



SolutionKeys Charging Locker Operating Manual

Smart ID Card Type

Catalog

Product Specifications.....	3
Warning.....	3
Cautions.....	4
Daily Maintenance.....	5
Contact.....	5
User Guide.....	6
1. Keyboard Instruction.....	6
2. Charge Procedure.....	6
3. Remove Procedure.....	6
Administrator Functions.....	7
1. Administrator Interface.....	7
2. Usage Modes.....	7
3. Shared Mode.....	8
4. Assigned Mode.....	10
User Guide.....	13
User Schematic.....	14
Safety Warning Signs.....	15

Product Specifications:

	18 Bays	20 Bays	24 Bays
Locker Height (mm)		1764	
Locker Width (mm)		1002	
Locker Depth (mm)		430	
Bay Height (mm)	165	146	119
Bay Width (mm)		385	
Bay Depth (mm)		410	
Power (watt)	2700	3000	3600
Weight (kg)		100	
Warranty		2 Years	

Specifications are subject to change without prior notice.

Warning:

- For indoor use only.
- This locker is not intended to hold items on the top surface.
- Liquids should not be stored in, set on or placed inside the locker.
- Locker is not designed to be operated by a child or student under age 11 years old.
- This locker is a heavy-duty steel equipment, need to be moved by professional personnel with extreme care, otherwise it may cause damage or injury.

Cautions:

1. Post a warning in a prominent position: Users should not store wallets and valuable items in the locker, so as to avoid major property damage due to theft.
2. In principle, users should keep their ID cards well. If they need administrator to open the locker door due to the loss of ID cards, a strict inspection and registration system should be established to avoid taking other people's items.
3. For safety reasons, try to keep the charging locker close to the public area or the location of the administrator. It is best to keep the charging locker within the range of the monitoring video probe.
4. The socket outlet shall be installed near the charging locker and shall be easily assessable.
5. Adult operation and supervision is recommended at all times.
6. The charging locker power input is AC 85V-AC250V, using the three-core national standard power cord. Only use the region specific power cable.
7. Make sure all devices do not exceed the maximum load rating of 12Amps.
8. Up to 36 devices may be charged at one time.
9. Do not plug in the power cord into an extension cord or external surge protector.
10. Power strips inside charging locker are intended only for charging compatible devices. Any other use may cause overload.
11. Empty charging locker before moving charging locker.
12. Do not plug the cart in if the switch, receptacle(s), or power cord has been damaged. Contact SolutionKeys or a qualified electrician before attempting to make any type of electrical repair or parts replacement.
13. Only clean the surfaces with soft dry cloth.
14. Do not use liquid, spray or abrasive cleansers.
15. Use only disinfecting wipes containing no bleach.

Daily Maintenance:

1. Power switch and fuse: Use the key to open the middle door. There is a power switch and fuse underneath. If you encounter maintenance or fuse replacement, press the switch to cut off the power.
 2. Replacing the switching power supply: If the switching power supply is to be replaced, be sure to cut off the external power supply to prevent electric shock! Remove the two nuts on the mounting plate, unplug the terminal connector, then replace with a new switching power supply.
 3. Test and check the leakage protection switch by certified electrician once a month.
 4. Inspect thoroughly by certified electrician at least once a quarter.
 5. For any other questions, please feel free to contact SolutionKeys.
-

Contact:

SolutionKeys

Tel: 8610 62626161

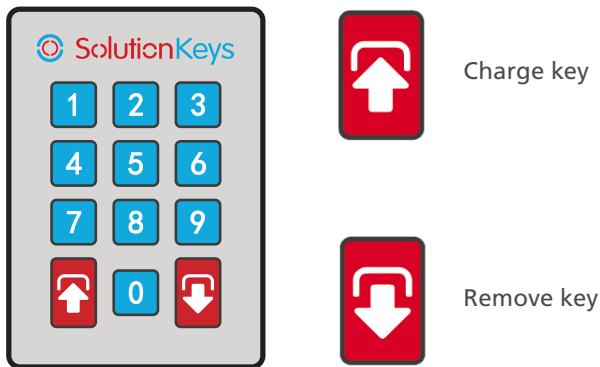
Web: www.solutionkeys.com

E-mail: info@solutionkeys.com

User Guide:

You can use the charging locker to charge and retrieve your device. It is recommended to print out the "Usage Guide" and paste it near the charging locker, so that users can learn how to use the charging locker by themselves.

1 Keyboard Instruction:



Note:

For the available ID card, press the Charge key and swipe the card to open the bay, the card will be in a protected state until the Remove key is pressed and the card swiped, completing the entire access process.

2 Charge Procedure:

1. Press the Charge key;
2. If available, the LCD screen prompts "Please swipe card";
 - a. Please use the available card to swipe, the bay will open automatically;
 - b. If the card is in a protected state, the LCD screen prompts "The card is in use" and exits the Charge procedure;
3. If user does not complete the card swiping within 6 seconds, the screen prompts "Card swiping timeout" and exits the Charge procedure;
4. User should put the device in, close the door after plugging the power cord to charge;
5. If there is no vacant bay, the LCD screen prompts "The locker is full, please try another locker!".

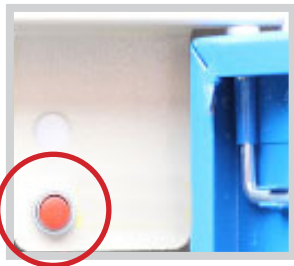
3 Remove Procedure:

1. Press the Remove key;
2. The LCD screen prompts: "Please swipe card";
 - a. Please use the ID card at the time of Charge to swipe, the corresponding door will open automatically;
 - b. If it is not the ID card at the time of Charge, the screen prompts "The card is not in use" and exits the Remove procedure;
3. If user does not complete the card swiping within 6 seconds, the screen prompts "Card swiping timeout" and exits the Remove procedure;
4. User should unplug the power cord and close the door after retrieving the device;
5. If user wants to charge again, please repeat the Charge procedure.

Administrator Functions:

1 Administrator Interface:

The administrator function key is located at the beam of the middle door, which is a red button connected to the RVB (PVC flat copper wire connections).



1. In the administrator mode, the functions of those two keys on the keyboard are redefined as follows:



This key is the delete key "BACKSPACE" in the administrator function mode.



This key is the "ENTER" confirmation key in the administrator function mode.

2. Press the administrator function key, the LCD screen prompts "Please enter the password:". After entering the four-digit operation password and pressing the Enter key to confirm, you will enter into the administrator mode interface; if the password is entered incorrectly, press the Delete key to delete and modify.
3. The original operation password set at the factory is 1234, which can be modified in the administrator operation interface.
4. Three ID cards can be set as administrator cards. After setting, you can use the administrator card to operate the administrator function without using the administrator red button.

2 Usage Modes:

According to the charging locker's different usage mode, the numeric keys on the operation panel of the administrator correspond to different functions.

Currently there are two commonly used modes:

- 1) Shared Mode - After swiping the card, randomly open an available bay.
- 2) Assigned Mode - Set designated ID cards for each bay, the card and bay are used in one-to-one correspondence.

Users can switch between the two modes by entering the function key number "09" in the administrator mode. The current mode will be prompted on the LCD screen:

S – Shared Mode

A – Assigned Mode

Please select the charging locker usage mode of purchase according to your specific usage scenario, and read the administrator function instruction in the corresponding section.

3 Shared Mode Administrator function instruction

01 Locker number - set the locker number of the charging locker groups
02 Time - set the time
03 Lock - set the certain bay locked
04 Unlock - set the certain bay unlocked
05 Open - open the certain bay separately without erasing its corresponding password
06 Ease - open the certain bay separately or all bays with the card number erased
07 Password - set a four-digit administrator operation password
08 Authorization - authorize three ID cards as administrator cards
09 Switch - switch to the Assigned mode

01 Locker number - set the locker number of the charging locker groups

Enter "01" and press Enter to confirm. At this time, the LCD screen prompts "Please set the locker number (01-60):". The locker number is between 01 and 60. The LCD screen will prompt messages no matter the setting is successful or not.

Example: To set the locker number 06: enter the number "06" and press Enter to confirm, the LCD screen prompts "Locker number 06 set successfully!"

02 Time - set the time

Enter "02" and press Enter to confirm. At this time, the LCD screen prompts: "Please set the time: year /month /day / week/ hour/ minute/ second." The date from 2000 to 2099 can be set, and the time is 24-hour clock.

Example: To set 08: 08: 00 on January 1, 2009: On the calendar the day corresponds to Thursday. Enter 09 01 01 4 08 08 00 in sequence and press Enter to confirm. The LCD screen prompts " Time set successfully!". If the number is incorrect, for example, error such as the number of months exceeds 12, the number of days exceeds 31, then it prompts "Time setting error!"

03 Lock - set the certain bay locked

If the certain bay has a fault, such as a broken lock, which makes it inconvenient to use, lock the bay before the maintenance parts arrive, so that the control system does not generate the corresponding password.

Example: To lock bay 09: enter the "Lock" function code "03" and press Enter to confirm. At this time, the LCD screen prompts "Please enter the number (01-24):", enter "09" and press Enter to confirm, the LCD screen prompts "Bay 09 locked successfully!". If the bay number exceeds 24, the LCD screen prompts "Bay number error!"

04 Unlock - set the certain bay unlocked

After the issue of the certain bay is eliminated, unlock that bay and bring it back to use.

Example: To unlock bay 09: : enter the "unlock" function code "04" and press Enter to confirm. At this time, the LCD screen prompts "Please enter the number (01-24):", enter "09" and press Enter to confirm, the LCD screen prompts "Bay 09 unlocked successfully!". If the bay number exceeds 24, the LCD screen prompts "Bay number error!"

05 Open - open the certain bay separately without erasing its corresponding password

If the user lost the ID card, the administrator can use this function to open the designated bay.

Example: To open bay 09 enter the "Open" function code number "05" and press Enter to confirm. At this time, the LCD prompts "Please enter the number (01-24), enter "55" for opening all vacant bays without erasing the password", enter "09" and press Enter to confirm, the LCD screen prompts "Bay 09 opened successfully!". If the bay number exceeds 24, the LCD screen prompts "Bay number error!"

06 Ease - open the certain bay separately or all bays with the card number erased

The administrator could use this function to erase the password of the certain bay or all bays, and open the bay to check its conditions.

Example: Enter the function code number "06" of "Empty" and press Enter to confirm. At this time, the LCD screen prompts "Please enter the number (01-24) that need to be erased password., enter "88" for full clearance:". If the operation succeeds, the LCD screen prompts "XX locker empty successfully!" and then opens the corresponding bay; if the operation fails, it prompts "Bay number or group number error!"

07 Password - set a four-digit administrator operation password

The original administrator operation password set at the factory is 1234, and the administrator can modify the four-digit operation password by himself.

Example: To set "5678" as the new operation password: enter the function code number "07" of "Password" and press Enter to confirm. At this time, the LCD screen prompts "Please enter the four-digit new operation password:", enter "5678" and press Enter to confirm, the LCD screen prompts "New password set successfully!", If the password is less than four digits, the LCD screen prompts "New password error!"

08 Authorization - authorize three ID cards as administrator cards

This locker can set up to authorize maximum three ID cards as administrator cards.

- 1) Enter the function code number "08". The LCD screen prompts "Please swipe the authorization ID card: authorization card (1-3): operation password:".
- 2) Swipe the administrator ID card that requires authorization.
- 3) Enter the numbers 1-3 to mark the administrator card as the number card.
- 4) Set a four-digit operation password.

After the setting is successful, you only need to press the Enter button, then swipe the administrator ID card, enter the corresponding administrator ID card operation password, then you can directly enter the administrator interface for related operations. There is no need to open the middle door and use the administrator red button.

* Note: If the administrator has forgotten the four administrator operation passwords that have been set, please contact us. After verification and confirmation, you can press the administrator red button for more than two seconds to enter the super password mode, after entering the six-digit super password that provided, the administrator operation password can be initialized to "1234".

09 Switch - switch to the Assigned mode

In the administrator mode, enter the function code number "09" to switch to the "Assigned" mode. After switching, you can refer to the Assigned mode operation code to set the charging locker settings.

4 Assigned Mode Administrator function instruction

01 Locker number - set the locker number of the charging locker groups
02 Time - set the time
03 Bind - bind an ID card to use the certain bay
04 Deauthorization - deauthorize the certain administrator card number and its password
05 Open - open the certain bay separately, keeping its corresponding IC/ID card number and binding state
06 Ease - open the certain bay separately or all bays, erasing its corresponding card number and binding state
07 Password - set a four-digit administrator operation password
08 Authorization - authorize three ID cards as administrator cards
09 Switch - switch to the Shared mode

01 Locker number - set the locker number of the charging locker groups

Enter "01" and press Enter to confirm. At this time, the LCD screen prompts "Please set the locker number (01-60):", the locker number is only between 01 and 60. The LCD screen will prompt messages no matter the setting is successful or not.

Example: Set the locker number 06: enter the number "06" and press Enter to confirm, the LCD screen prompts "Locker number 06 set successfully!"

02 Time - Set the time

Enter "02" and press Enter to confirm. At this time, the LCD screen prompts: "Please set the time: year/ month/ day / week/ hour /minute /second" The date from 2000 to 2099 can be set, and the time is 24-hour clock.

Example: Set 08: 08: 00 on January 1, 2009: On the calendar the day corresponds to Thursday. Enter 09 01 01 4 08 08 00 in sequence and press Enter to confirm. The LCD screen prompts "Time set successfully!". If the number is incorrect, for example, error such as the number of months exceeds 12, the number of days exceeds 31, then it prompts "Time setting error!"

03 Bind - bind an ID card to use the certain bay

If you need to designate an ID card to open the certain bay, you can use the binding function to perform one-to-one card-bay binding.

Example: To bind the bay 09: enter the function code number "03" of "Bind" and press Enter to confirm. At this time, the LCD screen prompts "Please swipe the ID card: enter the number (01-24):". After swiping the card, the LCD screen prompts the card number. Enter the bay number "09" and then press Enter to confirm, the LCD screen prompts "Bay 09 bind successfully!"

If the bay number is incorrect (more than the total number of bays or less than two digits) or the card is not swiped, the LCD screen prompts "Bay number error!"

The authorized administrator card can no longer be used as a card to bind the locker. If the administrator ID card is swiped, the LCD screen prompts "Administrator card ID? bind error!"

04 Deauthorization - deauthorize the certain administrator card number and its password

If you want to deauthorize an administrator card number and password, enter the function code number "04" of "Deauthorize" and press Enter to confirm. At this time, the LCD screen prompts "Please enter the card number (1-3)".

Example: If you need to deauthorize the card number and password of the authorization card 1, enter "1" and press Enter to confirm, the LCD screen prompts "Authorization of ID card 1 deauthorize successfully!"

05 Open - open the certain bay separately, keeping its corresponding IC/ID card number and binding state

In the case where the user loses the ID card, the administrator can use this function to open the designated bay.

Example: To open bay 09: enter the function code number "05" of "Open" and press Enter to confirm. At this time, the LCD prompts "Please enter the number (01-24), enter "55" for opening all password-free bays without erasing the password", enter "09" and press Enter to confirm, the LCD screen prompts "Bay 09 opened successfully!". If the bay number exceeds 24, the LCD screen prompts "Bay number error!"

06 Ease- open the certain bay separately or all bays, erasing its corresponding card number and binding state

In order to erase the password of the certain bay or all bays and its corresponding card number, the administrator could enter the function code number "06" of "Empty" and press Enter to confirm. At this time, the LCD screen prompts "Please enter the number (01-24), enter "88" for full clearance". If the operation succeeds, the LCD screen prompts " XX locker empty successfully!"; if the operation fails, it prompts " Bay number or group number error!"

07 Password - set a four-digit administrator operation password

The original administrator operation password set at the factory is 1234, and the administrator can modify the four-digit operation password by himself.

Example: To set "5678" as the new operation password: enter the function code number "07" of "Password" and press Enter to confirm. At this time, the LCD screen prompts "please enter the four-digit new operation password:", enter "5678" and press Enter to confirm, the LCD screen prompts "New password set successfully!", If the password is less than four digits, the LCD screen prompts "New password error!"

08 Authorization - authorize three ID cards as administrator cards

This locker can set up to authorize maximum three ID cards as administrator cards.

- 1) Enter the function code number "08". The LCD screen prompts "Please swipe the authorization ID card: authorization card (1-3): operation password:".
- 2) Swipe the administrator ID card that requires authorization.
- 3) Enter the numbers 1-3 to mark the administrator card as the number card.
- 4) Set a four-digit operation password.

After the setting is successful, you only need to press the Enter button, then swipe the administrator ID card, enter the corresponding administrator ID card operation password, then you can directly enter the administrator interface for related operations. There is no need to open the middle door, and use the administrator red button.

* Note: If the administrator has forgotten the four administrator operation passwords that have been set, please contact us. After verification and confirmation, you can press the administrator red button for more than two seconds to enter the super password mode, after entering the six-digit super password that provided, the administrator operation password can be initialized to "1234".

09 Switch - switch to the Shared Mode

In the administrator mode, enter the function code number "09" to switch to the "Shared" mode. After switching, you can refer to the Random mode operation code to set the charging locker settings.

The Following is:

➔ User Guide

➔ User Schematic

➔ Safety Warning Signs

**Could be printed and posted
near the charging locker.**

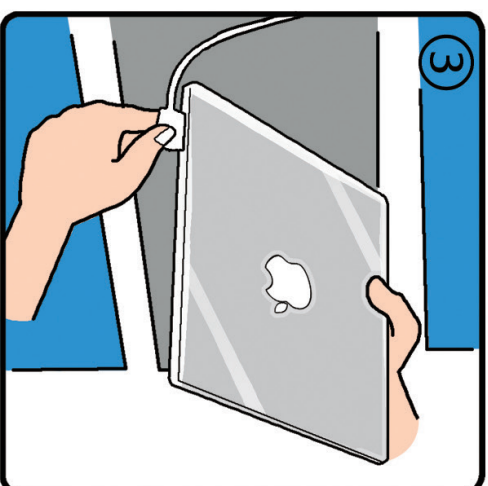
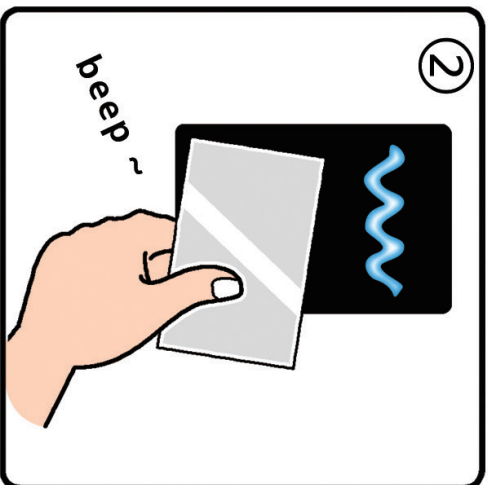
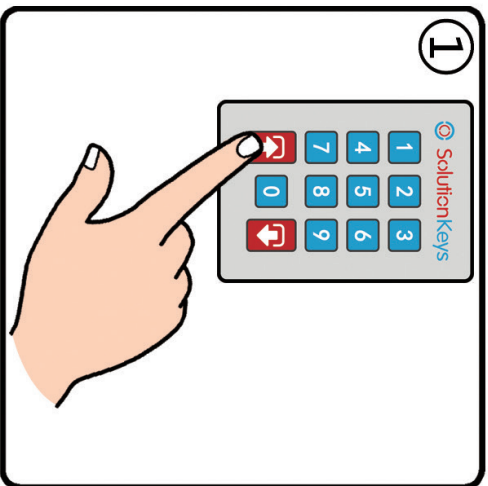
Charging Lockers Guide

- Press the 'Charge' button before you swipe your card to open a charging locker.
- Stand at a distance when swiping the card. The door opens with a force and may hit and hurt you.
- To open the locker when your computer is charging press the 'Remove' button before you swipe your card.
- The locker for provide temperate charging during the school day. Please take out all your belonging the end of day to allow the next person to use.
- Please come to IT department if you need assistant on using this locker.

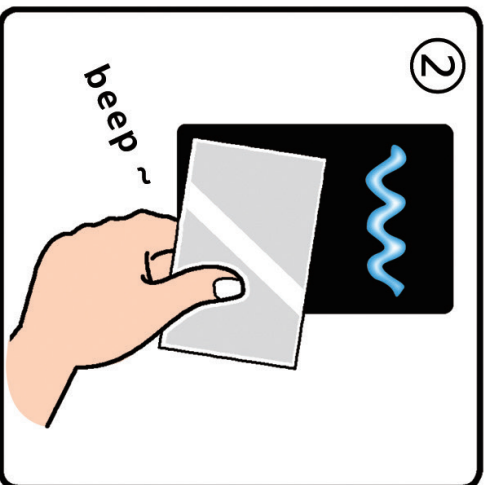
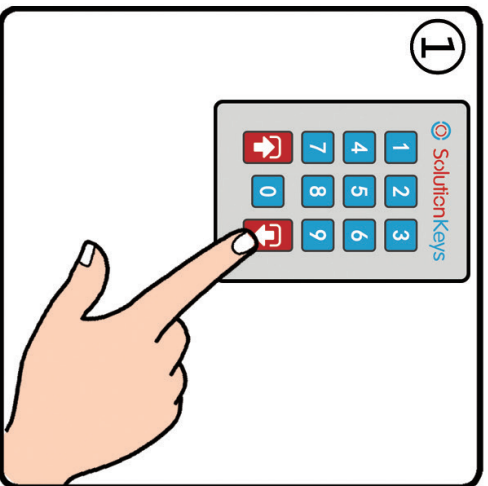
ONE CYCLE (for Shared Mode only)

- Locker recognizes your card for ONE CYCLE only.
- You have to repeat the "charge and remove" cycle if you want to use the locker again or continue to use the locker. And the system will assign the bay either randomly or sequence according to the setting. You may get your computer locked in if you do not remember and follow this process. This will delay your access to your computer.
- Once the card is swiped to open the locker for removing the laptop the locker is considered "free" and not associated with your card anymore. If you do not remember and follow this process, the next user may take your device in the locker.

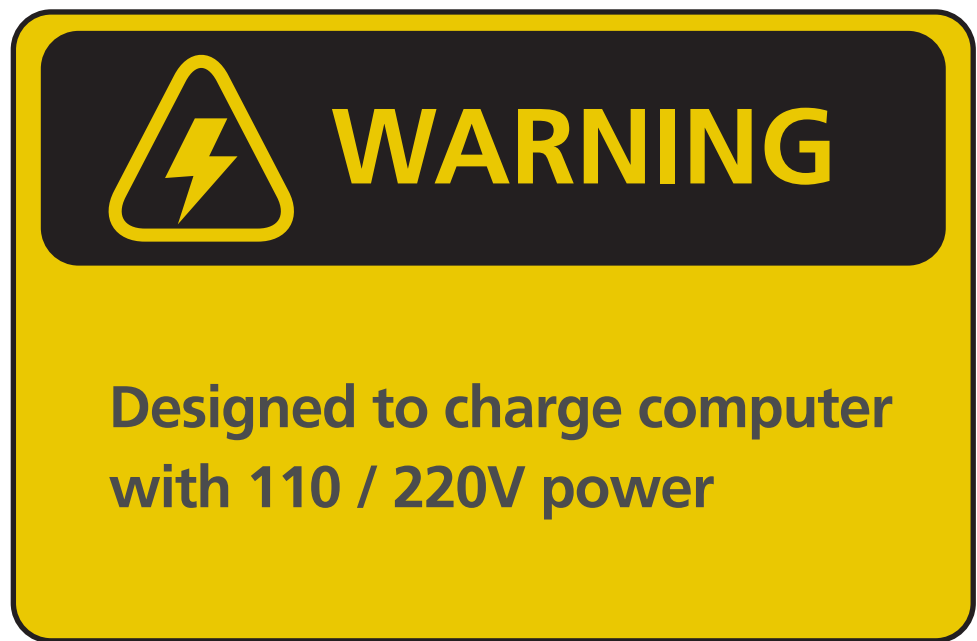
Charge



Remove



Safety Warning Sign 1



Safety Warning Sign 2



Safety Warning Sign 3





SolutionKeys

Tel: 86 10 62626161

Email: info@solutionkeys.com

CLIDEN20200522