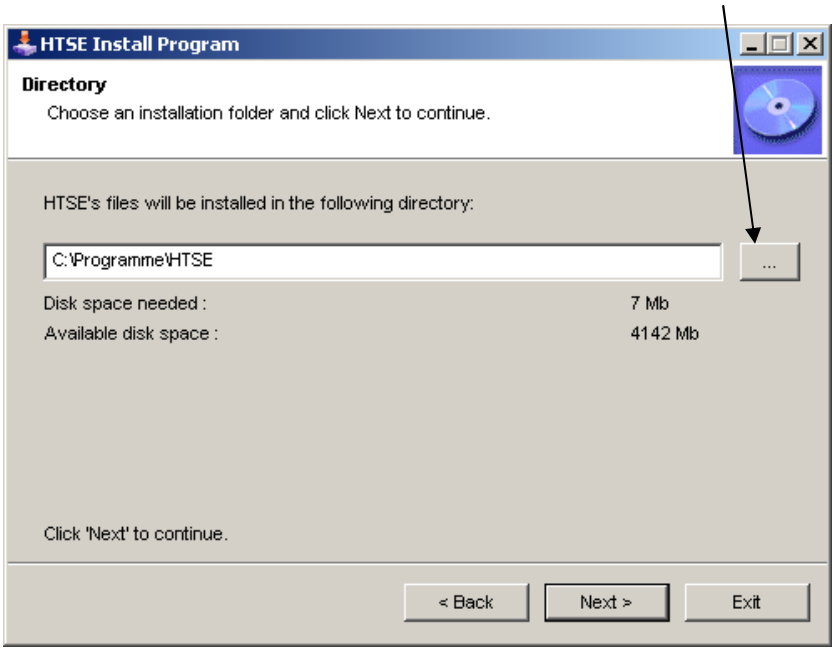

HTSE Install Program
Welcome to the HTSE Install program.
This program allows you to install HTSE on your hard drive.
It is strongly recommended that before proceeding, you ensure that no other Windows programs are running.
If you do not wish to install HTSE, click 'Exit' now, otherwise click 'Next' to continue.
< Back
Next >
Exit


HTSE Install Program
License
Please read the license agreement below.
Please read the license agreement below and select "I Agree" if you agree with its terms and conditions.
§ 1 Copyright:
Burg-Wächter (Software) and everything related to it is copyrighted under the Copyright (C) 2006 of Burg-Wächter KG. All rights reserved.
§ 2 Restrictions:
Recompiling, modifying, translating or reconverting the software either in part or whole
I agree with the above terms and conditions
I do not agree
< Back
Next >
Exit



The registration code is indicated on the attached CD.

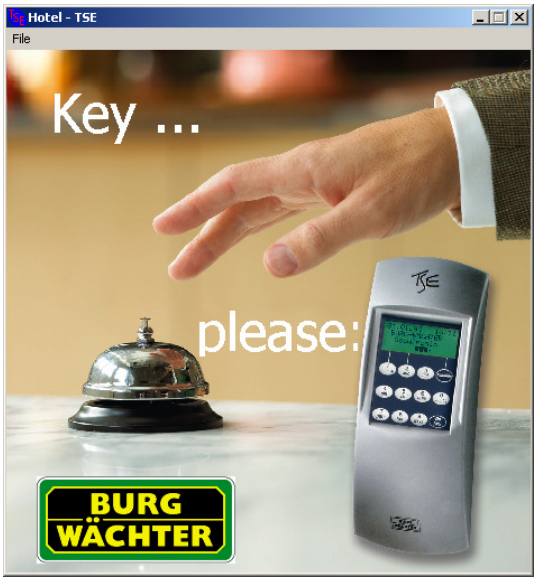
The target directory for the installation of the software is predefined, however, it can be changed as required by clicking the button.

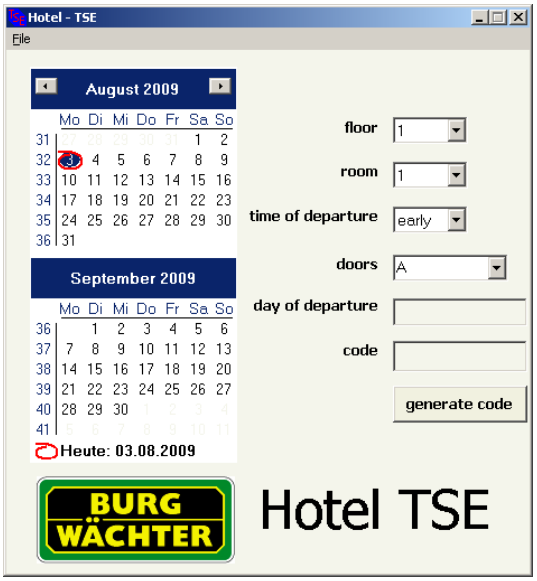


After a successful installation you can start the program.

Starting the program

After a successful installation, start the HTSE program using the Start menu.



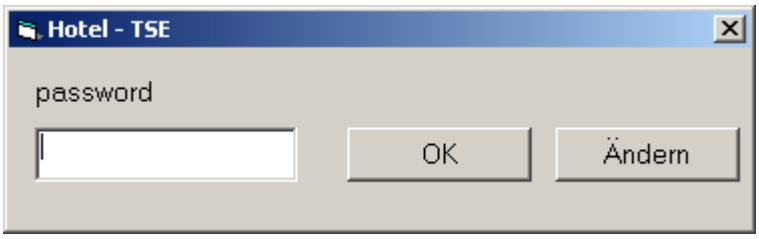


Setup

Before guest codes can be generated by the software, certain basic settings concerning the hotel must be provided.

To enter these settings, please click File → Setup. Then you will be asked to enter the serial number indicated on the CD.

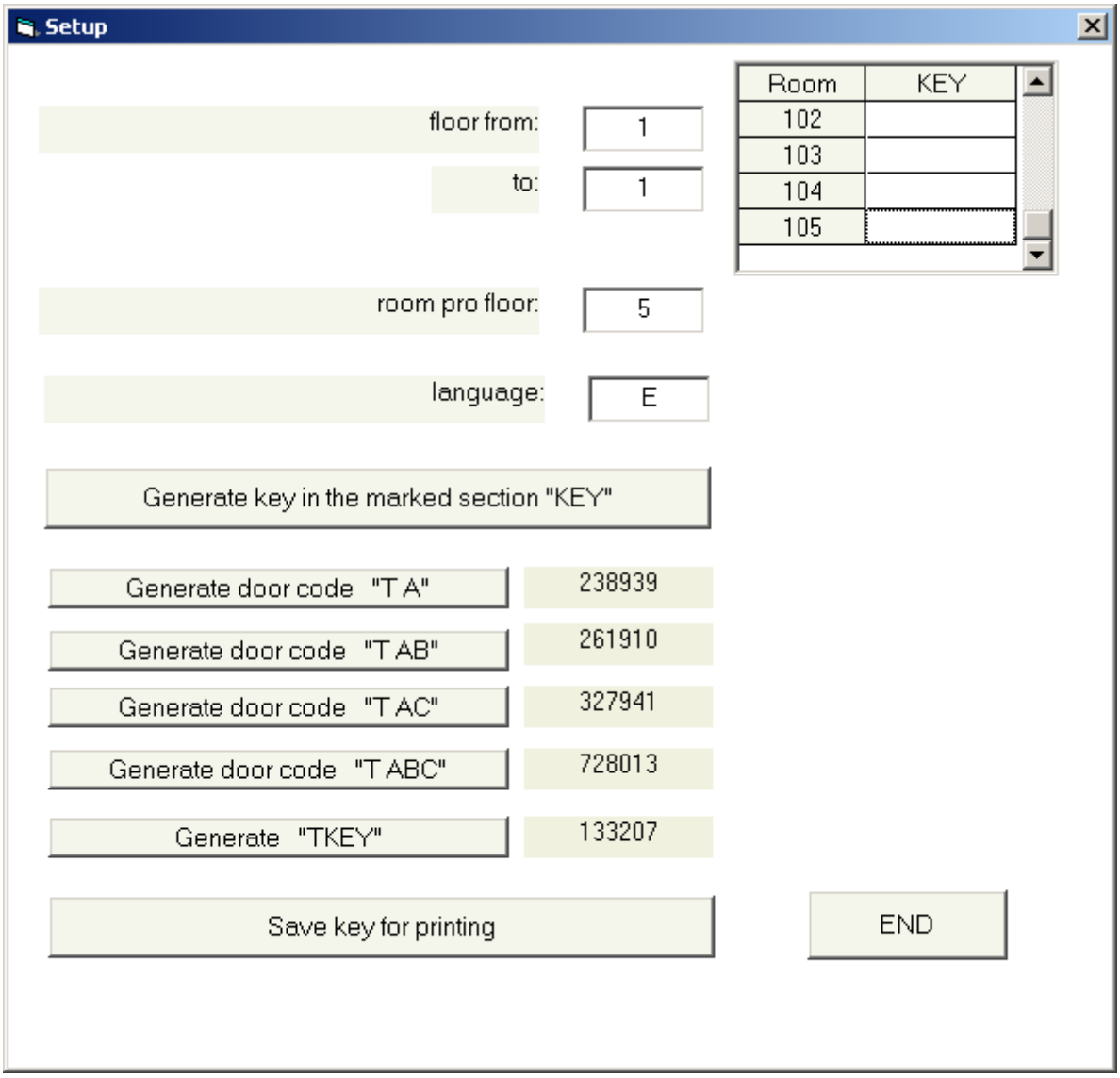
After this, click on File → Setup again. Now you have an opportunity to protect the setup area against unauthorized access using a password.



No password is defined for the initial enquiry. If you wish to specify a password, choose "Change (Ändern)". The enquiry can be confirmed with the old password with **no** entry and "OK". Subsequently you should enter the new password and confirm it with "OK". Repeat your entry.

To change an existing password, please choose, when the above indicated screen appears, "Change (Ändern)" and proceed as described above.

The following window appears:



Generating initialization codes for rooms

Use the fields "Floor from" and "to" and "Rooms pro floor" for entering the corresponding data of your hotel.

Make sure that Rooms pro floor contains the number of rooms of the floor with the biggest number of rooms.

Then click the "Key" field in the table. All the fields are now marked. Now click the large rectangular button "Generate key in the marked section "KEY"".

Then you can see that a 6-digit initialization number is indicated behind each room number in the table.

You can generate initialization codes also for individual rooms.

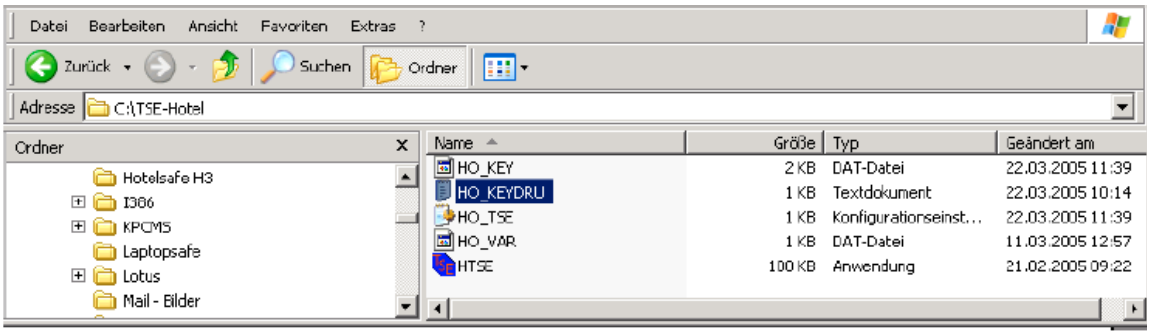
This becomes necessary for example in case additional rooms are to be included. For this purpose click the required room number in the table and then press the button “Generate key in the marked section “KEY”” again.

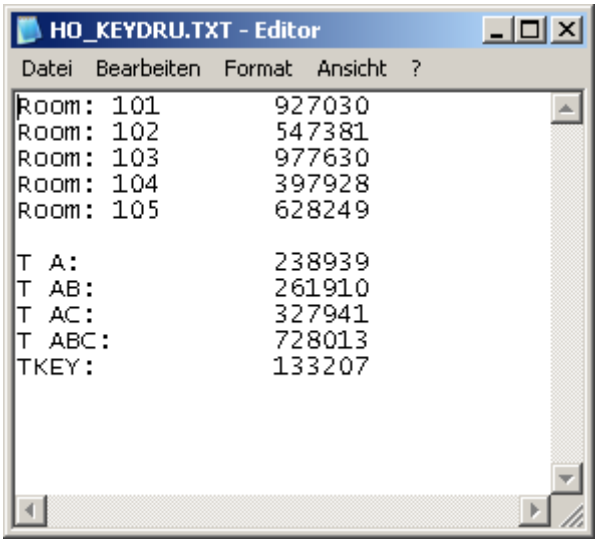
If you change the configuration of rooms (e.g. reduce the number of rooms), the already generated codes are retained, however, they are no longer displayed. If the number of rooms is increased, empty fields are added. These fields have to be provided with their initialization codes individually as described above.

Generating initialization codes for common doors

Similarly to the rooms, also common doors require initialization codes. In the indicated screen, click the button “Generate door code “T A””, as well as the subsequent four fields.
To save a text file, click the button “Save key for printing”. Then close the window using the button “END”.

A new text file “HO_KEYDRU.TXT” is created in the target directory, in which the initialization codes are stored.





The basic settings in the software have been completed.

Arrangements for setup of door locks

Before you begin to program the locks, you should consider the following points:

- How many employees and who exactly can/must have access to the rooms?
- Which point in time you whish to define for the early departure (standard)?
- Which point in time you whish to define for the late departure (optional)?

Sample programming: The "Tranquility" hotel:

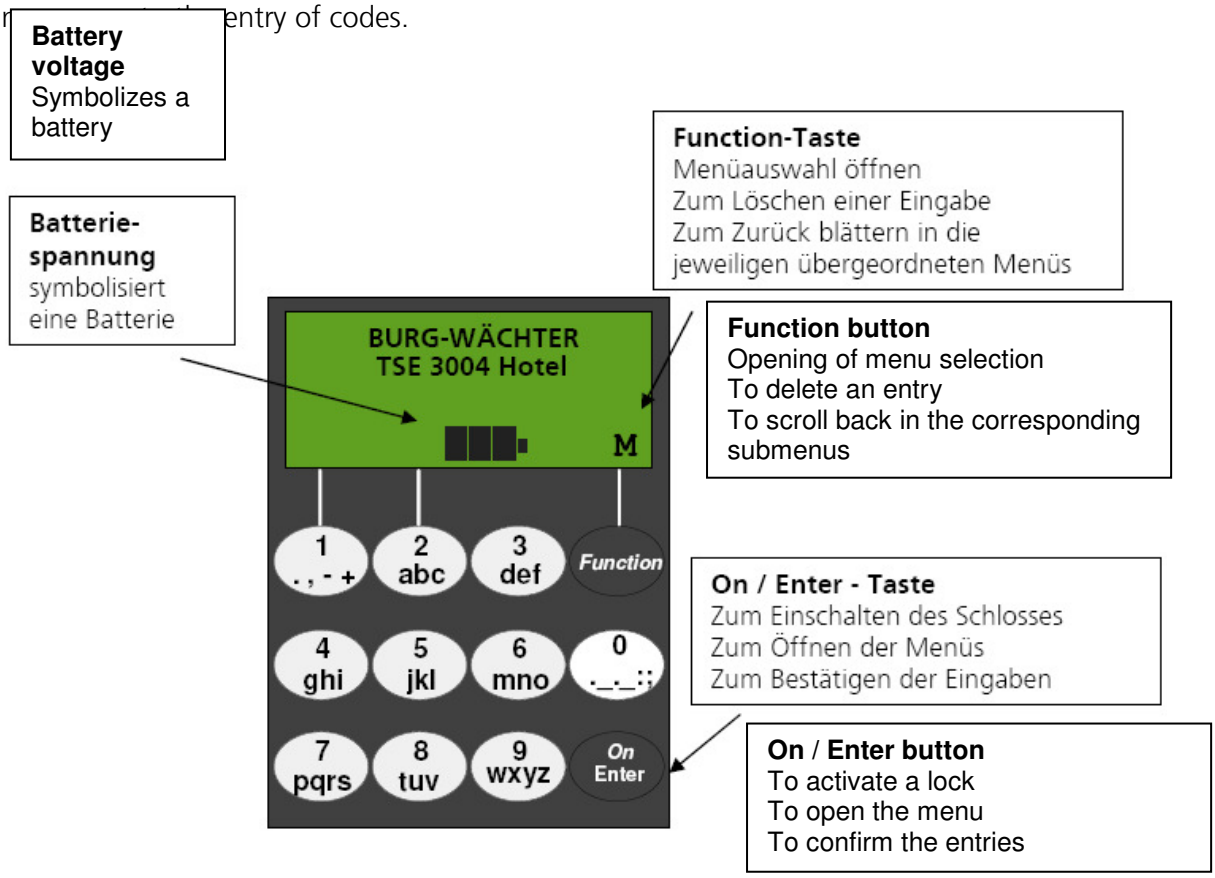
- 1 Manager code: 987654
- 1 Cleaning Person code: 135790
- 1 Engineer code: 246801

The guests should normally leave the room by 11 a.m. (early departure).
Optionally a late departure time of 3 p.m. is defined (late departure).

Separate authorizations should be assigned for building door and swimming pool / sauna.

Basic functions and navigation in menu

The electronics is activated by clicking the "On / Enter" button. Use the "Function" button to go to the menu navigation or to the next submenu. In the menu navigation the number buttons "1" and "2" are intended as a scroll function. Using the "Function" button to return to the main [illegible] entry of codes.



You can find complete and detailed information and instructions for the menus not described here in the operating instructions TSE 3004, as well as in the complementary instructions TSE 3004 on the attached CD-ROM.

Basic settings of doors

Status: The lock is installed and the batteries are inserted. You have printed your key list; the "Tranquility" hotel is used as an example.

Changing the factory-set administrator code

1. Press the "On / Enter" button.
2. Press the "Function" button in order to display the menu selection.
3. The "Code change" (Codeänderung)" menu appears, press the "On / Enter" button.
4. "Administrator" appears on the display, confirm it using the "On / Enter" button.
5. Enter the factory-set value "123456" and confirm your entry with "On/ Enter".
6. Enter your new code "987654" and confirm it with "On/ Enter".
7. Enter your new code again and confirm it with "On / Enter".
8. "Code change performed! (Codeänderung durchgeführt!)" is displayed.
9. Now press the "Function" button in order to leave the menu selection. Now you can use your new administrator code to open the door or to make your settings.

   Remark: Change the factory-set administrator code in any case, as it can be used also for opening the doors.

Changing time

1. Press the "On / Enter" button.
2. Press the "Function" button in order to display the menu selection.
3. The "Code change" (Codeänderung)" menu appears. Scroll the menu items using the "2" button till reaching the "Administrator…" menu.
4. Scroll the menu items using the "2" button till reaching the "Time functions.. (Zeitfunktionen..)" menu.
5. Press the "On / Enter" button in order to open the submenu. The "Time... (Uhrzeit...)" submenu appears, confirm it using "On / Enter".
6. Enter first (H=hour, M=minute) the current hour in the 24 hour time format and confirm it with "On / Enter". Then enter the current minutes and confirm them with "On / Enter".

Changing date

1. When the display shows "Data has been saved (Daten wurden gespeichert"), press the "Function" button.
2. Press the "On / Enter" button in order to go to the "Time functions.. (Zeitfunktionen..)" menu again.
3. Scroll the menu items using the "2" button till reaching the "Date... (Datum…)" menu and confirm it with "On / Enter".
4. Enter first (D=day, M=month, Y=year, each with two digits) the current day and confirm it with "On / Enter". Then enter the current month and confirm it with "On / Enter". Finally enter the current year and confirm it with "On / Enter".

Programming room doors

Initialization of room door (example for room 102)

For room doors, you have to assign an initialization code to the already preset user "KEY". Proceed similarly to the section "Changing the factory-set administrator code" and change the code of the user "KEY". The new code is the initialization code, in this example "222158" (see page 4, graphics at the bottom, room 102).

The factory-set code for hotel users is "654321".
In contrast to all other users, no door can be opened with the code of the hotel user; an error message "Value not reached (Wertigkeit nicht erreicht)" is displayed in such case.

Remark: In case you use one of the optional administration software packages, the users "KEY", "TKEY", "T A", "T AB", "T AC" and "T ABC" must be necessarily indicated in the User Administration as users! Please take into account the exact spelling (see above) of the users. Please enter the corresponding initialization code under the heading "Code".

Configuration of door as room door

1. Press the "On / Enter" button.
2. Press the "Function" button in order to display the menu selection.
3. Scroll the menu items till reaching the "Administrator..." menu and confirm it with the "On / Enter" button.
4. Scroll the menu items till reaching the "TSE-Setup..." menu and confirm it with the "On / Enter" button.
5. Scroll the menu items till reaching the "Door setup (Türeinstellung)" menu and confirm it with the "On / Enter" button.
6. Scroll the menu items till reaching the "Room door (Zimmertür)" menu and confirm it with the "On / Enter" button.

Entering early departure in the Time functions menu

1. When the display shows "Data has been saved (Daten wurden gespeichert"), press the "Function" button.
2. Press the "On / Enter" button in order to go to the "Time functions.. (Zeitfunktionen..)" menu again.
3. Scroll the menu items using the "2" button till reaching the "Early departure (Frühabreise)" submenu and confirm it with "On / Enter".
4. Enter the time for an early departure, e.g. 11.00, and confirm it with "On / Enter".

Entering late departure in the Time functions menu

1. When the display shows "Data has been saved (Daten wurden gespeichert"), press the "Function" button.
2. Press the "On / Enter" button in order to go to the "Time functions.. (Zeitfunktionen..)" menu again.
3. Scroll the menu items using the "2" button till reaching the "Late departure (Spätabreise)" submenu and confirm it with "On / Enter".
4. Enter the time for a late departure, e.g. 15.00, and confirm it with "On / Enter".

Creating the user for Cleaning Person and Engineer

1. Press the "On / Enter" button.
2. Press the "Function" button in order to display the menu selection.
3. Scroll the menu items till reaching the "Administrator..." menu and confirm it with the "On / Enter" button.
4. The "Create user (Ben. Anlegen)" menu is displayed, confirm it using the "On / Enter" button.
5. The "Code" menu is displayed, confirm it using the "On / Enter" button.
6. The entry field "USER.007" is displayed"; enter the code for the Cleaning Person, in this example "135790".
7. Proceed similarly for the user Engineer (in this example code "246801").

When a new user is created, the three-digit user name number is automatically incremented.

Using an optional TSE administration software, you can administer all user data as a lock plan. This provides a possibility of using indications by names and of entering access periods.

Programming common doors

Common doors A, B and C exist. Correspondingly, guest codes exist in the combinations A, AB, ABC and AC. The access is specified based on the users "T A", "T AB", "T ABC", "T AC" and the user "TKEY" governing the overall access to the common doors.

The following setup is used in this example:

- Door A: building door
- Door B: swimming pool
- Door C: sauna

Hotel guests are granted access according to the above indicated user names, i.e. each guest is authorized to open the door A. Using an AB guest code the building door and the swimming pool door can be opened, with AC the building door and the sauna, and with ABC all the three common doors.

Initializing common doors

First assign, in each common door, the initialization code created by the PC software, in this example "133207" (see page 4, graphics at the bottom), to the already preset user "TKEY".

The factory-set code for hotel users is "654321".
In contrast to all other users, no door can be opened with the code of the hotel user; an error message "Value not reached (Wertigkeit nicht erreicht)" is displayed in such case.

Program your common doors according to the table:

	T A	T AB	T AC	T ABC

A (building door)	Yes	Yes	Yes	Yes
B (swimming pool)	No	Yes	No	Yes
C (Sauna)	No	No	Yes	Yes

In the building door lock (door A), change therefore the codes of the users “T A” to “238939”, “T AB” to “261910”, “T AC” to “327941” and “T ABC” to “866937”.

In the swimming pool lock (door B), change the codes of the users “T AB” to “261910” and “T ABC” to “866937”.

In the sauna lock (door C), change the codes of the users “T AC” to “327941” and “T ABC” to “866937”.

Create the additional users for Cleaning Person and Engineer as described on Page 8.

Configuration of door as common door

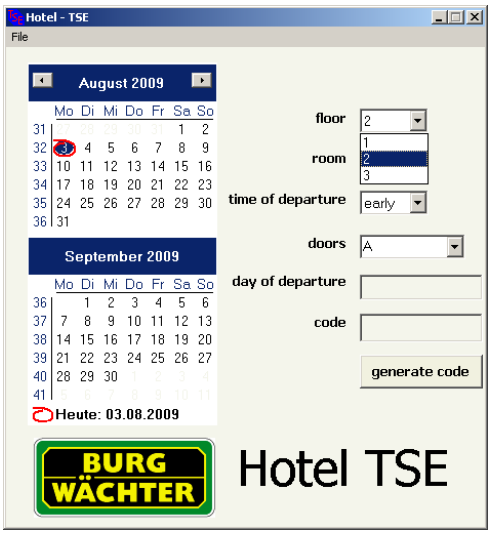
1. Press the “On / Enter” button.
2. Press the “Function” button in order to display the menu selection.
3. Scroll the menu items till reaching the “Administrator...” menu and confirm it with the “On / Enter” button.
4. Scroll the menu items till reaching the “TSE-Setup...” menu and confirm it with the “On / Enter” button.
5. Scroll the menu items till reaching the “Door setup (Türeinstellung)” menu and confirm it with the “On / Enter” button.
6. Scroll the menu items till reaching the “Option. access (Option. Eingang)” menu and confirm it with the “On / Enter” button.

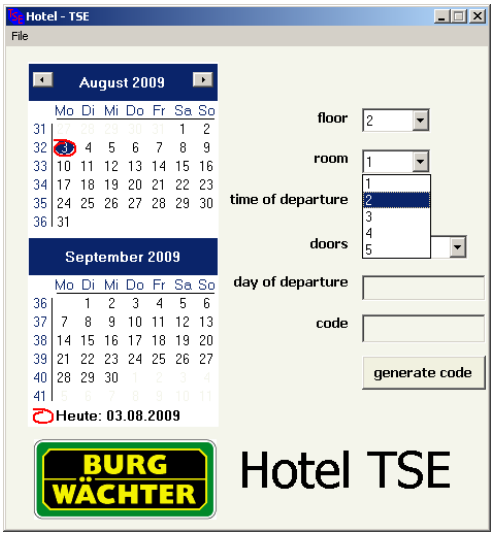
Generating Guest code

When the basic settings have been made in the software and the locks have been programmed, guest codes can be generated.

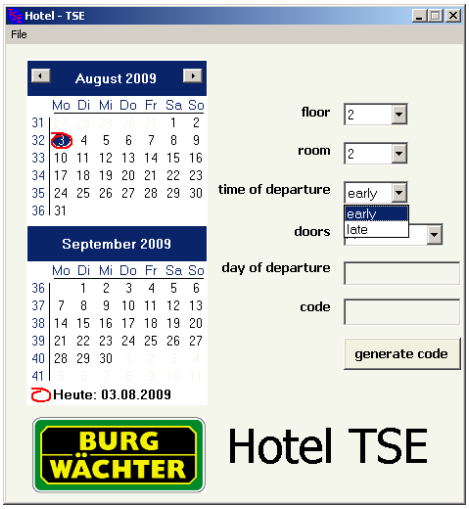
For this purpose, please proceed as follows:

Use the selection of *Floor* and *Room* to choose the appropriate room, for which the guest code is to be generated.

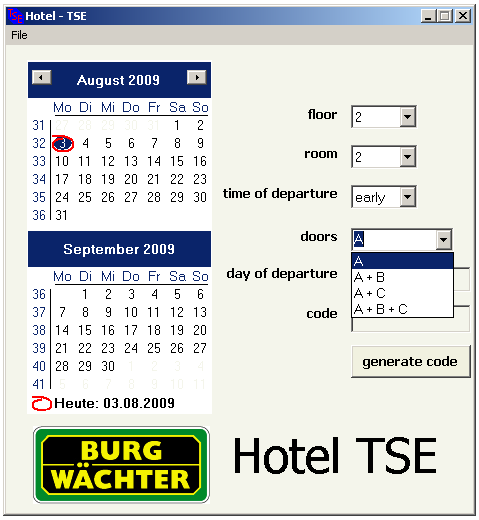
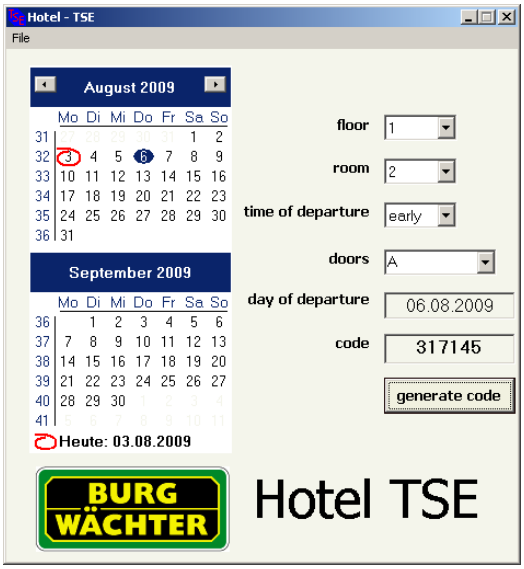




If you use the functions for early or late departure, please make the corresponding choice.



It is assumed that in case of common doors A, entry is generally concerned. For this reason, guest code is always automatically generated for these doors.



- If the guest code shall be valid also for other common doors, make the corresponding entry.
- The guest code is always generated starting on the day of arrival.
- The current date is indicated by a red circle in the software.
- Click the date of departure, which is then displayed in the day of departure field.
- The generated code is now valid for the corresponding room, as well as for the allowed common doors.
- The currently indicated code shall then be entered into the lock and is automatically deleted from the room door on the day of departure.