



# HDL IHMS Edge Hotel Guest Control System User Manual

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## Contents

Copyright Notice .....	III
Revision History .....	IV
1. System Description .....	5
1.1. System Overview .....	5
1.2. Core Function Introduction .....	5
1.3. Ordering Hotel Edge Host .....	6
1.4. Debugging Hotel Edge Host .....	6
2. System Functions .....	8
2.1. System Login .....	8
2.2. Overview .....	9
2.3. Room Card Management .....	10
2.3.1. Room Card Issuance .....	10
2.3.2. Card Management .....	11
2.3.3. Card Issuance Records .....	12
2.3.4. Card Usage Records .....	12
2.4. Room Management .....	13
2.4.1. Room Management .....	13
2.4.2. Room Control .....	14
2.4.3. Batch Control .....	16
2.5. Service Management .....	17
2.5.1. Room Services .....	17
2.5.2. Service Type .....	18
2.5.3. Service Records .....	19
2.6. Device Management .....	20

2.6.1. RCU Management .....	20
2.6.2. Device Management .....	21
2.6.3. Xiaodu Management .....	21
2.6.4. Device Control Records .....	23
2.7. Information Setting .....	23
2.7.1. Basic Information .....	24
2.7.2. Security Settings .....	24
2.7.3. AC Temperature Setting .....	25
2.7.4. Seasonal Settings .....	25
2.7.5. AC Season Settings .....	26
2.7.6. Xiaodu Screen Saver Settings .....	27
2.8. Mini Program Setting .....	28
2.9. PMS Configuration .....	29
2.10. System Settings .....	30
2.10.1. Department Management .....	30
2.10.2. Role Management .....	31
2.10.3. Employee Management .....	32
2.10.4. Operation Log .....	33
2.11. Account Center .....	33
2.12. HDL PMS .....	34
2.12.1. Check-in Management .....	34
2.12.2. Reservation Management .....	35
2.12.3. Check-out Management .....	36
2.12.4. Reservation Records .....	36
2.12.5. Check-in Records .....	37

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## Revision History

This record contains a history of changes made to the document. The latest version of the document includes all updates from previous versions.

No.	Version	Changes	Date
1	V1.0.0	First official release	March 30, 2026

# 1. System Description

## 1.1. System Overview

The HDL IHMS Edge Hotel Guest Control System is a locally deployed + edge computing intelligent guest control solution designed for hotel managers. Centered on the four core values of safety, efficiency, stability and intelligent operation, it accurately addresses the pain points of traditional guest control systems such as cumbersome operation and maintenance, restricted operation and inefficient management, and comprehensively upgrades the intelligent management experience of hotels.

Adopting a B/S architecture, the system supports direct login and management via browsers, abandoning the problems of complex installation, high maintenance costs and restricted device usage of the traditional C/S architecture. Equipped with a dual-operation engine of Web-based management background and guest H5 control, it realizes cross-platform, installation-free and ready-to-use features, facilitating unified management and control for hotel managers and making guest room operations more convenient for guests.

This system can help hotels achieve intelligent operation and refined management, effectively reduce operation and maintenance costs, improve service quality, and enhance guest satisfaction during stay. It is an optimal solution for mid-to-high-end hotels to upgrade intelligent guest rooms.

## 1.2. Core Function Introduction

- Refined permission management: Allocate exclusive operation permissions according to different job roles in the hotel to realize the separation of powers and responsibilities.
- Batch equipment control: Support batch operations on multi-room equipment to improve the

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efficiency of hotel equipment management.

- Real-time status monitoring: Real-time viewing and monitoring of the equipment status, room usage status and room card status of all rooms. .
- Guest room service management: Support the configuration of hotel service types, and real-time receipt and processing of various service requests submitted by guests.
- Full life cycle management of room cards: Realize the full-process card management of hotel room card issuance, cancellation, deletion, disable/enable, etc.
- Personalized mini program configuration: Support the configuration of exclusive mini program operation interfaces according to different room types to meet the personalized needs of hotels  
(To use this function, ensure that the hotel edge host is connected to the external network).

### 1.3. Ordering Hotel Edge Host

- ①、Log in to the channel partner platform, search for the hotel edge host in the Premium Mall, select it, add it to the shopping cart and complete the order, and wait for warehouse delivery after successful payment.
- ②、After the warehouse completes delivery, the courier will deliver the edge host to the designated address, and confirm the receipt upon arrival.

### 1.4. Debugging Hotel Edge Host

Step 1: Hardware Connection

- ①. Insert the network cable into LAN1 port of the edge host, taking care to avoid wrong port insertion.



②. Then power on the edge host and press the power switch. After the switch indicator light is on, the system will start automatically with the host, and the startup process takes about 3-5 minutes.

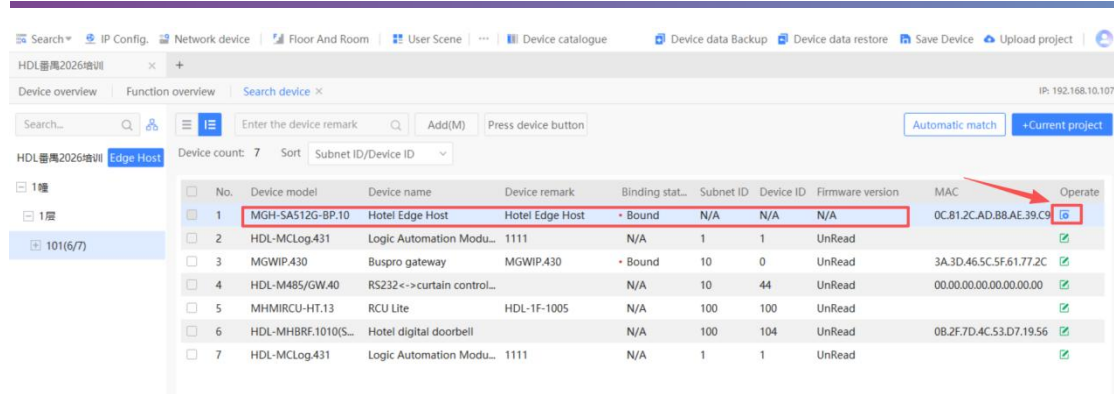


### Step 2: Debugging Software Connection

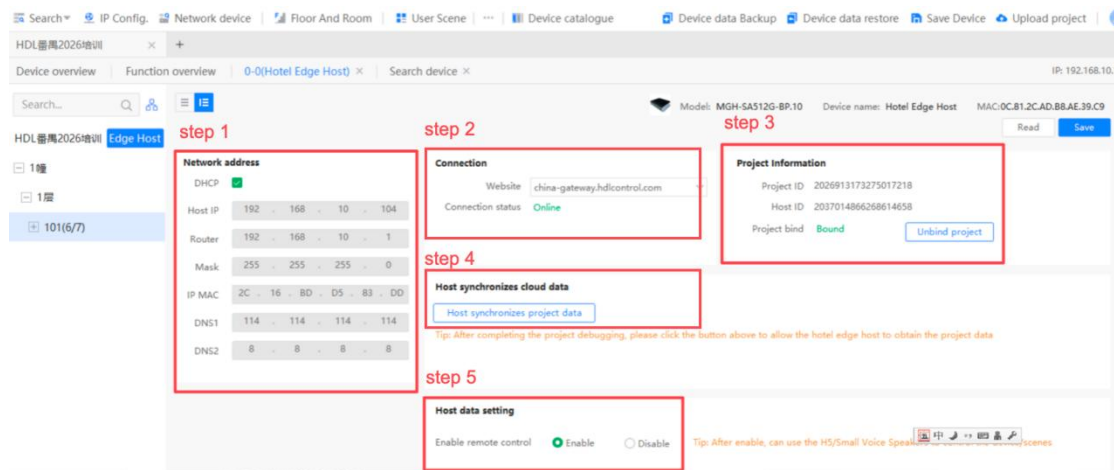
- ①. Open the HDL Studio software and ensure that the computer with the debugging software is in the same LAN segment as the hotel edge host.
- ②. Enter the corresponding hotel project, click Search Network Devices; the hotel edge host with model MGH-NIS-5128-HT.13 will be displayed in the device list after successful search.

### Step 3: Host Parameter Configuration

- ①. Click the Settings button on the right side of the searched edge host to enter the host configuration page.
- ②. Configure a static IP address (this IP is the core address for subsequent login to the IHMS Edge system and must be recorded properly).



- ③. Click Bind Current Project to associate the host with the hotel project.
- ④. Click Host Obtains Project Data; the host will automatically pull the debugged project information and complete initialization, which takes about 3-5 minutes. The configuration page can be closed without affecting data acquisition.
- ⑤. In the Host Function Configuration module of the host configuration page, check Enable Remote Control; after opening, guests can control the equipment and scenes in the guest room through the guest control H5 page and voice speaker.



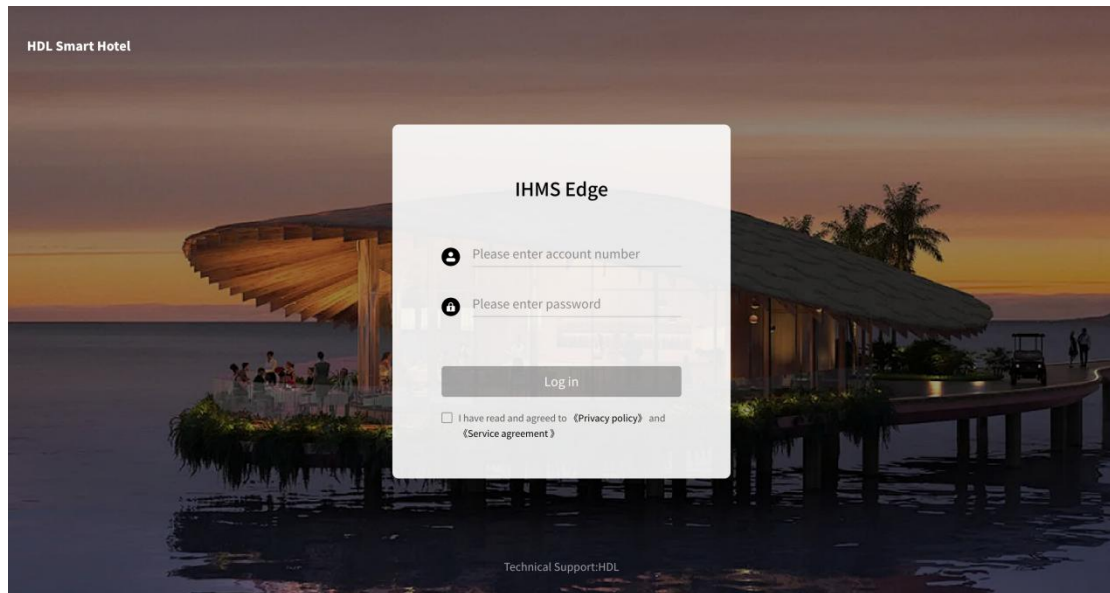
## 2. System Functions

### 2.1. System Login

- ①. Ensure that the front desk computer and the edge host are in the same LAN.
- ②. Open a browser and enter the access address: Static IP of the edge host + port 8080. Example: <http://192.168.10.100:8080>, to enter the system login page.
- ③. Enter the initial account and password: Account - admin, Password - 888888. It is Guangzhou Hedong Technology Co., Ltd.

recommended to modify the password in a timely manner after the first login to ensure the security of system use.

④. Check I have read and agree to the Privacy Policy and Service Agreement, and click Login to enter the system operation background.



login page

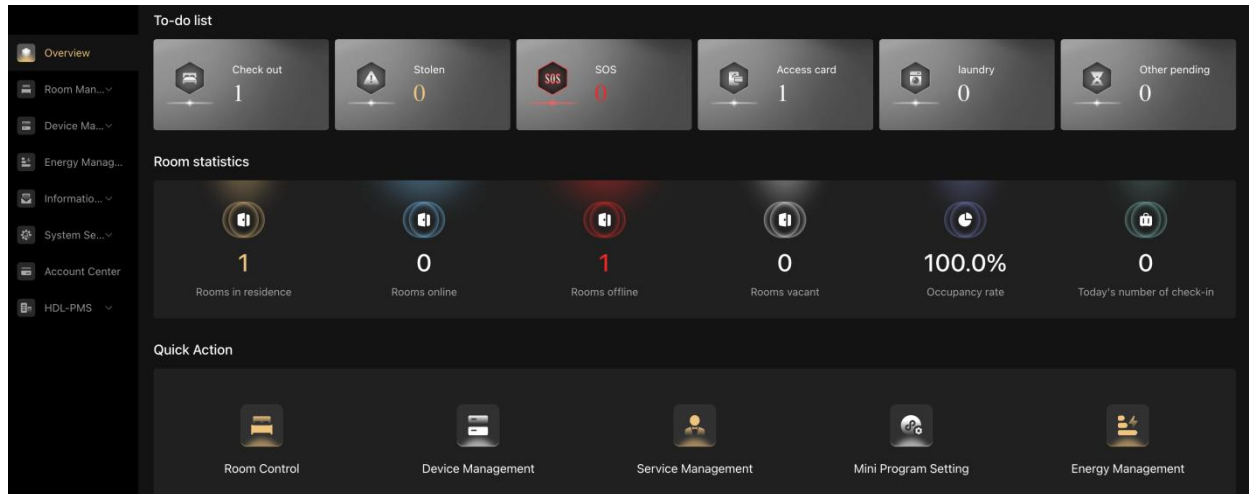
## 2.2. Overview

After logging in to the system, you will enter the work overview workbench by default. The page is divided into three core modules, and the content displayed by the modules is dynamically adjusted according to the operation permissions of the current account (the module will be hidden if there is no corresponding permission):

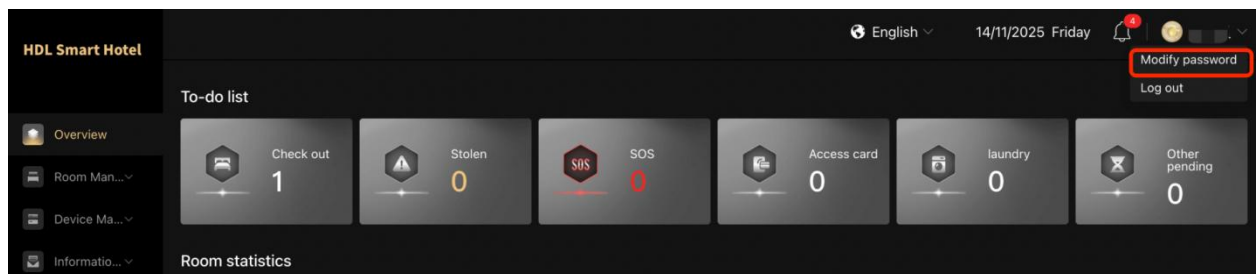
- ①. Pending Tasks Module: Displays various pending tasks to be processed by the current account, including pending check-out, pending delivery, SOS, pending cleaning, etc.
- ②. Room Status Statistics Module: Displays core hotel room data in real time, including the number of occupied rooms, online rooms, offline rooms, vacant rooms, today's occupancy rate, today's check-in number, etc.
- ③. Quick Operation Module: Provides quick access to the core functions of the system, including room control, equipment management, service management, mini program configuration, energy consumption management, etc. Click to enter the corresponding function page.

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Homepage



Homepage-Modify password

## 2.3. Room Card Management

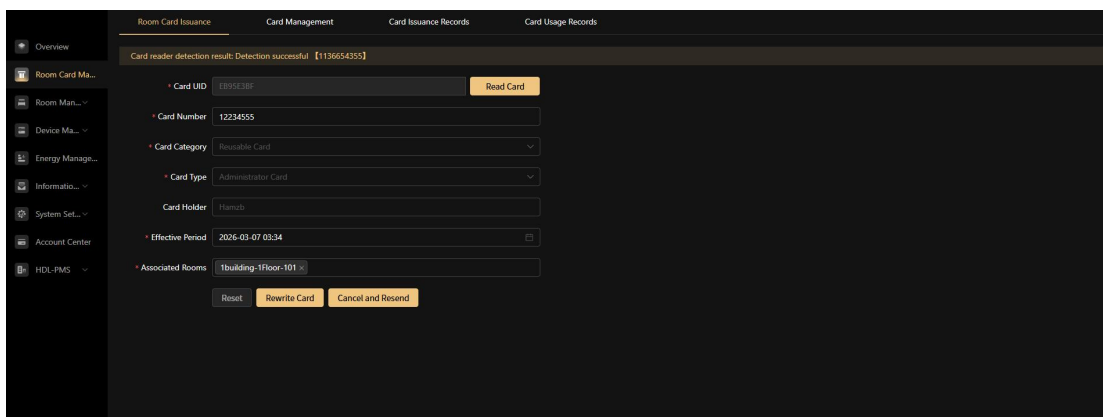
The room card management module realizes the full-process operations of room card issuance, management and record query, including four functions: Room Card Issuance, Card Management, Card Issuance Records and Card Usage Records.

### 2.3.1. Room Card Issuance

Click Room Card Management > Room Card Issuance to enter the card issuance operation page and complete the production and issuance of hotel room cards. The operation instructions and notes are as follows:

1. Device Requirements: Only supported on Windows computers, not compatible with Mac systems for the time being; the computer must be connected to the card issuer in advance and the corresponding driver installed, otherwise the page will prompt a card reading failure.
2. Information Filling

- Card UID: Bring the room card close to the card issuer, and the system will obtain it automatically without manual input.
- Card Number: Must be manually customized and entered as the unique identifier of the room card.
- Card Category: Single selection, optional: Disposable Card / Non-disposable Card.
- Card Type: Single selection, optional: Guest Card, Attendant Card, Cleaning Card, Maintenance Card, Administrator Card.
- Card Holder: Non-mandatory item, can be filled in according to actual usage needs.
- Validity Period: Set through the time picker, only time periods after the current time can be selected.
- Associated Rooms: Check through the selector; the administrator card can check all rooms, and there is no select all button for other card types, among which the guest card can be associated with a maximum of 12 rooms.



Room Card Issuance

**Note:** If the card information is obtained when reading the card, the information will be acquired directly, and operations such as re-writing the card, canceling and reissuing the card can be performed on this card. Re-writing the card means adding room information on the basis of this card, and canceling the card means deleting the card information and reissuing the card.

## 2.3.2. Card Management

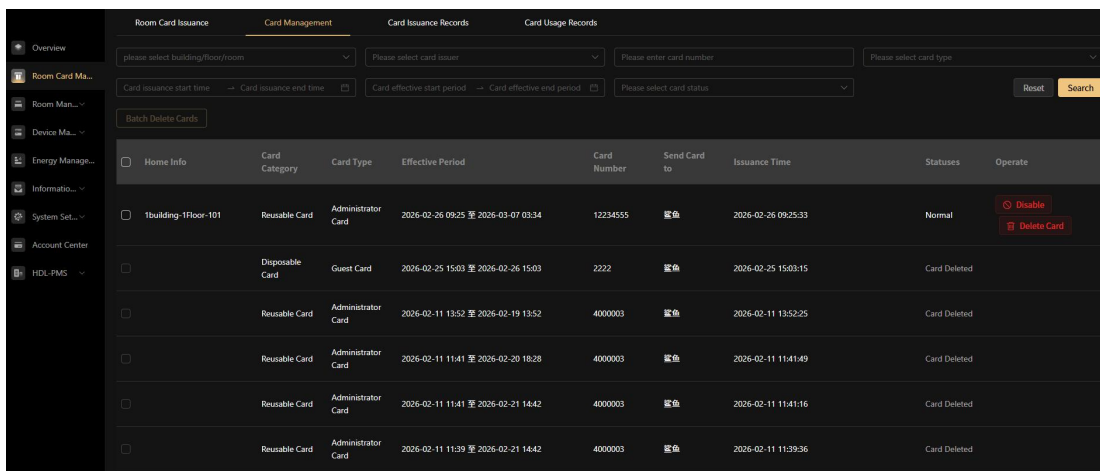
Click Room Card Management > Card Management to enter the unified room card management page, where single/batch operations can be performed on all hotel room cards:

1. Single Card Operation: Click Delete Card on the right side of the room card to delete the card; for a room card with a normal status, click Disable to suspend its use; for a disabled room card, click Enable to resume its use.

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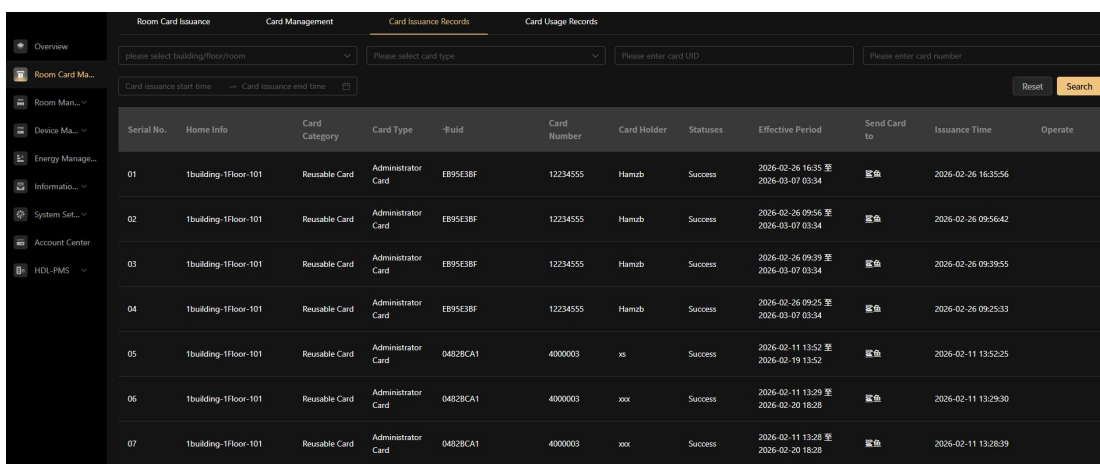
2. Batch Operation: Check the selection box on the left side of the room cards, and after selecting multiple room cards, the batch card deletion operation can be executed.



Card Management

### 2.3.3. Card Issuance Records

Click Room Card Management > Card Issuance Records to enter the card issuance record query page. The page displays the issuance details of all room cards, including room information, card category, card type, card UID, card number, card holder, status, validity period, issuer, issuance time, etc. Multi-condition combined screening is supported; card issuance records can be accurately queried through conditions such as building/floor/room, card type, card UID, card number, and issuance time interval.



Card Issuance Records

### 2.3.4. Card Usage Records

Click Room Card Management > Card Usage Records to enter the card usage record query page. The

page displays the usage details of all room cards, including room information, card category, card type, card number, operation, operator, operation status, operation time, etc. Multi-condition combined screening is supported; card usage records can be accurately queried through conditions such as building/floor/room, card type, card number, and card usage time interval.

Serial No.	Home Info	Card Category	Card Type	Card Number	Operation	Operator	Operation Status	Operation Time
01	1building-1Floor-101	Reusable Card	Administrator Card	4000003	Open Door	xs	Success	2026-02-11 14:02:34
02	1building-1Floor-101	Reusable Card	Administrator Card	4000003	Open Door	xxx	Success	2026-02-11 13:48:43
03	1building-1Floor-101	Reusable Card	Administrator Card	4000003	Open Door	xxx	Success	2026-02-11 13:48:41
04	1building-1Floor-101	Reusable Card	Administrator Card	4000003	Open Door	xxx	Success	2026-02-11 13:48:37
05	1building-1Floor-101	Reusable Card	Administrator Card	4000003	Open Door	xxx	Success	2026-02-11 13:48:35
06	1building-1Floor-101	Reusable Card	Administrator Card	4000003	Open Door	xxx	Failure	2026-02-11 13:48:32
07	1building-1Floor-101	Reusable Card	Administrator Card	200022	Open Door	ss	Success	2026-02-05 09:58:03

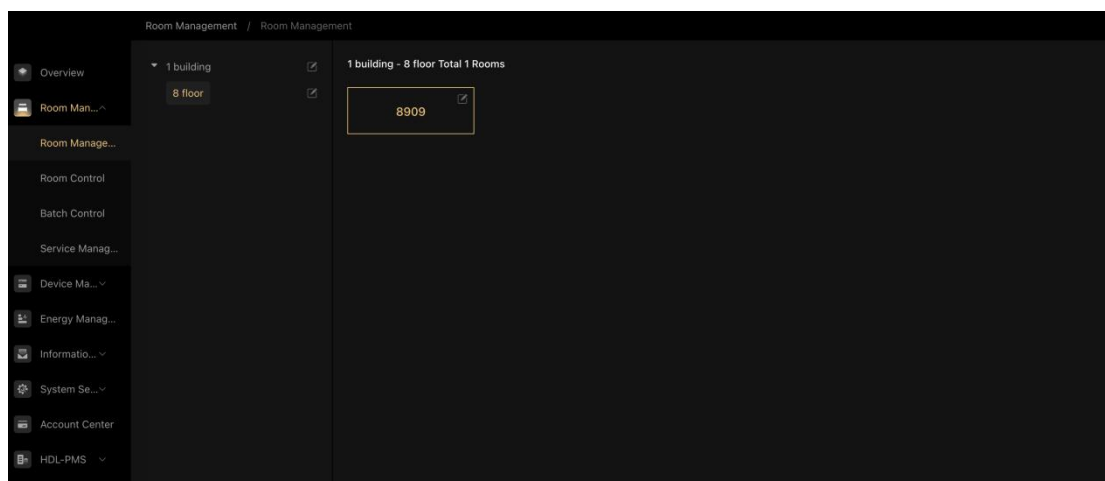
Card Usage Records

## 2.4. Room Management

The room management module realizes hotel room information management, single room control and multi-room batch control, including three functions: Room Information Management, Single Room Equipment Control and Batch Equipment Control.

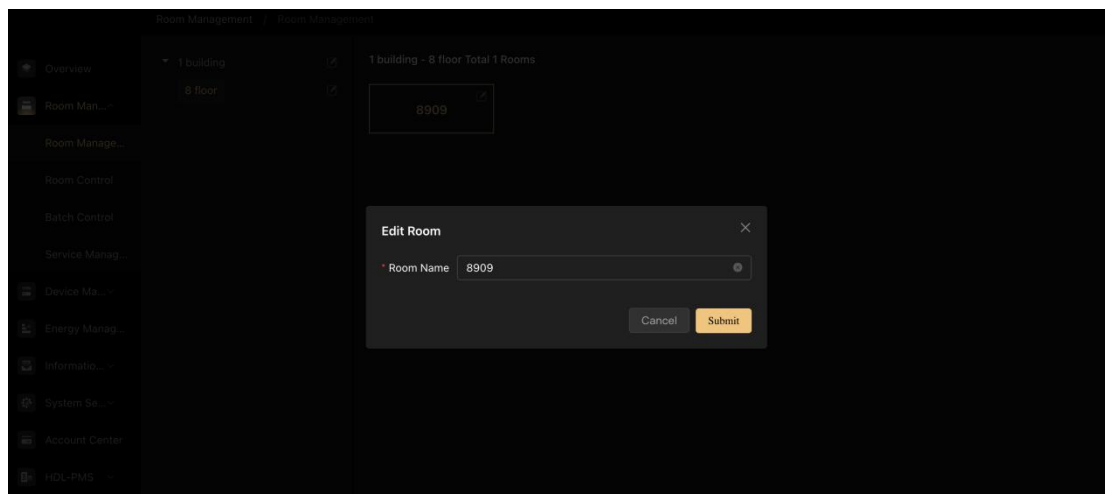
### 2.4.1. Room Management

Click Room Management > Room Information Management to enter the room information management page. The page data is uploaded to the system by the debugging software, displaying all room information under the project:



Room list

1. The left side of the page is a tree-structure navigation, displaying the building and floor information of the hotel; click to filter the rooms on the corresponding floor.
2. The right side of the page is a room list, displaying all rooms on the corresponding floor.
3. Information editing is supported: Building information and room remarks can be modified; click the room, fill in the information in the pop-up edit window, and click Submit to complete the modification.



Edit room

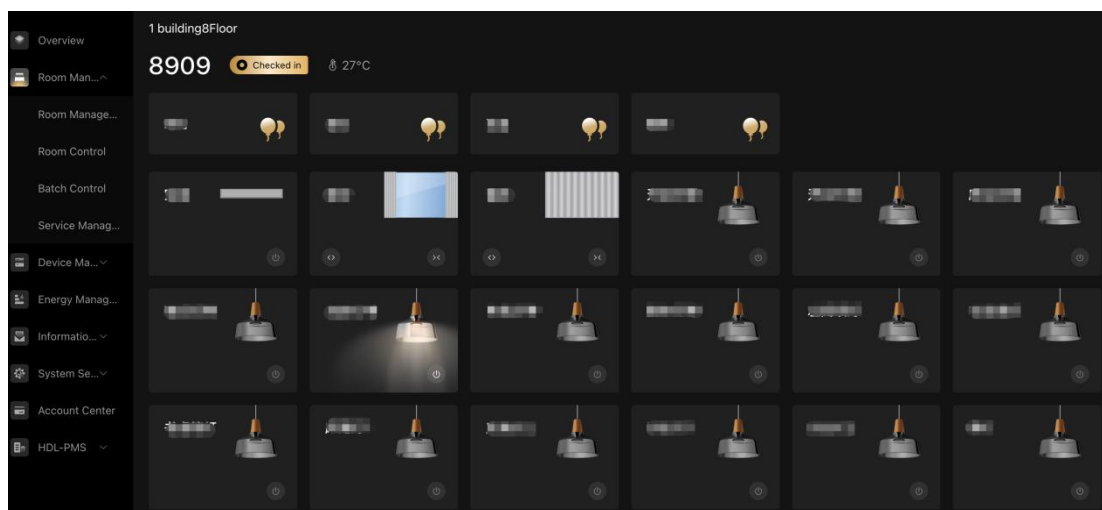
## 2.4.2. Room Control

Click Room Management > Single Room Equipment Control to enter the single room control page, where only rooms bound to the edge host and with the host online can be controlled. The operation instructions are as follows:

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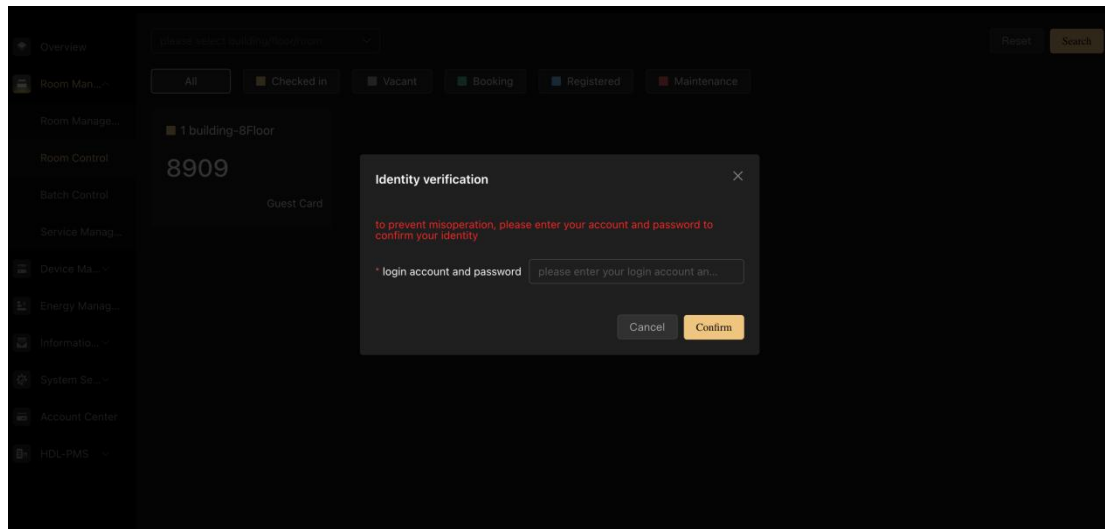
1. Room Screening: Quick screening can be performed by room status, including Checked-in, Vacant, Reserved, Registered, Maintenance, etc.
2. Equipment Status Display: If the room is checked-in and the air conditioner is on, the room card will display the current mode and temperature of the air conditioner in real time; the information will not be displayed when the air conditioner is off.
3. Security Verification: If the system enables password verification, you need to re-enter the login account and password when clicking the room to enter the control details page, and equipment control can be performed only after the verification is passed. If verification is not required, the password verification function can be turned off in Information Settings > Security Information.



### Edit room

#### Instructions:

1. If security verification is enabled, you need to re-enter the login password every time you enter the room control details page, and you can enter the page and perform control only after successful input.
2. If security verification is not required, the password verification can be turned off in Information Settings > Basic Information > Security Settings.

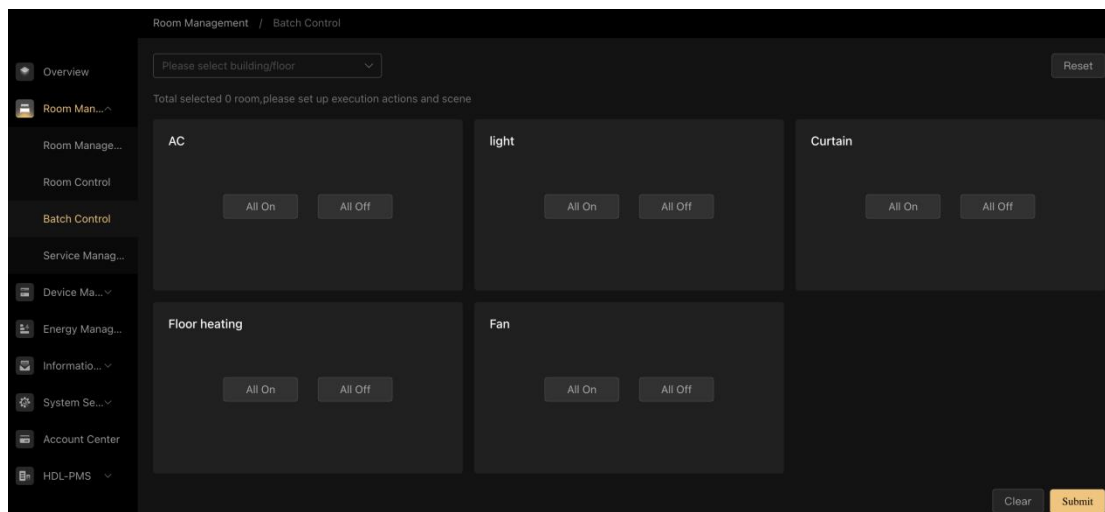


Identity verification

### 2.4.3. Batch Control

Click Room Management > Batch Equipment Control to enter the batch control page, where unified operations can be performed on the same type of equipment in multiple rooms to improve management efficiency. The operation instructions are as follows:

1. Room Selection: You need to check the rooms to be controlled before the operation, and multiple rooms can be selected at the same time.
2. Equipment Control Rules:
  - » Air Conditioner: Can be set to All On/All Off, and the temperature, operation mode and air speed can be configured uniformly.
  - » Lights: Can be set to All On/All Off; dimmable lights can be additionally set with brightness percentage.
  - » Floor Heating: Can be set to All On/All Off, and the temperature and operation scenario can be configured uniformly.
  - » Switch-type equipment such as curtains and exhaust fans: All On/All Off operations can be performed directly.



Batch control

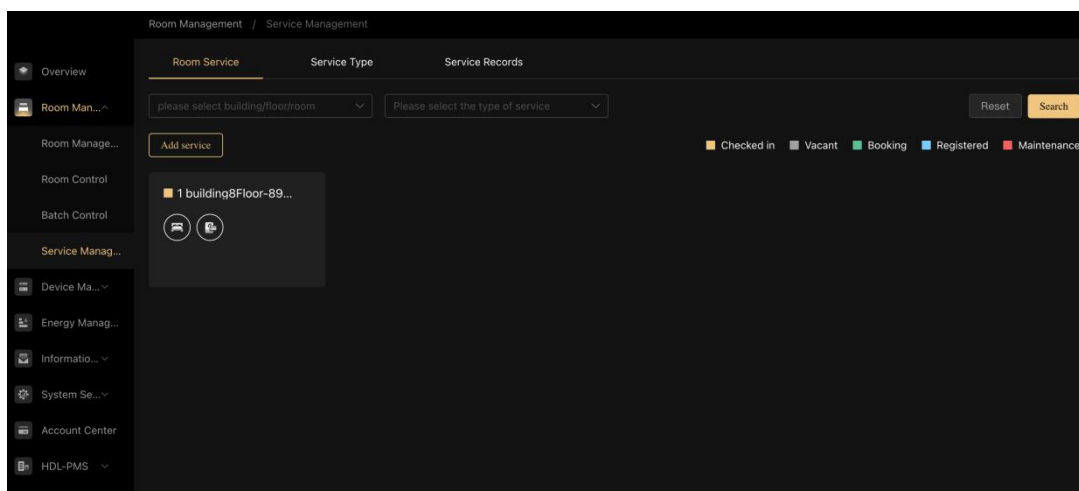
## 2.5. Service Management

The service management module realizes the processing of hotel service requests, configuration of service types and query of service history, including three functions: Guest Room Service Processing, Service Type Configuration and Service History Query.

### 2.5.1. Room Services

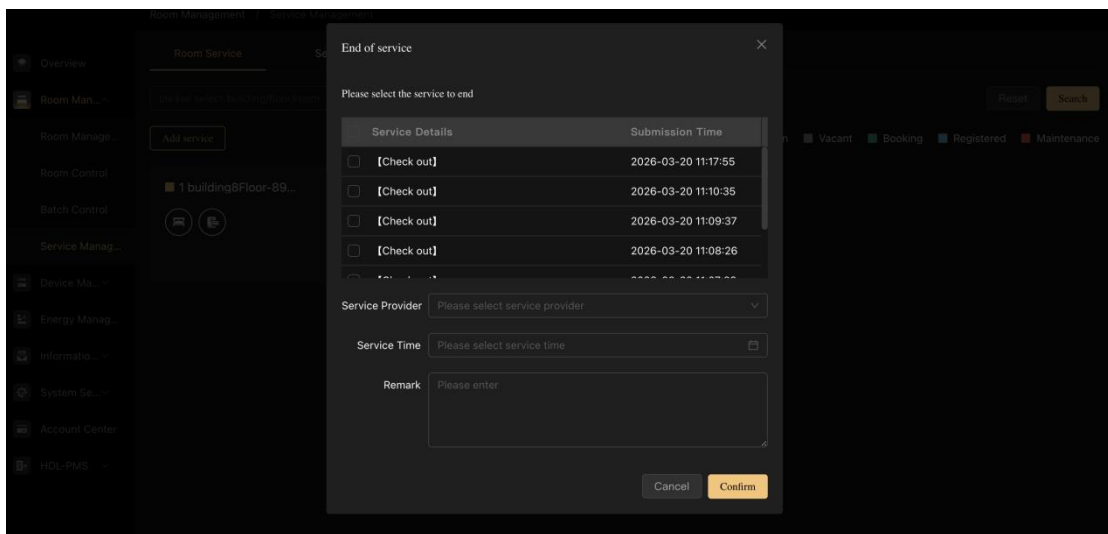
Click Service Management > Room Services to enter the service processing page, which displays all pending guest service requests of the hotel. The operation instructions are as follows:

1. Request Screening: Pending requests can be screened by combining building/floor/room, service type and room status (Checked-in, Vacant, Reserved, etc.).



Room services

2. Service Display: After a guest submits a service, the corresponding room card will display the service type; a room can display multiple service requests according to the actual submission situation.
3. Service Processing: Click the service request under the room card to enter the processing page; you need to fill in the service staff, service time and service remarks, and click Confirm to complete the processing. If the same service type is called multiple times, you can choose to end in batch or end individually.



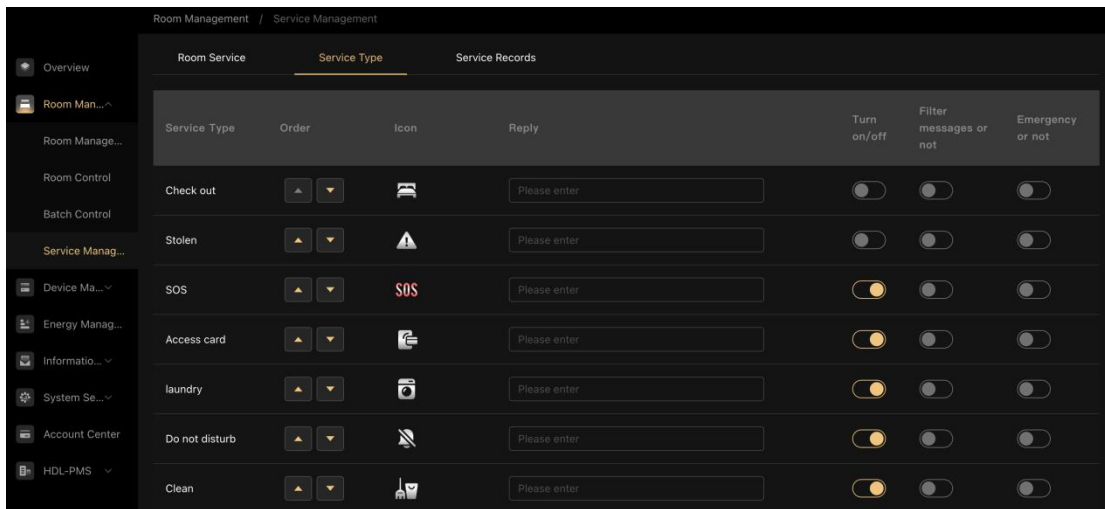
End of service

## 2.5.2. Service Type

Click Service Management > Service Type to enter the service configuration page. The system is pre-configured with service types such as Check-out, Theft, SOS, Access Control, Laundry, Do Not Disturb, Cleaning, Delivery, Wake-up, Please Wait, Repair, etc. Service types can be enabled/disabled, message-configured, sorted and prioritized. The configuration instructions are as follows:

1. Service Sorting: Click the up and down arrows on the right side of the service to adjust the sorting; the sorting result will be displayed on the guest side H5/mini program, and the higher the sorting, the higher the service processing priority.
2. Message Reply Configuration: Fill in the service message reply; guests will automatically receive the reply after submitting the service in the mini program.

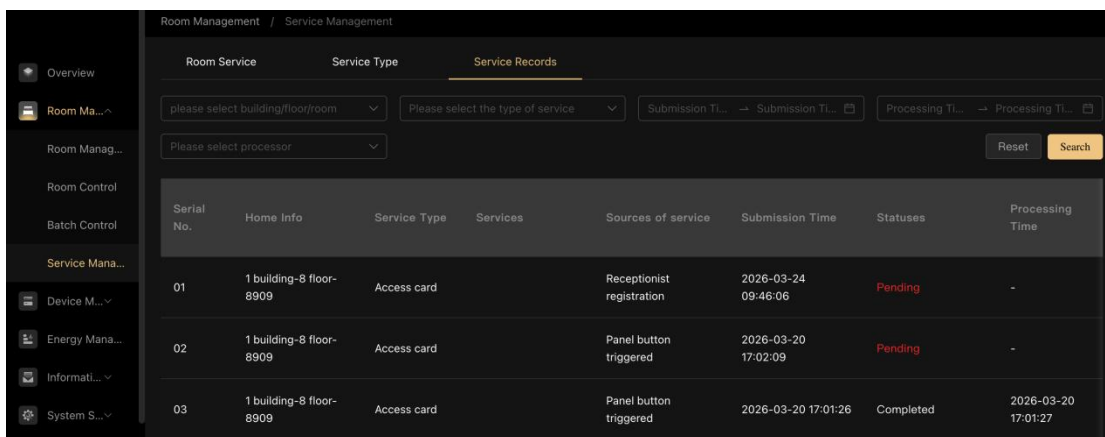
3. Service Enable/Disable: Only enabled service types will be displayed on the guest side, and guests can initiate requests; they will not be visible on the guest side after being disabled.
4. Filter Service Messages: After enabling, the requests for this service will not be displayed in the pending service list (e.g., the Wake-up service can enable this function).
5. Emergency Service Setting: After enabling, this service is the highest priority; when multiple service requests are submitted at the same time, this service will be displayed first and processed first.



Service type

### 2.5.3. Service Records

Click Service Management > Service Records to enter the service record page:



Service records

1. The page displays the full-process records of all hotel services in reverse order of submission time (the latest submission is first, the earliest submission is last).

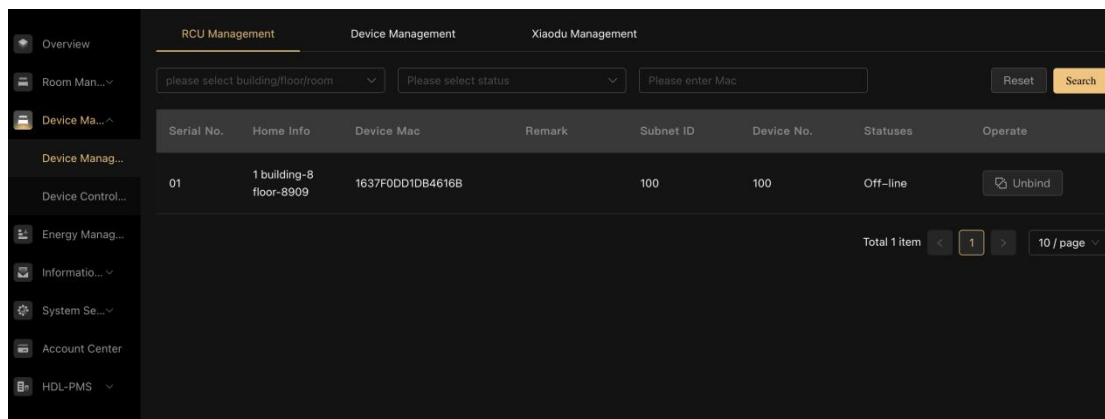
2. The records include serial number, room information, service type, service content, service source, submission time, status, processing time, service duration, processor, processing remarks, etc.
3. Multi-condition combined screening is supported; service records can be accurately queried through conditions such as building/floor/room, service type, submission time interval, processing time interval, processor, etc.
4. Enabling and disabling a service determines whether the service is displayed on the guest side; only enabled services can be initiated by guests. Enabling service message filtering means that the services corresponding to the service type will not be displayed in the pending services. For example, if the Wake-up service is filtered, the service will not be displayed in the guest room services after the guest initiates a Wake-up service.
5. If a service is set as an emergency service, it means that the service has the highest priority among all services; when the service is submitted at the same time as others, the emergency service will be displayed first and processed first.

## **2.6. Device Management**

The device management module realizes the unified management, status monitoring and record query of various intelligent equipment in the hotel, including four functions: RCU Equipment Management, General device Information Management, Xiaodu Device Management and Equipment Control Record Query.

### **2.6.1. RCU Management**

Click Equipment Management > RCU Management to enter the exclusive RCU equipment management page, which displays all RCU equipment information under the project, including serial number, room information, equipment name, equipment type, equipment Mac, model, subnet number, device number, equipment status, etc.:

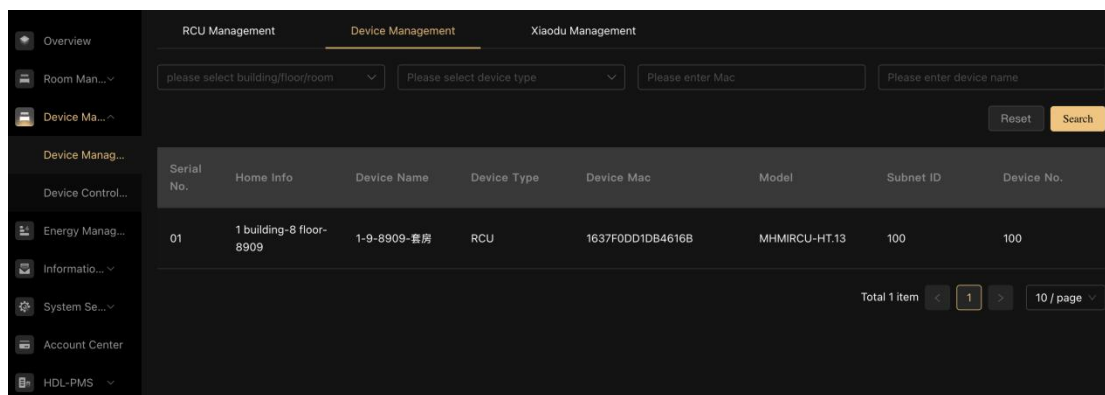


### RCU management

1. Equipment Screening: Accurate screening can be performed by building/floor/room, equipment status (Online/Offline) and equipment Mac.
2. Equipment Operation: Only the unbinding operation can be performed on RCU equipment in online status; click Unbind on the right side of the equipment to complete the operation.

## 2.6.2. Device Management

Click Device Management > Device Management to enter the unified management page of all hotel equipment, which displays all intelligent equipment information under the project, including serial number, room information, equipment name, equipment type, equipment Mac, model, subnet number, device number, etc. Multi-condition combined screening is supported; equipment information can be accurately queried through conditions such as building/floor/room, equipment type, equipment Mac, equipment name, etc.



### Device management

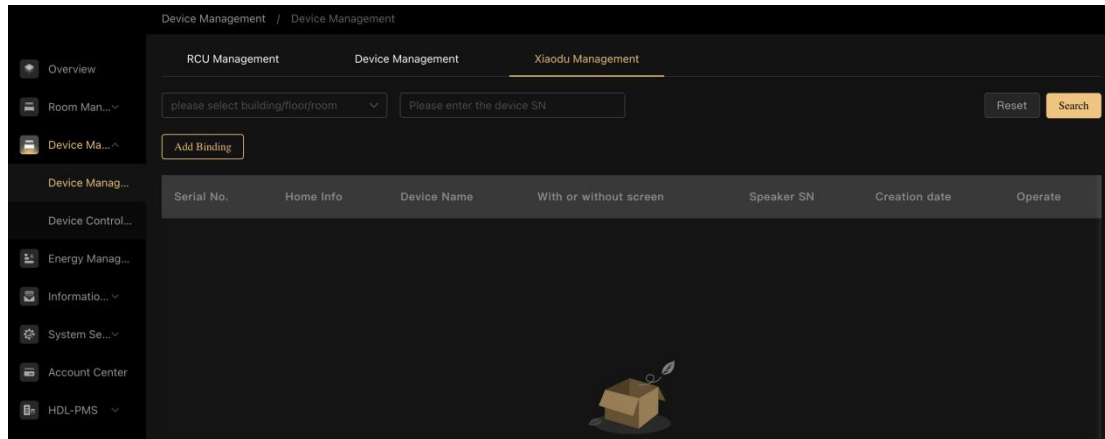
## 2.6.3. Xiaodu Management

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Click Device Management > Xiaodu Management to enter the exclusive management page of Xiaodu voice devices, realizing the binding, unbinding and query of Xiaodu devices. The operation instructions are as follows:

1. Equipment Screening: Accurately screen bound Xiaodu devices by building/floor/room and equipment SN.



Xiaodu management

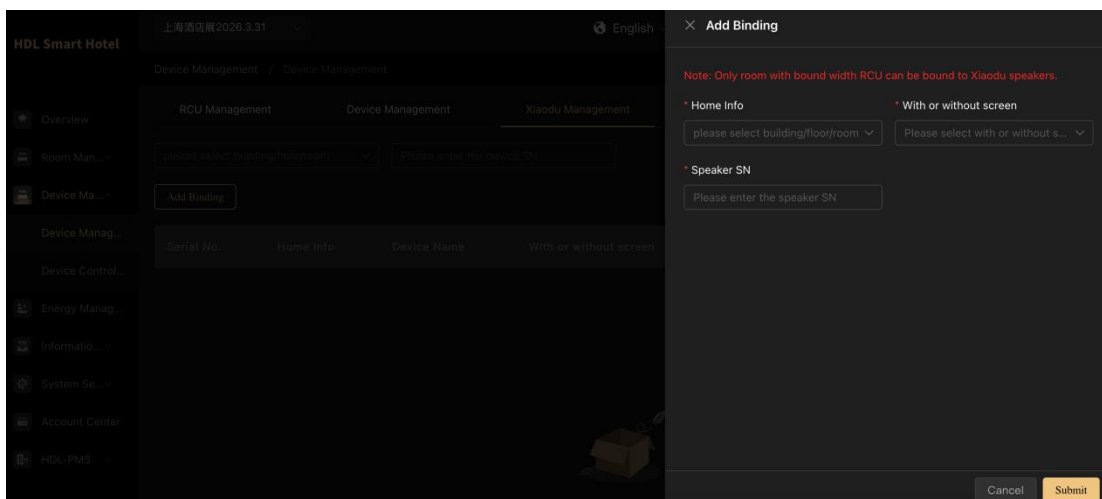
## 2. Add Binding

- Click New Binding to enter the binding page; you need to fill in room information, whether with screen (With Screen/Without Screen) and speaker device SN.

- **Binding Prerequisites:** ① The RCU device has been bound to the room; ② The Xiaodu device SN has been imported into the HDL AIoT platform in advance.

- Notes: The same Xiaodu speaker can only be bound to one room; if re-binding is required, the unbinding operation must be performed in the original bound room first.

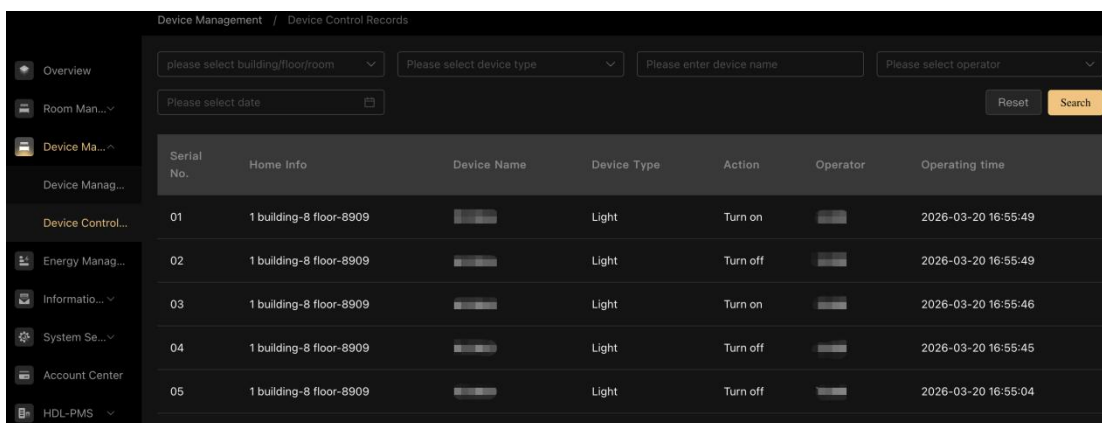
3. Device Unbinding: Click Unbind on the right side of the bound device to release the association between the device and the room.



Add binding

### 2.6.4. Device Control Records

Click Device Management > Device Control Records to enter the control record page, which displays the operation records of all equipment under the project, including serial number, room information, equipment name, equipment type, execution action, operator, operation time, etc. Multi-condition combined screening is supported; control records can be accurately queried through conditions such as building/floor/room, equipment type, equipment name, operator, operation time interval, etc.



Device control records

## 2.7. Information Setting

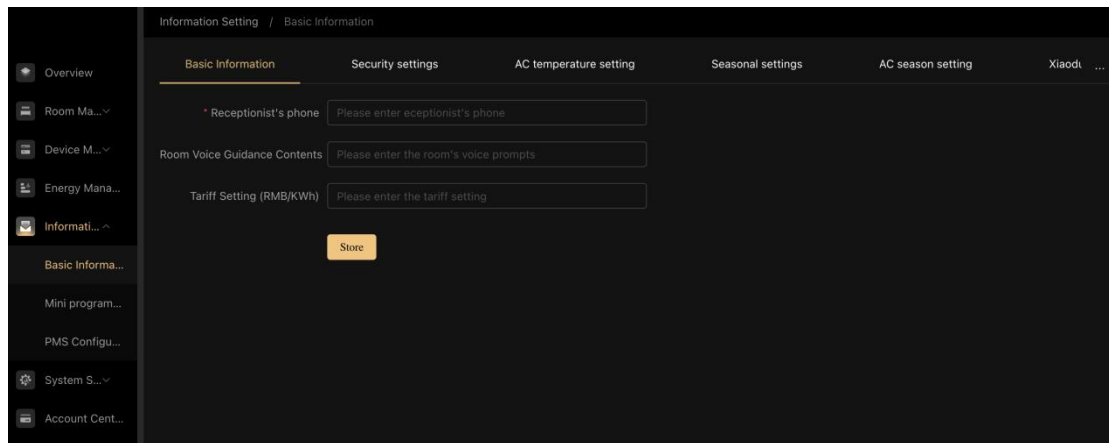
The information setting module realizes the unified setting of hotel basic information, security information, equipment parameters and third-party device configuration, including six functions: Basic Information Configuration, Security Information Setting, Air Conditioner Temperature

Parameter Setting, Season Time Period Setting, Air Conditioner Season Scenario Configuration and Xiaodu Screen Saver Parameter Setting.

### 2.7.1. Basic Information

Click Information Settings > Basic Information Configuration to enter the basic information page; you need to configure the front desk phone number and room voice prompt content. The electricity fee setting is non-mandatory and can be ignored;

1. Front Desk Phone Number: Will be displayed on the guest side H5/mini program after configuration, and guests can dial it directly.
2. Room Voice Prompt Content: Will be automatically broadcast by the system when the guest enters the guest room for the first time after configuration.



Basic information

### 2.7.2. Security Settings

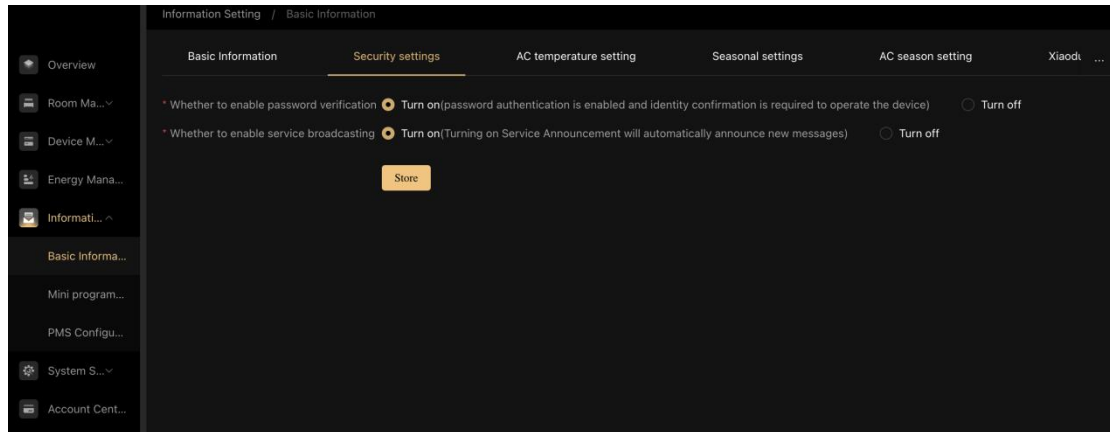
Click Information Settings > Security Settings to enter the security configuration page, where password verification and service broadcast functions can be enabled/disabled. The setting instructions are as follows:

1. Password Verification: Enabled by default; after enabling, you need to enter the password to verify your identity when entering the room control details page; no verification is required after disabling, and you can operate the equipment directly.

Service Broadcast: Enabled by default; after enabling, the system will push global service messages in real time and perform voice broadcast when the system is logged in; all service messages will stop being pushed and broadcast after disabling.

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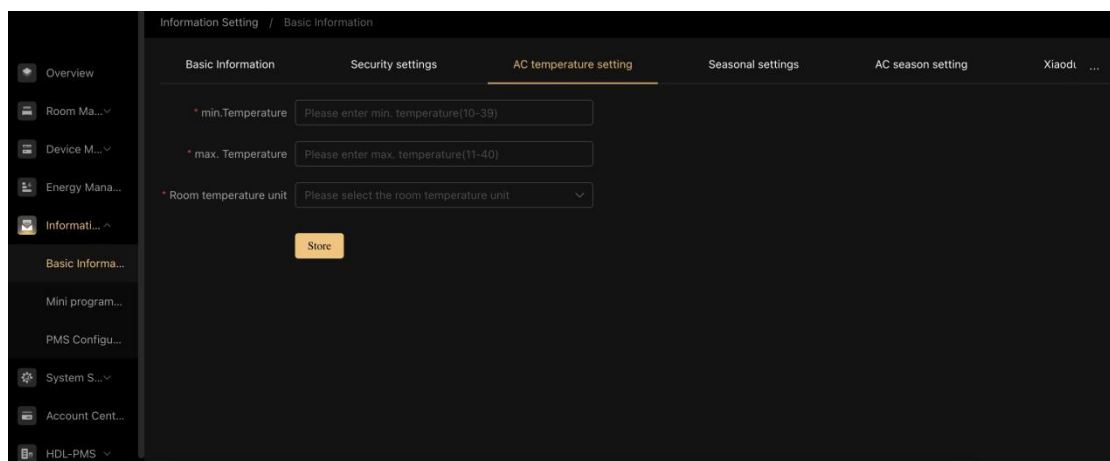


Security setting

### 2.7.3. AC Temperature Setting

Click Information Settings> AC Temperature Parameter Setting to enter the air conditioner parameter configuration page, where the temperature range and temperature unit of hotel air conditioner equipment can be configured uniformly:

1. Minimum Temperature: The configurable range is 10-39°C, which needs to be entered manually.
2. Maximum Temperature: The configurable range is 11-40°C, which needs to be entered manually.
3. Temperature Unit: Only °C (Celsius) is supported for the time being.



AC temperature setting

### 2.7.4. Seasonal Settings

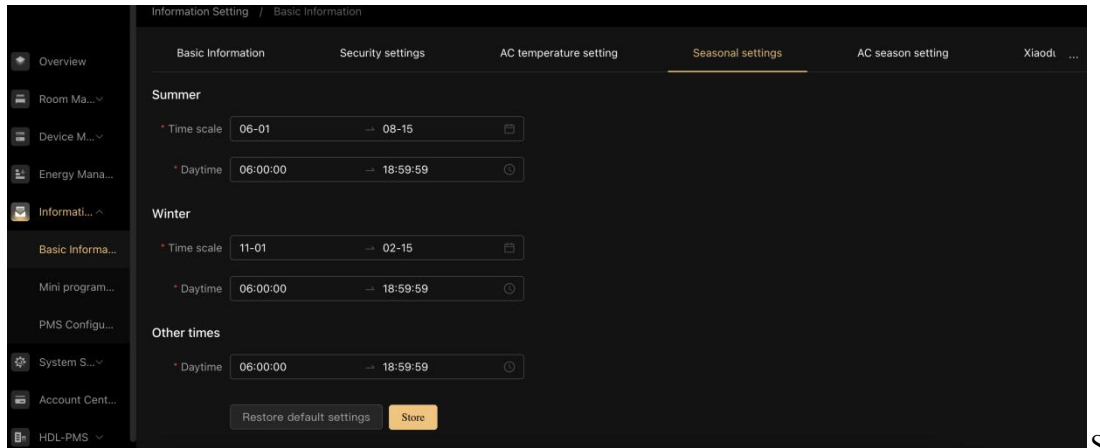
Click Information Settings> Seasonal Settings to enter the season configuration page; the time ranges and daytime time periods of summer, winter and other seasons for hotel air conditioners can be set.

The setting rules are as follows:

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1. Time Range: Accurate to the day; the set start time cannot be later than the end time.
2. Daytime Time Period: Accurate to the second; the set start time cannot be later than the end time.
3. Other Seasons: Refers to all time periods outside the time ranges of summer and winter, and only the daytime time period can be set.
4. Night Time Period: Refers to all time periods outside the daytime time periods of each season, no manual setting is required, and the system will match it automatically.



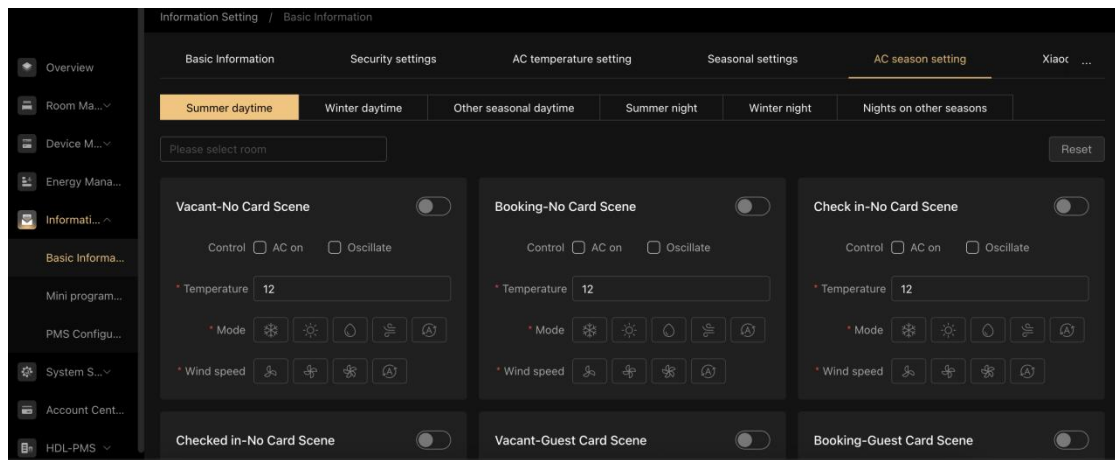
Seasonal settings

## 2.7.5. AC Season Settings

Click Information Settings > AC settings to enter the refined air conditioner configuration page, where exclusive operation parameters can be configured for the air conditioner according to the combination of season + time period + room scenario. The configuration instructions are as follows:

1. Time Combination: Supports six combinations including Summer Day, Winter Day, Other Seasons Day, Summer Night, Winter Night and Other Seasons Night; Summer Day is selected by default and can be switched manually.
2. Room Scenario: Supports eight scenarios including Vacant – No Card, Reserved – No Card, Check-in – No Card, Checked-in – No Card, Vacant – Guest Card, Reserved – Guest Card, Check-in – Guest Card and Checked-in – Guest Card.
3. Operation Parameters: Each scenario can be configured independently, supporting Enable/Disable (the air conditioner will not execute the configuration rules in this scenario after disabling); after enabling, you can set whether the air conditioner is on, whether to swing air, operation temperature, operation mode, air speed, etc.

4. Operation Logic: The air conditioner parameters under different seasons, time periods and scenarios take effect independently, meeting the refined air conditioner management needs of hotels.

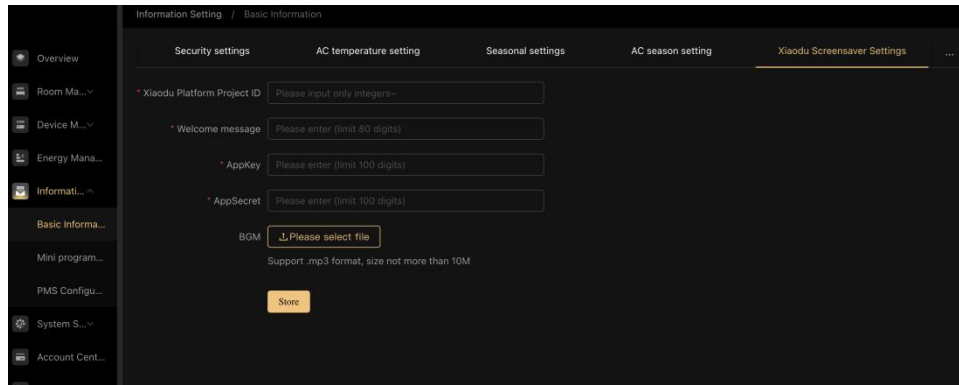


### AC season setting

## 2.7.6. Xiaodu Screen Saver Settings

Click Information Settings > Xiaodu Screen Saver Parameter Setting to enter the Xiaodu device configuration page; personalized settings can be made for the Xiaodu screen saver (To use this function, ensure that the edge host is connected to the external network). The information to be configured is as follows:

1. Xiaodu Platform Project ID: Only integers from 0 to 2147483647 can be entered.
2. Welcome Message: The welcome message when guests use the Xiaodu device, with a maximum of 80 characters allowed.
3. AppKey/AppSecret: Exclusive keys of the Xiaodu platform, with a maximum of 100 characters allowed for each.
4. Background Music: Supports uploading .mp3 format audio files with a size not exceeding 10M.
5. Click Save to make all information configurations take effect after completion.



Xiaodu screensaver settings

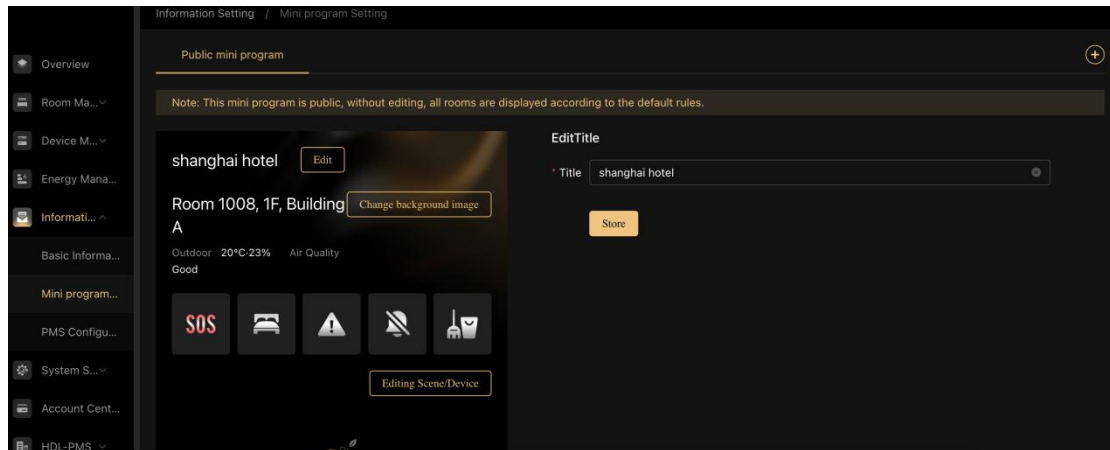
## 2.8. Mini Program Setting

Click Mini Program Setting to enter the hotel mini program personalized configuration page; public or customized mini programs can be configured (To use this function, ensure that the edge host is connected to the external network) to realize different operation interfaces for different room types.

The configuration instructions are as follows:

1. Add Custom Mini Program: Click the Add button to create an exclusive custom mini program according to hotel room types (e.g., Sea View Room, Mountain View Room, King-size Bed Room).
2. Mini Program Name Editing: Click the Edit button to modify the mini program name as needed.
3. Background Image Setting: Click the Replace Background Image button to upload a local image and set the mini program home page background.

Scenario/Equipment Configuration: Click Edit Scenario/Equipment to select the scenarios and equipment controllable on the guest side, and adjust the equipment display order by dragging with the mouse. Click Save after configuration, and the guest side will display according to the configuration.



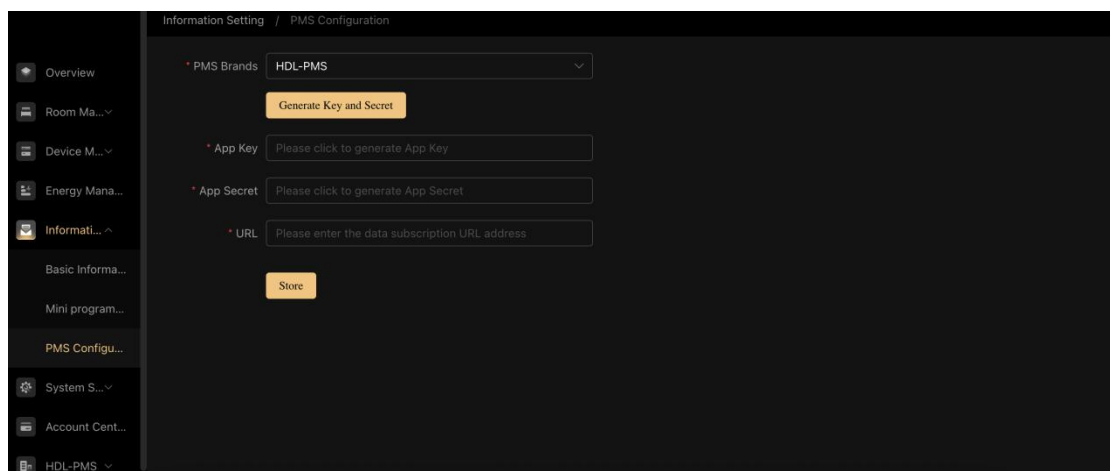
Public mini program

## 2.9. PMS Configuration

Click PMS Configuration to enter the hotel PMS system docking page; complete the parameter configuration with the third-party PMS system. The current system supports the Opera brand PMS, and other brands will be added gradually. The configuration steps are as follows:

1. Select Opera in the brand selection box.
2. Manually enter the App Key and App Secret (exclusive keys provided by the third-party PMS system).
3. Enter the URL address of the PMS system.
4. Click Save after filling in all parameters to complete the docking configuration.

**This function is generally only configured at the project launch stage and should not be operated at will in daily use.**

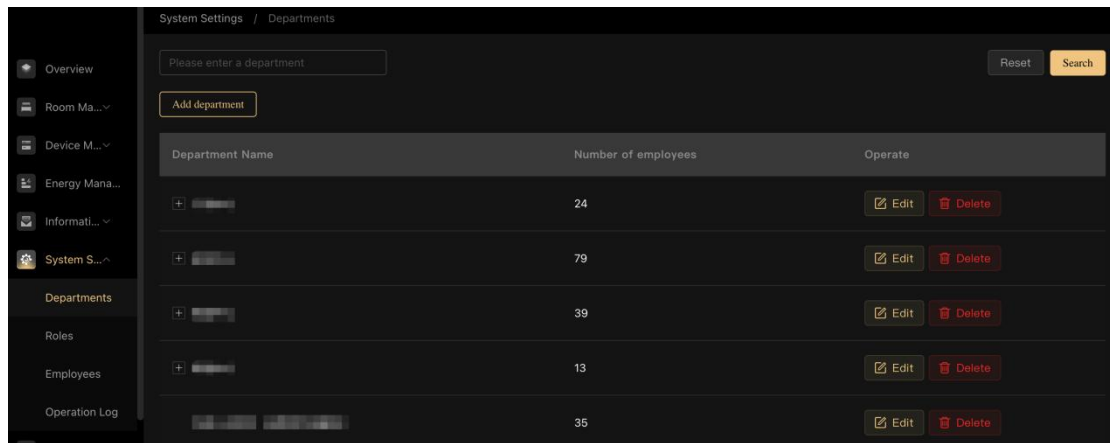


## 2.10. System Settings

The system settings module realizes the management of hotel organizational structure, personnel permissions and operation logs, including four functions: Department Management, Role Management, Employee Management and Operation Log Query.

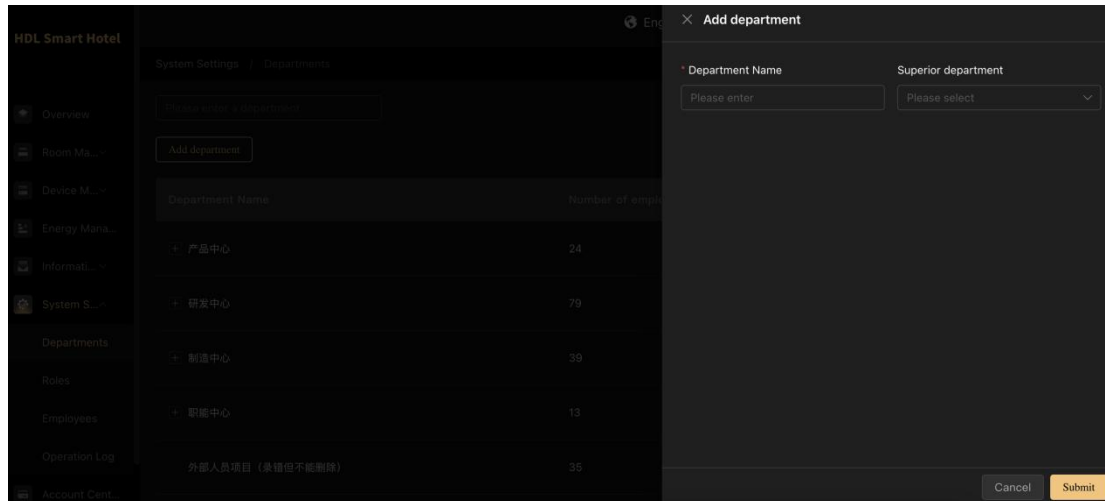
### 2.10.1. Department Management

Click System Settings > Department Management to enter the hotel department management page; realize the addition, editing, deletion and query of departments. The operation instructions are as follows:



#### Department management

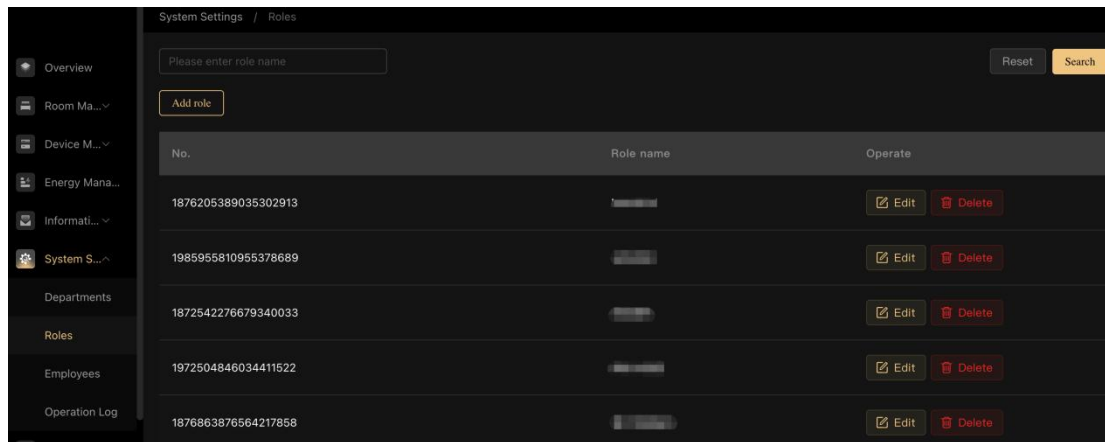
1. Department Query: Created departments can be accurately queried by department name.
2. Add Department: Click Add Department, enter the department name, select the superior department (optional, a parent-child department structure will be formed after selection), and click Submit to complete the creation.
3. Edit Department: Click Edit on the right side of the department to modify the department name and superior department.
4. Delete Department: Click Delete on the right side of the department to delete the department (ensure that there are no employees in the department before deletion).
5. The page will display the department name and number of employees of all departments, facilitating managers to grasp the organizational structure.



Add department

## 2.10.2. Role Management

Click System Settings > Role Management to enter the hotel role permission management page, realizing the addition, editing, deletion and query of roles, and allocating exclusive operation permissions for different positions. The operation instructions are as follows:

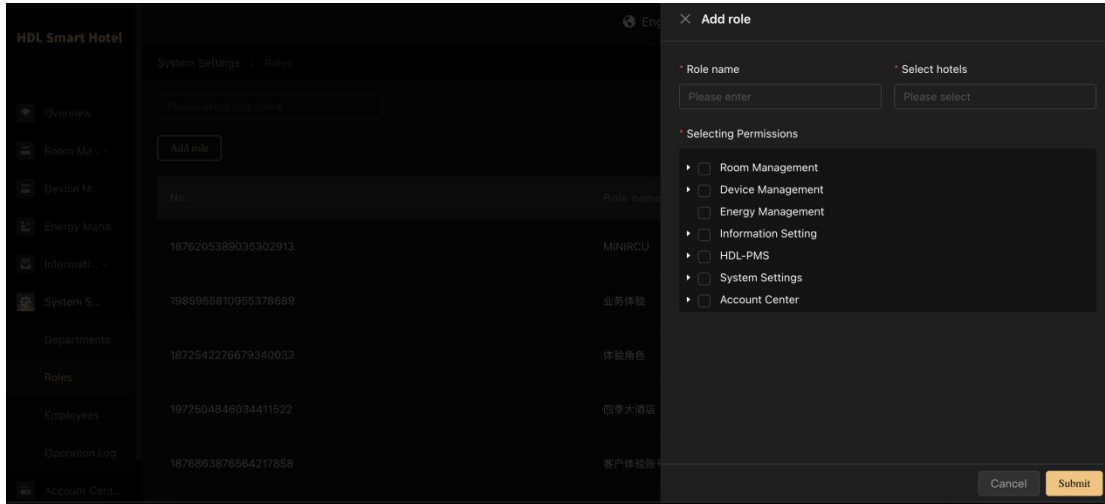


Roles management

1. Role Query: Created roles can be accurately queried by role name.
2. Add Role: Click Add Role, complete the role name input, affiliated hotel selection and permission checking in turn (optional permissions include room management, equipment management, energy consumption management, etc.), and click Submit to complete the creation.
3. Edit Role: Click Edit on the right side of the role to modify the role name, affiliated hotel and operation permissions.

4. Delete Role: Click Delete on the right side of the role to delete the role (ensure that no employees are associated with the role before deletion).

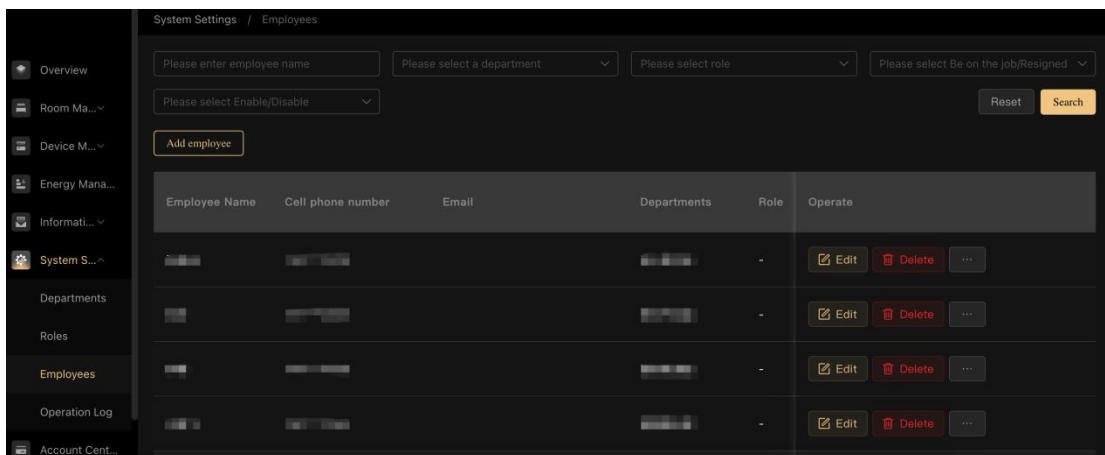
The page will display the serial number and role name of all roles, facilitating unified management by managers.



Add role

### 2.10.3. Employee Management

Click System Settings > Employee Management to enter the hotel employee account management page; realize the addition, editing, deletion, password reset and role allocation of employees. The operation instructions are as follows:



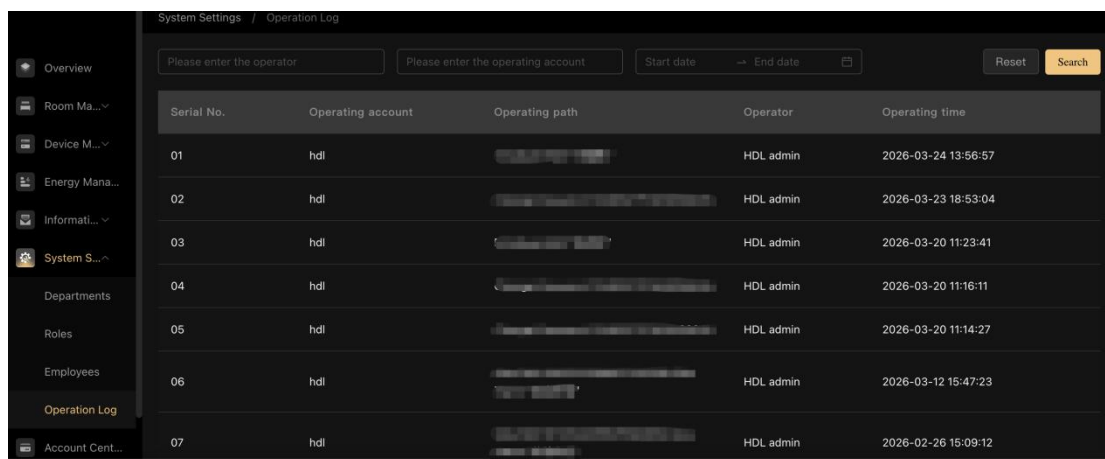
Employee management

1. Employee Information Display: The page displays the name, mobile phone number, email, affiliated department and affiliated role of all employees, clearly presenting the personnel configuration.

2. Add Employee: Click Add Employee, enter the employee's name and gender, select the affiliated department and affiliated role, fill in the account information (either mobile phone number or email), and click Submit to complete the account creation.
3. Edit/Delete Employee: Click Edit on the right side of the employee to modify all employee information; click Delete to delete the employee account.
4. Reset Password/Set Role: Click the More button on the right side of the employee to perform password reset (re-set the login password for the employee account) and role setting (re-allocate the affiliated role for the employee, and the permissions will change synchronously with the role).

## 2.10.4. Operation Log

Click System Settings > Operation Logs to enter the unified query page of system operation logs; the page displays the operation records of all employee accounts, including serial number, operation account, operation path, operator, operation time, etc. Multi-condition combined screening is supported; logs can be accurately queried through conditions such as operator, operation account and operation time interval, facilitating hotels to conduct operation traceability and security audit.



The screenshot shows the 'System Settings / Operation Log' interface. It features a search bar with fields for 'Please enter the operator', 'Please enter the operating account', 'Start date', and 'End date', along with 'Reset' and 'Search' buttons. Below the search bar is a table with the following columns: Serial No., Operating account, Operating path, Operator, and Operating time. The table contains 7 rows of data.

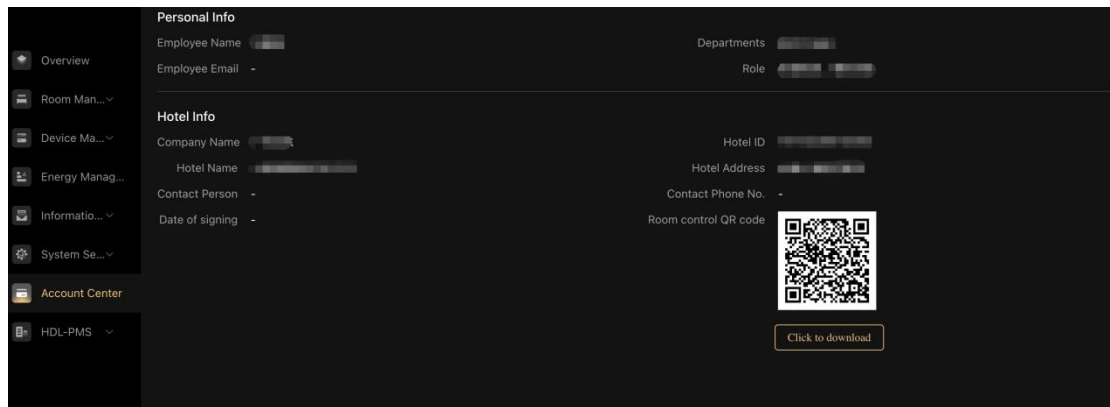
Serial No.	Operating account	Operating path	Operator	Operating time
01	hdl	[REDACTED]	HDL admin	2026-03-24 13:56:57
02	hdl	[REDACTED]	HDL admin	2026-03-23 18:53:04
03	hdl	[REDACTED]	HDL admin	2026-03-20 11:23:41
04	hdl	[REDACTED]	HDL admin	2026-03-20 11:16:11
05	hdl	[REDACTED]	HDL admin	2026-03-20 11:14:27
06	hdl	[REDACTED]	HDL admin	2026-03-12 15:47:23
07	hdl	[REDACTED]	HDL admin	2026-02-26 15:09:12

Operation log

## 2.11. Account Center

Click Account Center to enter the information page of the currently logged-in account; the page information is as follows:

1. Personal Information Module: Displays the employee name, affiliated department, employee email and affiliated role of the current account.
2. Hotel Information Module: Displays the hotel information of the current project, including company name, hotel number, hotel name, hotel address, contact person, contact phone number and signing date.
3. Guest Control QR Code: The exclusive guest control QR code is displayed under the hotel information module; click Download Image to save the QR code to the local, and it can be placed at the hotel front desk and in guest rooms after printing. Guests can control the guest room equipment through H5 after scanning the code to verify their identity.



Account center

## 2.12. HDL PMS

HDL PMS is a built-in simple PMS function of the system, suitable for hotel model room demonstration and third-party PMS data loss scenarios. It can realize the rapid processing of guest check-in, reservation and check-out, as well as record query, including five functions: Check-in Processing, Reservation Processing, Check-out Processing, Reservation Record Query and Check-in Record Query.

### 2.12.1. Check-in Management

Click HDL PMS > Check-in Processing to enter the guest check-in processing page; complete the check-in registration for guests who need to control the guest room equipment. The operation instructions are as follows:

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1. Mandatory Information: Check-in room and check-in time; departure time is optional.
2. Guest Information: A maximum of two guests can be added; if guests need to control the guest room equipment via mobile phone, guest information must be entered, and at least one of the bound mobile phone number/email must be filled in.
3. Information Filling: Select the guest's nationality in turn, enter the customer's name and bound mobile phone number/email, and click Submit to complete the check-in processing after filling in all information.

Check-in management

## 2.12.2. Reservation Management

Click HDL PMS > Reservation Processing to enter the guest reservation processing page; complete the guest room reservation registration for guests. The operation instructions are as follows:

1. Mandatory Information: Reserved room and check-in time; departure time is optional.
2. Reserver Information: At least one of the reservation mobile phone number/email must be filled in; select the customer's nationality in turn, and enter the customer's name and reservation mobile phone number/email.
3. Click Save to complete the reservation processing after filling in all information.

HDL-PMS / Checkin Management

Check-in management   **Reservation management**   Check-out management

Check-in room

Check-in time  →

Reservation information (Please enter at least one of the mobile phone number and email address.)

Customer nationality

Customer name

Reservation phone

Email

### Reservation management

## 2.12.3. Check-out Management

Click HDL PMS > Check-out Processing to enter the guest check-out processing page; the operation process is simple and efficient:

1. Check the rooms to be checked out through the selector.
2. Click Save to complete the check-out operation for the room.
3. After check-out is completed, the guests of the room will no longer be able to control the guest room equipment through H5/mini program.

HDL-PMS / Checkin Management

Check-in management   Reservation management   **Check-out management**

Check-out room

### Check-out management

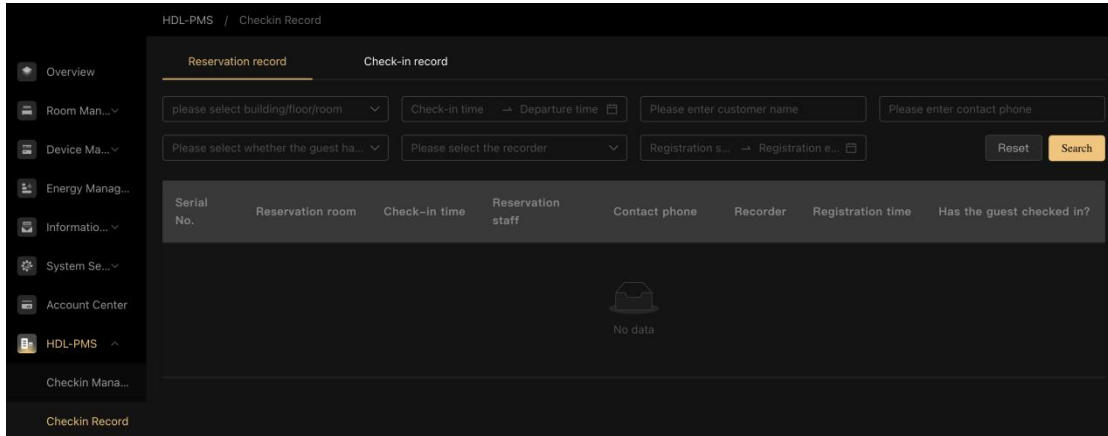
## 2.12.4. Reservation Records

Click HDL PMS > Reservation Records to enter the reservation record page; the page displays all reservation processing details of the hotel, including serial number, reserved room, check-in time, reserver, contact information, registrar, registration time, whether checked-in, etc. Multi-condition combined screening is supported.

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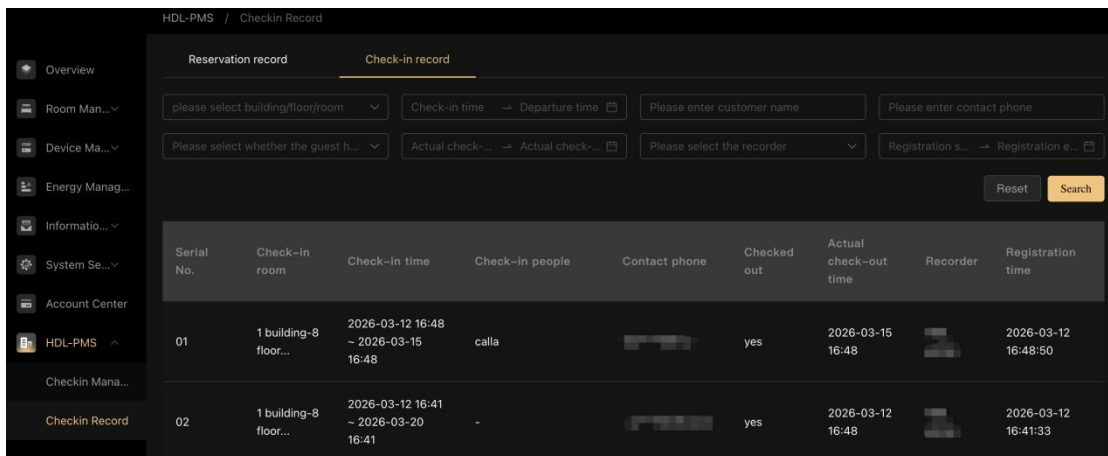
reservation records can be accurately queried through conditions such as building/floor/room, check-in time interval, departure time interval, customer name, contact information, whether checked-in, registrar, registration time interval, etc.



Reservation record

### 2.12.5. Check-in Records

Click HDL PMS > Check-in Record Query to enter the check-in record page; the page displays all check-in processing details of the hotel, including serial number, check-in room, check-in time, check-in guest, contact information, whether checked-out, actual check-out time, registrar, registration time, etc. Multi-condition combined screening is supported; check-in records can be accurately queried through conditions such as building/floor/room, check-in time interval, departure time interval, customer name, contact information, whether checked-out, actual check-out time interval, registrar, registration time interval, etc.



Check-in record