IC Card Management System

(Web Version)

User Manual

Version V1.0

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1. Function Introduction

To use our company's IC cards for swipe-to-call elevator service, you first need to use the Elevator IC Card Management System to issue cards. Then, enable the IC card control function and set the integrated machine parameter FD-03. Finally, swipe the card to call the elevator (you must first swipe a Configuration Card once, then swipe a Public Card or User Card). This manual primarily introduces how to issue cards using the Elevator IC Card Management System (Web Version).

The Elevator IC Card Management System (Web Version) is suitable for the following three models of IC card machines. How to enable IC card control and set parameters is shown in the table below.

Table 1.1 Settings Description for Each Model of IC Card Controller

Device name	Model	IC Card Control Enable	Parameter Setting
IC Card Controller	BL2000-CIC-V4.1-TF	Jumper J13-1 and J13-2 terminal on COP	Set integrated machines parameter FD-03 = Initial Sector * 256 + Elevator Identifier; Note 1: The values for Initial Sector and Elevator Identifier are created when issuing cards in the Elevator IC Card Management system; Note 2: If both Initial Sector and Elevator Identifier are set to 1 during card issuance in the Elevator IC Card Management, the FD-03 parameter maintains its factory default value and does not need to be set.
IC Card Controller	BL2000-CIC-V4.1	Jumper J13-1 and J13-2 terminal on COP	
IC Card			

2. Usage process

When using the Elevator IC Card Management System for card issuance for the first time, the card issuance process is mainly divided into: first, log in to the system, then create a community, then create elevators, and finally issue cards.

2.1 System Login

Ensure the computer network is normal, open a browser (Google Chrome is recommended), enter the URL: https://ic.sylgsoft.com. The following interface will appear. Enter the account and password to log in.



Figure 2.1 IC Card Management System Login Interface

After successful login, you will see the content on the home page, as shown in Figure 2.2. The home page displays the number of IC cards and elevators, and introduces the card issuance operation instructions, which can also be referred to during card issuance.



Figure 2.2 IC Card Management System Home Page Interface

2.2 Community Creation

1 Click on the "Community" interface, then click "Add"



Figure 1.3 Community Account Management Interface

2 On the pop-up page, add the Community Name, Community Identifier, Initial Sector, and Remarks, then click "OK". The newly created community name will appear in the community list. Editing, deleting the community, and creating multiple communities are supported. The Community Identifier consists of numbers and must be unique from other community identifiers. The Initial Sector range is 1-14, default is 1. The Initial Sector and the Elevator Identifier mentioned in subsequent sections are very important parameters related to the setting of the integrated machine parameter FD-03 (FD-03 = Initial Sector * 256 + Elevator Identifier). It is recommended that, unless there are special requirements, both the Initial Sector and Elevator Identifier be set to 1. Then the integrated machine parameter FD-03 maintains its factory default value and does not need to be set. If the Initial Sector or Elevator Identifier is not 1, the integrated machine parameter FD-03 needs to be set. Remarks are optional.

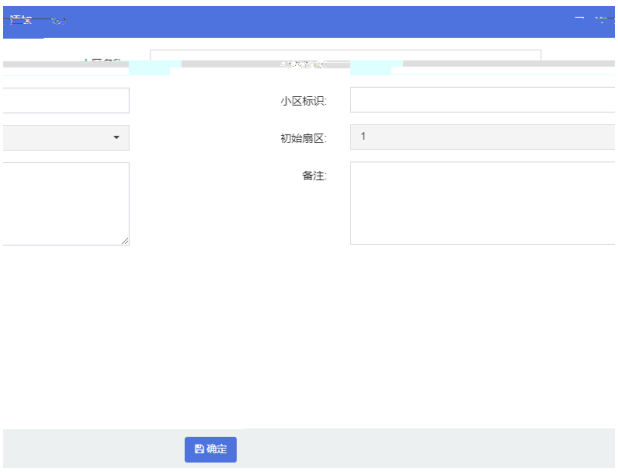

Figure 1.4 Community Add Interface

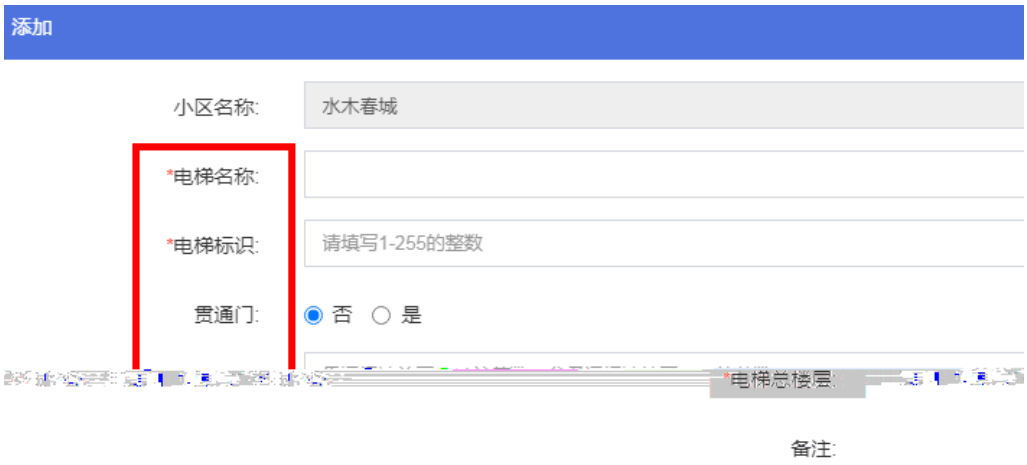

Figure 1.7 Elevator Fill-in Interface

2.4 Card Issuance Operation

1 For card issuance, connect the card writer (USB Reader) to the computer.

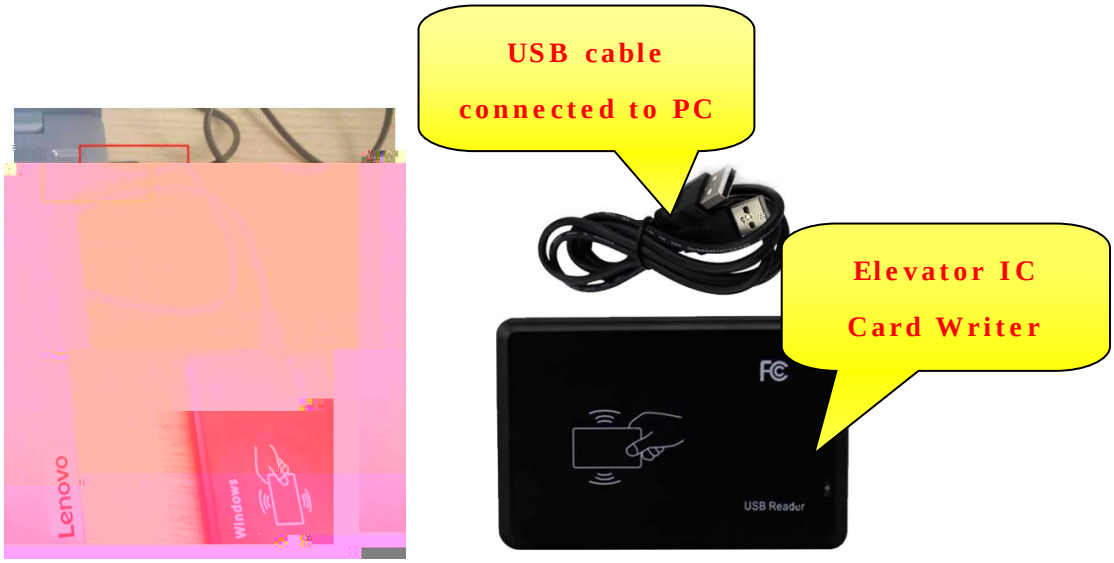

Figure 1.8 Card Writer Connected to Computer Interface

2 Click the "Connect Card Writer" button in the upper right corner of the page.



Figure 1.9 Connect Card Writer Interface

3 The browser will pop up a list wanting to connect to the serial port. Select the paired COM port from the list. Click "Connect". Note: When the "Connect Card Writer" button in the upper right

corner of the page is flashing, it indicates the connection is disconnected and needs to be reconnected.

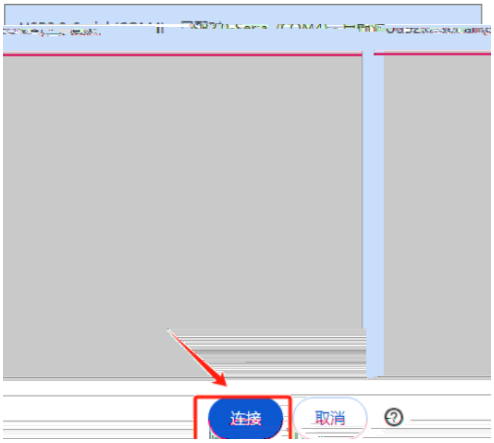

Figure 1.10 Port Connection Interface

4 Put the IC card on the card writer. The system will automatically read the IC card information. After successful reading, the page will pop up an IC Card Information window. Complete the IC card information according to the actual situation, then click the "Write Card" button. After successful writing, remove the IC card from the card writer. Note: If the card is not removed, the system will continue to read the IC card information and pop up the window again. Also, confirm that the Community Name is correct. If it is not the community where you need to issue cards, click the triangle symbol next to the current community name at the top of the page to switch communities.

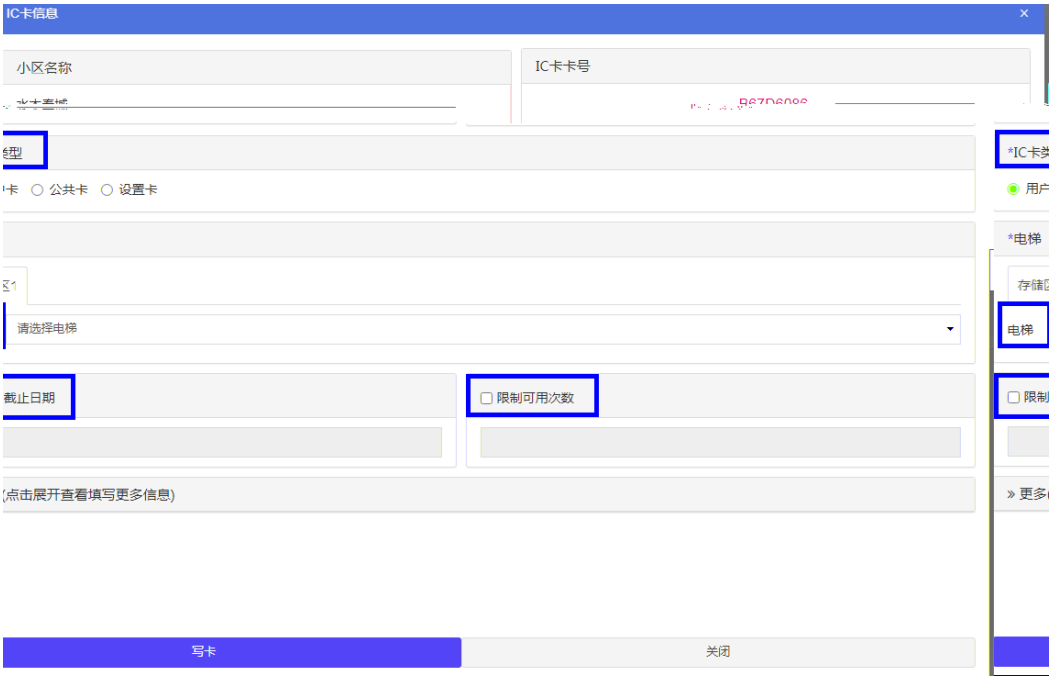

Figure 1.11 Card Issuance Interface

The IC Card Information window has a status bar "More (Click to expand and view more information)". After clicking, it appears as shown below, supporting one card to swipe multiple



Figure 1.14 Public Card Interface

For a User Card, you need to select the Elevator and Floor(s). You can select one floor or multiple floors. When one floor is selected, the floor is automatically registered after swiping the card. When multiple floors are selected, the passenger needs to manually select the floor(s) after swiping the card. Restrictions on the number of uses and time are supported, select according to requirements, and finally click "Write Card".



Figure 1.15 User Card Interface

2.5 Card Loss Reporting

1 Click "IC Card" in the left directory. Find the IC card that needs to be reported lost using the filter function above the table. Click the "Report Loss" button behind the IC card information, as shown below.



Figure 1.16 Report Loss IC Card Interface

2 Put a new card on the IC card reader and wait for the card to be read. After successful reading, the card number information will be displayed. Finally, click "Write Card", as shown below. Swipe this reported-lost card once on the IC card controller's swipe area. The loss reporting operation is complete.

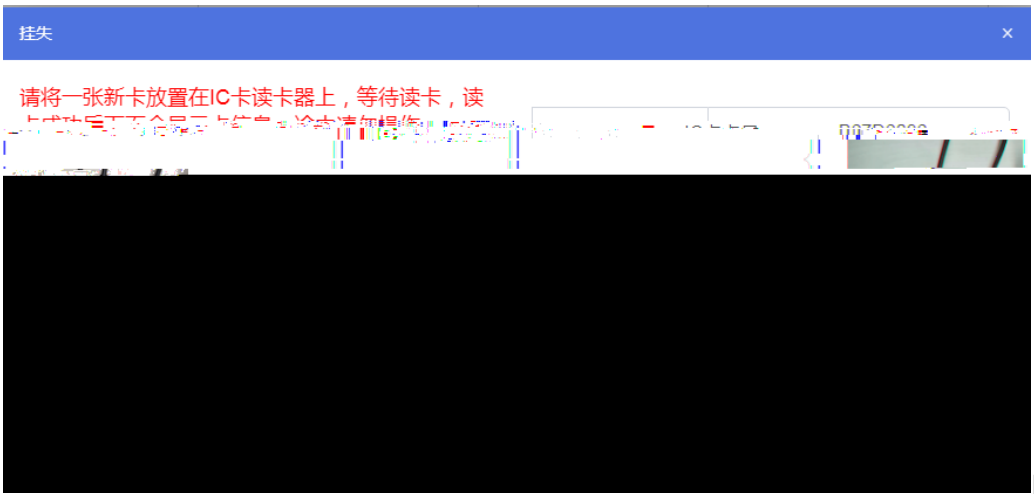

Figure 1.17 Reported Loss Card Issuance Interface

2.6 Card Recovery

1 Click "IC Card" in the left directory. Find the IC card that needs to apply for recovery using the filter function above the table. Click the "Recover" button behind the IC card information, as shown below.



Figure 1.18 Recover IC Card Interface

2 Put a new card on the IC card reader and wait for the card to be read. After successful reading, the card number information will be displayed. Finally, click "Write Card", as shown below. Swipe this recovery card once on the IC card controller's swipe area. The recovery operation is complete.



Figure 1.19 Recovery Card Issuance Interface

2.7 Multi-Elevator Card Swiping

Supports writing floor permissions for multiple elevators onto a single User Card, meaning one User Card can swipe multiple elevators for calling. Supports up to 6 elevators. For example, suppose there are two elevators, Building 4 Unit 1 and Building 4 Unit 2. A User Card is required to support swiping the 2nd floor of Building 4 Unit 1 and the 3rd floor of Building 4 Unit 2. Therefore, during card issuance, select the IC card type as User Card, select whether there are time/number of uses restrictions according to requirements, select "Building 4 Unit 1" for Memory 1, select the 2nd floor, then click the "More" status bar, click "Memory 2" and select "Building 4 Unit 2", select the 3rd floor, and finally click "Issue Card".



Figure 1.20 Memory Card Issuance Interface

2.8 Batch Card Writing

If multiple cards are needed for the same community, same elevator, and same floor, batch card issuance can be performed. Put the card on the writer, the software will pop up the card information, check the "Batch Write" function. After successful writing, the IC Card Information window will not close. After replacing the IC card, the IC card number will change, but the permission information remains the same as the current window information. You can directly click "Write Card" to write the information to the new card.



Figure 1.21 Batch Write Card Interface

2.9 IC Card Information Export

After logging into the system, select "IC Card" in the left menu bar. In the right window, select "Export EXCEL". The table contains IC card data information.

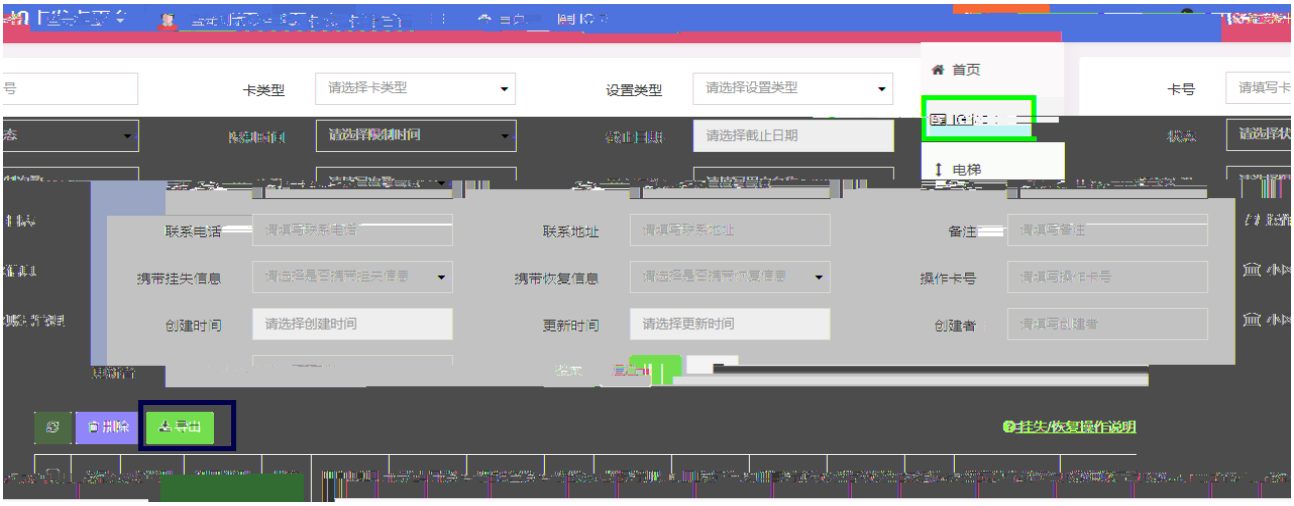

Figure 1.22 IC Card Information Export

2.10 Operation Log

After logging into the system, select "Operation Log" in the left menu bar. The operation log list will appear in the right window.



Figure 1.23 Operation Log Interface

2.11 Multi-Account Community Management

The manager can add multiple new accounts, then bind the new accounts to communities. The new accounts can then manage the communities. Click on "Community Account Management", then click "Add" under the Account List; Add Account, Nickname, Password, click "OK"; The newly created account appears in the account list. Click "Account & Community", then finally click the "Bind Community" button. (This function is only available to some accounts).

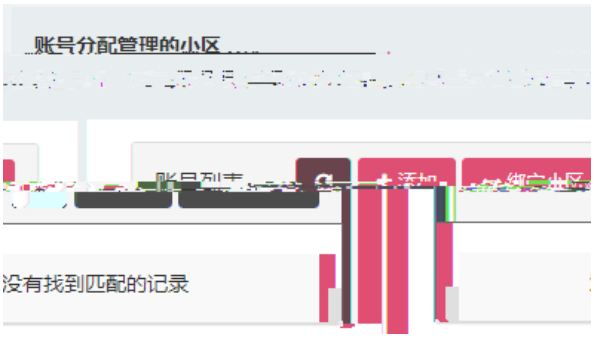

Figure 1.24 Community Display Interface

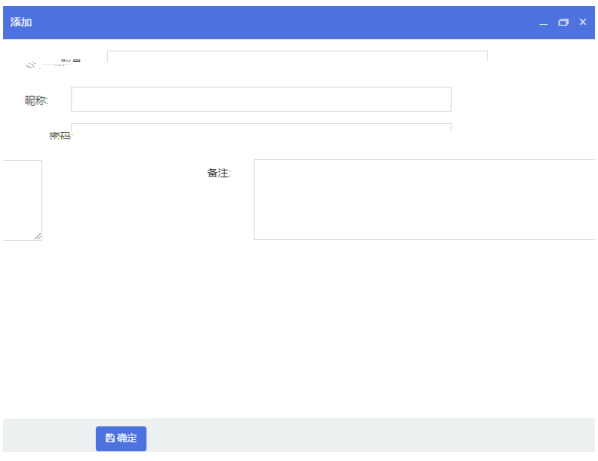

Figure 1.25 Community Display Interface



Figure 1.26 Community Display Interface

2.12 Password Reset

If you forget your password, you can use your mobile phone number to receive a verification code for resetting (Note: If the account has not filled in a mobile phone number, the password cannot be reset. Please contact the account administrator to add the mobile phone number). On the login page, click "Forgot Password". The page will pop up a reset password window. Enter the mobile phone number, click "Send Verification Code". After receiving the verification code on your phone, enter the verification code and the new password, then click the "OK" button at the bottom of the pop-up window. As shown below.



Figure 1.27 Password Reset Interface