



# ATLAS

Version 1.2 Guest Service Attendant User Guide

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## Procedure 1 – Log on to GSA Application

Make sure that your name has been entered into the System at the GSA level by your supervisor and that there is an activated encoder for your PC. If the login screen does not appear, your internet security settings may need adjusting; inform your supervisor immediately.

1. To select a different encoder from the list of available encoders, see *Procedure 10 – Select/Clean Encoder*
2. The following screen appears.



The screenshot shows the ATLAS Web Client login interface. At the top left is the ATLAS logo, which consists of a globe icon and the word 'ATLAS' in a bold, blue, sans-serif font. Below the logo is the 'ATLAS Web Client' title. The login form contains the following elements:

- Login Name:** A text input field.
- Password:** A password input field.
- Language...:** A dropdown menu.
- Computer Name:** A text input field containing the value 'KIMWX139'.

At the bottom of the form, there are three buttons: 'Login', 'Close', and 'Set Computer Name'. In the bottom left corner, the 'KABA LOGGING SYSTEMS' logo is visible.

3. Enter login name
4. Enter password
5. The computer Name is already configured. If no computer name is Configured, refer to *Procedure 9 – Set Computer Name* on page 24
6. Click Login or press Enter on your keyboard.

7. The main screen for making Guest keycards appears on the next page

**ATLAS** **KABA**  
LODGING SYSTEMS Guest - Make Keycards

Guest Staff Options Logout Help

Guest Name: First Name Family Name Initial  
Folio Number  
Check-in Date/Time: 01/31/2006 3 PM  
Number of Nights: 1  
Check-out Date/Time: 02/01/2006 12 PM  
Coercivity:  High  
Room: Guest  
Number of Keycards: 1  
Coercivity:  High  
Amenities: None       All  
Options:  Salesman Lockout  Disability

Smoking      
Bed Type: All  
Hotel Montréal  
Floor 1  
Floor 2

Make Keycard Retry Abort

Encoder Station: KIMWX139 Requester station: Status: Ready  
Encoding Number: \*\*\* Requester name: Coercivity: Low  
Login Name: rking Operator Level: Guest Service Attendant Tuesday, January 31, 2006  
Copyright 2004-2005 KABA Group - All rights reserved.

## Procedure 2 – Enter Guest Information

1. Enter guest's name.
2. Enter folio number if applicable. Some hotels use a folio number to track guest preferences, or to post charges from Point-of-Sale locations such as restaurants, bars, casinos or other paying services to the correct guest account. If folio numbers are enabled by the Access Control Administrator, enter the guest's folio number of up to 19 digits.

<b>Folio Number</b>	12234567
---------------------	----------

3. Enter Check-in Date/Time **ONLY** if different from current date (Feb 3) by clicking on the calendar icon.

A popup calendar appears

January 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

4. Select a Check-in Date/Time of **no more than ten days in the future from current date**. The field for Start date becomes filled in.



<b>Check-in Date/Time</b>	02/03/2006	11	AM	
---------------------------	------------	----	----	--

5. There are two ways to select Check-out date/time

- Enter the number of nights in the next field. Check-out time is adjusted according to the number of nights you selected.

**OR**

- Click on the calendar icon next to the Check-out field. When the calendar icon pops up, click on the day for the end of the stay. The example below shows 7 nights, therefore from Feb 3 to Feb 10.

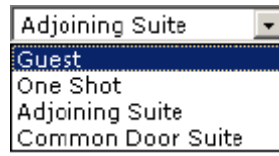
<b>Check-in Date/Time</b>	<input type="text" value="02/03/2006"/>	11	AM	
<b>Number of Nights</b>	<input type="text" value="7"/>			
<b>Check-out Date/Time</b>	<input type="text" value="02/10/2006"/>	12	PM	

The check-out date/time is set to a default but you can change it if you wish.

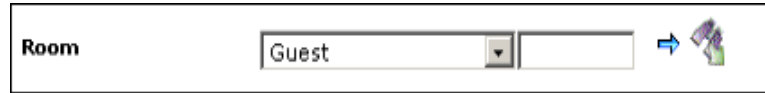
6. Now you have entered the guest information on the ATLAS registration form, continue with the next few fields, *Procedure 3 – Enter Guest Preferences* on the following page 6

## Procedure 3 – Enter Guest Preferences

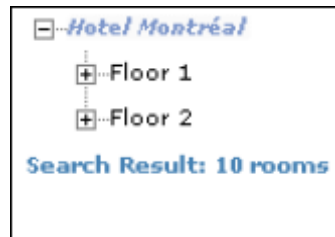
1. Select Room Type, Guest in this example.



2. Click on the icon next to the Room field



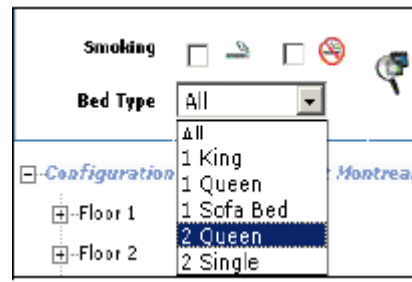
3. The Room Tree panel appears on the right of your screen




**Note:** The Room Tree shows **all** rooms, regardless of whether they are currently occupied or not. Please verify with your PMS that the room selected for a new guest Check-In **is available**

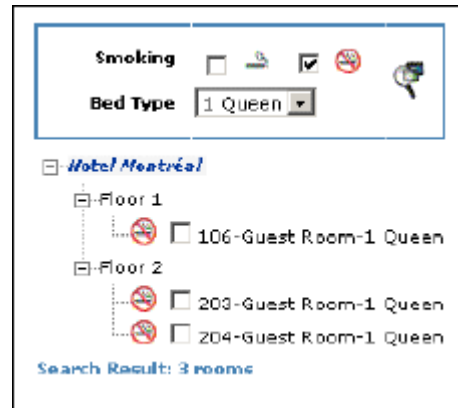
4. Click the + sign in order to see the individual rooms
5. Select Smoking or Non-Smoking or both if the guest doesn't care.

6. Select Bed Type from pulldown menu, or leave it at All if bed type is not important for the guest.



7. Click on Search icon .

8. The Room Tree panel refreshes and now shows a tree of rooms that match your criteria – Non-Smoking and Queen bed in the example below.



9. Click on the checkbox next to the room name to select it or type it into the text field (this is possible only for Guest or One-shot keycards). The selected rooms appears on the right on the Room field.



10. Select the required number of keycards – from 1 to 127. These are all new keycards, identical to each other (so that they are all valid in the lock) and have all the same information, but have a different sequence number

Number of Keycards  

11. Select All or None or specific amenities requested by the guest. Grayed out (non-selectable) amenities are automatically added to the guest's keycard

**Note:** Some rooms/suites may have certain amenities permanently assigned to them. Access to these amenities is automatically encoded on the guest's keycard. These amenities are viewable only on a Verify Keycard screen display of that guest's keycard.

12. Select Disability or Salesman Lockout (available on E-760 locks only), if requested. Your supervisor should explain these features.

Options  Salesman Lockout  Disability

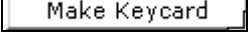
13. Click on Make Keycard button

## Procedure 4 – Make Guest Keycards

Procedures 2 and 3 must have been completed before starting this procedure.

1. Verify that the name of the encoder is shown.
2. Ensure that the status bar reads "Ready".



3. Click on the Make Keycard button 
4. After the encoder gives two short beeps and/or the Ready LED flashes green, insert a blank keycard into the slot with the magnetic stripe on the right-hand side of the card and facing downwards. The status bar will show the cartoon keycard going into the slot at the bottom right.




The Encoder will "grab" the card when it is inserted and push it out when the encoding is finished.



- During the encoding, the Status bar will show a yellow light and say "Busy".

Encoder Station:	KIMWX139	Requester station:	KIMWX139	Status:	Busy.
Encoding Number:	1 Of 1	Requester name:	rking	Coercivity:	Low
Login Name:	rking	Operator Level:	Guest Service Attendant	Friday, January 20, 2006	

**Note:** Click the Abort button  at the bottom of the screen during encoding, if you have made a mistake or if the Guest decides not to take the room, to take another one or to change some amenities.

- When the card is encoded, the status changes to "Ready" and the cartoon disappears.

Encoder Station:	KIMWX139	Requester station:		Status:	Ready.
Encoding Number:	***	Requester name:		Coercivity:	Low

### **Reminder**

Keycards must be swiped in the locks for the rooms or suites as soon as possible to prevent any unauthorized entry.

### **Other Keycard Types**

If you select **one-shot** for a guest room, enter the name of the room that the person wants a one-shot access to. The following screen will appear. "Room" is the **only** field selectable for a one-shot card

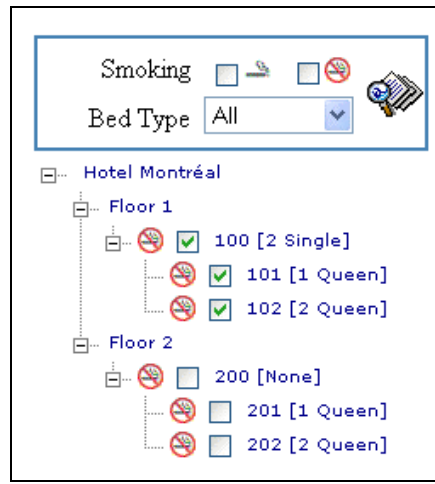
If you select a type of keycard other than "Guest", different fields will appear for you to fill in. Some examples are shown below.. Click on Make Keycard to encode a one-shot keycard that will grant access to the selected room only once.

The screenshot displays the 'Guest - Make Keycards' interface. At the top, there are logos for 'ATLAS' and 'KABA LOGGING SYSTEMS'. The main area contains several input fields: 'Guest Name' (First Name: Rob, Family Name: Roy, Initial: R), 'Folio Number', 'Check-in Date/Time' (01/31/2006, 1 PM), 'Check-out Date/Time' (01/31/2006, 2 PM), 'Number of Nights' (0), 'Room' (Guest One Shot, 106), and 'Number of Keycards' (1). There are also checkboxes for 'Smoking', 'Bed Type' (All), 'Coercivity' (High), 'Amenities' (None, All), and 'Options' (Salesman Lockout). On the right, a tree view shows 'Hotel Montréal' with 'Floor 1' containing rooms 103 [2 Queen], 104 [2 Queen], 105 [2 Queen], 106 [1 Queen] (highlighted), and 107 [1 Queen], and 'Floor 2' containing rooms 203 [1 Queen], 204 [1 Queen], 205 [1 King], 206 [1 King], and 207 [1 King]. At the bottom, there are buttons for 'Make Keycard', 'Retry', and 'Abort'.

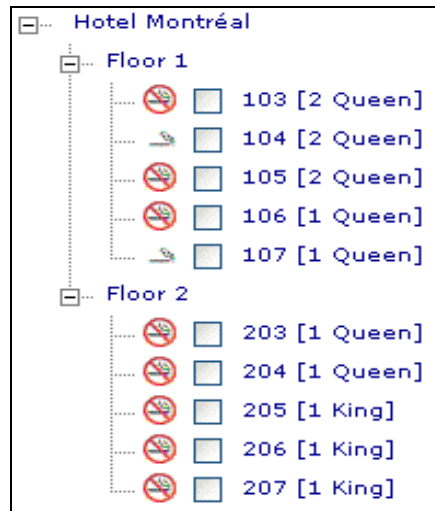
 **Reminder**

A One-shot keycard does not give access to amenities.

If you select Common Door Suite you will see only that type of suite listed, giving the common door and inner doors of each one. Click on the Suite and select the inner doors.

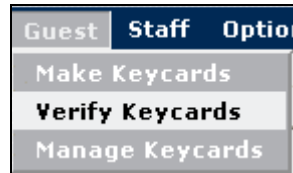


If you select Adjoining Suite you will see only guest rooms on the room tree. You must then select at least two of these rooms.

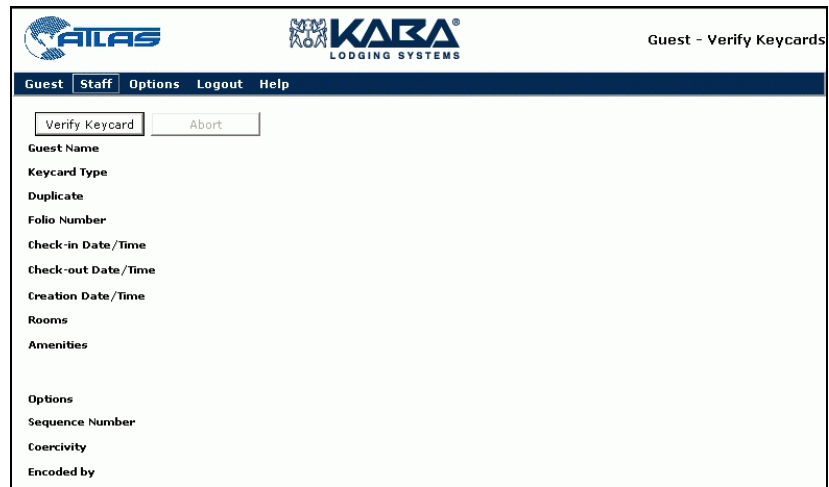


## Procedure 5 – Verify Guest Keycards

1. Select Verify Keycards from Guest Menu.



The following screen appears.



2. Click on Verify Keycard and insert keycard into encoder. The information on the keycard should appear at left, as shown in the screen below.

The screenshot shows the 'Verify Keycard' screen in the KABA Atlas software. The interface includes a navigation menu with 'Guest', 'Staff', 'Options', 'Logout', and 'Help'. The main content area displays the following information:

Verify Keycard	Abort
Guest Name	Mann Mike M
Keycard Type	Adjoining Suite Keycard
Duplicate	Yes
Folio Number	None
Check-in Date/Time	2/1/2006 8:38 AM
Check-out Date/Time	2/3/2006 12:38 PM
Creation Date/Time	2/1/2006 8:38 AM (Standard Time)
Rooms	203, 204, 205, 206
Amenities	
Options	Salesman Lockout <input checked="" type="checkbox"/> Disability <input type="checkbox"/>
Sequence Number	12
Coercivity	Low
Encoded by	King, Rose

Now you know who owns the keycard and you can read the other information encoded.

#### **Reminder**

- After you have verified the keycard, never leave this information sitting on the screen where unauthorized people could see it; click on the Guest > Make Keycard menu again to return to the main screen.
- Always destroy discarded keycards (bent or scratched) to prevent unauthorized use.
- Undamaged used keycards may be re-encoded

## Procedure 6 – Manage Guest Keycards

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As GSA, you may need to encode more than just regular guest keycards for guests registering for a stay. There are four cases where you may need to encode other keycards for the guest in addition to their basic guest room card.

- Additional - for another person joining the guest in their room or suite
- Replacement - for a lost or stolen card
- Modified Stay - new keycard for an existing guest who wants to extend his stay beyond what is encoded on his current card..
- Reset keycard - to lock out the previous guest keycard until a new keycard is made, if, for example the guest has lost his/her keycard while away from the hotel and cannot come to the desk to have a new one (replacement) made

1. Select Manage Keycards from Guest menu.



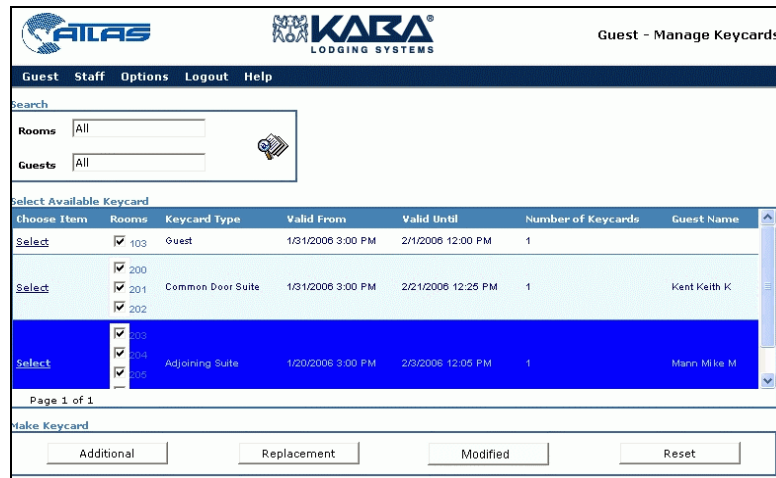


The following screen appears.

2. Click on the Search button and the following screen appears.

Select	Room	Guest	Start Date	End Date	Count	Requester
<input checked="" type="checkbox"/>	103	Guest	1/30/2006 3:00 PM	1/31/2006 12:23 PM	1	Kennedy Kayla K
<input checked="" type="checkbox"/>	106	Guest One Shot	1/31/2006 1:00 PM	1/31/2006 2:56 PM	1	Roy Rob R
<input checked="" type="checkbox"/>	200	Common Deer Suite	1/31/2006 3:00 PM	2/21/2006 12:25 PM	1	Kent Keith K
<input checked="" type="checkbox"/>	201					
<input checked="" type="checkbox"/>	202					
<input checked="" type="checkbox"/>	203	Adjoining Suite	1/20/2006 3:00 PM	2/3/2006 12:05 PM	1	Mann Mike M
<input checked="" type="checkbox"/>	204					
<input checked="" type="checkbox"/>	205					

- To make one of any of the four types of extra keycards for a Guest room, first select the room by Clicking on Select (room 106 in the example). Guest information appears in the screen below. The room reservation period is shown.



- Select the room or rooms for which you want to make another keycard by clicking on Select.
- Click on Additional, Replacement, Reset or Modified Stay.

Fields that can be modified on each keycard type

Additional	Replacement	Modified Stay	Reset
Number of keycards, Amenities and Options	Number of keycards	All*	Number of keycards

\*except name, check-in date/time, room and folio number.

**Note:** Because the room cannot be changed, you can only make an Modified Stay keycard if that particular room is free for the time period that the guest wants. If it is not free and he/she must change rooms, make a new keycard.

4. The Guest > Make Keycard screen appears. At the top right of the screen, you will see the type of keycard you are making.

The screenshot shows the 'Guest - Make Keycards - Additional' screen in the KABA system. The interface includes a navigation menu with 'Guest', 'Staff', 'Admin', 'Reports', 'Options', 'Logout', and 'Help'. The main form contains the following fields and options:

- Guest Name:** Hayes Harry H
- Folio Number:** 985645321
- Check-in Date/Time:** 02/07/2006, 3 PM
- Number of Nights:** 30
- Check-out Date/Time:** 03/09/2006, 12 PM
- Room:** Adjoining Suite
- Number of Keycards:** 1
- Coercivity:**  High
- Amenities:** None,  All
- Options:**  Salesman Lockout

A **Room List** table is visible on the right side of the form:

Room List
203
204

At the bottom of the form, there are three buttons: 'Make Keycard', 'Retry', and 'Abort'.

8. Click on Make Keycard.

#### **Reminder**

- If you are dealing with a common door or Adjoining Suite like the one shown below, usually all the checkboxes are selected.
- If you de-select one or more suite doors, you can only make Reset keycards for the selected doors. When making the other keycards, you want the guest to have access to all the same rooms for which the original keycards were made, but may want to invalidate (reset) only one or several of the doors in the suite.
- Only the Reset button will be activated.

Atlas KABA LODGING SYSTEMS Guest - Manage Keycards

Guest Staff Options Logout Help

Search  
 Rooms: All  
 Guests: All

Select Available Keycard

Choose Item	Rooms	Keycard Type	Valid From	Valid Until	Number of Keycards	Guest Name
Select	<input type="checkbox"/> 100					
	<input checked="" type="checkbox"/> 101	Common Door Suite	2/8/2006 3:00 PM	2/8/2006 12:57 PM	1	
	<input checked="" type="checkbox"/> 102					
Select	<input checked="" type="checkbox"/> 103	Guest	2/7/2006 3:00 PM	3/9/2006 12:06 PM	1	Sands Shelley S
Select	<input checked="" type="checkbox"/> 105	Guest	2/8/2006 3:00 PM	3/10/2006 12:01 PM	1	Mackay Mike
	<input checked="" type="checkbox"/> 200					
Select	<input checked="" type="checkbox"/> 201	Common Door Suite	1/31/2006 3:00 PM	2/21/2006 12:25 PM	1	Kent Keith K

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Make Keycard  
 Additional Replacement Modified Reset

**Note:** If you have a Dual USB encoder and you encode a Reset keycard, the card will be encoded as a Hi-C keycard and not Lo-C like all the other Guest keycards

Atlas KABA LODGING SYSTEMS Guest - Manage Keycards

Guest Staff Options Logout Help

Search  
 Rooms: All  
 Guests: All

Select Available Keycard

Choose Item	Rooms	Keycard Type	Valid From	Valid Until	Number of Keycards	Guest Name
Select	<input type="checkbox"/> 100					
	<input checked="" type="checkbox"/> 101	Common Door Suite	2/8/2006 3:00 PM	2/8/2006 12:57 PM	1	
	<input checked="" type="checkbox"/> 102					
Select	<input checked="" type="checkbox"/> 103	Guest	2/7/2006 3:00 PM	3/9/2006 12:06 PM	1	Sands Shelley S
Select	<input checked="" type="checkbox"/> 105	Guest	2/8/2006 3:00 PM	3/10/2006 12:01 PM	1	Mackay Mike
	<input checked="" type="checkbox"/> 200					
Select	<input checked="" type="checkbox"/> 201	Common Door Suite	1/31/2006 3:00 PM	2/21/2006 12:25 PM	1	Kent Keith K

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Make Keycard  
 Additional Replacement Modified Reset

**Note:** If you have a Dual USB encoder and you encode a Reset keycard, the card will be encoded as a Hi-C keycard and not Lo-C like all the other Guest keycards.

## Procedure 7 - Make Staff Keycards

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As GSA, you can make the Battery Test Keycard by following the procedure below and the following Reset keycards by following the *Procedure 6 – Manage Guest Keycards* on page 15.


- Reset Guest
- Reset One-shot
- Reset Adjoining Suite
- Reset Common Door Suite

1. Under the staff menu, select Make Keycards



The following screen appears

The screenshot displays the 'Staff - Make Keycards' interface. At the top, there are logos for 'ALIAS' and 'KABA LOGGING SYSTEMS'. A navigation bar includes 'Guest', 'Staff', 'Encoders', 'Logout', and 'Help'. The main content area features a 'Keycard Type' dropdown menu currently showing 'Battery Test', and a 'Number of Keycards' dropdown menu showing '1'. Below these are three buttons: 'Make Keycard', 'Retry', and 'Abort'. The footer section provides technical details: 'Encoder Station: EK2EH229', 'Requester Station: Requester Name:', 'Station: Ready', and 'Status: \*\*\*'. It also includes a login name 'Login Name: rking', a date 'Friday, August 27, 2010', and a copyright notice 'Copyright 2004 KABA Group - All rights reserved.'

2. Enter number of keycards required
3. Click on . You have now created a Battery Test keycard.

 **Reminder**

When the Battery Test keycard is inserted in the lock, the low battery Condition is indicated by both red and green LEDs flashing together. A single green flash indicates an acceptable battery.

## Procedure 8 – Verify Staff Keycards

As GSA, you can verify the Battery Test Keycard and the following Reset Keycards.


- Reset Guest
- Reset One-shot
- Reset Adjoining Suite
- Reset Common Door Suite

1. To verify these Reset keycards go to Staff > Verify Keycards



The main screen appears as below:

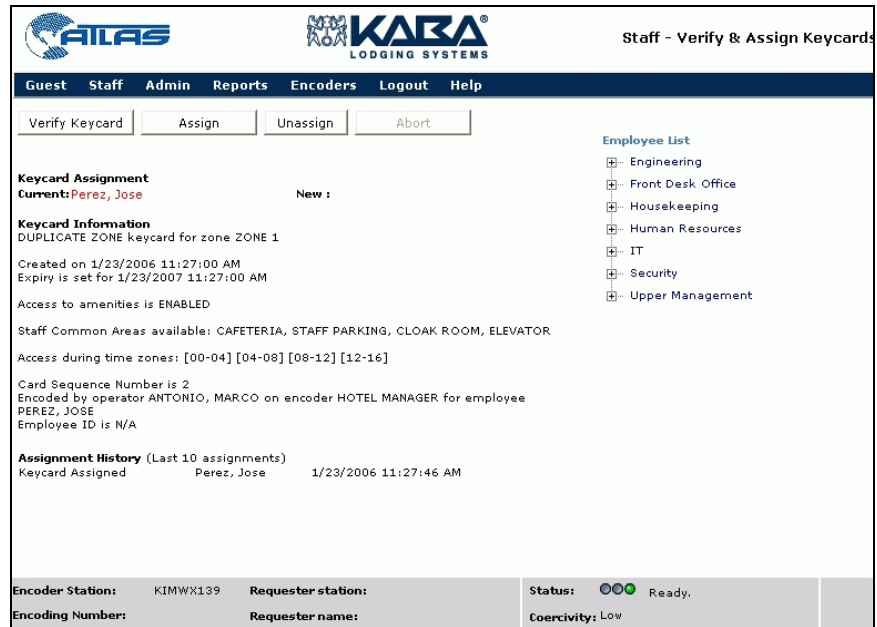


**Note:** The Abort button  only becomes active after you have clicked the Verify Keycard button. If you change your mind about the procedure you can cancel it by clicking on the Abort button.

3. Click on the Verify keycard button.
4. Insert the keycard into the encoder.

**Note:** You cannot read ILCO encoded keycards in the Verify Keycard function if the encoder is configured to read/encode THRIFT, nor read THRIFT encoded keycards if the encoder is configured to read/encode ILCO. You will receive an error message.

The encoder reads the keycard and then pushes it out. The following screen appears, containing all the information encoded on the keycard, including the date it was made and the person who encoded it.

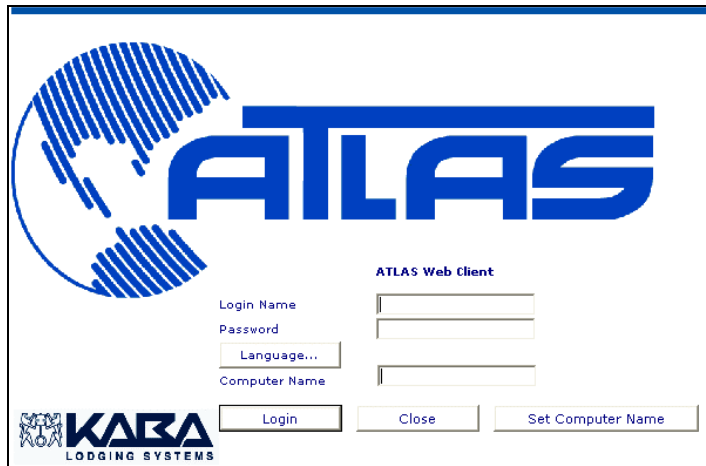


If you try to verify any other keycard, you will receive a message that you do not have the right to verify that card. In that case, call your supervisor.



## Procedure 9 – Set Computer Name

1. If you log in to your level of the ATLAS System and there is no computer shown on the login screen, enter your login name, password, and computer name as shown below.



The screenshot shows the ATLAS Web Client login interface. At the top left is the ATLAS logo, which consists of a stylized globe icon and the word "ATLAS" in a bold, blue, sans-serif font. Below the logo, the text "ATLAS Web Client" is displayed. The login form includes the following fields and controls:

- Login Name:** An empty text input field.
- Password:** An empty password input field.
- Language...:** A dropdown menu button.
- Computer Name:** An empty text input field.
- Buttons:** Three buttons are located at the bottom: "Login", "Close", and "Set Computer Name".

In the bottom left corner, the "KABA LOGGING SYSTEMS" logo is visible.



This screenshot shows the same ATLAS Web Client login interface as the previous one, but with the input fields filled out. The fields contain the following text:

- Login Name:** jrkling
- Password:** \*\*\*\*\*
- Language...:** (unchanged)
- Computer Name:** KIMWX139

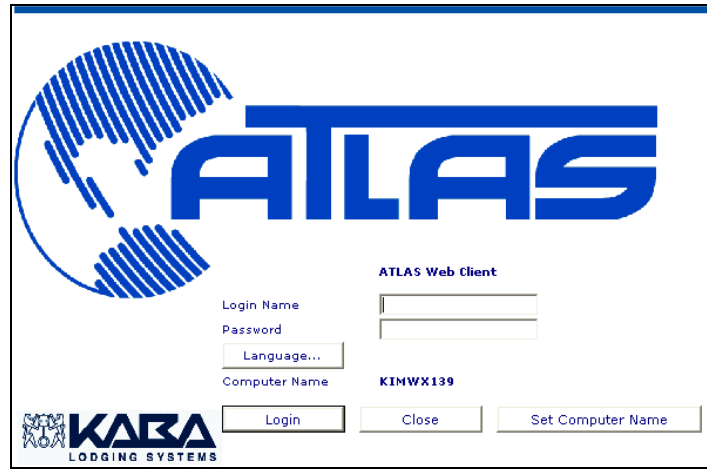
The "Login", "Close", and "Set Computer Name" buttons remain at the bottom of the form. The ATLAS logo and "KABA LOGGING SYSTEMS" logo are also present.

- Click on Login. This brings up the default page for your level, in the example, the Guest >

The screenshot shows the 'Guest - Make Keycards' interface. At the top, there are logos for 'ALIAS' and 'KABA LOGGING SYSTEMS'. The main area contains several input fields and checkboxes. The 'Guest Name' section has three sub-fields: 'First Name', 'Family Name', and 'Initial'. Below that is 'Folio Number'. The 'Check-in Date/Time' is set to 01/31/2006 at 3 PM. 'Number of Nights' is 1. 'Check-out Date/Time' is 02/01/2006 at 12 PM. The 'Room' is set to 'Guest'. 'Number of Keycards' is 1, and 'Coercivity' is 'High'. There are checkboxes for 'Smoking', 'Bed Type' (set to 'All'), 'Amenities', and 'Options' (including 'Salesman Lockout' and 'Disability'). At the bottom, there are buttons for 'Make Keycard', 'Retry', and 'Abort'. A status bar at the very bottom displays: 'Encoder Station: KIMWK139', 'Requester station: \*\*\*', 'Status: Ready', 'Encoding Number: \*\*\*', 'Requester name: \*\*\*', 'Coercivity: Low', 'Login Name: rking', 'Operator Level: Guest Service Attendant', and 'Tuesday, January 31, 2006'.

- Log out.

4. The next time you log in, you will see the Login screen with your computer name (the computer name you entered) and Set Computer Name button for a time when you might want to change the computer.



## Procedure 10 – Select/Clean Encoder

### Select Encoder

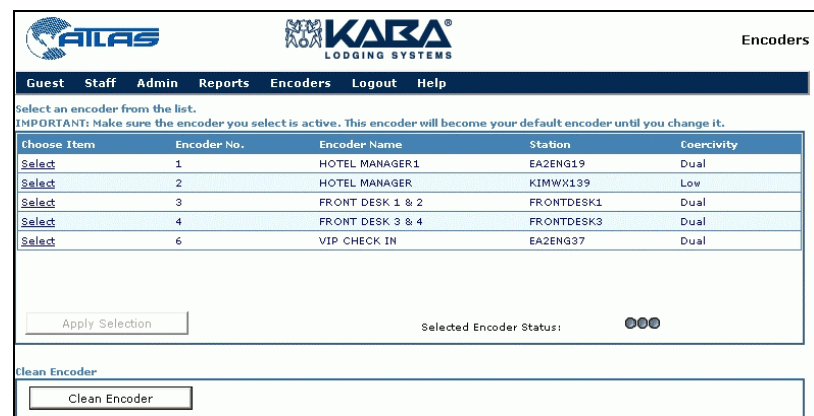
1. On the main menu, click on Options.



then Select Encoder



The following screen appears:



The screenshot shows the 'Encoders' page in the Atlas KABA Logging Systems interface. It features a table of encoders with columns for 'Choose Item', 'Encoder No.', 'Encoder Name', 'Station', and 'Coercivity'. Below the table is an 'Apply Selection' button and a 'Selected Encoder Status' indicator. At the bottom, there is a 'Clean Encoder' button.

Choose Item	Encoder No.	Encoder Name	Station	Coercivity
Select	1	HOTEL MANAGER1	EA2ENG19	Dual
Select	2	HOTEL MANAGER	KIMWX139	Low
Select	3	FRONT DESK 1 & 2	FRONTDESK1	Dual
Select	4	FRONT DESK 3 & 4	FRONTDESK3	Dual
Select	6	VIP CHECK IN	EA2ENG37	Dual

2. From the list of encoders available in your network, select the one you want your computer to use as a default. This will be the encoder that will always make keycards at your workstation unless you return to this page to change it.

- When you select the encoder, check at the bottom of the list to make sure that this encoder is available for you to use. If it is not, select a different one. The following illustration shows an encoder that has been selected but is not available. The left-hand LED is red and the message is "Not Active".

The screenshot shows the KABA Encoders interface. At the top, there are logos for ATLAS and KABA LOGGING SYSTEMS, and a title 'Encoders'. Below the logos is a navigation bar with 'Guest', 'Staff', 'Options', 'Logout', and 'Help'. A message reads: 'Select an encoder from the list. IMPORTANT: Make sure the encoder you select is active. This encoder will become your default encoder until you change it.' Below this is a table with columns: 'Choose Item', 'Encoder No.', 'Encoder Name', 'Station', and 'Coercivity'. The table contains six rows, with the second row (Encoder No. 2, HOTEL MANAGER, KIMWX139, Low) highlighted in blue. Below the table is an 'Apply Selection' button. To the right of the button, the 'Selected Encoder Status:' is shown with three LEDs: the left one is red, and the other two are grey. The text 'Not Active' is displayed next to the LEDs. Below the table is a 'Clean Encoder' button. At the bottom, there is a status bar with fields for 'Encoder Station: KIMWX139', 'Requester station:', 'Status: Ready.', 'Encoding Numbers: \*\*\*', 'Requester name:', and 'Coercivity: Low'.

Choose Item	Encoder No.	Encoder Name	Station	Coercivity
Select	1	HOTEL MANAGER1	EA2ENG19	Low
Select	2	HOTEL MANAGER	KIMWX139	Low
Select	3	FRONT DESK 1 & 2	FRONTDESK1	Dual
Select	4	FRONT DESK 3 & 4	FRONTDESK3	Dual
Select	6	VIP CHECK IN	EA2ENG37	Dual

Selected Encoder Status: ● ● ● Not Active

Encoder Station: KIMWX139 Requester station: Status: ● ● Ready.  
 Encoding Numbers: \*\*\* Requester name: Coercivity: Low

- When you have selected an active encoder, (the right hand LED is green and the message is "Ready") click on Apply Selection.

The screenshot shows the KABA Encoders interface. At the top, there are logos for ATLAS and KABA LOGGING SYSTEMS, and a title 'Encoders'. Below the logos is a navigation bar with 'Guest', 'Staff', 'Options', 'Logout', and 'Help'. A message reads: 'Select an encoder from the list. IMPORTANT: Make sure the encoder you select is active. This encoder will become your default encoder until you change it.' Below this is a table with columns: 'Choose Item', 'Encoder No.', 'Encoder Name', 'Station', and 'Coercivity'. The table contains six rows, with the second row (Encoder No. 2, HOTEL MANAGER, KIMWX139, Low) highlighted in blue. Below the table is an 'Apply Selection' button. To the right of the button, the 'Selected Encoder Status:' is shown with three LEDs: the left one is grey, and the other two are green. The text 'Ready' is displayed next to the LEDs. Below the table is a 'Clean Encoder' button. At the bottom, there is a status bar with fields for 'Encoder Station: KIMWX139', 'Requester station:', 'Status: Ready.', 'Encoding Numbers: \*\*\*', 'Requester name:', and 'Coercivity: Low'.


Choose Item	Encoder No.	Encoder Name	Station	Coercivity
Select	1	HOTEL MANAGER1	EA2ENG19	Low
Select	2	HOTEL MANAGER	KIMWX139	Low
Select	3	FRONT DESK 1 & 2	FRONTDESK1	Dual
Select	4	FRONT DESK 3 & 4	FRONTDESK3	Dual
Select	6	VIP CHECK IN	EA2ENG37	Dual

Selected Encoder Status: ● ● ● Ready

Encoder Station: KIMWX139 Requester station: Status: ● ● Ready.  
 Encoding Numbers: \*\*\* Requester name: Coercivity: Low

The encoder is now set up with your PC to encode keycards.

### **Clean Encoder**

If you see the message “Clean encoder”  **Clean Encoder** on the right of the status line, it means that you should clean your encoder right now or risk incorrect encoding of keycards. If keycards are badly encoded they will not work in the locks.

1. To clean the encoder, take one Cleaning Card pouch from the box supplied by KABA with ATLAS.
2. Remove card from pouch.
3. Click on the button “Clean Encoder” and insert the cleaning keycard into the encoder.
4. The encoder itself will pull the card in and push it out five or six times.
5. After the encoder stops pulling in and pushing out the card, remove it and wait a few seconds to allow the cleaning card to dry.
6. Re-insert it into the encoder one more time in case any stubborn dirt remains.
7. Discard the used cleaning card.
8. The “clean encoder” icon will disappear from the status line.

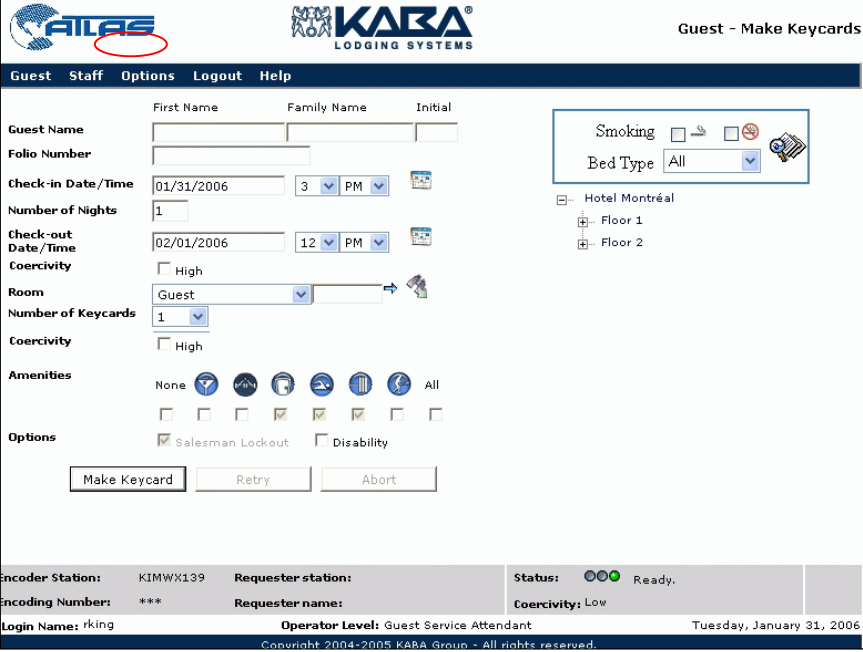


**Caution: Flammable. Contains 99% isopropyl alcohol**

Now you can use the encoder again

## Procedure 11 – Log out

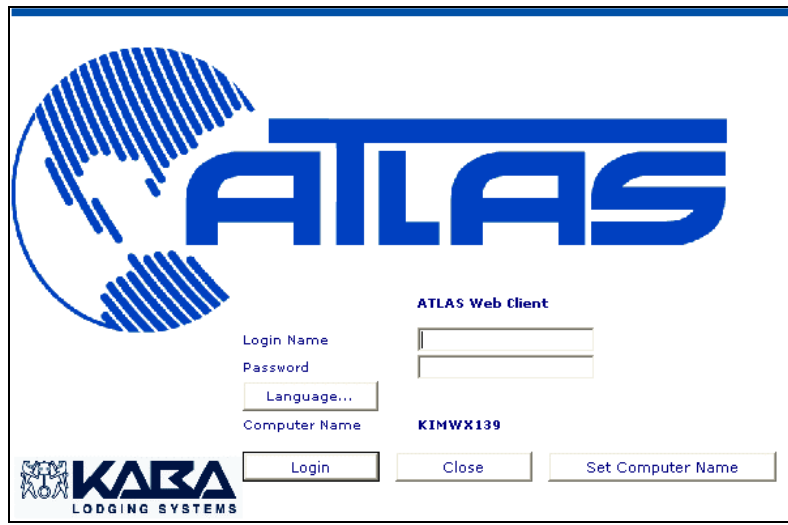
1. Select Logout from the menu bar whenever you want to log out



The screenshot displays the KABA Atlas software interface for creating keycards. The top navigation bar includes 'Guest', 'Staff', 'Options', 'Logout', and 'Help'. The 'Logout' option is circled in red. The main form contains fields for guest information, check-in/out dates, room type, and keycard options. The status bar at the bottom shows 'Encoder Station: KIMWX139', 'Requester station: \*\*\*', 'Status: Ready.', and 'Operator Level: Guest Service Attendant'.

2. A prompt appears asking you if you are sure you want to log out

3. Click OK and the login screen appears again ready for your next session







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