Terminology

eRL Lock Device

The *eRL Lock Device* is the lock installed on the door of your rental property. It is a self contained, electronically controlled, battery powered, single door access control device.

eRL Remote Access Controller

The *eRL Remote Access Controller* is a software program running on your own computer. It is used to remotely manage each *eRL Lock Device*, generating Access Codes for the people whom you grant to access to your rental property at different restricted time schedule, and also keeping each Access Code history records.

ATR-11 Audit Trail Reader

The Audit Trail feature (for eRL-BE365 and eRL-FE595) allows you to know **WHO** used **WHICH** Access Code at **WHAT** date/time accessed your property, so you can know if your maitenance people or cleaner has shown up per your request.The eRL-BE365 or eRL-FE595 *Lock Device* retains the last 1,000 events that happen in the *Lock Device*. The ATR-11 *Audit Trail Reader* is used to download the Audit Trail from the *Lock Device* and view or print the Audit Trail on PC version *eRL Remote Access Controller*.

Master Code

The Master Code is the private key or secret key in cryptography. It is an encryption/decryption key known only to the *eRL Remote Access Controller* and the *eRL Lock Device*. The *eRL Remote Access Controller* uses the Master Code to encrypt the restricted access time schedule you preset to generate a 10-digit time sensitive Access Code. When the Access Code is entered into the *eRL Lock Device* by keypad, the *eRL Lock Device* uses the same Master Code to decrypt the Access Code to get the restricted access time schedule you preset to decide if the Access Code is valid so to unlock the door. There are two kinds of Master Code to be used in the **eRL Rental Property Keyless Remote Access Control System.**

- **Private Master Code -** The private Master Code is generated by the *eRL Remote Access Controller* when you register the new *eRL Lock Device* with *eRL Remote Access Controller*. The private Master Code must be set into the corresponding *eRL Lock Device* by keypad command. It is unique for each *eRL Lock Device*. The Access Code generated by the *eRL Remote Access Controller* using a specific private Master Code can only be used to access the *eRL Lock Device* which has the same private Master Code.
  Besides Access Code generation, the private Master Code is used to set the date/time, group Master Code, to disable a valid Access Code, and unlock the *eRL Lock Device* by keypad commands.
- **Group Master Code -** The group Master Code is generated by the *eRL Remote Access Controller* when you create a new group with *eRL Remote Access Controller*. The group Master Code must be set into each *eRL Lock Device* which is assigned into the same group by specific keypad command. It is common for all *eRL Lock Devices* which are in the same group. The Access Code generated by the *eRL Remote Access Controller* using a group Master Code can be used to access all the *eRL Lock Devices* which have the same group Master Code.

Access Code

The Access Code is generated by *eRL Remote Access Controller*, and has the restricted time schedule you preset. It is always 10 digits, and is used to access the *eRL Lock Device* at restricted time schedule you preset.
The **eRL Rental Property Keyless Remote Access Control System** has 4 different types of Access Code for different types of people accessing your property

- For Guest:

  - For short term stay - Control stay length from one hour to 32 days, and check-in/check-out time at any hour of the day.
  - For long term stay - Control stay length from 32 days to 732 days (2 years).

- For Personnel:

  - For short term staff - Control employment term from one hour to 32 days, daily start/end work time at any hour of the day.
  - For long term staff - Control employment term from one month to 24 months (2 years), daily start/end work time at any hour of the day.
  - For one time use – Generate an Access Code for use of one time for external service worker.

- For Facility:

  - For short term use - Control use term from one hour to 32 days, daily open/close time at any hour of the day.
  - For long term use - Control use term from one month to 24 months (2 years), daily open/close time at any hour of the day.
  - For one time use - Generate an Access Code for use of one time for external service workers.

- For Group: If you have multiple *eRL Lock Devices* (e.g. 30) installed on your multiple properties, it's very inconvenient for you to generate 30 Access Codes for your cleaner or maintenance staff, and your cleaner/maintenance staff has to have 30 Access Codes to work in your rental properties. In this case, you can register a Group for the 30 *eRL Lock Devices* with the *eRL Remote Access Controller*. The *eRL Remote Access Controller* will generate a group **Master Code** for the registered Group. You need to set the group **Master Code** into each of the 30 *eRL Lock Devices* by specific keypad command. Afterward, you can generate the group Access Code and issue it to your cleaner or maintenance staff, and your cleaner or maintenance staff can use the group Access Code to access all the 30 *eRL Lock Devices*.

  - For short term staff - Control employment term from one hour to 32 days, daily start/end work time at any hour of the day.
  - For long term staff - Control employment term from one month to 24 months (2 years), daily start/end work time at any hour of the day.
  - For one time use – Generate an Access Code for use of one time for external service worker.

Personalized Code

Because the 10-digit Access Code is generated by the computer, it is hard for your guest or personnel to remember the long code to access your property each time. The Personalized Code is used to replace the 10-digit Access Code. It is created by the user by the *eRL Lock Device* keypad, being an easy to remember 3-6 digit code.

Getting Started

Thank you for choosing the **eRL Rental Property Keyless Remote Access Control System**.

The **eRL Rental Property Keyless Remote Access Control System** is composed of two parts. One is the **eRL Remote Access Controller**, a software program running on your own computer. The other is the **eRL Lock Device**, the lock installed on the door of your property.

The **eRL Lock Device** is a self contained, electronically controlled, battery powered, single door access control device.

The **eRL Remote Access Controller** is used to remotely manage each **eRL Lock Device**, generate Access Codes for the people whom you grant to access to your rental property at different restricted time schedule, and also keeping each Access Code history record in your computer database.

There are no wires or wireless network connections between the **eRL Lock Device**s and the **eRL Remote Access Controller**. The remote access control function is realized by the 10-digit time sensitive Access Code using the latest Encryption/Decryption technologies. Therefore, you can grant access to your rental property, for different people, in whatever restricted access time schedule you want, by issuing the Access Code generated by **eRL Remote Access Controller** remotely, even when you are in a different country. The **eRL Lock Device** will control each Access Code access time precisely according to each access time schedules encrypted in the Access Code.

Using **eRL Rental Property Keyless Remote Access Control System** to manage your rental property, you can control your guests stay length from one hour to two years, and their check-in/check-out time at any hour of the day. You can control your employee's work term from one day to two years, and daily start/end work hour at any hour of the day. You can control your public facility (e.g. swimming pool) use term from one day to two years, and daily open/close time at any hour of the day. Also, for people who temporarily work in your property, (e.g. repair, painting, or maintenance), you can issue them an Access Code which can be used on a predetermined date, for one entry time only. All such access control functions can be realized by clicking the start/end date on the calendar, start/end hour on the hour table, and the "Generate Code" soft button on your computer to generate an Access Code, then, you can email, phone, or fax the Access Codes to whomever you grant to access to your rental property, all within 30 seconds.

Following is a quick reference for you to setup the eRL Rental Property Keyless Remote Access Control System:

1. **Install** the **eRL Remote Access Controller** on your computer using installation CD

2. **Run** the **eRL Remote Access Controller** and **Login** using the default login password (**123456**)

3. **Change** the **eRL Remote Access Controller** default login password to your own password

4. **Register** the **eRL Lock Device** with the **eRL Remote Access Controller**

5. **Display/Print** the **eRL Lock Device**'s private **Master Code**

6. **Install** batteries in the **eRL Lock Device**

7. **Set** the private **Master Code** to the **eRL Lock Device**

8. **Set** date/time for the **eRL Lock Device**

9. **Generate** Access Codes by **eRL Remote Access Controller**

10. **Unlock** the **eRL Lock Device** using Access Code

11. **Create** Personalized Code

12. **Unlock** the **eRL Lock Device** using Personalized Code

13. **Download** the **Audit Trail** from **eRL Lock Device** and **View/Print** the **Audit Trail**

This Help file is divided into following sections to help you quickly find the information you need:

eRL Remote Access Controller Operation – Learn to use the **eRL Remote Access Controller**:

1. Getting Started with **eRL Remote Access Controller** – Learn about System requirement, software **installation**, Getting **help**, and **Uninstall** the software.

2. Login Management – Learn to **Login, Logout,** and **Change the login password** of **eRL Remote Access Controller**.

3. Lock Management – Learn to **Add, Delete, Edit, Print**, and **Display eRL Lock Device/Group** information.

4. Code Generation – Learn to **generate different Access Codes** for guest, personnel, public facility, and group.

5. History Code – Learn to track each **issued** Access Code.

6. Backup/Restore Database – Learn to **backup** the database from your computer, and **restore** the backup database when needed.

eRL Lock Device Operation – Learn to operate the **eRL Lock Device**.

1. Getting Started with **eRL Lock Device** – Learn to install/replace the batteries, and reset the **eRL Lock Device**.

2. Changing Master Code – Learn to change the private/group **Master Code** for the **eRL Lock Device**.

3. Changing **eRL Lock Device** date/time – Learn to change the date/time for the **eRL Lock Device**.

4. Disabling Access Code – Learn to disable an issued valid Access Code by private **Master Code** or different Access Code.

5. Unlocking **eRL Lock Device** – Learn to unlock the **eRL Lock Device** using the 10-digit Access Code, 3-6 digit Personalized Code, or private **Master Code**.

6. Initializing **eRL Lock Device** memory – Learn to initialize the **eRL Lock Device** memory which is used to store Personalized Codes and disabled Access Code.

7. Download the Audit Trail from **eRL Lock Device** – Learn to download the Audit Trail from the **eRL Lock Device**.

eRL Remote Access Controller Operation

The following topics provide step-by-step instructions on how to install the **eRL Remote Access Controller**, how to **login** to the **eRL Remote Access Controller**, how to **manage** the **eRL Lock Device**, how to **generate** Access Code for different people who need to access your property, how to **trace** each issued Access Code, and how to **backup** and **restore** the database.

What do you want to do?

- Getting Start with **eRL Remote Access Controller**
- Login Management
- Lock Management
- Code Generation
- History Codes
- Backup/Restore Database

Getting Started With *eRL Remote Access Controller*

System requirements

- The **eRL Remote Access Controller** can be used on your own desktop or laptop computer. To use the **eRL Remote Access Controller** on your computer, your computer must:
- have Windows 2000, Windows XP, Windows Vista, or Windows 7 operating system.
- have at least 10 MB of free space in hard driver for installation.
- have 128MB or more RAM.
- have IE 4.0 or greater for reading Help files.
- have Outlook or Outlook Express for sending Access Code by email.

To install *eRL Remote Access Controller*

Insert **eRL Remote Access Controller** Installation **CD** which comes with your order into your computer's CD driver. The setup program should run automatically. If not, double click on the **setup.exe** file in the CD. The installation steps are self guided.

Notes

- if your computer hasn't installed the Microsoft .NET Framework 2.0 and Windows Installer 3.1, the installation CD will try to install them on your computer **automatically**. You have to accept the License Agreement for Microsoft software and allow the software to be installed on your computer. After the Microsoft software installation is completed, you must restart your computer.
- If your computer has installed the Microsoft .NET Framework 2.0 and Windows Installer 3.1, the installation CD will install the **eRL Remote Access Controller** directly.

The **eRL Remote Access Controller** is installed in **C:\eRL Remote Access Controller**\ folder. After installed, the **eRL Controller** icon should appear on your Windows desktop.

To get help

If you have a question while using **eRL Remote Access Controller**, there are several places you can turn to for answers. The most complete source of information is the Help file. It contains a table of contents and an extensive index. To open the Help file:

- Press the **F1** Key on your keyboard.
- Or click **Help** on main menu ' click the **Contents and Index** in the pull down menu.
- Or click **Start** on bottom left of your PC ' click **All Programs** ? click **eRL Remote Access Controller** ? click **eRL System Help**.

To uninstall *eRL Remote Access Controller*

1. Click **Start** on bottom left of your computer.
2. click **All Programs**.

3. click **eRL Remote Access Controller**.
4. click **Uninstall eRL Controller**.

Notes

- Uninstalling the program won't remove the database from the program folder which defaults as *C:\eRL Remote Access Controller*.
- Reinstalling and repairing the program won't remove the old database from the program folder which defaults as *C:\eRL Remote Access Controller*.

Login Management

This section describes how to **Login**, **Logout**, and **Change the login password** of the *eRL Remote Access Controller*.

To use for the first time

1. Double click the **eRL Controller** icon on your Windows desktop.
2. Input default login password **1 2 3 4 5 6** in **Password** box.
3. click **Login**.

Changing login password

After login, you can change the login password.
To change the login password:

1. Click **Login Management**.
2. Input the old password in **Input Old Password** box.
3. Input the new password in **Input New Password** box.
4. Re-enter the new password in **Re-enter New Password** box.
5. Click **OK**.

Note

For security concern, it's recommended that you should change the factory default password to your own password immediately.

Logout

If your computer isn't in use for 5 minutes, the eRL program will logout automatically, but you can manually logout anytime.
To logout manually:

1. Click **File** on the main menu.
2. Click **Logout** on the pull down menu.

Lock Management

The **eRL Remote Access Controller** can control up to one million **eRL Lock Devices** which can be installed on any property and anywhere in the world. To control each **eRL Lock Device**, you must register the **eRL Lock Device/Group** with the **eRL Remote Access Controller** first, then set the private/group **Master Code**, which is generated by the **eRL Remote Access Controller** after registration, into the **eRL Lock Device**. This section describes how to **register** a new **eRL Lock Device/Group**, how to **edit** the **eRL Lock Device/Group** registered information, how to **remove** a registered **eRL Lock Device/Group** from the **eRL Remote Access Controller**, how to get the private/group **Master Code** to setup the **eRL Lock Device**, how to **print** out the **eRL Lock Device/Group** registered information, and how to **dismiss** the battery replacement reminder for each **eRL Lock Device**.

What do you want to do?

- Registering new **eRL Lock Device/Group**
- Editing **eRL Lock Device/Group** registration information
- Deleting a registered **eRL Lock Device**/**Group**
- Displaying **eRL Lock Device/Group Master Codes**
- Printing registered **eRL Lock Device/Group** information
- Dismissing battery replacement reminder

Registering New *eRL Lock Device/Group*

Registering new *eRL Lock Device*

The new **eRL Lock Device** must be registered with the **eRL Remote Access Controller** first before to be used.

To register a new **eRL Lock Device** with the **eRL Remote Access Controller**:

1. Click **Lock Management**.
2. Click **Single Lock User**.
3. Click **Add**.
4. Input your property address in **Site Address** box.
5. Input the lock name of the **eRL Lock Device** which is installed on the property (e.g. front door, back door, etc.) in **Lock Name** box.
6. Select what lock model you purchased (e.g. **eRL-BE365**, **eRL-FE595**, or **eRL-08**) in **Lock Model** pull down box.
7. Select where the lock is used (e.g. used for guest room door or public facility door) in **Installed On** pull down box.
8. Select the Time Zone where your property is located in **Time Zone** pull down box.
9. Select the group which your lock is grouped in **Group Address** and **Group Name** pull down box.
10. Input the person's name who is in charge of the property, (e.g. owner's name, property manager's name, etc.) in **Contact** box.
11. Click **OK**.

Registering new Group

If you have multiple **eRL Lock Devices** (e.g. 30) installed on your multiple properties, it's very inconvenient for you to generate 30 Access Codes for your cleaner or maintenance staff, and your cleaner/maintenance staff has to have 30 Access Codes to work in your rental properties. In this case, you can register a Group for the 30 **eRL Lock Devices** with the **eRL Remote Access Controller**. The **eRL Remote Access Controller** will generate a group **Master Code** for the registered Group. You need to set the group **Master Code** into each of the 30 **eRL Lock Devices** by specific keypad command. Afterward, you can generate the group Access Code and issue it to your cleaner or maintenance staff, and your cleaner or maintenance staff can use the group Access Code to access all the 30 **eRL Lock Devices**.

To register a new **Group** with the **eRL Remote Access Controller**:

1. Click **Lock Management**.
2. Click **Group Lock User**.
3. Click **Add** in the group window.
4. Input the group address in **Group Address** box.
5. Input group name in **Group Name** box.
6. Select what lock model you purchased (e.g. **eRL-BE365**, **eRL-FE595**, or **eRL-08**) in **Lock Model** pull down box.
7. Select the Time Zone where your properties are located in **Time Zone** pull down box.
8. Input the person's name who is in charge of the properties, (e.g. owner's name, property manager's name, etc.) in **Contact** box.
9. Click **OK**.

Editing *eRL Lock Device/Group* registration information

The **eRL Lock Device/Group** registration information can be modified at anytime if needed.

To edit the **eRL Lock Device** registration information

1. Click **Lock Management**.
2. Click **Single Lock User**.
3. Select the **eRL Lock Device** you want to edit.
4. Click **Edit**.
5. Modify the information for **Site Address**, **Lock Name**, **Lock Model**, **Installed On**, **Time Zone**, **Group**, or **Contact**. If you want to change the private Master Code, you can click **Change Private Master Code**, then fill in the new private Master Code in the **Private Master Code** box.
6. Click **OK**.

To edit the **Group** registration information

1. Click **Lock Management**.
2. Click **Group Lock User**.
3. Select the **Group** you want to edit in the group window.
4. Click **Edit** in the group window.
5. Modify the information for **Group Address**, **Group Name**, **Lock Model**, **Time Zone**, or **Contact**. If you want to change the group Master Code, you can click **Change Group Master Code**, then fill in the new group Master Code in the **Group Master Code** box.
6. Click **OK**.

Note:
After you have changed the private/group Master Code, you must set the new private/group Master Code into the **eRL Lock Device**, and change the private/group Master Code in web version **eRL Remote Access Controller** to be the same as PC version **eRL Remote Access Controller**.

Deleting a registered *eRL Lock Device/Group*

The registered **eRL Lock Device/Group** can be **deleted** from the **eRL Remote Access Controller** database at anytime if you want.

To delete the registered **eRL Lock Device** information:

1. Click **Lock Management**.
2. Click **Single Lock User**.
3. Click the **eRL Lock Device** you want to be deleted.
4. Click **Delete**.
5. After the confirmation massage pops up, click **Yes**.

To delete the registered **Group** information:

1. Click **Lock Management**.
2. Click **Group Lock User**.
3. Click the **Group** you want to be deleted in group window.
4. Click **Delete** in group window.
5. After the confirmation massage pops up, click **Yes**.

Note:

If you delete the **eRL Lock Device/Group**, all information related with that **eRL Lock Device/Group**, include the private/group **Master Code** and all valid Access Codes will be deleted along with the **eRL Lock Device**/**Group** from the **eRL Remote Access Controller** database. Please **WRITE** down the private **Master Code** before deleting for new private **Master Code** setting in the **eRL Lock Device**,

Displaying *eRL Lock Device/Group* Master Code

When the **eRL Lock Device** is shipped from the factory or after reseting, its default private/group **Master Code** is set as **1 2 3 4 5 6.** After the new **eRL Lock Device/Group** is registered with the **eRL Remote Access Controller**, the **eRL Remote Access Controller** generates a new **unique** private/group **Master Code** for the new **eRL Lock Device/Group**. The **new** private/group **Master Code** must be entered into the new **eRL Lock Device** to replace the default/old private/group **Master Code**, **otherwise the** *eRL Lock Device* **won't recognize any Access Code generated by the** *eRL Remote Access Controller***.**

To set the **Master Code**, please refer to **eRL Lock Device Operation** *?* *Change Master Code* to get detail operation instruction.

To display the private **Master Codes**:

1. Click **Lock Management**.
2. Click **Single Lock User**.
3. Click **Display Private Master Code**.

To display the group **Master Codes**:

1. Click **Lock Management**.
2. Click **Group Lock User**.
3. Click **Display Group Master Code** in group window.

Printing *eRL Lock Device/Group* registration information

For easy and correct **eRL Lock Device** setup, it's recommended that you should print out each **eRL Lock Device/Group** registration information with the private/group **Master Code**.

To print **eRL Lock Device** registration information with the private **Master Code**:

1. Click **Lock Management**.
2. Click **Single Lock User**
3. Click **Display Private Master Code**.
4. Click **Print**.
5. On **Print Option** window, check **Column to print** boxes to select the item you want to print out, check **All** to print all **eRL Lock Device** information, and type the printed sheet title in **Title of print** box.
6. Click **OK**.
7. On **Print Preview** window, click **Print** icon on the left up corner.

To print **Group** registration information with the group **Master Code**:

1. Click **Lock Management**.
2. Click **Group Lock User**.
3. Click **Display Group Master Code** in the group window.
4. Click **Print** in the group window.
5. On **Print Option** window, check **Column to print** boxes to select the item you want to print out, check **All** to print all **Group** information, and type the printed sheet title in **Title of print** box.
6. Click **OK**.
7. On **Print Preview** window, click **Print** icon on the left up corner.

Dismissing battery replacement reminder

The **eRL-BE365 and eRL-FE595 Lock Device** is powered by one **9V battery,** and the **eRL-08 Lock Device** is powered by **4 AA battery,**

Depending on different amounts of daily use times, the battery for **eRL-BE365** and **eRL-FE595 Lock Device** can last for about 3 years, and the batteries for **eRL-08 Lock Device** can last about 1 year. To prevent the power from being used up, it's recommended that you should replace the battery in **eRL-BE365** and **eRL-FE595 Lock Device** after it have been in use for **2 (two) years**, and replace the batteries in **eRL-08Lock Device** after they have been in use for **1 (one) year.**

To remind you to replace the batteries in time, **each time** when you login the **eRL Remote Access Controller**, the battery replacement reminder will be displayed for the **eRL-BE365** and **eRL-FE595 Lock Device** which battery hase been in use for more than 2 (two) years, and for the **eRL-08 Lock Device** which batteries have been in use for more than 1 (one) year.

After you have replaced the batteries for the **eRL Lock Devices**, you have to dismiss the battery replacement reminder manually.

To dismiss the battery replacement reminder:

1. On pop up **Replace Battery** reminder table, select the **eRL Lock Devices** by pressing **Ctrl key** and clicking each **eRL Lock Device,** which batteries have been replaced, in the table.
2. Check the " **Have replaced the battery in selected locks** " box on the bottom of the table.
3. Click **OK**.

Code Generation

All Access Codes generated by the **eRL Remote Access Controller** are time sensitive, meaning you can preset a date/time that the Access Code works from and when it expires. There are **four** different types of Access Codes can be generated and issued to different people for different need. This section describes how to preset the access date/time schedule to generate the Access Code for your **Guests**, **Personnels**, public **Facilities** in your property, and **Group**.

What do you want to do?

- Generating Access Code for Guest
- Generating Access Code for Personnel
- Generating Access Code for Facility
- Generating Access Code for Group

Generating Access Code for Guest

This kind of Access Code is used for your guest who rents your property for as short as one hour, or as long as two years. According to their reservation, you can generate and issue an Access Code to control their stay as per they paid.

For short stay term Guest

This Acees Code is used for guest who may rent your property for short time, from **min. one hour** to **max. 31 days**.

Using this kind of Access Code, you can control the guest check-in and check-out time on any **date** and at any **hour** of the day.

To generate Access Code for short stay Guest:

1. Click **Code Generation**.
2. Click **Used for Guest**.
3. Input guest name in **Guest Name** box.
4. Select the property address in **Site Address** pull down box.
5. Select the *eRL Lock Device* in **Lock Name** pull down box.
6. Check **Short Term** box.
7. Option - Click **Check Reserved** to display the reservation list for this property, click it again to close the list.
8. Select check-in date/time in **Check-In Date** pull down calendar and check-in time in **Check-In Time** box.
9. Select check-out date/time in **Check-Out Date** pull down calendar and **Check-Out Time** box.
10. Click **Generate Code** button.
11. After the new Access Code information is displayed, you can click **Email** button to send the Access Code information to the guest by email, or click **Print** button to print out the Access Code information and fax it to the guest.
12. Click **Close**.

For long stay term Guest

This Access Code is used for your guest who may rent your property for long time, from **min. 32 days** to **max. 731 days (2 years)**.

Using this kind of Access Code, you can control the guest check-in and check-out time on any **date**.

To generate Access Code for long stay Guest:

1. Click **Code Generation**.
2. Click **Used for Guest**.
3. Input guest name in **Guest Name** box.
4. Select the property address in **Site Address** pull down box.
5. Select the *eRL Lock Device* in **Lock Name** pull down box.
6. Check **Long Term** box.
7. Option - Click **Check Reserved** to display the reservation list for this property, click again to close the list.
8. Select check-in date in **Check-In Date** pull down calendar.
9. Select check-out date in **Check-Out Date** pull down calendar.

10. Click **Generate Code** button.
11. After the new Access Code information is displayed, you can click **Email** button to send the Access Code information to the guest by email, or click **Print** button to print out the Access Code information and fax it to the guest.
12. Click **Close**.

Generating Access Code for Personnel

This type of Access Code is used for employee who works for your property permanently (e.g. housekeepers, or maintenance crew) or temporarily (e.g. contractors, painters, or carpenters). According to the employment agreement, you can generate an Access Code which works only for his/her working time schedule.

For short work term employee

This Access Code is used for the people who may work for your property for short time (e.g. temporary employee), from *one day* to *31 days*.

Using this kind of Acces Code, you can control the employee's work term in any length of **days** and **daily start/end work time** at any hour of the day.

To generate Access Code for short work term:

1. Click **Code Generation**.
2. Click **Used for Personnel**.
3. Input employee' s name in **User Name** box.
4. Select the property address in **Site Address** pull down box.
5. Select the *eRL Lock Device* in **Lock Name** pull down box.
6. Check **Short Term** box.
7. Select start work date in **Start Date** pull down calendar.
8. Select end work date in **End Date** pull down calendar.
9. Select daily start and end work hour in **From** and **To** boxes.
10. Click **Generate Code** button.
11. After the new Access Code information is displayed, you can click **Email** button to send the Access Code information to the employee by email, or click **Print** button to print out the Access Code information and fax/give it to the employee.
12. Click **Close**.

For long work term employee

This Access Code is used for the people who may work for your property for a long time (e.g. permanent employee, property manager, or yourself), from **one month** to **2 years**.

Using this kind of Access Code, you can control the employee's work term in any length of **months** and **daily start/end work time** at any hour of the day.

To generate Access Code for long work term:

1. Click **Code Generation**.
2. Click **Used for Personnel**.
3. Input employee' s name in **User Name** box.
4. Select the property address in **Site Address** pull down box.
5. Select the *eRL Lock Device* in **Lock Name** pull down box.
6. Check **Long Term** box.
7. Select start work date in **Start Date** pull down calendar.
8. Select end work date in **End Date** pull down calendar.
   Note: you can select the month and year, but not the day on the **End Date** calendar, the end day will be

9. Select daily start and end work hour in **From** and **To** boxes.
10. Click **Generate Code** button.
11. After the new Access Code information is displayed, you can click **Email** button to send the Access Code information to the employee by email, or click **Print** button to print out the Access Code information and fax/give it to the employee.
12. Click **Close**.

For one time use employee

This Access Code is used for the people who may work in your property for **one time only**, (e.g. plumbers, carpenters, painters).

You can control the service date on any day of the year. **Only** on that specified day, the Access Code can be used to access your property. Once the Access Code is used to unlock the *eRL Lock Device*, it can't be used to unlock again.

To generate Access Code for one time use:

1. Click **Code Generation**.
2. Click **Used for Personnel**.
3. Input employee's name in **User Name** box.
4. Select the property address in **Site Address** pull down box.
5. Select the *eRL Lock Device* in **Lock Name** pull down box.
6. Check **One Time Use** box.
7. Select the granted access date in **Valid Date** pull down calendar.
8. Click **Generate Code** button.
9. After the new Access Code information is displayed, you can click **Email** button to send the Access Code information to the employee by email, or click **Print** button to print out the Access Code information and fax/give it to the employee.
10. Click **Close**.

Generating Access Code for Facility

This type of Access Code is used for public facility in your rental property for the use of guests. For example, you may have a weight room in your rental property that you want to setup a time-use schedule for. You may also have an outdoor swimming poor on your rental property that you want to set open/close hours for. Sometimes you may need an external service people to do maintenance work for those facilities. For such needs, you can generate and issue an Access Code which works exactly the same time schedule as you preset.

For short use term Facility

This Access Code is used for public facility in your property for short time use (e.g. swimming pool), from **one day** to **31 days**.

Using this kind of Access Code, you can control the facility use term in any length of **days** and **daily open/close time** at any hour of the day.

To generate Access Code for short use term:

1. Click **Code Generation**.
2. Click **Used for Facility**.
3. Input the user's name in **User Name** box.
4. Select the property address in **Site Address** pull down box.
5. Select the facility *eRL Lock Device* in **Lock Name** pull down box.
6. Check **Short Term** box.
7. Select start use date in **Start Date** pull down calendar.
8. Select end use date in **End Date** pull down calendar.
9. Select daily start and end use hour in **From** and **To** boxes.
10. Click **Generate Code** button.
11. After the new Access Code information is displayed, you can click **Email** button to send the Access Code information to the authorized people by email, or click **Print** button to print out the displayed Access Code information and fax/give it to the authorized people.
12. Click **Close**.

Note

For your guests' convenience, it is recommended that after the staff gets the Access Code, he/she should follow the Operation Instruction in the email or printed sheet to create a simple Personalized Code (e.g. 111, 222, 123) to replace the original 10-digit Access Code.

For long use term Facility

This Access Code is used for the facility in your property for long time use (e.g. weight room), from **one month** to **24 months (two years)**.

Using this kind of Access Code, you can control the facility use term in any length of **months** and **daily open/close time** at any hour of the day.

To generate Access Code for long use term:

1. Click **Code Generation**.
2. Click **Used for Facility**.
3. Input the user's name in **User Name** box.
4. Select the property address in **Site Address** pull down box.
5. Select the facility *eRL Lock Device* in **Lock Name** pull down box.
6. Check **Long Term** box.
7. Select start use date in **Start Date** pull down calendar.
8. Select end use date in **End Date** pull down calendar.
   Note: you can select the month and year, but not the day on the **End Date** calendar, the end day will be always the same day as in **Start Date**, or the last day of the end month.
9. Select daily start and end use hour in **From** and **To** boxes.
10. Click **Generate Code** button.
11. After the new Access Code information is displayed, you can click **Email** button to send the Access Code information to the authorized people by email, or click **Print** button to print out the displayed Access Code information and fax/give it to the authorized people.
12. Click **Close**.

Note

For your guests' convenience, it is recommended that after the staff gets the Access Code, he/she should follow the Operation Instruction in the email or printed sheet to create a simple Personalized Code (e.g. 111, 222, 123) to replace the original 10-digit Access Code.

For one time use Facility

This Access Code is used for the people who may work for the facility for **one time only**, (e.g. external service people).

You can control the service date on any day of the year. **Only** on that specified day, the Access Code can be used to access your facility. Once the Access Code is used to unlock the *eRL Lock Device*, it can't be used again.

To generate Access Code for one time use:

1. Click **Code Generation**.
2. Click **Used for Facility**.
3. Input the user's name in **User Name** box.
4. Select the property address in **Site Address** pull down box.
5. Select the facility *eRL Lock Device* in **Lock Name** pull down box.
6. Check **One Time Use** box.
7. Select the granted access date in **Valid Date** pull down calendar.
8. Click **Generate Code** button.
9. After the new Access Code information is displayed, you can click **Email** button to send the Access Code information to the authorized people by email, or click **Print** button to print out the displayed Access Code information and fax/give it to the authorized people..
10. Click **Close**.

Generating Access Code for Group

This type of Access Code is used for employee or maintenance team who works for your multiple properties. Using one group Access Code, he/she can access all the **eRL Lock Devices** which are in the same group defined by you.

Note
All the **eRL Lock Devices** in the same group must be set the same group **Master Code** to be accessed by the Group Access Code.
To set the group Master Code, please refer to **eRL Lock Device Operation** ? **Change Master Code** ' **Change group Mster Code** to get detail operation instruction.

For short work term employee

This group Access Code is used for the people who may work for your properties for short time (e.g. temporary employee), from **one day** to **31 days**.

Using this kind of group Acces Code, you can control the employee's work term in any length of **days** and **daily start/end work time** at any hour of the day.

To generate group Access Code for short work term:

1. Click **Code Generation**.
2. Click **Used for Group**.
3. Input employee' s name in **User Name** box.
4. Select the group address in **Group Address** pull down box.
5. Select the group name in **Group Name** pull down box.
6. Check **Short Term** box.
7. Select start work date in **Start Date** pull down calendar.
8. Select end work date in **End Date** pull down calendar.
9. Select daily start and end work hour in **From** and **To** boxes.
10. Click **Generate Code** button.
11. After the new group Access Code information is displayed, you can click **Email** button to send the group Access Code information to the employee by email, or click **Print** button to print out the group Access Code information and fax/give it to the employee.
12. Click **Close**.

For long work term employee

This group Access Code is used for the people who may work for your properties for a long time (e.g. permanent employee, property manager, or yourself), from **one month** to **2 years**.

Using this kind of group Access Code, you can control the employee's work term in any length of **months** and **daily start/end work time** at any hour of the day.

To generate Access Code for long work term:

1. Click **Code Generation**.
2. Click **Used for Group**.
3. Input employee' s name in **User Name** box.

4. Select the group address in **Group Address** pull down box.
5. Select the group name in **Group Name** pull down box.
6. Check **Long Term** box.
7. Select start work date in **Start Date** pull down calendar.
8. Select end work date in **End Date** pull down calendar.
   Note: you can select the month and year, but not the day on the **End Date** calendar, the end day will be always the same day as in **Start Date**, or the last day of the end month.
9. Select daily start and end work hour in **From** and **To** boxes.
10. Click **Generate Code** button.
11. After the new group Access Code information is displayed, you can click **Email** button to send the group Access Code information to the employee by email, or click **Print** button to print out the group Access Code information and fax/give it to the employee.
12. Click **Close**.

For one time use employee

This group Access Code is used for the people who may work in your properties for **one time only**, (e.g. plumbers, carpenters, painters).

You can control the service date on any day of the year. **Only** on that specified day, the group Access Code can be used to access your properties. Once the group Access Code is used to unlock the *eRL Lock Device* in the group, it can't be used to unlock that *eRL Lock Device* again.

To generate group Access Code for one time use:

1. Click **Code Generation**.
2. Click **Used for Group**.
3. Input employee's name in **User Name** box.
4. Select the group address in **Group Address** pull down box.
5. Select the group name in **Group Name** pull down box.
6. Check **One Time Use** box.
7. Select the granted access date in **Valid Date** pull down calendar.
8. Click **Generate Code** button.
9. After the new group Access Code information is displayed, you can click **Email** button to send the Access Code information to the employee by email, or click **Print** button to print out the group Access Code information and fax/give it to the employee.
10. Click **Close**.

History Codes

Sometimes your guest may call you to tell you that he/she forgets the Access Code you sent him/her before, so you would have to find it again and resend to him/her. Sometime a permanent cleaner who has been issued a 2-year valid Access Code may quit job, so you would have to find out which Access Code she has been issued, so to disable that Access Code to prevent future entry. Sometimes you may want to check **who** has **which** Access Code and **when** can access your property. Keeping your convenience in mind, the *eRL Remote Controller* keeps all history Access Codes in its database. You can find them out, whatever valid or invalid, at any time you want.

What do you want to do?

- Displaying history Access Codes in brief
- Displaying history Access Code in detail
- Printing history Access Codes
- Deleting invalid history Access Codes
- View or print the Audit Trail

Displaying history Access Codes in brief

Using this function, you can know **which** Access Code was issued to **whom**, and valid time is **when**.

To display history Access Codes for all *eRL Lock Devices/Groups* in brief:

1. Click **History Codes**.
2. All Access Codes for all *eRL Lock Devices*/**Groups** will be displayed.

To display history Access Codes for a selected *eRL Lock Device/Group* in brief:

1. Click **History Codes**.
2. Select the property address in **Siteé Group Address** pull down box.
3. Select the *eRL Lock Deviceé Group* in **Lock/Group Name** pull down box.
4. All Access Codes for the selected *eRL Lock Device/Group* will be displayed.

Note

The Access Codes marked in **pink** color mean the Access Codes have expired, so are invalid.

Displaying history Access Code in detail

To display the detail information about a selected Access Code:

1. Click **History Codes**.
2. Select the property address in **Site/Group Address** pull down box.
3. Select the *eRL Lock Device/Group* in **Lock/Group Name** pull down box.
4. Double click the Access Code you want to be displayed in detail, or click the Access Code you want to be displayed in detail and then click the **Detail** button.
5. After the detail information is displayed, you can click **Email** to send the Access Code information to the user by email, or click **Print** to print out the detail Access Code information to fax/give to the user.
6. Click **Close**.

Printing history Access Codes

To print history Access Codes for all **eRL Lock Devices** in breif:

1. Click **History Codes**.
2. Select **All** in **Site/Group Address** pull down box.
3. Click **Print**.
4. On **Print Option** window, check **Column to print** boxes to select the item you want to print out, check **All** to print all history Access Codes, and type the printed sheet title in **Title of print** box.
5. Click **OK**.
6. On **Print Preview** window, click **Print** icon on the left up corner.

To print history Access Codes for a selected **eRL Lock Device** in breif:

1. Click **History Codes**.
2. Select the property/group address in **Site/Group Address** pull down box.
3. Select the **eRL Lock Device/Group** in **Lock/Group Name** pull down box.
4. Click **Print**.
5. On **Print Option** window, check **Column to print** boxes to select the item you want to print out, check **All** to print all history Access Codes, and type the printed sheet title in **Title of print** box.
6. Click **OK**.
7. On **Print Preview** window, click **Print** icon on the left up corner.

Note

The Access Codes marked in **pink** color mean the Access Codes have expired, so are invalid.

Deleting invalid history Access Codes

The **eRL Remote Access Controller** checks each Access Code valid time in real time. If the Access Code has **expired**, the **eRL Remote Access Controller** will mark that Access Code in **Pink**. You can keep those invalid Access Codes in database forever. But if you want, you can delete them at anytime to keep your **eRL Remote Access Controller** database smaller.

To delete the invalid history Access Codes for all **eRL Lock Devices/Groups**:

1. Click **History Codes**.
2. Click **Delete invalid codes**.
3. After the confirmation message pops up, click **Yes**.

To delete the invalid history Access Codes for a selected **eRL Lock Device/Group**:

1. Click **History Codes**.
2. Select the property/group address in **Site/Group Address** pull down box.
3. Select the **eRL Lock Device/Group** in **Lock/Group Name** pull down box.
4. Click **Search**.
5. Click **Delete invalid codes**.
6. Aafter the confirmation massage pops up, click **Yes**.

View or Print the Audit Trail

The eRL-FE595 or eRL-BE365 *Lock Device* remembers the date/time of the last 1,000 lock/unlock events. You can use ATR-11 *Audit Trail Reader* to download the Audit Trail from the *Lock Device*, then plug the *Audit Trail Reader* into computer USB port, run the *eRL Remote Access Controller* to view or print the Audit Trail to know **WHO** used **WHICH** *Access Code* at **WHAT** time accessed your property.

To view the Audit Trail:

1. Plug the ATR-11 *Audit Trail Reader* into computer USB port.
2. Click **History Codes**.
3. Click **Audit Trail**.
4. Click **Select File**.
5. Select the file **USBFILE1.BIN** in the ATR-11 *Audit Trail Reader* and open it.

To print the Audit Trail:

1. Plug the ATR-11 *Audit Trail Reader* into computer USB port.
2. Click **History Codes**.
3. Click **Audit Trail**.
4. Click **Select File**.
5. Select the file **USBFILE1.BIN** in ATR-11 *Audit Trail Reader* and open it.
6. Click **Print**.

Backup/Restore Database

The *eRL Remote Access Controller* can manage up to one million *eRL Lock Devices*. But even if you are only managing 10 *eRL Lock Devices* using the *eRL Remote Access Controller*, it would be a disaster if your computer broke down; resulting in the loss of all of the *eRL Lock Devices*' registration information and history Access Codes. Then, you would have to register each *eRL Lock Device*, uninstall the *eRL Lock Device* fron your property, reset the *eRL Lock Device* to factory default setting, set the **Master Code** for each *eRL Lock Device*, and regenerate Access Codes for the people who need them again. That'll be very inconvenient. The database **backup/restore** tools are designed to backup your database into other storage media to be used to recover the database to prevent this disaster from happening.
The other application for backup/restore database is to setup multiple *eRL Remote Access Controllers* in different location (e.g. your office, your home, or your laptop on road), so you can remotely manage your rental properties from anywhere you like.

What do you want to do?

- Backup Database
- Restore Database

Backup Database

It's strongly recommended that you should periodically backup the *eRL Remote Access Controller* database, which contains login password, locké group registration information, and history Access Codes, in a safety place (e.g. USB storage device).

To backup the *eRL Remote Access Controller* database:

1. Click **Tools** on the main menu.
2. Click **Backup Database** on the pull down menu.
3. Select the storage media and folder where you want to save the backup database file to.
4. Type the backup database file name you want in **File name** box.
5. Click **Save**.
6. After the **" Backup database successful!"** message pops up, click **OK**.

Restore Database

In case your computer broke down, you can use your backup database files to **recover** the *eRL Remote Access Controller* the same as before.
You can use the backup database file to setup new *eRL Remote Access Controller* on another computer as well. So you can use multiple *eRL Remote Access Controllers* in different location (e.g. your office, your home, or your laptop on the road) to remotely manage your rental properties.

To restore the *eRL Remote Access Controller* database:

1. Click **Tools** on the main menu.
2. Click **Restore Database** on the pull down menu.
3. Select the storage media and folder where the backup database file is kept.
4. Select the backup database file in the list.
5. Click **Open**.
6. When the "**Do you want to restore database?**" confirmation message pops up, click **Yes**.
7. After the **" Restore database successful!"** message pops up, click **OK**.

To setup *eRL Remote Access Controller* on a new computer:

1. Install the *eRL Remote Access Controller* on your new computer using the installation CD.
2. Login the new *eRL Remote Access Controller*.
3. Click **Tools** on the main menu.
4. Click **Restore Database** on the pull down menu.
5. Select the storage media and folder where the backup database file is kept.
6. Select the backup database file in the list.
7. Click **Open**.
8. When the "**Do you want to restore database?**" confirmation message pops up, click **Yes**.
9. After the **" Restore database successful!"** message pops up, click **OK**.

eRL Lock Device Operation

The following topics provide step-by-step instructions on how to operate the **eRL Lock Device** for changing private/group **Master Codes**, setting/changing the **eRL Lock Device** **date/time**, disabling valid **Access Codes** in the **eRL Lock Device**, and unlocking the **eRL Lock Device** using original 10-digit Access Code, 3-6 digit Personalized Code, or private **Master Code**.

What do you want to do?

- Getting Started with **eRL Lock Device**
- Changing **Master Code**
- Change **eRL Lock Device** date/time
- Disabling Access Code
- Unlocking **eRL Lock Device**
- Initializing **eRL Lock Device** memory
- Download the Audit Trail from **eRL Lock Device**

Getting Started with *eRL Lock Device*

Install/replace the batteries

For **eRL-BE365** and **eRL-FE595**:

The **eRL-BE365** and **eRL-FE595** is powered by **one 9V alkaline battery**.

To install/replace the battery:

1. Remove the two screws in the back cover.
2. Take off the back cover.
3. Iinstall/replace the **9V alkaline battery**.
4. Put back the back cover.
5. Secure the two screws.

For **eRL-08**:

The **eRL-08** is powered by **4 AA alkaline batteries**. The battery case is located on the up of the indoor back iron panel.

To install/replace the batteries:

1. Use the special spanner which comes with your order to remove the echelon brass ring on the indoor handle.
2. Take off the back cover to expose the battery case.
3. Iinstall/replace the **4 AA alkaline batteries**.
4. Put back the back cover.
5. Put the echelon brass ring back and use the special spanner to secure.

Note:
Please do not use rechargeable battery.

Reset *eRL Lock Device* to factory default setting

For **eRL-BE365** and **eRL-FE595**:

To reset the **eRL-BE365** and **eRL-FE595 Lock Device** to factory default setting:

1. Disconnect the 9V battery.
2. Press **[SCHLAGE]** key and then release.
3. Connect the 9V battery.
4. In 10 seconds, press and hold the **[SCHLAGE]** key for more than 3 seconds until you hear a long beep.
5. Release the**[SCHLAGE]** ke.
6. The green LED light turns on then off indicates the *eRL Lock Device* is successfully initialized and the private/group **Master Code** has been set to default as **123456**.

For **eRL-08**:

The Reset button is in the hole which is located on the up of the outdoor lock boday back panel, marked by a "**Reset**" label.

To reset the **eRL-08 Lock Device** to factory default setting:

1. Connect the power wire to power the **eRL-08 Lock Device**.
2. Use a small stick to press and hold the **Reset** button more than 3 seconds until you hear a long beep.
3. Release the **Reset** button.
4. The green LED light turns on then off indicates the**eRL-08 Lock Device**is successfully initialized and the private/group **Master Code** has been set to default as **123456**

Visible and audible operation/state indicators

The *eRL Lock Device* has both visible (red and green LED lights) and audible (buzzer) indicators to indicate each keypad operation and the *eRL Lock Device* state as follows:

- **Correct operation** - The *eRL Lock Device* will beep ascending notes and flash green LED light.
- **Wrong operation -** The *eRL Lock Device* will beep descending notes and flash red LED light.
- **Low battery alarm** - After correctly unlocked, the *eRL Lock Device* will beep high and low notes alternatively and continuously flash red LED light.
- **Inactive State -** The *eRL Lock Device* will enter inactive state after the 3 wrong codes are entered in row for 30 seconds. After the inactive time has passed, the next wrong code will make the *eRL Lock Device* to enter inactive state for another 30 seconds. During the inactive state, there will be not any response when you press the keypad.

Changing Master Code

When the **eRL Lock Device** is shipped from the factory or after reseting, its private/group **Master Code** will be set as **123456**.

When the new **eRL Lock Device/Group** is registered with the **eRL Remote Access Controller**, the **eRL Remote Access Controller** will generate a new unique private/group **Master Code** for the new **eRL Lock Device/Group**. The new **Master Code** must be set into **eRL Lock Device**, **otherwise the lock won't response to any Access Code generated by the eRL Remote Access Controller**.

What do you want to do?

- Changing private **Master Code**
- Changing group **Master Code**

Changing private Master Code

The private **Master Code** is generated by the *eRL Remote Access Controller* when you register the new *eRL Lock Device* with *eRL Remote Access Controller* . The private **Master Code** must be set into the assigned *eRL Lock Device* by keypad command. It is unique for each *eRL Lock Device* . The Access Code generated by the *eRL Remote Access Controller* using a specific private **Master Code** can only be used to access the *eRL Lock Device* which has the same private **Master Code** .

To change private **Master Code** , enter the following command by *eRL Lock Device* keypad.

For **eRL-BE365** and **eRL-FE595** :

Old 6-digit private **Master Code**	[SCHLAGE] 0 [SCHLAGE]	New 6-digit private **Master Code**	[SCHLAGE]	New 6-digit **private Master Code** again

For **eRL-08** :

* 0 #	Old 6-digit private **Key Code**	#	New 6-digit private **Key Code**	#	New 6-digit **private Key Code** again

Notes

- Each digit must be entered in **20 seconds** .
- After the new private **Master Code** is set, the flash memory in the *eRL Lock Device* will be initialized, all user-created 3-6 digit Personalized Codes, disabled Access Codes, and group **Master Code** will be removed from the memory, so those codes won't work with the new private **Master Code** anymore.

Changing group Master Code

The group **Master Code** is generated by the *eRL Remote Access Controller* when you create a new group with *eRL Remote Access Controller* . The group **Master Code** must be se into each *eRL Lock Device* which is defined into the same group by keypad command. It is same for all *eRL Lock Devices* which are in the same group. The Access Code generated by the *eRL Remote Access Controller* by a group **Master Code** can be used to access all the *eRL Lock Devices* which have the same group **Master Code** .

To change group **Master Code** , enter the following command by *eRL Lock Device* keypad.

For **eRL-BE365** and **eRL-FE595** :

6-digit private **Master Code**	**[SCHLAGE]** 4 **[SCHLAGE]**	New 6-digit group **Master Code**	**[SCHLAGE]**	New 6-digit group **Master Code** again

For **eRL-08** :

* 4 #	6-digit private **Key Code**	#	New 6-digit group **Key Code**	#	New 6-digit group **Key Code** again

Note

Each digit must be entered in **20 seconds** .

Changing *eRL Lock Device* date/time

There is a high accuracy **RTC** (Real Time Clock) chipset in the **eRL Lock Device** to keep the current date and time. The average deviations of the RTC are less than ±5 minutes per year. The RTC has its own power backup device which can keep the RTC running for 48 hours (2 days) if the **eRL Lock Device** batteries are failure. The date and time must be correctly set when the **eRL Lock Device** is used for the first time. After it's in service, it's recommended that you should adjust the date and time when you replace the **eRL Lock Device** battery to maintain the accurate time in the **eRL Lock Device** .

Important Note

During DST (Daylight Saving Time), the *eRL Remote Access Controller* has the ability to automatically adjust the DST time. So you do NOT need to be physically on site to adjust the DST time back and forth. Whenever you adjust the *eRL Lock Device* date/time, please do NOT use DST time, always use standard time (non DST time) for the *eRL Lock Device* , even if during DST period. For example, if current time is DST time 14:28, you must set the *eRL Lock Device* time as 13:28.

To change **eRL Lock Device** date/time, enter the following command by **eRL Lock Device** keypad.

For **eRL-BE365** and **eRL-FE595** :

6-digit private **Master Code**	**[SCHLAGE]** 1 **[SCHLAGE]**	Enter the Year, Month, Day, Hour, and Minute in **YYMMDDHHMM** format

For **eRL-08** :

* 1 #	6-digit private **Key Code**	#	Enter the Year, Month, Day, Hour, and Minute in **YYMMDDHHMM** format

Notes

- Each digit must be entered in **20 seconds** .
- The time is in 24 hour time format.The date and time **MUST** be entered in two digits, e.g. year 2008 must be entered as 08, July must be entered as 07, 5:08PM must be entered as 1708, and etc.

Disabling Access Code

Sometimes you may need to disable an Access Code which is still valid (e.g. an Access Code for a long term employee who quits job, or an Access Code for a guest who cancels his/her reservation). Any valid Access Code can be disabled by private **Master Code** or another valid Access Code in the ***eRL Lock Device***.

What do you want to do?

- Disabling Access Code by private **Master Code**
- Disabling Access Code by different Access Code

Disabling Access Code by private Master Code

To disable an Access Code by private **Master Code**, enter the following command by *eRL Lock Device* keypad.

For **eRL-BE365** and **eRL-FE595**:

6-digit private **Master Code**	**[SCHLAGE]** 2 **[SCHLAGE]**	10-digit **Access Code** to be disabled

For **eRL-08**:

* 2 #	6-digit private **Master Code**	#	10-digit **Access Code** to be disabled

Notes

- Each digit must be entered in **20 seconds**.
- When the 10-digit Access Code is disabled, the correspondence Personalized Code will be disabled as well.

Disabling Access Code by different Access Code

If you live far from your rental property, it's inconvenience for you to disable an Access Code by yourself. For security concern, you would not want to expose the private **Master Code** to other people by asking him/her for help to disable an Access Code using private **Master Code**. In this case, you can ask your cleaner or even your guest to use his/her valid Access Code to disable the Access Code which you want to be disabled.

To disable an Access Code by different valid Access Code, enter the following command by *eRL Lock Device* keypad.

For **eRL-BE365** and **eRL-FE595**:

10-digit valid **Access Code**	**[SCHLAGE]**	10-digit valid **Access Code** to be disabled

For **eRL-08**:

10-digit valid **Access Code**	*	10-digit valid **Access Code** to be disabled

Notes

- Each digit must be entered in **20 seconds**.
- When the 10-digit Access Code is disabled, the correspondence Personalized Code will be disabled as well.
- The Access Code can not be disabled by the same Access Code.

Unlocking *eRL Lock Device*

There are three kinds of code can be used to access your rental property, the 10-digit **Access Code** generated by *eRL Remote Access Controller*, the 3-6 digit **Personalized Code** created by user, and the private *Master Code*.

What do you want to do?

- [Unlocking by Access Code](#)
- [Creating Personalized Code](#)
- [Unlocking by Personalized Code](#)
- [Unlocking by private **Mster Code**](#)

Unlocking by Access Code

To unlock the **_eRL Lock Device_** by Access Code, enter the following command by **_eRL Lock Device_** keypad.

10-digit Access Code

Notes

- Each digit must be entered in **10 seconds**.
- After the correct operation notes beep and the green LED light flashes, please turn the **_eRL Lock Device_** knob/lever in **5 seconds** to unlock the lock.

Creating Personalized Code

Because the 10-digit Access Code is generated by the computer, it is hard for your guest or personnel to remember the long code to access your property each time. The Personalized Code is used to replace the 10-digit Access Code. It is created by the user on the **eRL Lock Device** keypad, being an easy to remember 3-6 digit code.

To create the Personalized Code to replace the Access Code, enter the following command by **eRL Lock Device** keypad.

For **eRL-BE365** and **eRL-FE595**:

10-digit **Access Code**	[SCHLAGE]	3-6 digit **Personalized Code**	[SCHLAGE]

For **eRL-08**:

10-digit **Access Code**	#	3-6 digit **Personalized Code**	#

Notes

- Each digit must be entered in **10 seconds**.
- After the correct operation notes beep and the green LED light flashes, the first # must be entered in **10 seconds**.
- If your Personalized Code has been used by other user, you will hear the wrong operation notes and see the red LED light flashing. In this case, please try a new Personalized Code.

Unlocking by Personalized Code

After the Personalized Code is successfully created, the Personalized Code can be used to access your rental property on exactly the same time schedule as the 10-digit Access Code you issued.

To unlock the *eRL Lock Device* by Personalized Code, enter the following command by *eRL Lock Device* keypad.

For **eRL-BE365** and **eRL-FE595**:

3-6 digit Personalized Code	[SCHLAGE]

For **eRL-08**:

3-6 digit Personalized Code	#

Notes

- Each digit must be entered in **10 seconds**.
- After the correct operation notes beep and the green LED light flashes, please turn the *eRL Lock Device* knob/lever in **5 seconds** to unlock the lock.

Unlocking by private Mster Code

In case the **RTC** (Real Time Clock) in the **eRL Lock Device** is failure, the **eRL Lock Device** can't recognize the date/time information encrypted in the valid Access Code. In this case, either the private **Master Code** or the **mechanical backup key** can be used to unlock the **eRL Lock Device**.

To unlock the **eRL Lock Device** by private **Mster Code**, enter the following command by **eRL Lock Device** keypad.

For **eRL-BE365** and **eRL-FE595**:

6-digit private **Mster Code**	[SCHLAGE]	3	[SCHLAGE]

For **eRL-08**:

*	3	#	6-digit private **Mster Code**	#

Notes

- Each digit must be entered in **20 seconds**.
- After the correct operation notes beep and the green LED light flashes, please turn the **eRL Lock Device** knob/lever in **5 seconds** to unlock the lock.

Initializing *eRL Lock Device* memory

This keypad command is used to intialize the flash memory which is used to store Personalized Codes and 50 disabled Access Codes in **eRL Lock Device**.

For **eRL-BE365** and **eRL-FE595**:

6-digit private **Master Code**	[SCHLAGE] 5 [SCHLAGE]

For **eRL-08**:

* 5 #	6-digit private **Key Code**	#

Notes

- Each digit must be entered in **20 seconds**.
- This operation will erase all Personalized Codes and all disabled Access Codes stored in the **eRL Lock Device**, but won't change the private/group **Master Code**.

Download the Audit Trail from *eRL Lock Device*

This keypad command is used to download the Audit Trail from the eRL-BE365 or eRL-FE595 **Lock Device**. After correctly connect the ATR-11 **Audit Trail Reader** with the **Lock Device**, the **Audit Trail Reader** blue LED will flash slowly. Please enter the following keypad command.

6-digit private **Master Code**	**[SCHLAGE]** 9 **[SCHLAGE]**

The **Audit Trail Reader** blue LED will flash fast for about 20 seconds. After the **Lock Device** sounds ascending tones and the **Audit Trail Reader** blue LED flashes slowly, the download is completed

Notes

- Each digit must be entered in **20 seconds**.
- This new Audit Trail will overwrite the old Audit Trail in the **Audit Trail Reader**.

eRL-BE365 and eRL-FE595 Lock Device keypad command summary

Set new private Master Code
*e.g. the old private **Master Code** is **123456** , the new private **Master Code** is **351430** .*

Old private **Master Code**	[SCHLAGE] 0 [SCHLAGE]	New private **Master Code**	[SCHLAGE]	New private **Master Code** again
1 2 3 4 5 6	[SCHLAGE] 0 [SCHLAGE]	3 5 1 4 3 0	[SCHLAGE]	3 5 1 4 3 0

Set date/time
*e.g. the private **Master Code** is **351430** , the current date/time is **February 3, 2008, 3:20PM** .*

Private **Master Code**	[SCHLAGE] 1 [SCHLAGE]	yy mm dd hh mm		
3 5 1 4 3 0	[SCHLAGE] 1 [SCHLAGE]	08 02 03 15 20		

Set group Master Code
*e.g. the private **Master Code** is **351430** , the group **Master Code** is **754658** .*

Private **Master Code**	[SCHLAGE] 4 [SCHLAGE]	New group **Master Code**	[SCHLAGE]	New group **Master Code** again
3 5 1 4 3 0	[SCHLAGE] 4 [SCHLAGE]	7 5 4 6 5 8	[SCHLAGE]	7 5 4 6 5 8

Initialize Personalized Code and disabled Access Code memory
*e.g. the private **Master Code** is **351430** .*

Private **Master Code**	[SCHLAGE] 5 [SCHLAGE]			
3 5 1 4 3 0	[SCHLAGE] 5 [SCHLAGE]			

Disable valid Access Code by another valid Access Code
*e.g. one valid **Access Code** is **1812309980** , the other valid **Access Code** to be disabled is **0653567449** .*

Valid **Access** Code	[SCHLAGE]	Valid **Access Code** to be disabled		
1 8 1 2 3 0 9 9 8 0	[SCHLAGE]	0 6 5 3 5 6 7 4 4 9		

Disable valid Access Code by private Master Code

*e.g. the private **Master Code** is **3 5 1 4 3 0** , the other valid **Access Code** to be disabled is **0653567449** .*

Private **Master** Code	[SCHLAGE] 2 [SCHLAGE]	Valid **Access Code** to be disabled		
3 5 1 4 3 0	[SCHLAGE] 2 [SCHLAGE]	0 6 5 3 5 6 7 4 4 9		

Turn ON/OFF lock beep (Factory/Reset default setting is ON)

*e.g. the private **Master Code** is **3 5 1 4 3 0** , the beep is on and you want to turn it off, or the beep is off and you want to turn it on.*

Private **Master** Code	[SCHLAGE] 6 [SCHLAGE]			
3 5 1 4 3 0	[SCHLAGE] 6 [SCHLAGE]			

*Enable/Disnable Turn Lock feature for eRL-BE365 deadbolt lock

(Factory/Reset default setting is ON)

*e.g. the private **Master Code** is **3 5 1 4 3 0** , the Turn Lock feature is enabled and you want to disable it, or the Turn Lock feature is disabled and you want to enable it.*

Private **Master** Code	[SCHLAGE] 7 [SCHLAGE]			
3 5 1 4 3 0	[SCHLAGE] 7 [SCHLAGE]			

**Enable/Disnable Thumbturn for eRL-FE595 latchbolt lock with lever

(Factory/Reset default setting is OFF)

*e.g. the private **Master Code** is **3 5 1 4 3 0** , the Turn Lock feature is enabled and you want to disable it, or the Turn Lock feature is disabled and you want to enable it.*

Private **Master** Code	[SCHLAGE] 7 [SCHLAGE]			
3 5 1 4 3 0	[SCHLAGE] 7 [SCHLAGE]			

Enable vacation mode (Factory/Reset default setting is OFF)

*e.g. the private **Master Code** is **3 5 1 4 3 0** , you want to enable the vacation mode to disable all issued valid **Access Codes** .*

Private **Master** Code	[SCHLAGE] 8 [SCHLAGE]			
3 5 1 4 3 0	[SCHLAGE] 8 [SCHLAGE]			

Disable vacation mode (Factory/Reset default setting is OFF)

*e.g. the private **Master Code** is **3 5 1 4 3 0** , you want to disable the vacation mode to enable all issued valid **Access Codes** .*

Private **Master** Code	[SCHLAGE] 3 [SCHLAGE]			
3 5 1 4 3 0	[SCHLAGE] 3 [SCHLAGE]			

Download Audit Trail

*e.g. the private **Master Code** is **3 5 1 4 3 0** , after you connect the ATR-11 Audit Trail Reader with the **Lock Device** .*

Private **Master** Code	[SCHLAGE] 9 [SCHLAGE]			
3 5 1 4 3 0	[SCHLAGE] 9 [SCHLAGE]			

Unlock the *Lock Device* by private **Master Code**

*e.g. the private **Master Code** is **3 5 1 4 3 0** .*

Private **Master** Code	[SCHLAGE] 3 [SCHLAGE]			
3 5 1 4 3 0	[SCHLAGE] 3 [SCHLAGE]			

Unlock the *Lock Device* by 10-digit Access Code

*e.g. the 10-digit **Access Code** is **1812309980** .*

10-digit **Access** Code				
1 8 1 2 3 0 9 9 8 0				

Create user-friendly 3-6 digit Personalized Code

*e.g. the 10-digit **Access Code** is **1812309980** , the **Personalized Code** you want to be created is **28486** .*

10-digit **Access** Code	[SCHLAGE]	3-6 digit **Personalized Code**	[SCHLAGE]	
1 8 1 2 3 0 9 9 8 0	[SCHLAGE]	2 8 4 8 6	[SCHLAGE]	

Unlock the *Lock Device* by user-friendly 3-6 digit Personalized Code

*e.g. your **Personalized Code** is **28486** .*

3-6 digit **Personalized Code**	[SCHLAGE]			
2 8 4 8 6	[SCHLAGE]			

*Lock the *eRL-BE365 Deadbolt Lock Device* if Turn Lock feature is enabled

*If the Turn Lock feature is enabled which is default setting, when the lock is in unlock state, you can press **[SCHLAGE]** key and then turn the lock knob to lock the lock.*

**Enable/disable exterior lever if the Thumbturn is enabled for eRL-FE595 latchbolt with lever

*If the Thumbturn is enabled, you can turn the Thumbturn to enable the exteror lever, so each time you don't need to enter the code to unlock the **eRL-FE595 Lock Device** from outside. After you turn the Thumbturn back, the exterior lever is disabled, so each time you have to enter the code to unlock the **eRL-FE595 Lock Device** from outside.*

eRL-08 Lock Device keypad command summary

Set new private Key Code

*e.g. the old private **Key Code** is **123456** , the new private **Key Code** is **351430** .*

* 0 #	Old private **Key Code**	#	New private **Key Code**	#	New private **Key Code** again
* 0 #	1 2 3 4 5 6	#	3 5 1 4 3 0	#	3 5 1 4 3 0

Set date/time

*e.g. the private **Key Code** is **351430** , the current date/time is **February 3, 2008, 3:20PM** .*

* 1 #	Private **Key Code**	#	yy mm dd hh mm		
* 1 #	3 5 1 4 3 0	#	08 02 03 15 20		

Set group Key Code

*e.g. the private **Key Code** is **351430** , the group **Key Code** is **754658** .*

* 4 #	Private **Key Code**	#	New group **Key Code**	#	New group **Key Code** again
* 4 #	3 5 1 4 3 0	#	7 5 4 6 5 8	#	7 5 4 6 5 8

Initialize Personalized Code and disabled Access Code memory
*e.g. the private **Key Code** is 351430 .*

* 5 #	Private **Key Code**	#			
* 5 #	3 5 1 4 3 0	#			

Disable valid Access Code by another valid Access Code
*e.g. one valid **Access Code** is 1812309980 , the other valid **Access Code** to be disabled is 0653567449 .*

	Valid **Access Code**	*	Valid **Access Code** to be disabled		
	1 8 1 2 3 0 9 9 8 0	*	0 6 5 3 5 6 7 4 4 9		

Disable valid Access Code by private Key Code
*e.g. the private **Key Code** is 3 5 1 4 3 0 , the other valid **Access Code** to be disabled is 0653567449 .*

* 2 #	Private **Key Code**	#	Valid **Access Code** to be disabled		
* 2 #	3 5 1 4 3 0	#	0 6 5 3 5 6 7 4 4 9		

Unlock the *Lock Device* by private Key Code
*e.g. the private **Key Code** is 3 5 1 4 3 0 .*

* 3 #	Private **Key Code**	#			
* 3 #	3 5 1 4 3 0	#			

Unlock the *Lock Device* by 10-digit Access Code
*e.g. the 10-digit **Access Code** is 1812309980 .*

	10-digit **Access Code**				
	1 8 1 2 3 0 9 9 8 0				

Create user-friendly 3-6 digit Personalized Code

*e.g. the 10-digit **Access Code** is **1812309980** , the **Personalized Code** you want to be created is **28486** .*

	10-digit **Access Code**	#	3-6 digit **Personalized Code**	#	
	1 8 1 2 3 0 9 9 8 0	#	**2 8 4 8 6**	#	

Unlock the *Lock Device* by user-friendly 3-6 digit Personalized Code

*e.g. your **Personalized Code** is **28486** .*

	3-6 digit **Personalized Code**	#			
	2 8 4 8 6	#			