digicard
HOTEL

USER GUIDE

TACHO·SYS digiCentral

Monday, 19 December 2011 | English |
User: Administrator | Sign Out

Home | Employees | Vehicles | Devices | My Account

Customise

Notifications Edit

19/12/2011 12:06 - Tacho file received
A driver card file for employee Alexandr Gorodnicenko (0000000001TA80) has been received from device 6980001.

19/12/2011 12:00 - Tacho file received
A driver card file for employee Alexandr Gorodnicenko (0000000001TA80) has been received from device 6980001.

19/12/2011 11:57 - Tacho file received
A driver card file for employee Alexandr Gorodnicenko (0000000001TA80) has been received from device 6980001.

19/12/2011 11:50 - T
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19/12/2011
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Gorodnicenko (0000000001TA80)
received from device 6980001.

19/12/2011 11:31 - Tacho file received
A driver card file for employee Alexandr Gorodnicenko (0000000001TA80) has been received from device 6980001.

Driver Card Files Edit

Days

Vehicle Unit Files Edit

Days since last file

Days	Vehicles
56+	0
49-56	0
9-49	3

17/12/20
FROST, IAN CHARLES

content overview

> Networking
> Initial setup
> Setting up company cards
> Diagnostics

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Initial Setup

Connect the network cable provided to your network router/switch or structured cabling and the other end to the RJ45 (Ethernet port) on your digicard Hotel. You will then need to connect the power lead and turn on the unit using the switch on the power socket.
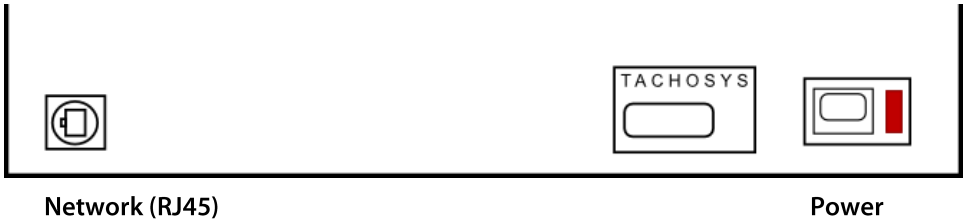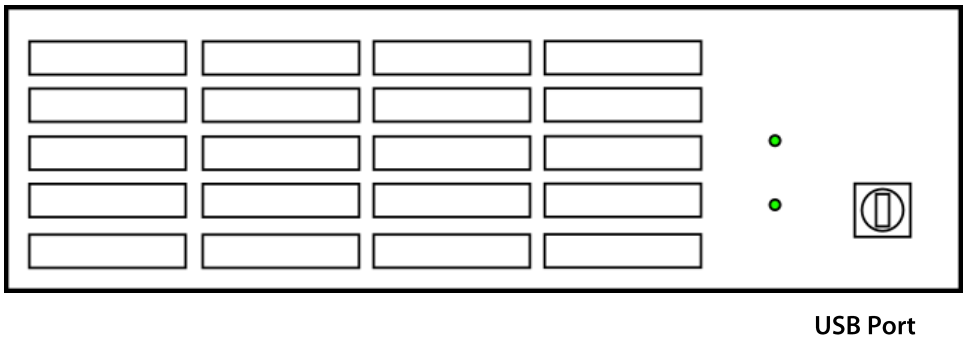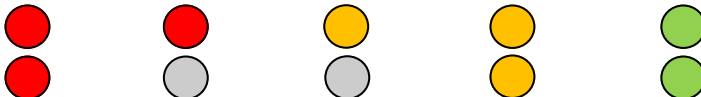
Fig 1. Digicard Hotel Rear

TACHOSYS

Network (RJ45)   Power

Fig 2. Digicard Hotel Front

USB Port

When the system is powered it will enter its boot process and the power and USB lights on the front will cycle as follows:

- ♦ Both lights red - system is booting.
- ♦ One light red - network settings are being checked.
- ♦ One light amber - network settings passed.
- ♦ Two amber lights - initialising the system. If red lights follow this, please refer to troubleshooting on page 11.
- ♦ Both lights green - system is ready.

Initial Setup

Digicard Hotel requires an IP address on your network. There are two methods of providing this:
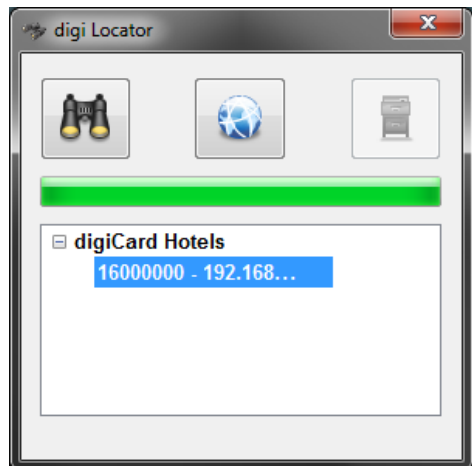
DHCP (Recommended)	Static IP Address
You can either allow the digicard hotel to obtain an IP address automatically from your DHCP server or setup a reservation on your DHCP server using the MAC address. If your network uses DHCP, the Digicard Hotel will automatically receive an IP and you can continue with the steps below.	You can assign a static IP address to digicard Hotel either via the web interface or manually if you cannot access the web interface. Please read page 12 ("Manual Configuration") for more information.

Digicard Hotel is configured via its own web interface. You can access the web interface from any PC on the same network. If you assigned a static IP address, you simply need to open an Internet browser session and enter the IP address in the address bar. If you used DHCP you should be able to type 'DCH' followed by the serial number in your address bar.

If you cannot locate digicard Hotel then we have provided an application to automatically locate it for you. The application can be found on the supplied USB flash drive.
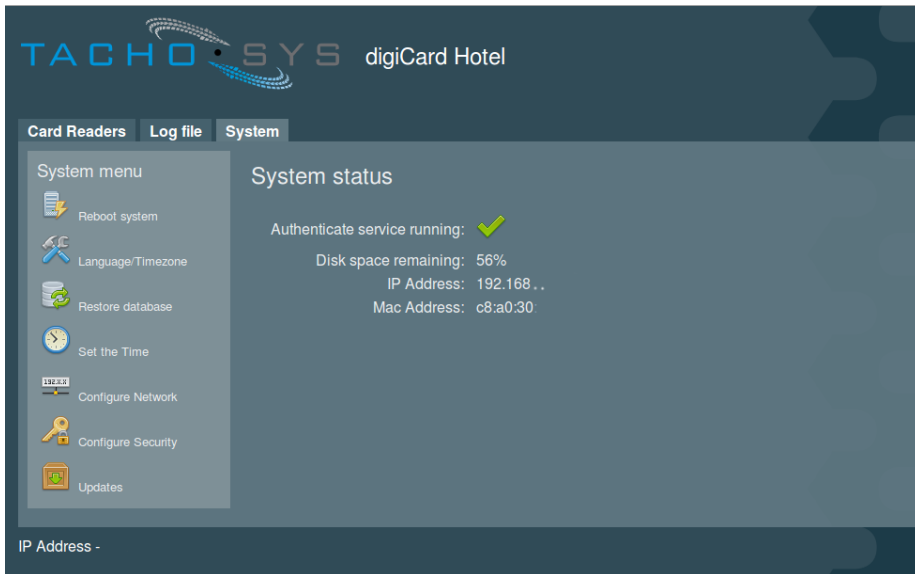
Fig 3. Locator Software

Plug the flash drive into an available USB port on your PC, then open it to view its contents. Double click on digiCentral Locator which will interrogate your network and locate Digicard Hotels. Clicking the binoculars will initiate the search and upon completion, select the desired Digicard Hotel and click the browser button to launch the page in your web browser.

Digicard Hotel Web Interface

Fig 4. Digicard Hotel Web Interface

Main Menu

Card Readers—View and manage the company card details allocated to each card reader.

Log file—Displays the authentication system log. Useful for debugging issues.

System—System information and additional configuration options.

Select Card Readers from the main menu and then click on the card reader you would like to configure. At this point the reader will be highlighted green and you will see the company card fields appear on the left. The LED on the physical card reader in the Digicard Hotel will begin to flash.

- · **Account** - this is the account that you use to log into the digicentral server
- · **Company card key** - you can get this from the Company Cards section on the digicentral server and is generated when you register the company card.
- · **Server Address**– this is the hostname or IP address of the digicentral server. For example; dcweb.tachosys.com
- · **Description** - an optional description to give this company card.

Once you have completed the above fields, click Confirm to save the settings. You should then receive a confirmation message indicating that the settings have been saved. Click Close to continue.

For editing a card readers settings, the procedure is exactly the same, however the current settings will appear in the form.

Fig 5. Add/Edit Card Reader

Once you have added or edited the card reader's settings, please allow 30 seconds for the system to re-configure the reader and connect to the digiCentral server.

Once a card has been used in authentication, the company information and expiry date will be shown when you hover over the reader and when you select the reader.

Additional System Configuration

<u>System Menu</u>

Reboot system—performs a system reboot.

Language/Timezone—configure system language and timezone settings.

Restore database—wipes all current company card information and settings. See Troubleshooting for more information.

Set the time—configure the system clock.

Configure Network—view and edit the Digicard Hotel's network settings.

Configure Security—enable or disable authentication for the web interface.

Updates—check to see if any firmware updates are available.

<u>Language/Timezone</u>:

Select Language/Timezone from the system menu. You can then select your desired language from the available options and you can also select an appropriate timezone. The timezone will be used to localise times and dates shown on the web interface, for example the date in the top right hand corner.

Please note: the system clock will always run in UTC and the times and dates in the system Log is also only able to use UTC.

Click Confirm to save your settings or Close to cancel.

<u>Set the Time</u>:

The Digicard Hotel will, by default, try to obtain the correct date and time over the internet from a designated set of servers. If for some reason it is unable to, you can manually set the time and date by selecting "Set the time" from the system menu.

Use the selection boxes to set the correct hour, minute, day, month and year. Bear in mind that the system clock should be set to the correct UTC time and date.

Please note: manually set clocks do not survive a system reboot and will need to be reset in the event of a power failure or reboot.

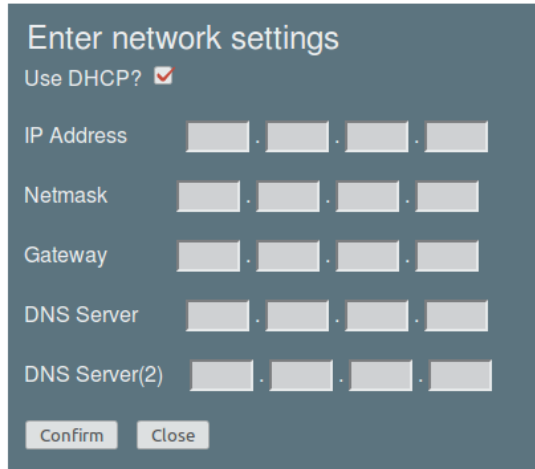Click Confirm to save your settings or Close to cancel.

<u>Configure Network</u>:
By default, the Digicard Hotel will use DHCP to try and automatically receive its network settings. If you would like to manually allocate a static IP address from the web interface, select Configure Network from the system menu.

Checking the "Use DHCP" box will enable or disable DHCP. Unticking the box will allow you to enter the IP Address, Netmask and Gateway as well as a DNS server and optional second DNS server. Each box must be completed, even if the value is 0 (zero). For example, 255.255.255.0 as a netmask must be entered as 255 255 255 0.

Once you have entered the new configuration, click Confirm to save the settings or Close to cancel.

Fig 6. Configure Network

The Digicard Hotel will then apply the settings and, if successful, the system will reboot. The page will wait 60 seconds and then reload the web interface using the new network details.
If unsuccessful, any errors generated by the new settings will be shown and you can return to make any changes.

Additional System Configuration

Configure Security:
The web interface for the Digicard Hotel can be secured with a password so that only the administrator can access it.
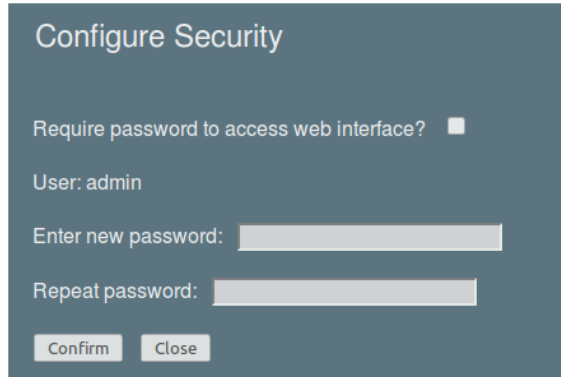
Fig 7. Configure Security

By default, the password protection for the web interface is not enabled.

To enable it, select Configure Security from the main menu. Tick the "Require access" box and then enter the desired password in both password fields.
Click confirm to save the changes or Close to cancel.

After a reboot, your security settings will be applied. When you are prompted for the username and password, the username is "admin" and the password will be your chosen password.

Repeating this process but unticking the box will disable the password requirement.

Updates
The Digicard Hotel is capable of updating its own firmware. The easiest way to do this is to select Updates from the system menu.

The following page will check with the central update server if there are any updates available. If so, you will be shown the latest version number and given a link saying "Click here to update". The update package will then be downloaded from the server and applied. The web interface will update automatically with the progress of the update process. Upon completion, the Digicard Hotel will reboot. Any errors will appear in the progress box.

If there are no updates available, click the Close button to go back to the main System menu.

You can also update the Digicard Hotel manually using the supplied USB flash drive and downloading the update packages from the digiCentral server. See "Manual configuration" for more information.

Additional System Configuration

Manual Configuration with USB Flash Drive

If you need to manually assign a static IP address and you cannot access the web interface, you will need to provide the relevant settings in a file. The USB flash drive has an example file which you can edit and then load onto the device.

1. Insert the USB flash drive into your PC and open "example-networking.txt" in any text editor.
2. You need to provide the desired IP Address, netmask and gateway address, for example:
   192.168.0.10, 255.255.255.0, 192.168.0.1
3. OPTIONAL: You can add up to 2 DNS server entries to these details, for example:
   192.168.0.10, 255.255.255.0, 192.168.0.1, 192.168.0.254, 8.8.8.8
   Where 192.168.0.254 is the first (primary) DNS server and 8.8.8.8 is the secondary DNS server.
4. Save the file back to the USB flash drive and rename the file networking.txt - this will enable the system to use the new network configuration.
5. Remove the USB flash drive from your PC and insert it into Digicard Hotel's USB port.
6. The USB LED will turn amber while the system reads the new configuration. Wait for the USB LED to stay green, remove the flash drive and then the system will reboot. Your new network settings will be applied following the system reboot.

Updating

From time to time, system updates or additional languages may become available. The web interface is the easiest way to apply upgrades, however if your firmware does not support web Updates or you need to apply the update manually, you can find the update packages on the digiCentral server.
In order to apply the update:

1. Insert the provided USB flash drive into your PC, download the desired update package then copy it to the flash drive. Remove any other update packages or network configuration files.
2. Safely remove the flash drive from the PC and insert it into Digicard Hotel.
3. The USB LED will go amber while the update package is unpacked.
4. Wait until the USB LED stays green, then you can then safely remove the USB flash drive.
5. The digicard Hotel will then reboot.

If the USB LED goes red during the update process, please refer to troubleshooting.

Troubleshooting

The USB LED has gone red when updating with the flash drive.
Remove the flash drive and insert it into your PC. A log file is generated whenever the flash drive is inserted with the actions that have been taken. This log file is called BackupLog.txt and can be opened in any text editor. Viewing the log will indicate the nature of the problem. Please contact support for further assistance.

Flashing LEDs.
>   Green/Amber: This is perfectly normal. The system regularly checks to make sure it is running necessary processes every few minutes and the LEDs flashing are just the systems way of letting you know that it is running these checks.

Both the LEDs just stay red. If the lights stay red for more than 3 minutes, this means that the device has failed to boot. First disconnect the power and network cables at rear of the device. Then reconnect the network and power and wait approximately 1 minute while the device boots. If red lights persist, please contact Support.

A card reader LED is flashing.
This means that there was an error when connecting to the digicentral server. Double check the information you have provided is correct and then check the digicentral server for any notifications of company card errors.

Nothing happens when I insert a company card.
Go to the Card Readers tab on the web interface and select the card reader that the company card is in. Does this readers LED begin flashing?
If it does, then check the details you have configured on the left of the screen.

If it does not, try rebooting the system as the authenticate service may have encountered an error.

If this or any other problem persists, please consult the log file and contact support

Using digifob with Digicard Hotel

Digifob can be used to modify some of the system settings of the digicard Hotel, such as the IP Address and system time, and it can also be used to view the current status and reboot the system if required.

In order to access the digicard Hotel's menu, plug the digifob's USB cable into the USB port at the rear of the digicard Hotel. Then connect the other end to the digifob. This will launch the main menu.

1 System Info

Use this option to view the current system time, its IP address, current system memory available and its firmware version. Use the left and right arrows to navigate and press both together to exit.

2 Edit Network

Use this option to modify digicard Hotel's current network settings. Initially you need to choose if you would like to use DHCP to automatically pick up an IP address. Select the tick to use DHCP. If you would like to enter the details manually, select the cross icon.

You will then need to manually enter the desired IP address, network mask and gateway address. Use the left and right arrows to increase or decrease each number and press them both together to select and move to the next digit. All sections must contain 3 digits, so remember to add zeros where necessary, for example; 192.168.001.010

Finally you will be asked if you want to apply your entered settings. Select the tick to apply the settings and the cross if you would like to return to the main menu.

3 Set System Time

The digicard Hotel will automatically update its time via the network to UTC at boot time. If this is not available on your network, you can set the time and date manually.

First you need to enter the desired time by choosing the correct hour and minute. Use the left and right arrows to increase or decrease the value and press them both together to select. You can then repeat this process for the date.

Finally you will be asked if you want to apply your entered settings. Select the tick to apply the settings and the cross if you would like to return to the main menu.
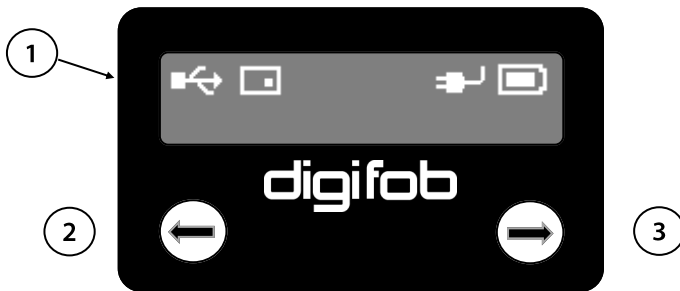
4 System Reboot
Use this option to perform a system reboot. Digicard Hotel is designed to be left on at all times, so you should only need to reboot if you are experiencing persistent issues.

5 Exit
This closes the menu. You can then disconnect the USB cable from the digicard Hotel.

Fig 8. Digifob

1: Digifob Display
2: Left Button
3: Right Button

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