Simple Card Key Issuance Program

ROOKEY Manual

USER

"Rookey" How to use the card key issuing program   USER

1. Login

- Please inquire about applying for a new account.
- website: doorlock.checkin.co.kr

2. Screen Description

[**Issuing a Cardkey**] : This is the menu for checking registered rooms and issuing card keys.

1) Button: Detailed inquiry → You can check the room you want to check.

2) Detailed inquiry table: You can search according to room type, room floor, and number of rooms.

3) At the bottom of the detailed inquiry table: The room you have registered will be displayed, and when you click on it, a pop-up will be displayed.

※ Please refer to "3. How to issue a card key" for details

[Cardkey details] : This menu allows you to check and issue the issued card key.

1) Button : Initialize → Initialize the selection in the table below.

Inquiry → Inquire the contents entered in the table below.

Card key reading/issuance → Click when issuing/reading card key.

2) Detailed inquiry table: You can search according to issuance type, room number, room type, issuance time, start date, and end date.

[Room Settings] : This menu allows you to register and view/modify your room.

1) Button : Initialize → Initialize the selection in the table below.

Inquiry → Inquire the contents entered in the table below.

Add Row → Add a row at the bottom of the table where you can enter new information.

Save → Save the added and modified content in 'Add Row'.

2) Detailed inquiry table: You can inquire according to room number and room type.

3) Room inquiry list: You can check and modify the registered room.

- Room number: Enter room number

- Floor number: Enter the floor number corresponding to the room you are adding

- Room type: Enter room type (Example - Twin, Double, Triple, etc.)

- Virtual Rooms: Virtual Rooms Status

- Use status: Room availability

3. How to issue a card key

  * Preparation: Door Lock Card Key / Issuer (Terminal, Reader) / Installation Program

  * Please download and install the attached file like the manual.

  * Please install it according to the number of operating system bits on the computer for setting the card key.
    (64 → x64, x32 → x86)

  * Check the computer's operating system bit
    You can find it in Win10 [Right-click on desktop > Display Settings > ⓘ Information].

※ Refer to the preparation for card key setting ※

- Please put the card to be set on the reader like the picture next to it.
- Please check if the reader connected to the computer is working properly
  (Smarkham (left) - Green light / Lacos (right) - Red light)

① Preparing your card terminal

    → Set to connect to a particular computer

    → Contact us if the program is not pre-installed/connected

② Click card key to the card key (or room button (or room hose)

③ Select the card key type of function that needs to be set up

    → Setting card: Connecting new installation door lock to PMS

    → Customer, cleaning, emergency card: Available depending on specific space

    → Master card: Card key available for all rooms

④ Set the period, time, and room number for each purpose.

    → When you click Issue after setting up, please check which device is connected.
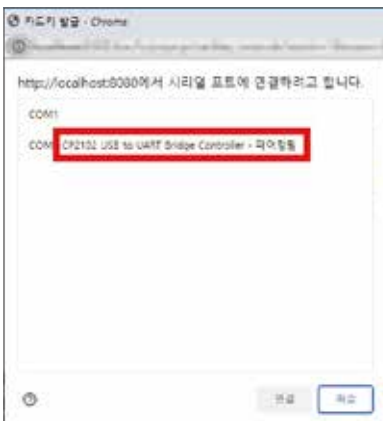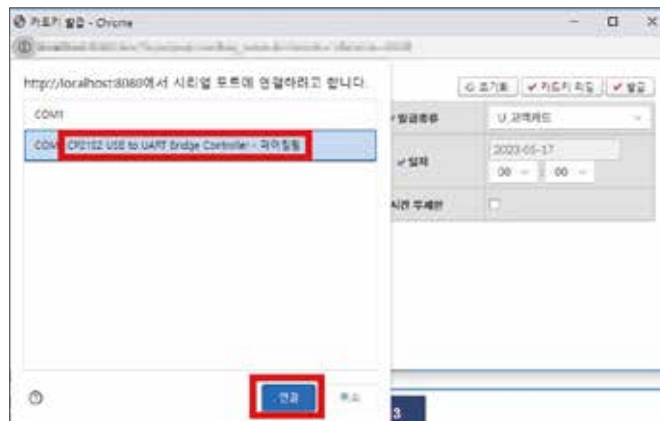
    Before Connecting   Select devices to connect to