HOTEL LOCK SYSTEM™

Complete Manual

P1.....System Overview
P2 .....Install Procedure
P3-5 .....Mortise & Panel
P6-7.....Lock Install
P8-9.....Initialize Lock
P10-15 .....Keycards
P15.....Encoder
Register Software.....P16
Operation.....P17-19
Skills..... P20-31
Multi-terminal Connect....P32
Maintenance..... P33
PDA.....P34-36
Light Guide.....P37

System Overview

IMPORTANT SAFETY INSTRUCTIONS

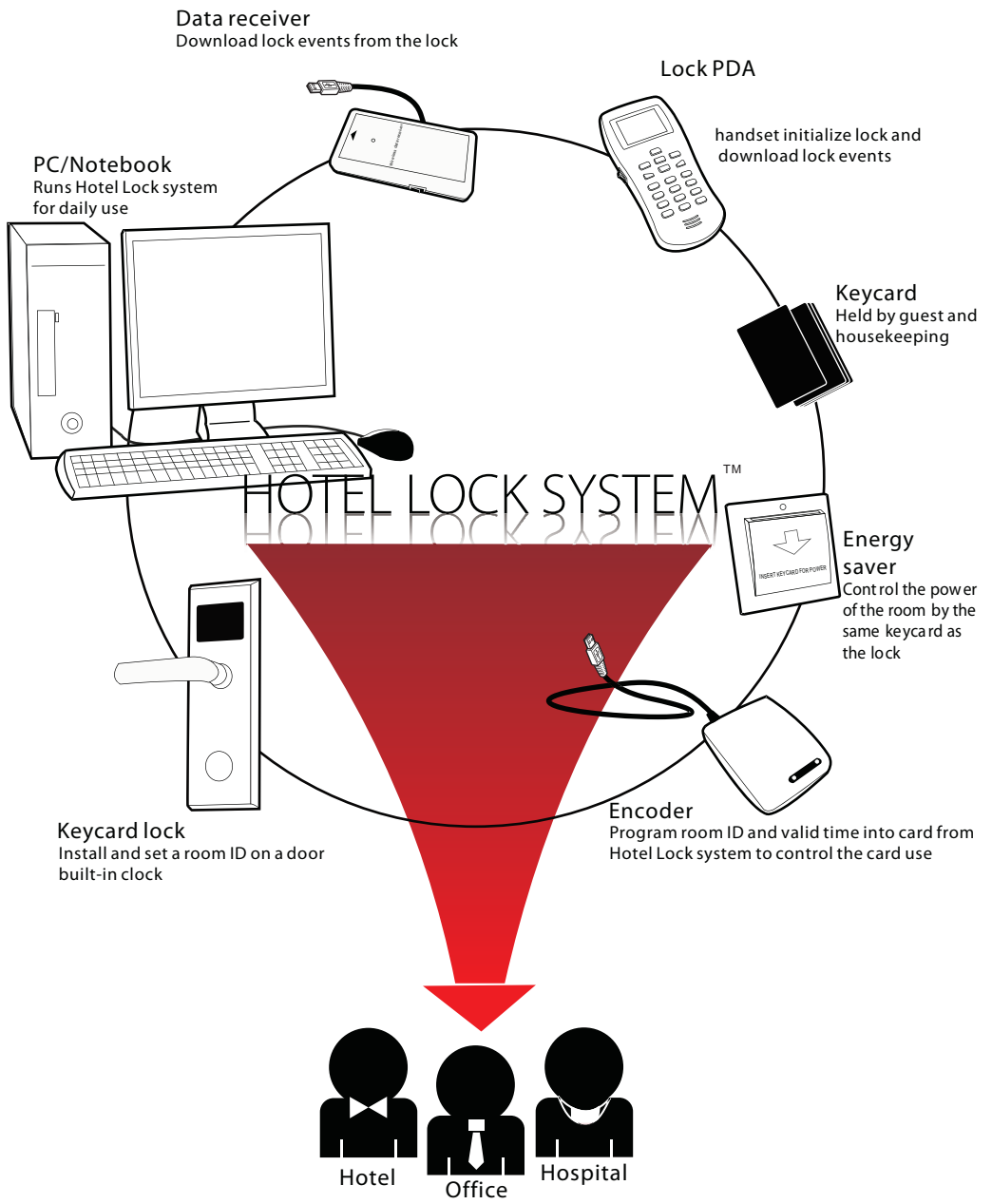
1. Read these instructions
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not place any product referred in this manual in an extreme environment for an extended amount of time.
6. Install in accordance with the manufacturer's instructions.
7. Use accessories only specified by the manufacturer.
8. Refer all servicing to the qualified service personnel.Servicing is required when the product has been damaged in any way, such as handle or mortise is damaged,product has been exposed to rain or moisture, or does not operate normally.

INTRODUCTION

Congratulations on your selection of the Hotel Lock System. This is a solution that carries out a modern, efficient and safe management of the rooms in hotel/resorts/apartment/schools/lodges/offices/ hospitals/cruise ships by application of hardware and software.
Before using the instrument, be sure to carefully read through the instructions contained in this manual. Please keep all information for future reference.

SAFETY

Hotel lock(RFID & IC) product have been designed with the highest concern for safety.However, any device,if used improperly, has the potential for causing locks to be unable to unlock and indirect personal injury.
To help ensure accident-free operation, follow these guidelines:
1.Lock requires 4 AA batteries to provide power to lock and keep it running even when not reading a card. Alkaline batteries are suggested for longer usage (12months).
2.Replace new batteries one at a time when you get a low battery alarm (3 beeps and a red flash)(p37 Light Guide)
3.You have 200 unlocks the lock gives a low battery alarm (p33).
4.Do not mix new and old batteries. It may cause a short circuit to lock eletronic part.
5.If lock latch part is engaged, You can unlock it by using emergency key in urgently p7.
6.Hotel Lock System requires run on Windows 98/XP/2003/Vista/win7 to run which are tested by the vendor. However we do not promise there are no bugs in all machines and other OS.
7.A tiny difference of the OS including language, service pack and any other fault in OS itself may cause an error. If you can not uninstall software in normal way for some reason, Please delete the whole folder named Hotel lock system.

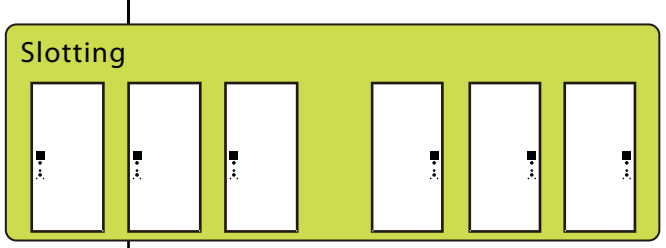


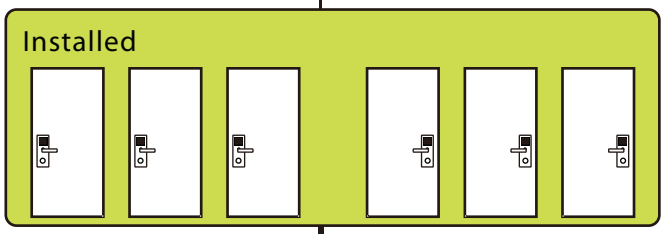
This system is widely suitable for hotel, office and hospitals.

Install Procedure

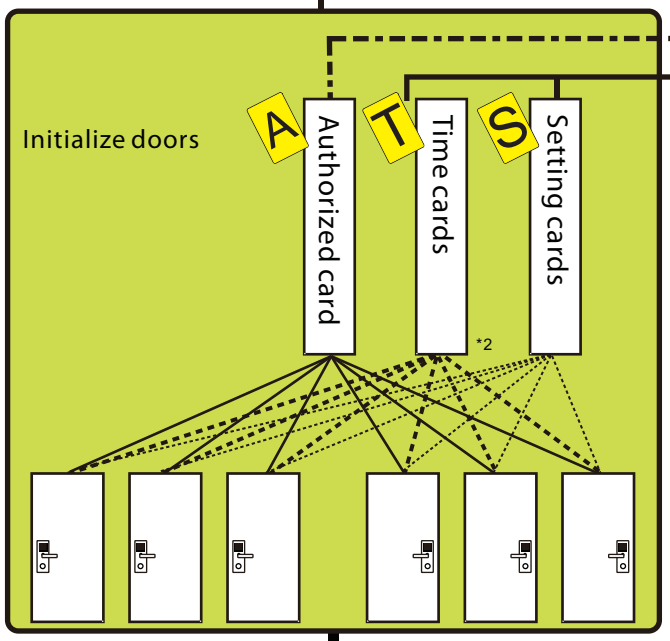
Packing Contents

Template | Locks | Authorized card | Encoder | Disk | Blank Cards



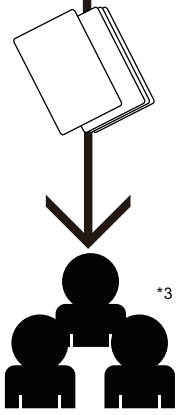


p6-7



p8-9

Initialization finished .Ready for guests



p15

Install Encoder driver in computer p15

Install Hotel Lock System in computer and Plug in encoder

Register by read Authorized card and Licence code p16

Install Encoder driver in all computers

Install Hotel Lock System in all computers and Plug in encoders

Register by read Authorized card and Licence code in all computers

Connecting to server's Database p32

-Hotel lock system registered version-
Create all room types, room numbers,floors,change default password,and entitle operators

Video<initialize SYSTEM> p18

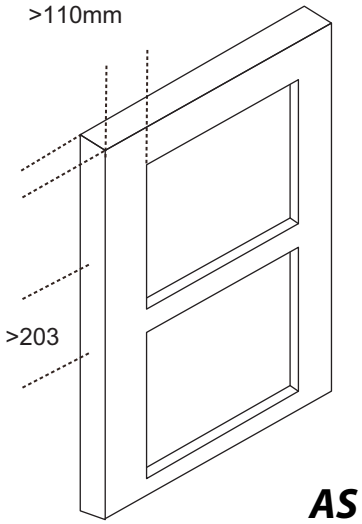
Single terminal | Multi-terminals

Cards are programmed to function cards and assigned to holders p10-15

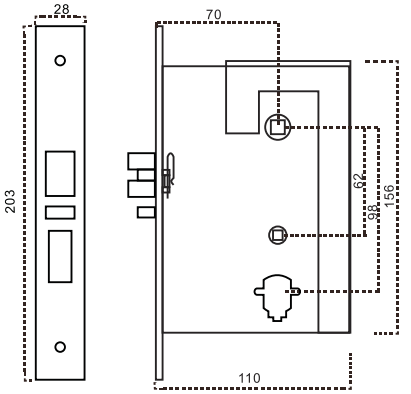
*1 When Hotel lock system is finished with all room settings, issue Setting cards for all doors.
*2 It requires that you always use a new Time card to activate locks. You must not activate all doors with the same Time card. We suggest you do it floor by floor. When each floor is finished you should re-issue a Time card at the current time.
You could complete it easily by using Lock PDA. p34-36
*3 Function cards are issued to guests and hotel staff. Guests hold Guest cards.
Staff hold other cards (e.g. Floor card). It depends on the supervisor.

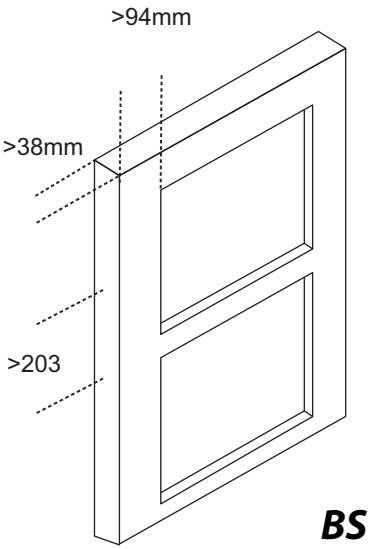
This is a standard procedure.
We suggest you do it as the above but do not guarantee if you don't follow this procedure.

Mortise & Panel

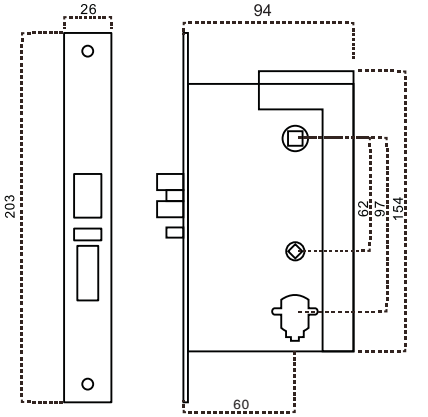


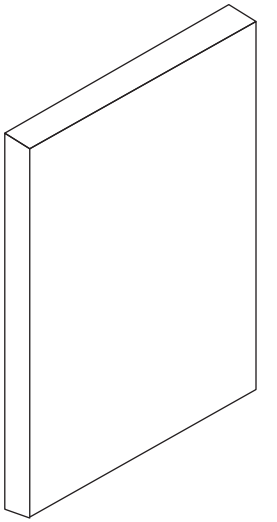
AS





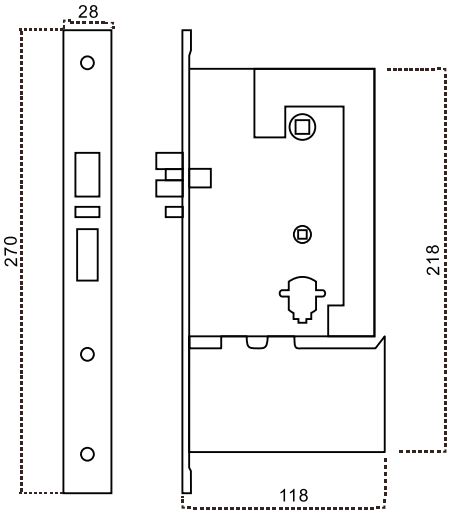
BS

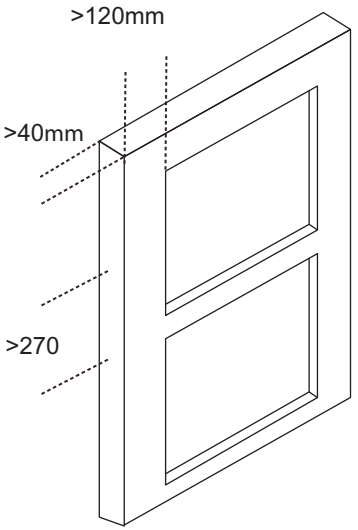




Flat and hollow/ solid door is preferred.
To install on a fire-proof door, it requires special tools to punch the slots

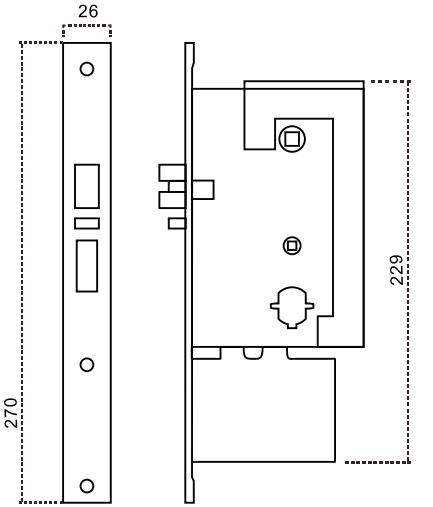
AL

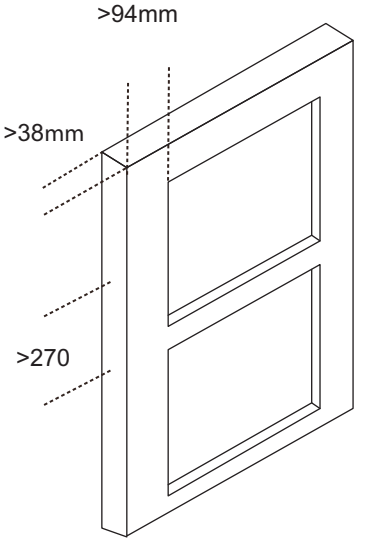




AL is the battery pack under lock case version of AS

BL

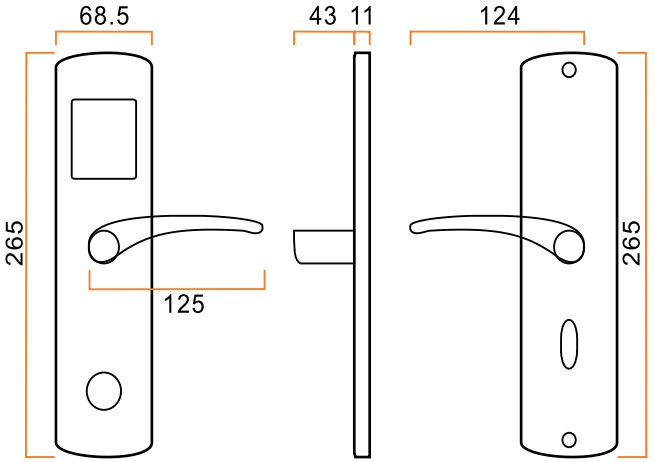


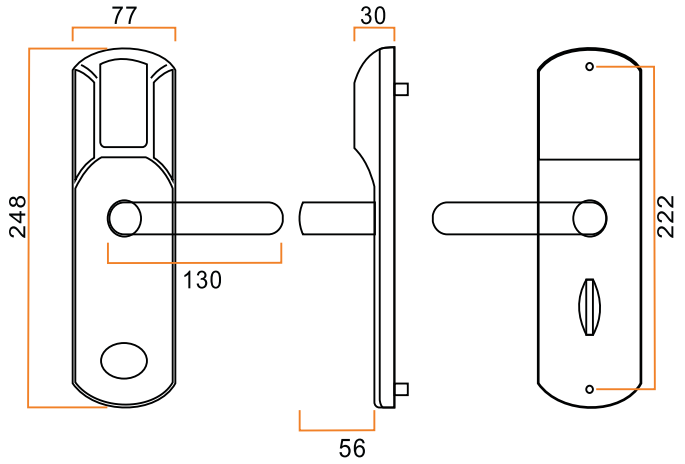


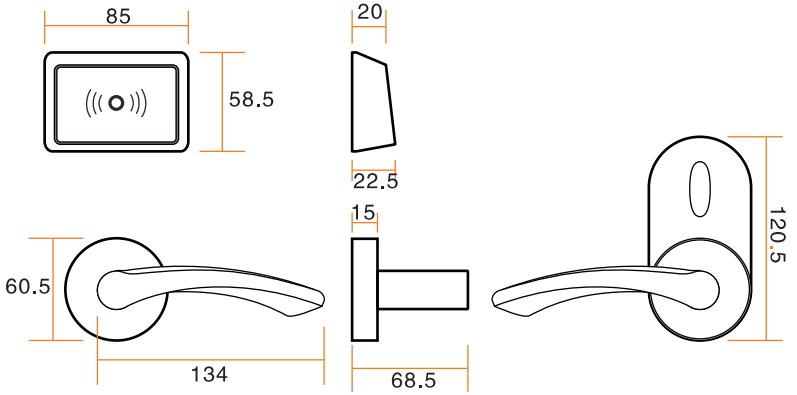
BL is the battery pack under lock case version of BS

Unit: millimeter

Mortise & Panel







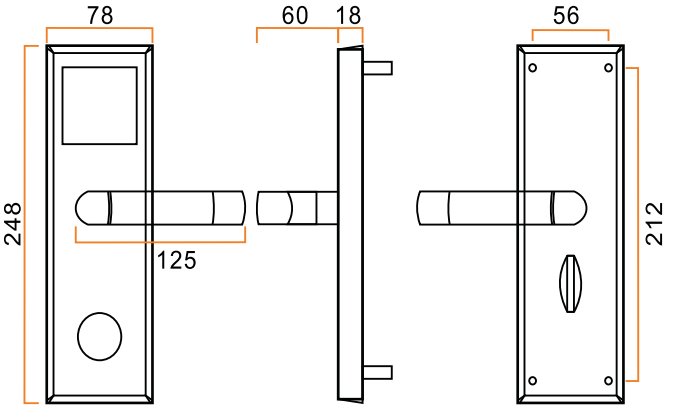
This manual could not include all models.

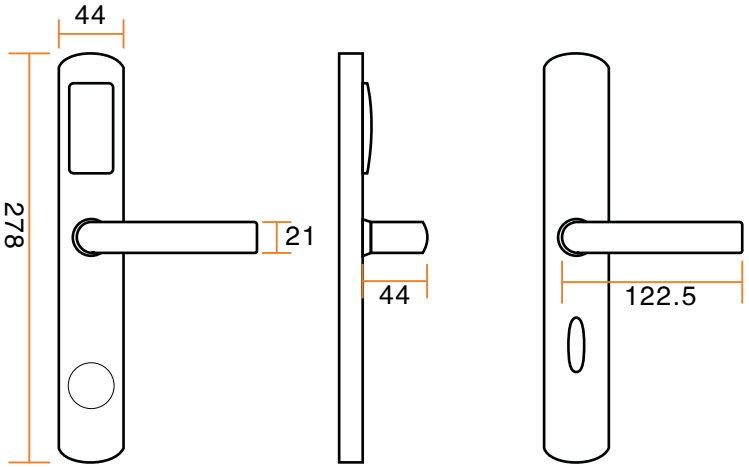
Models' real dimension could be a little different because of measure tolerance or manufacture improvements.

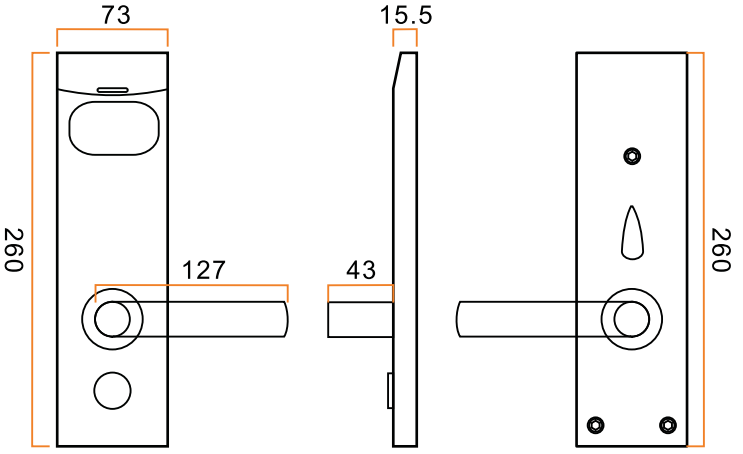
Specifications and dimension subject to possible modifications without notice.

The sample model in this manual is one of the regular models.Other models are in the same or similar condition as it.

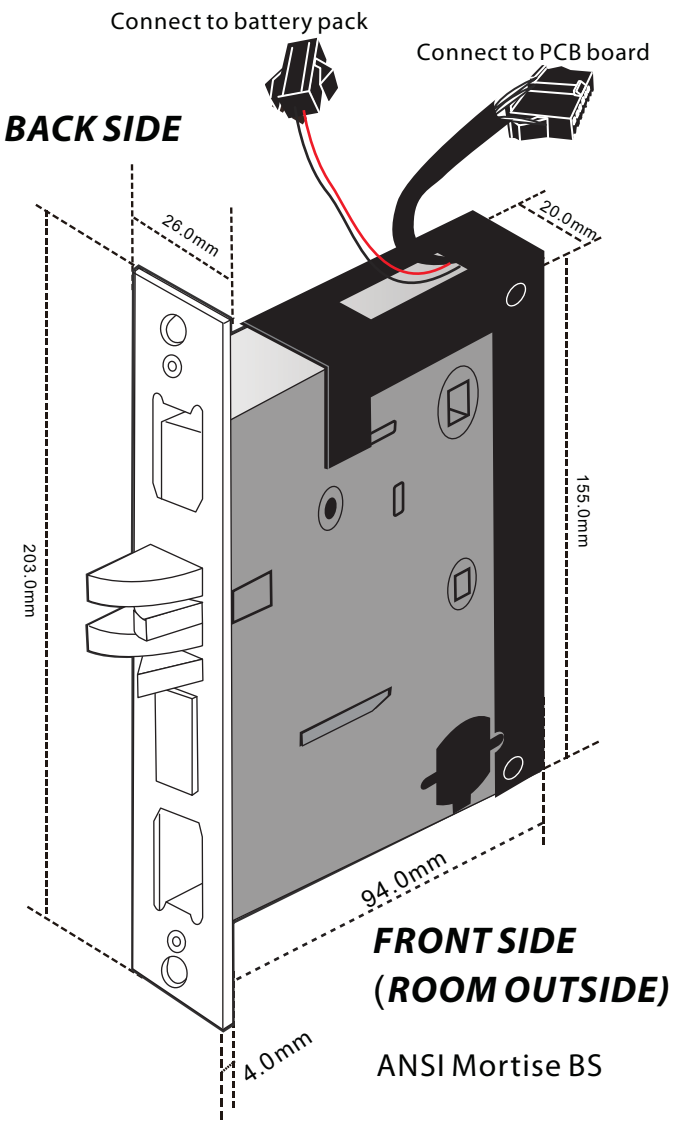
If you could not find your models in this manual please contact vendor to get information.

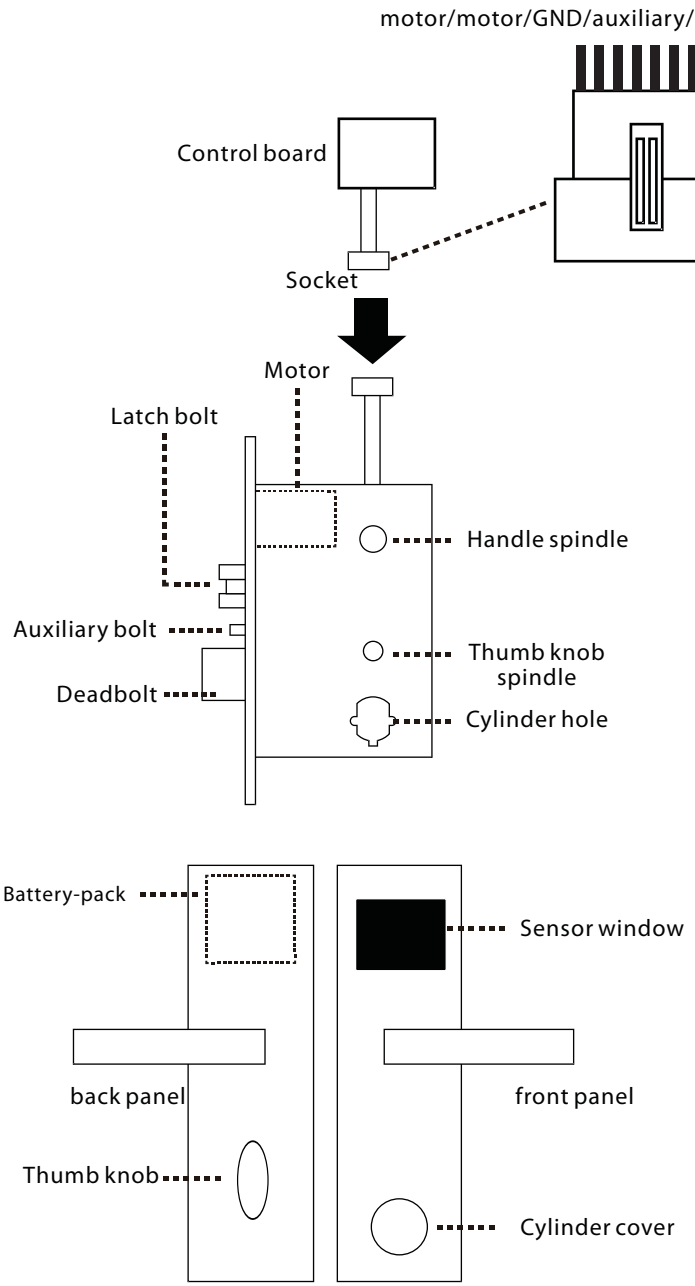


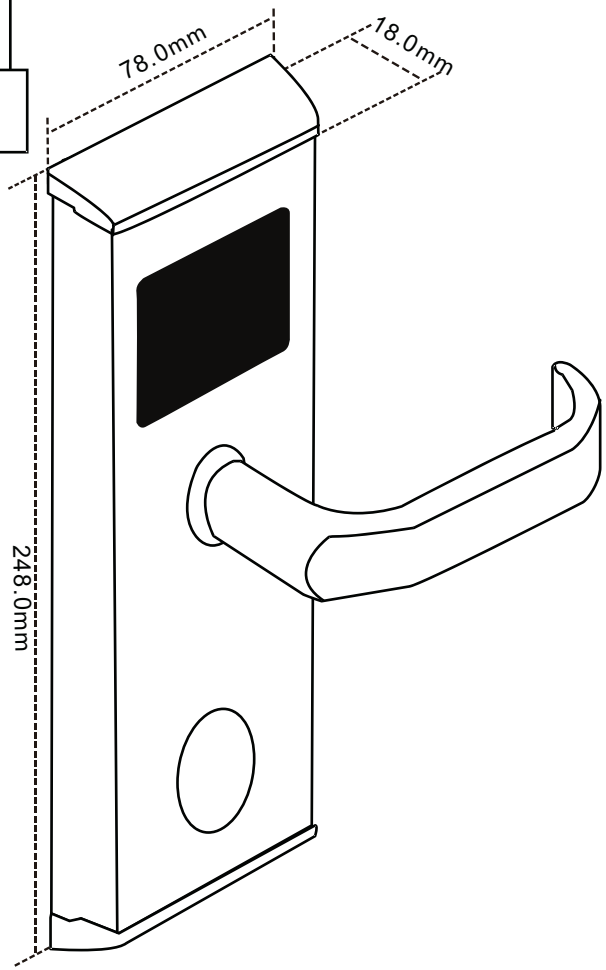




Mortise & Panel

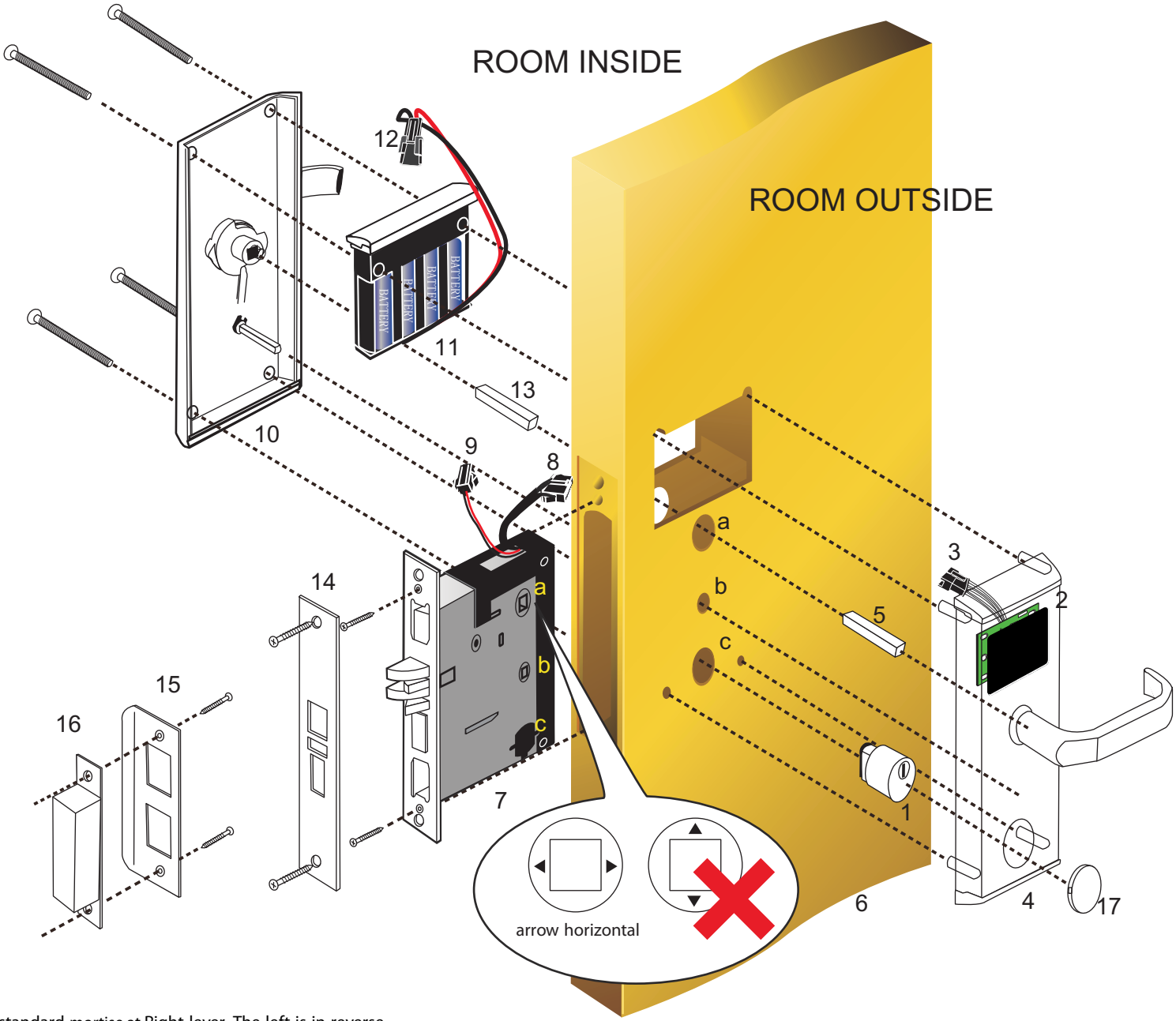






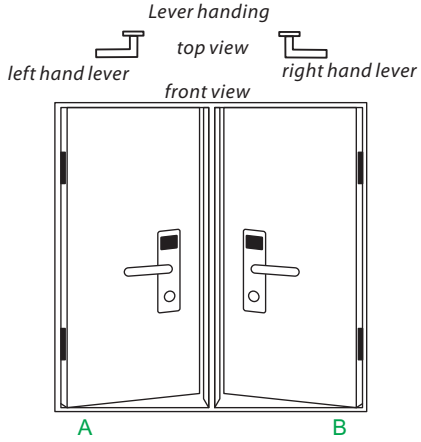
*This is a standard right lever mortise.
*The left mortise is in reverse case.

Install



1. Cylinder
2. Pcb reader
3. Connector of pcb reader
4. Front panel
5. Spindle of handle
6. Door
7. Mortise
8. Connector of mortise
9. Power connector
10. Back panel
11. Battery-pack
12. Power connector of battery-pack
13. Spindle of handle
14. Flank sheet
15. Strike
16. Strike box
17. Cylinder cover

a. handle hole
b. deadbolt knob hole
c. cylinder hole



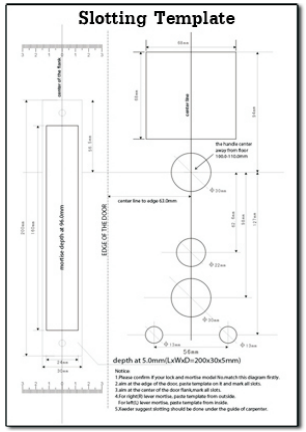
*This is a standard mortise at Right lever. The left is in reverse.
*Mortise requires door thickness to be at least 40.0mm.
*For other door thickness please contact with vendor to find the proper mortise solution
*Right for the hardware configuration changes without notice is reserved.

Install

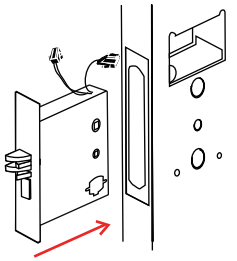
Installation steps

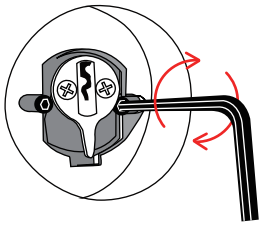
1.Punch holes

Each lock installation requires holes on the door.
To punch the holes you must use the template correctly.
Take out the template.On the front side of the template it shows the edge of the door (on the right side).
Please always place the edge of the door line at the edge of the real door.
You should reverse the template to use it on another face of the door.
Firstly mark the height line on both faces of the door.
(Height line starts from the handle center to the ground 1.0-1.1m)
Then mark the balance holes by a pencil or marking pen.Paste the flank face template on the door by aligning the main. Mark the mortise hole.
Punch all holes by the electric drill according the marks.



Template should be used repeatly for all doors punching.
Hole size and position, maybe different for different lock models.
Please check it carefully before starting.
Holes must not bigger than the size on the template otherwise the holes maybe exposed outside.
The mortise hole on the flank must be punched at enough depth otherwise the mortise cannot be placed in.





2.Install the mortise

Put the mortise into the hole and holding it square to the door edge, draw around the faceplate. Remove the mortise and score the outline with a Stanley knife to avoiding splitting when chiseling. Chisel a rebate to allow the latch to fit flush to the surface.Fix the mortise with the screws, with the bevel towards the door frame.

3.Fix the cylinder

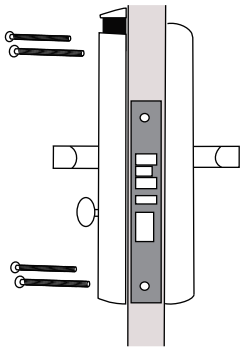
Insert the cylinder from front and tighten the screws from the back by using the inner hexagon screw driver

4.Install front and back boby:

Export the cable from the hole,put the axis,connect the lock front and back boby with link cable through the hole, ensure the plug correctly connects with the back boby slot,then connect inside and outside with square shaft,ensure the lock plate and the mortise connection are reliable,finally screw the lock plate in the door.

5.Install the battery and Battery Pack Cover:

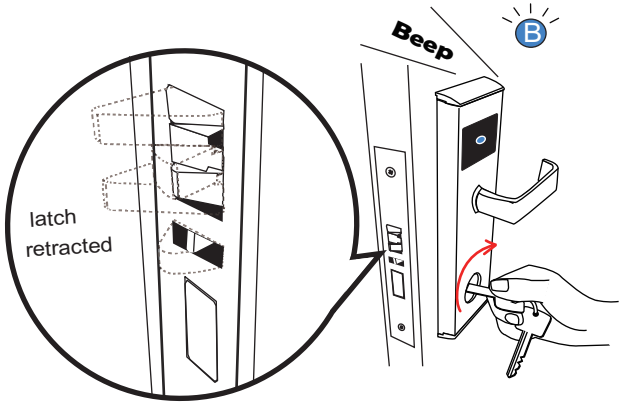
After confirming the correct direction of the batteries, close the Pack Cover.



6.Test:

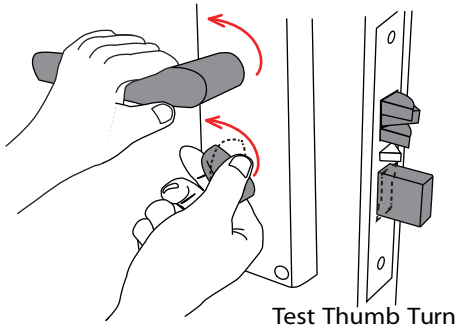
After the installation is complete, it is necessary to check if the basic functions work properly.

Test Cylinder and Power
Insert the emergency key and turn it to make the latch retract, if the lock shows a blue light and one beep that is means the cylinder and power work fine.



Test Cylinder and Power

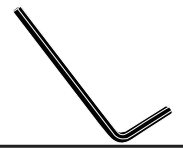
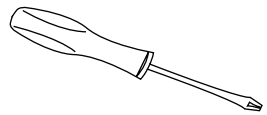
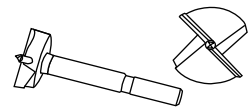
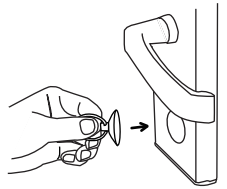
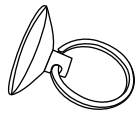
Test Thumb Turn
Thumb Turn drives the deadbolt out and retracts it manually. It can be released automatically by turning the back handle.
Please make sure the back handle and thumb turn work properly before closing the door otherwise it may cause a problem that the lock cannot be opened or closed from inside room.



Test Thumb Turn

⚠ WARNING
For safety,it is suggested strongly that you check the operation of the emergency key and back lever handle with the door in open.

TOOLS

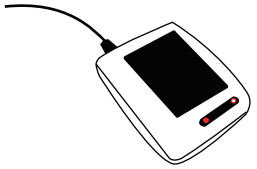
	**Inner hexagon screw driver** This tool is necessary while installing the cylinder in the mortise. Vendor offers it free
	**Cross-Head screw driver** An ordinary tool and should be obtained by user. User obtained
	**30mm diameter hole drill bits + Electric drill** Punch holes on the door. User obtained
 Push and pull to open it	 **Cylinder cover opener** This tool is used to remove the cylinder cover. Vendor offers it free

Initialize

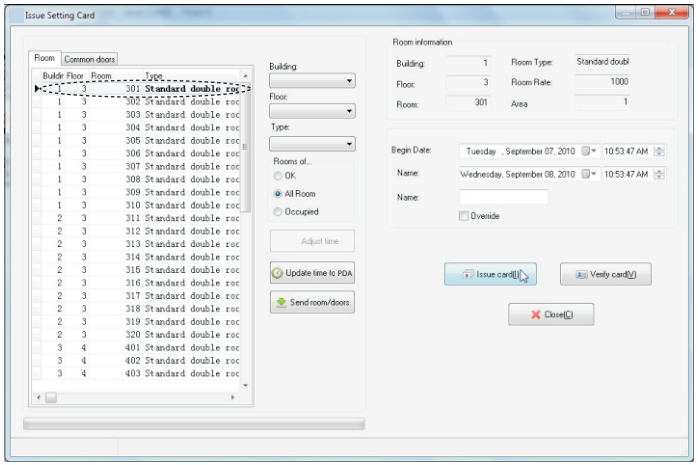
● Initialize rooms

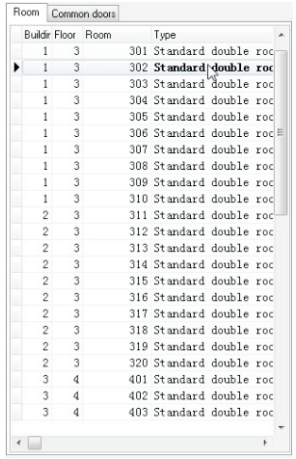
*STEP 1.*Make Setting Card

Maintain>Setting Card



Select one room ID.
Place a blank card and click Issue to complete

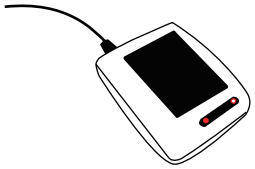




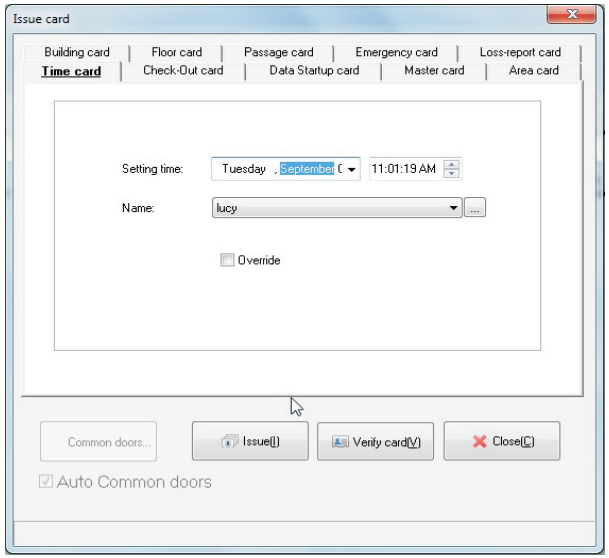
You should complete Setting cards for each room ID.
e.g. There are 30 rooms total. You must make 30 setting cards. Each room has 1 card.
The Setting cards of the common doors are the same as above. p9

*STEP 2.*Make a Time Card

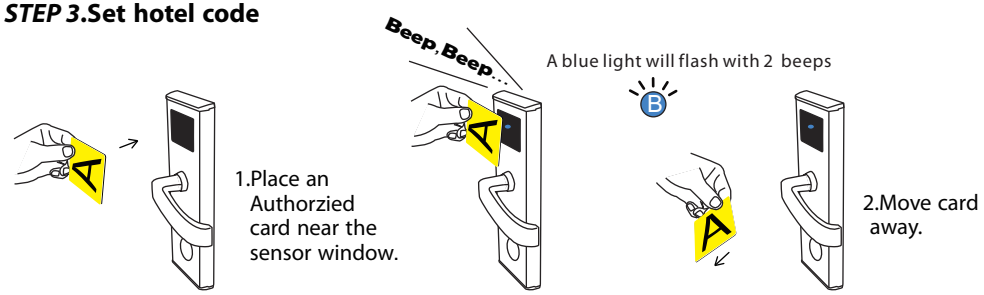
Maintain>Time Card



Place a blank card and
click Issue to complete



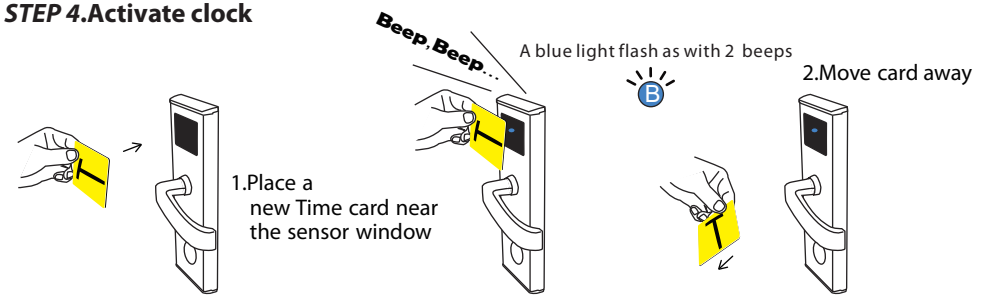
*STEP 3.*Set hotel code



Each brand new lock should be initialized as per the above 3 steps(STEP3-5) after they have been installed on the door.
Since the lock has been initialized it has the ability identify the keycards issued by Hotel lock system which is registered by the same Authorized card.

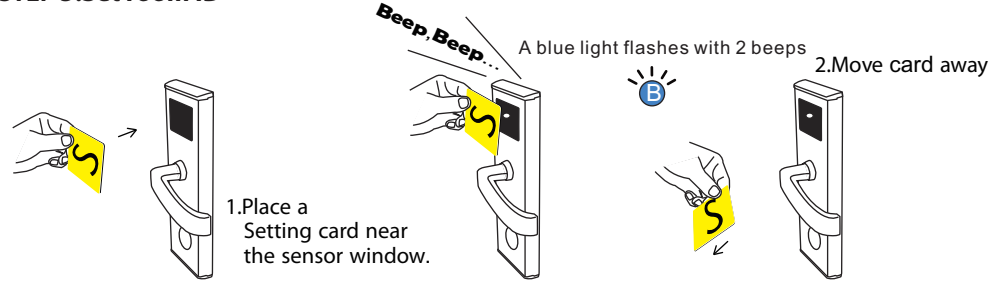
You dont needs do the above again in daily use unless the lock is moved to another hotel.
A different hotel should use a different hotel code(Authorized card saves hotel code info) p16

*STEP 4.*Activate clock



Time card should be issued in Hotel Lock System
It should have the current real time. You cannot use a Time card issued yesterday or even a few minutes ago,
because the clock of lock should always run at same or near to the real time.
To reduce the error between clock of lock and the real time,we suggest 1 new Time card to set each floor.After finish 1 floor you should issue a current time card.
Or you can do adjust the Setting time at several minutes ahead of the real time when you issue it in Hotel Lock SystemThen you can do floor by floor by changing a new Time card.

*STEP 5.*Set room ID



Setting card should be issued in Hotel Lock System
There should be one for each room because it saves 1 room ID only.

We suggest you issue all rooms at one time and mark on each card the room ID.

Initialize

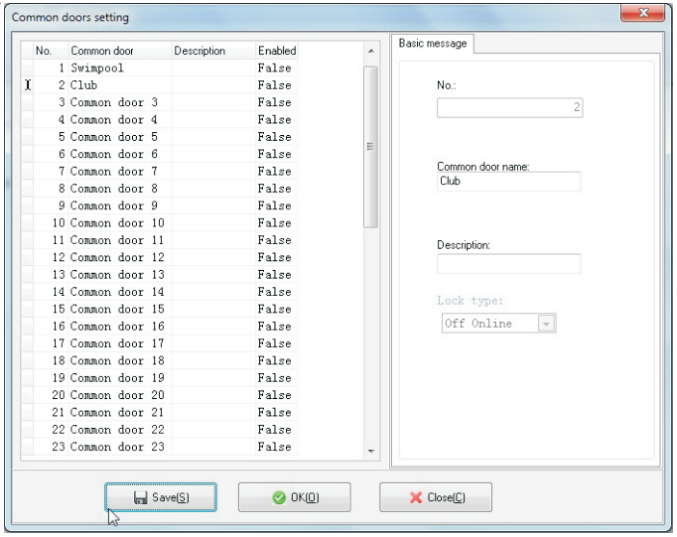
● Initialize Common doors (Optional)

*STEP 1.*Create common doors

Rooms Setting>Common Doors Setting

Most hotels have a public place or valued service place likes spa, swimming pool, vip club, Sauna room etc.These place likeopen for VIP or special people who pay for it. This is called a common door.

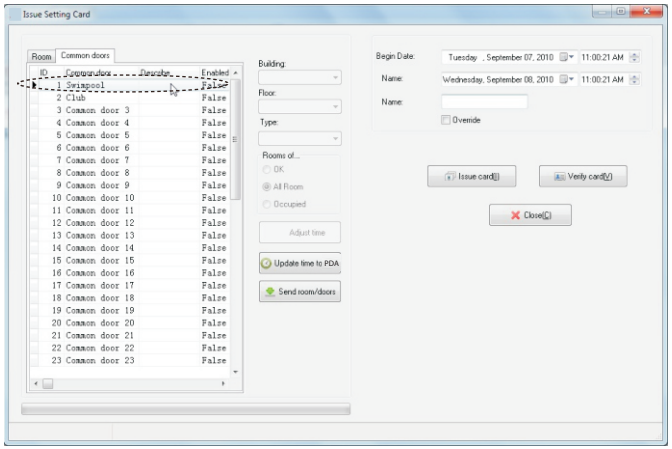
To let VIP guests enjoy it hotel usually doesn't allow other guests to enter.Hotel locks can filter guests by the function' common door.When a guest card is programmed to open certain common doors, they can pass through. P27

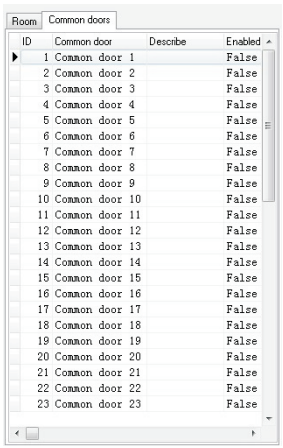


*STEP 2.*Make a Setting card (for common doors)

S

Maintain>Setting Card





*Step 3.*Make a Time Card

T

Maintain>Time Card

*Step 4.*Set hotel code

A

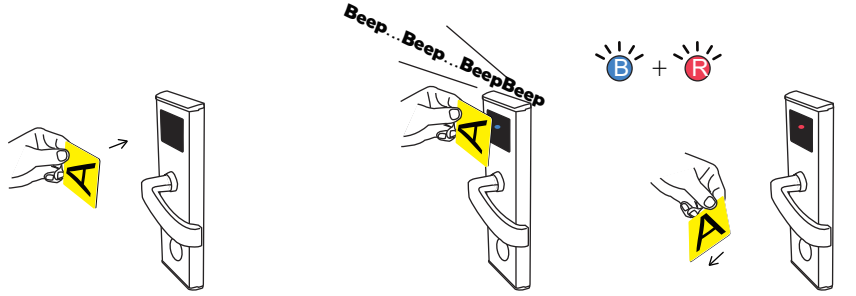
*Step 5.*Activate clock

T

*Step 6.*Set Common door ID

S

● Revoke hotel code



1.Place the Authorzied card to the senser window

A blue light will flash with 4 times beeps (two long and two short). and a red light will flash in the end.

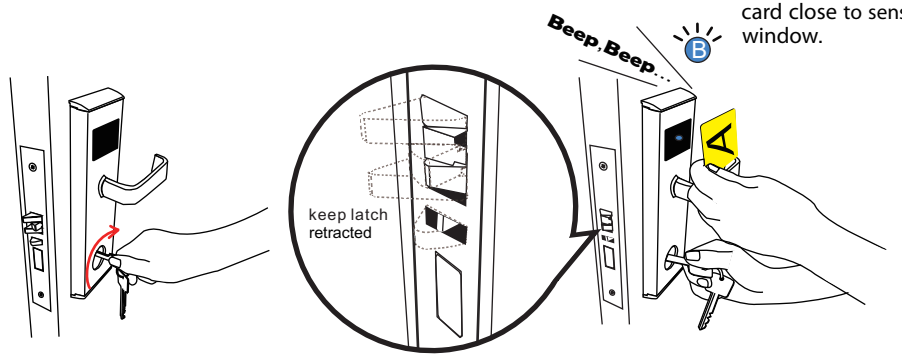
2.Remove the Authorzied Finished.

Function-Since the hotel code has been revoked, the lock can't identify any function cards.It will show a Red light x 1(P37)

Actually the revoke hotel code action is same as initialize STEP Set hotel code but with a reverse result.
It is cycle working. One time read to set and next time read to revoke.
Revoke hotel code will be reset only by using the same Authorized card which set hotel code before.

● FORCE set hotel code

2.Place the Authorized card close to sensor window.



1.Insert the emergency key and turn it to make the latch retract.

3.Release the emergency key,finished!

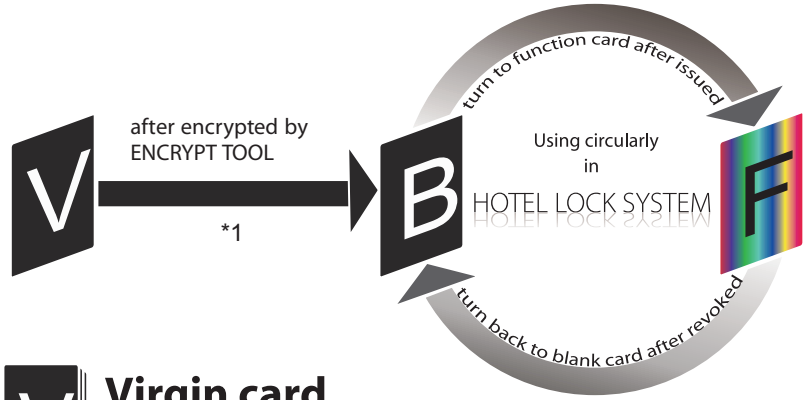
Force set hotel code should be considered when initialize set hotel code (read Authorized card) failed.
Also you can do force set hotel code as STEP 1 because it is same final effect as normal initialize STEP Set hotel code (read Authorized card).

Keycards

Model	MF1K S50
ISO	14443A/B
Communication	13.56MHz RFID (Radio Frequency Identification)
Diemension	85.5*54*0.9mm
Weight	6.0g
Color	White(or custom)
Sector	16 securely separated sectors
Memory	1 kbyte EEPROM
Data retention	10 years
Write endurance	100.000 cycles

Hotel Lock System is built based on MIFARE brand keycards which can be purchased easily.

Make use of recycling keycards. All keycards can be erased content and re-programmed.



Virgin card

Brand new RFID(MIFARE /IC)card.
Not only brand new but also old including free sector usable for M1 cards.

Blank card

Ready to be set as a function cards.
A Blank card is a card that hasn't been issued as a function card after being encrypted.

Function card

Includes all card types with different functions in Hotel Lock System.
They are issued and revocable(Except Authorized card).

*1.Vendor will encrypt cards for user or offer user the encrypt tool

Function card	unlock normal locking	unlock a group of locks	unlock dead bolt	function
Authorized card *2	X	X	X	Register Hotel lock system. Initialize and revoke initialize locks.Xeeder offers. One hotel has 1. p8-9
Time card	X	X	X	Activate clock built-in locks and energy saving switch when initializing it. Newly installed locks read ONCE. p8
Room Setting card	X	X	X	Set rooms (common doors) ID on the locks when initialize it. New installed locks read ONCE/lock. p8
Check-out card	X	X	X	Force revokes the current guest card on the room. p14
Data startup card *3	X	X	X	Boot in the lock events download device/card. p14
Guest card	○	X	X	Unlock locks in a limited time. Guest held.
Floor card	○	○	X	Unlocks all the locks on a specified floor(s). Max 4 floors in 1 card. Time of use is adjustable. p11
Packet card	○	○	X	Unlock locks random selected, Max 72 locks in 1 card. Using time limit available(Type employee only) p12
Building card	○	○	X	Unlock all locks in a certain building. Max 1 building per 1 card. Time of use is adjustable. p11
Master card	○	○	○	Unlocks all locks including dead bolt engaged locks. Time of use is adjustable. p11
Passage card	○	○	○	Unlocks all locks and enables it to be in passage mode which allows the door to be opened without a keycard. Using time is adjustable. p13
Emergency card	○	○	○	Unlocks all locks and enables it be in passage mode. Time of use is adjustable. p13
Loss-report card	X	X	X	Revoke lost keycard. p14
Fail-safe card	○	X	X	Same function as Guest card but is valid for 2 years. Fail-safe cards must be pre-made so that if the computer ever goes down, it can be used as guest keycard.

*2.Each Authorized card has a unique 8 digit hotel code.
*3.RFID(mifare 1)Data startup card is specially used to boot device data receiver and PDA.IC Data startup card is specially used to boot Query card which saves lock events.

● Function card options

Begin Date: The date this card starts working.

Expiry Date: The date this card expires.

From: Specific period that this card works.

Name: The name of the staff who hold this card.

Override: Replaces a previous function card with a new one. p23

Deadbolt override: Makes the card able to access the specified room even if the deadbolt is activated. p23

Passage On: Makes the card available to access the specified room and enables Passage mode . p25

Issue: Program the card.

Verify: Check this card's content

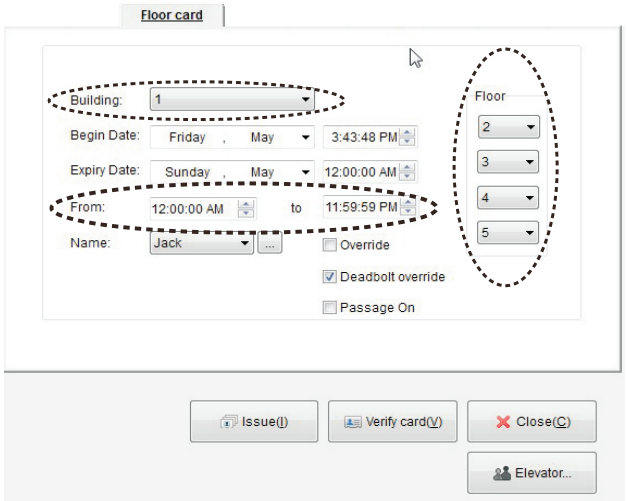
Elevator: Sets a card to be allowed access to specified floors.

● Floor card

The function card that allows access to the all rooms belonging to the same floor.

Issue card > Floor card

Building: Allows access to a specific building. (If there is more than 1 building ensure the correct building is selected.)



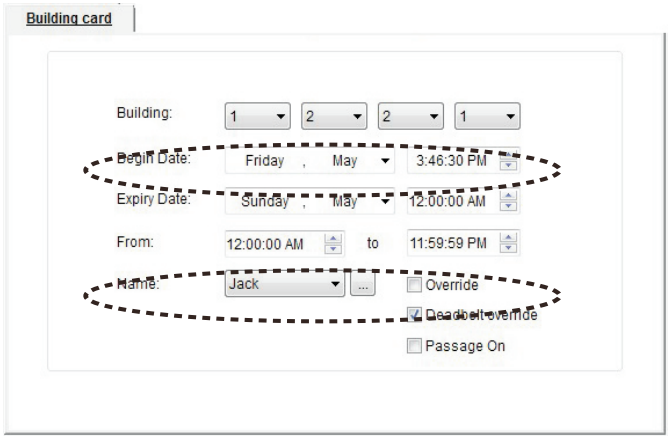
Floor: Allows access to all rooms on specified floors, a max of 4 floors per card.
If you need access to just one floor fill in the fields with just that floor number. E.g. 3,3,3,3.

Before making use of this card,be sure that the all doors (locks) were initialized to the correct floors.
If room 506 was set to the fourth floor, it will not be accessible for the fifth floor, floor card.

● Building card

The function card that allows access to the all rooms belonging to the same building.

Issue card > Building card



Building: System allows user access to all rooms in a building with up to four buildings per card.
If you need to select just one building fill in the building field with the same building number E.g. 1,1,1,1.
It will show the buildings name if you customize it in the Building Setting. p18

Before making use of this card,be sure that the all doors (locks) were initialized to the correct buildings ID.
If room 506 was set to building 2, it will not accessible to the building card for building 1.

● Master card

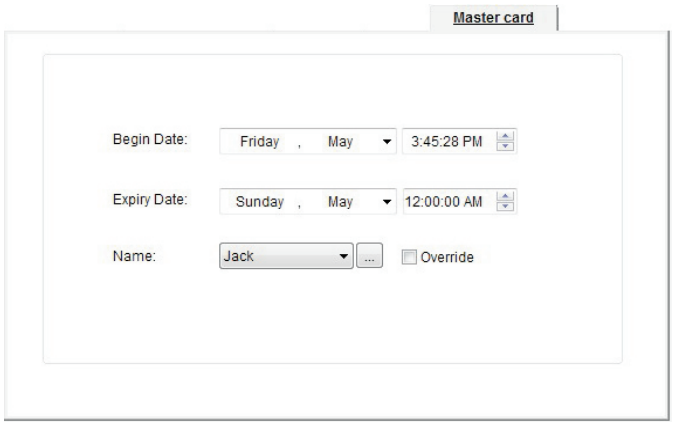
The function card that allows access to all rooms.

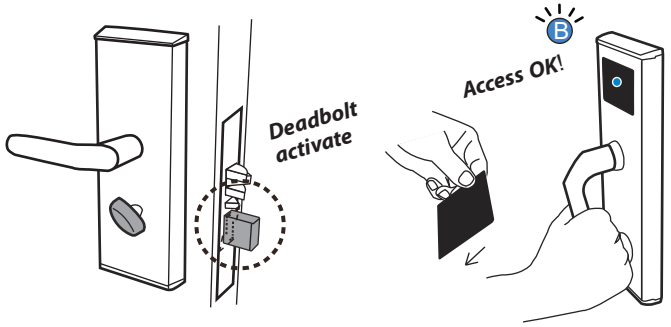
Issue card > Master card

The most important card in system, the ***Master card*** can access all rooms in any case.

To make it safe, when you program a Master card , there is a limited term for use. It needs to be filled in.

The default valid term is one year from the programming date.
It is not advised to give it a longer term than one year because it is possible to update its using term.





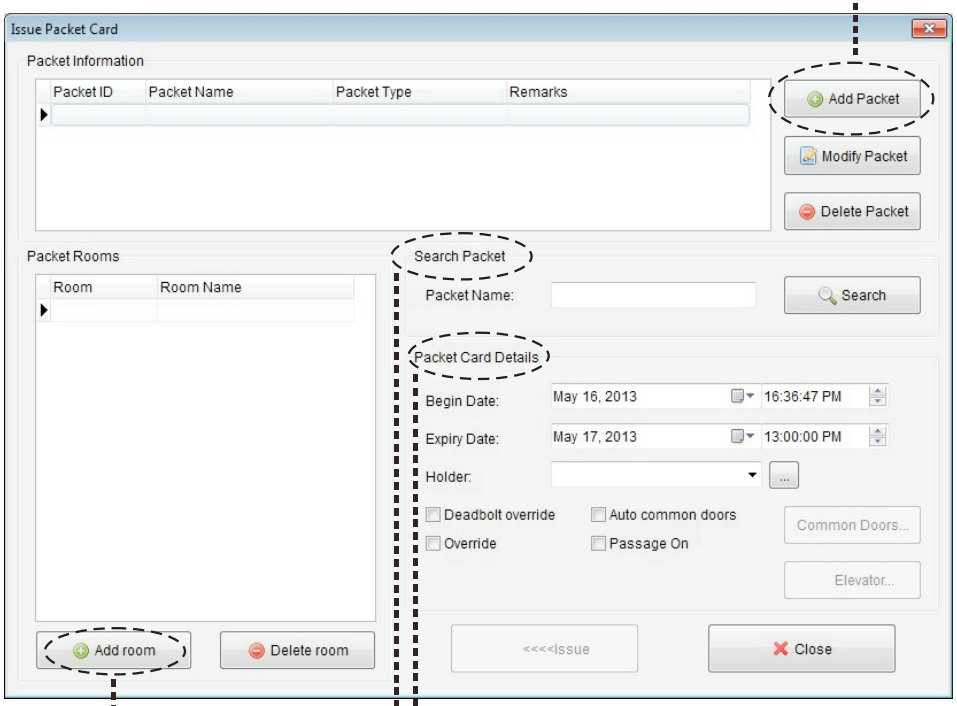
Master card should be used only in the event of an emergency.

Ordinary staff is not allowed to hold the card.

Master card should be kept in a secure location, once it is lost, you must make a loss-report or do an override to all rooms(locks). p13

Keycards

● Packet card

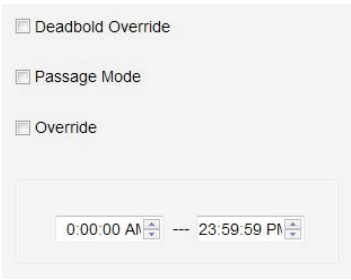


You can also edit the rooms of a packet after Add packet.

Search a packet by a keyword.

You can also edit the packet card details independently.

STEP4



Select the options include Deadbold Override/Passage Mode/Override/Time table(Only for Packet card-Employee type)

Packet card is a card that allows max random 72 rooms opening in one card.
You can add 1-72 different rooms in the above window.
Many different packet cards using is available.

Add a Packet

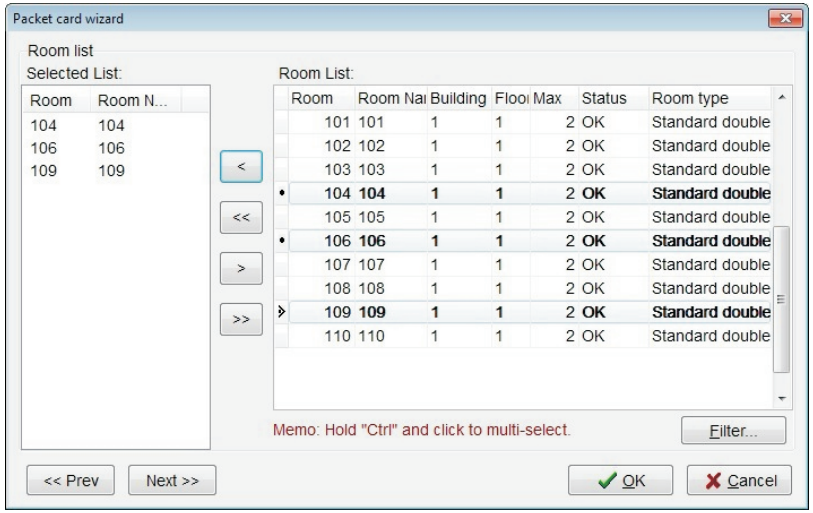
STEP 1

Packet Name-Please input packet ID
Please input packet name
Please input remarks

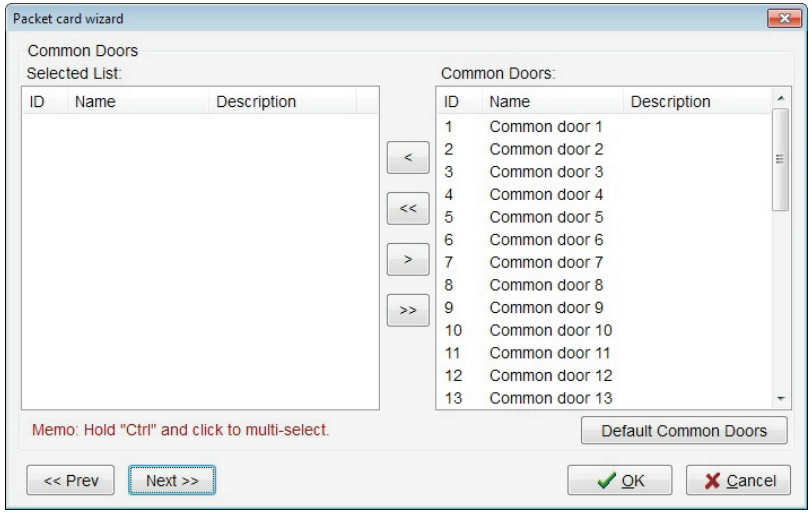
STEP 2

Packet type-Employee
Make card to open door for Employees only
Packet type-Guest
Make card to open door for Guest only

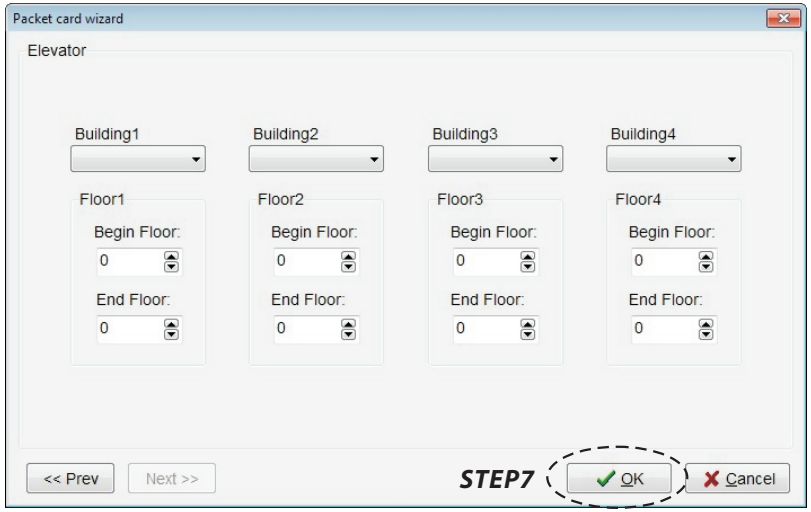
STEP 3 Select rooms to a packet



STEP5 Select Common Doors to a packet



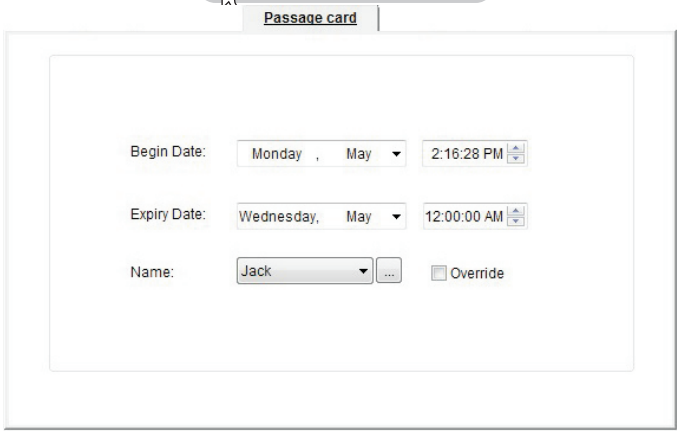
STEP6 Select the floors the packet card can access(working for elevator controller)



Passage card

Passage card is used to open/close the passage function.

Issue card > Passage card



Passage card is the total switch of using the card with Passage On to set the door in passage mode.

Passage On work disable

↓

Passage card

↓

Passage On working (require card with Passage On p25)

Passage On work disable (Normal mode)

↑

Passage card

↑

Passage On working (when in Passage mode)

Emergency card

Issue card > Emergency card

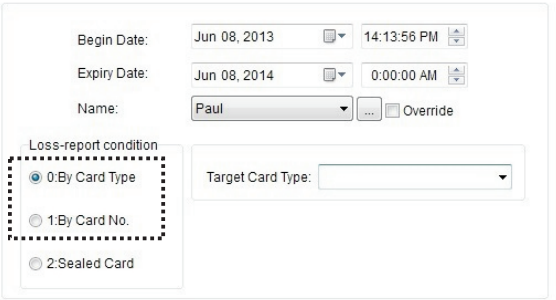
Same function as ***Passage card***.

Loss-report card

The function cards that loss-report to room(s).
Loss-report card is not able to access any room.

STEP 1

Maintain > Loss-report card



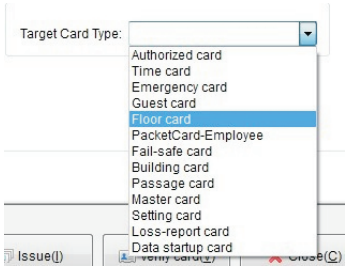
STEP 2 Select condition

Loss-report condition: There are 2 ways to make a loss-report card,

TYPE A- By Card Type: Select the function card type which was lost,

Sample

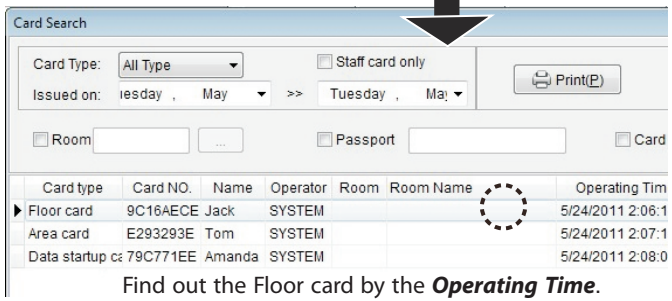
Staff Jack lost his 6th Floor card, you must select Floor card in the grid
Target Card Type



This way will make all 6th floor cards(if there are more than 1floor cards for the 6th floor) not work after report loss on the doors.

Keycards

TYPE B- By Card No.: Select the function card number from the issue card records.

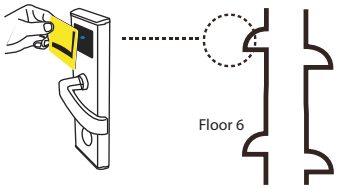


Find out the Floor card by the ***Operating Time***.

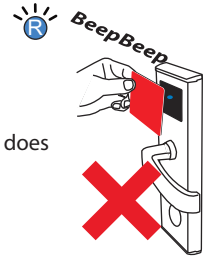
Select it and it display in Target Card No.
This is a similar to a blacklist function.
After this card No.is reported to any door(s), that door(s) will add it to a blacklist and that card won't work anymore.

STEP 3 **Program Loss-report card by clicking *Issue***

STEP 4 **Make loss-report on rooms(locks)**
If the lost Floor card is F6, please do it on each room on Floor 6



Report by TYPE A/B to the all effected rooms (6th floor all rooms)



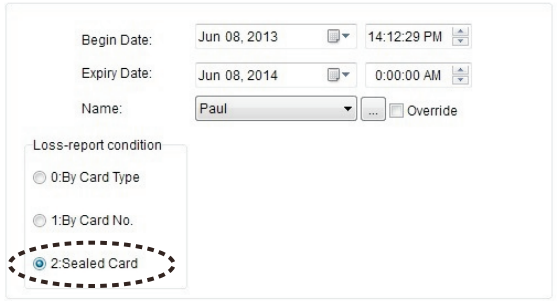
Somebody take the lost floor card and try to access the 6th floor rooms, the lock does not work.

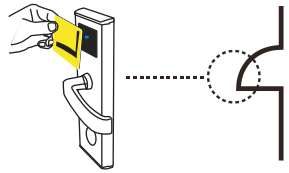
1.If you did not do the STEP 4, loss-report will not be able to work.
Loss-report only works on the doors which were done in STEP4.
2.It could also make other function cards of the same typework on the door report completed by Type A.
You need to re-program all the same type of function cards by using a current date.
3.The lost card will not work no matter if it's re-programedto function cards by Type B.
To clear it from BLACKLIST, you need to select Not Voided and do STEP 3-4 again.

Seal a door

Maintain > Loss-report card

When you do not want anybody to use a door, you can use the sealed card.After read the sealed card, the door will not accept any card to open it.

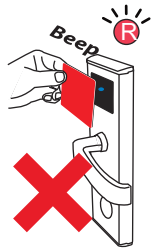




Read the sealed card on the lock you want to seal.

Any other cards will not available unlock the sealed door,except only the emergency card.

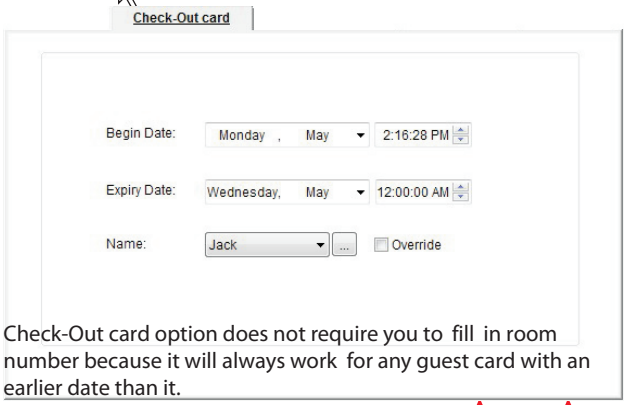
To cancel the sealed status, you should read the sealed card again on the lock.



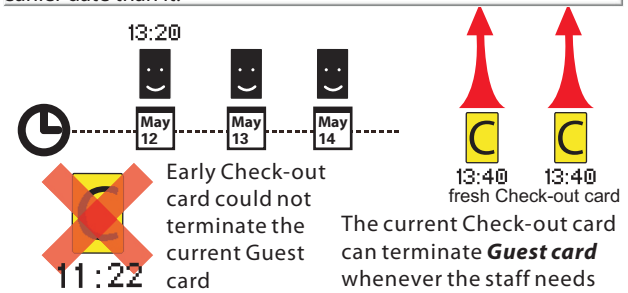
Check-Out card

The function card that make checks-out rooms when necessary.
If guests do not leave the room and do not extend their stay after expiry date is reached, staff can terminate the access of the Guest card without notifying the guest.

STEP 1. Maintain > Check-out card



Check-Out card option does not require you to fill in room number because it will always work for any guest card with an earlier date than it.

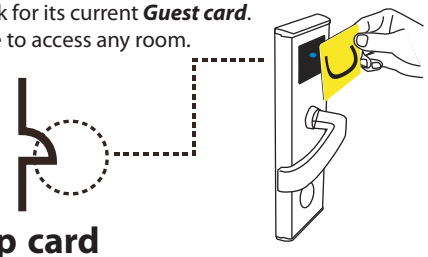


Early Check-out card could not terminate the current Guest card

The current Check-out card can terminate ***Guest card*** whenever the staff needs

STEP 2. Program card

STEP 3. Read it on the room(lock) you want to check-out.
Then the lock will not work for its current ***Guest card***.
Check-Out card is not able to access any room.

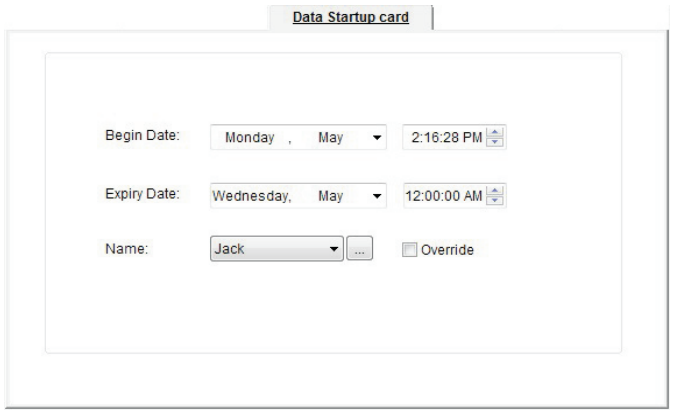


Data Startup card

The function card that boots the handheld device.
Before using handhed device(Data receiver or PDA) on door, you need to read it first to let the lock enter the data program status. p35

Maintain > Data Startup card

Encoder



Data Startup card is not able to access any room.

● Time card

The function card that saves the time point.
It is held by staff and used to update the lock's clock.

Maintain > Time card

You should always use a current time, Time card.
An old Time card may cause serious problem such as guest cards not working.
It cannot be free to use.Any staff could change a lock's clock with it and cause the problem that guest card time does not match the room's clock.
Time card is not able to access any room. p8

● Room Setting card

The function card that saves single a room's ID
It is held by staff and used to update the single room's ID.

Maintain > Setting card

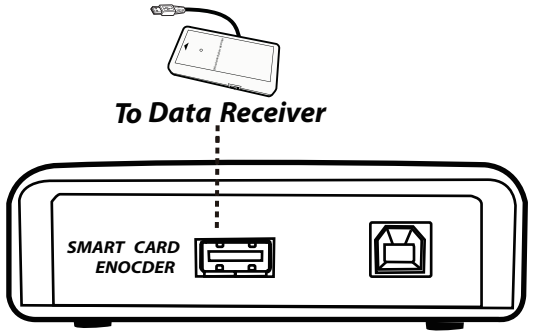
It cannot be free to use because it could change room ID easily and cause the problem that Guest card 's ID not match the won't work.

Room Setting card is not able to access any room. p8

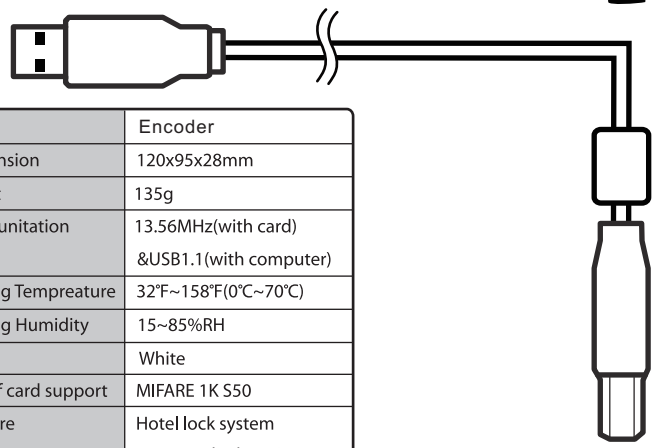
● Authorized card

The Authorized card is not a function card. It cannot be made in system. User should get it from Vendor.
Authorized card saves a unique hotel code.
It cannot be free to use because it could set/revoke rooms hotel code easily and cause the problem that function cards won't work.
Each hotel holds only 1 Authorized card.
Authorized card is not able to access any room. p8-9

Encoder is a device that programs the keycards to let it be identified by the locks.



To PC/Laptop USB port



Model	Encoder
Diemension	120x95x28mm
Weight	135g
Communitation	13.56MHz(with card) &USB1.1(with computer)
Working Tempreature	32°F~158°F(0°C~70°C)
Working Humidity	15~85%RH
Color	White
Type of card support	MIFARE 1K S50
Software	Hotel lock system & Networked version

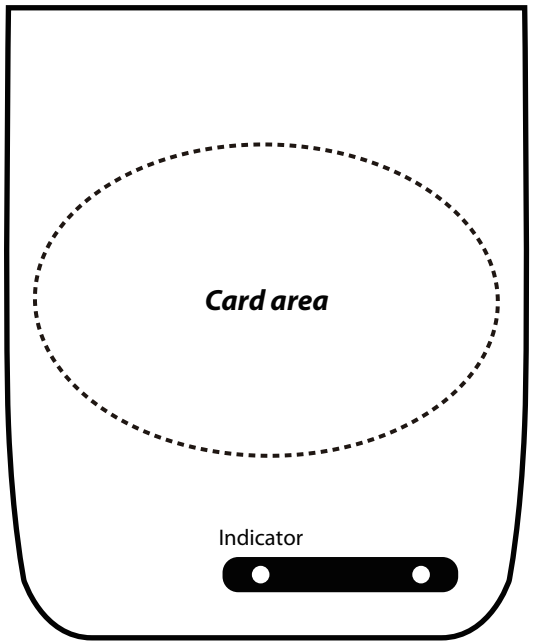
NOTICE:
* Encoder can't be operated without Hotel Lock System soft.
* Encoder works for Mifare card (M1 card) only.
* Please remember to disconnects the USB port when you don't use it for a long time.
* Hotel Lock System must be registered by Authorized card and licence code for normal use.
p16

RED X2 Driver installed successfully

RED X3 Driver installed not properly

TEST-

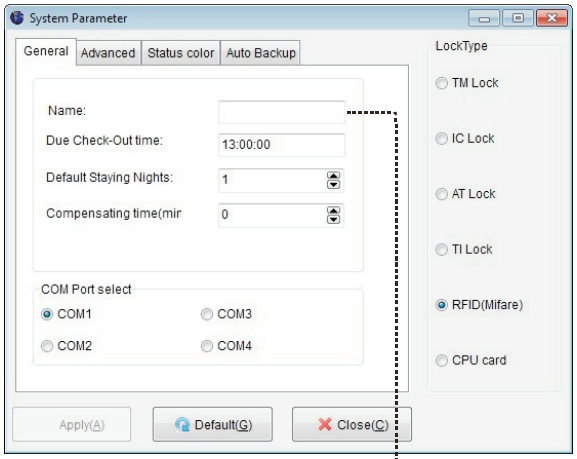
Place one card on the encoder if there is one green and one red light, it is working fine by identify card



Register Software

1. Login system with User- SYSTEM, Password- 0 (zero)

2. System setting > System parameter

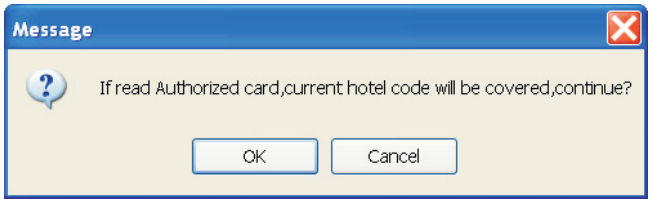


Fill your hotel name and adjust the default check out time as your hotels rule. Default Staying Days is 1 day. If your hotels guest usually stay 2 days, please change it accordingly. It will make issuing cards to guests easier.

Compensating time(min)
This is a minute value that manages the keycards valid time. If kept at zero, the soft will give no additional minutes while checking in.
If you put 20 here, the software will give 20 minutes based on the check in and check out time. It makes guest card valid 20 minutes earlier than the check in time and expiry 20 minutes later than the check out time.

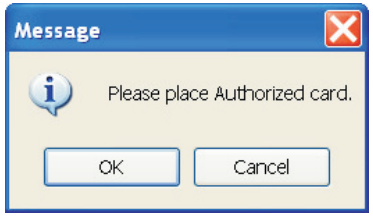
3.When you finished the above click Save. Software will automatically shut down.
Re-start and login to Hotel lock system.

4. System setting > Register



This is to prevent user mistakes. For a newly installed system, click ***OK*** to go on.

4.1 There is a message that comes up asking you place an ***Authorized card***.

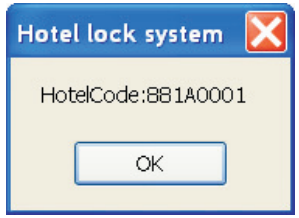


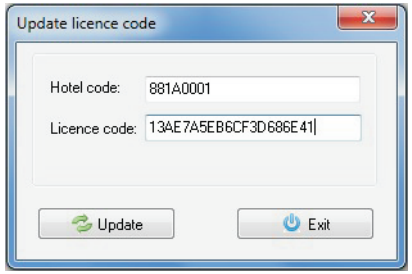
4.2 Put an ***Authorized card*** on the encoder and click ***OK***

4.3 Encoder will beep once and there will be a window that shows the hotel code read from ***Authorized card***.

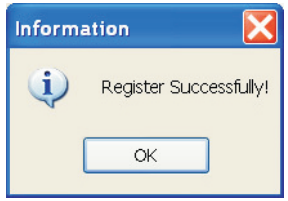
Beep!

It is 881A0001
click OK

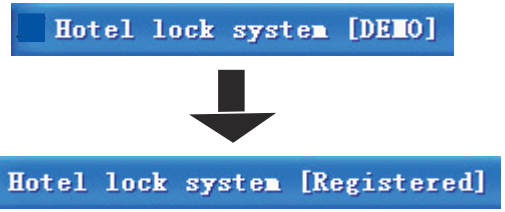




4.4 License code window opens asking to input the license code.
Fill in the licence code given by vendor and click ***Update***.



Register successfully, click ***OK***. Soft will automatically shut off again. Next time it is opened it will be a registered version and you will see [***Registered***]on the head of the software window.



*For normal use, software must be a registered version otherwise you will see an "Operate not support" message and you cannot use all functions.

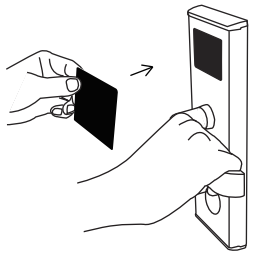
*Hotel code (Authorized card) should be used for only 1 hotel.
1 Authorized card cannot initialize 2 hotels.
881A0001 is just a test hotel code(Authorized card)

*Licence code has time limited function.Please note your valid date of using software.

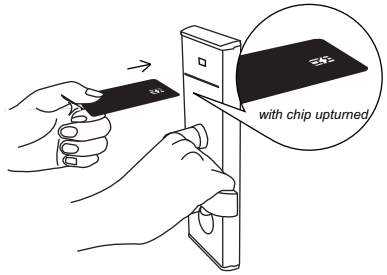
*Hotel code (Authorized card) is based on Vendors security rule of hotel lock product. User has no right to modify it.
None-Hotel lock system Authorized card & license code cannot support this system.

Operation

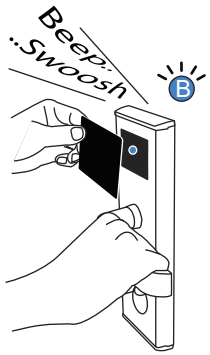
● Open

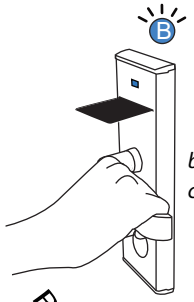


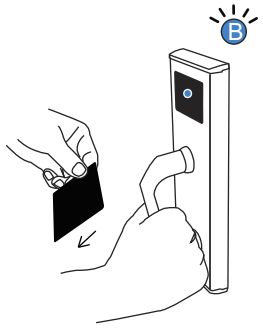
1.Place a MIFARE card up to the sensor window



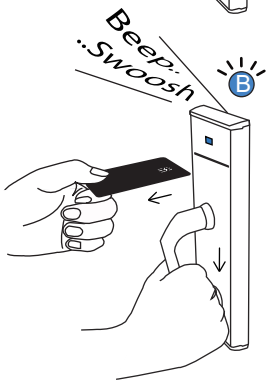
1.Insert IC card with chip upturned.







2.Remove card and turn the handle.

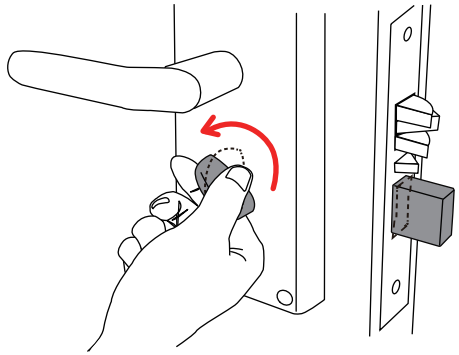


2.Pull the of card, the blue light stays on. turn the handle before the light goes out.

⚠ WARNING
You have only One opportunity to turn the handle (open the door) when your card is approved.
If there is no action of handle while the blue light is on,the lock returns to locking status after light has gone out.

● Lock from inside

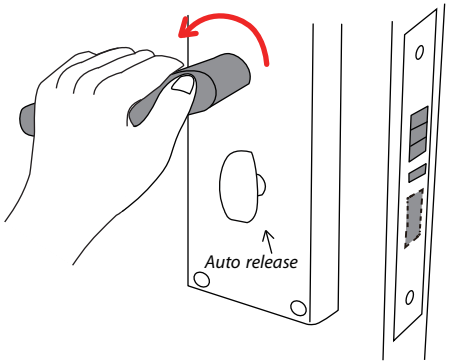
You can lock the door from inside with the thumb turn.
1.Close the door



2.Turn the Thumb knob.
Deadbolt comes out. Complete locking .

⚠ WARNING
Do not use thumb knob while door is open, it may damage the deadbolt.

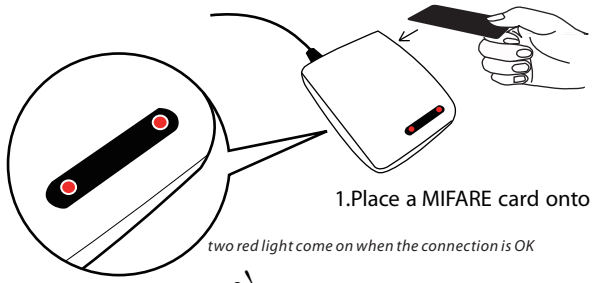
● Unlock from inside



1.Turn the handle (the deadbot retracts automatically).
2.Open door

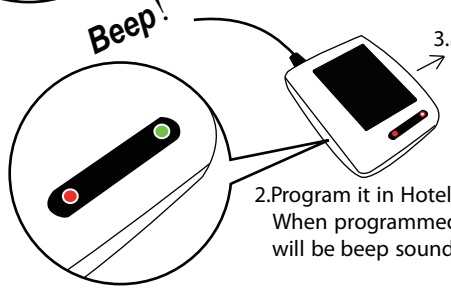
● Read/Program keycard

It is the same action as read or program keycards.



1.Place a MIFARE card onto the encoder.

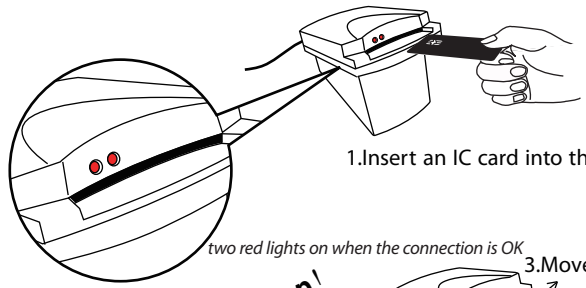
two red light come on when the connection is OK



3.Move away card

2.Program it in Hotel lock system.
When programmed properly there will be beep sound.

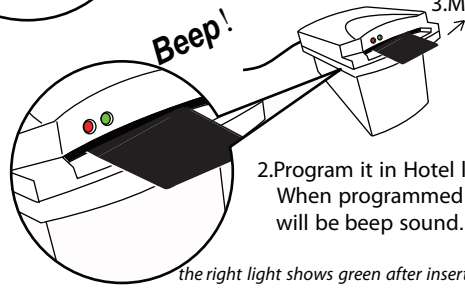
the right light shows green when programming



1.Insert an IC card into the encoder.

two red lights on when the connection is OK

3.Move away card

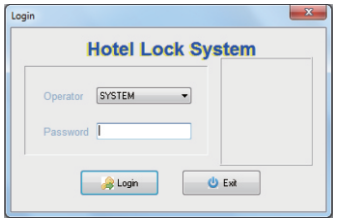


2.Program it in Hotel lock system.
When programmed properly there will be beep sound.

the right light shows green after inserting card

⚠ WARNING
Read/Program card must be done one at a time.

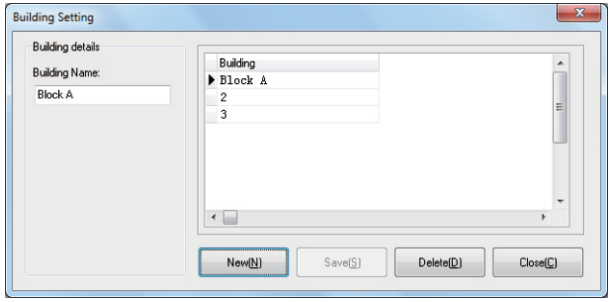
Operation



1.Login to the system with User- SYSTEM, Password- 0 (zero)

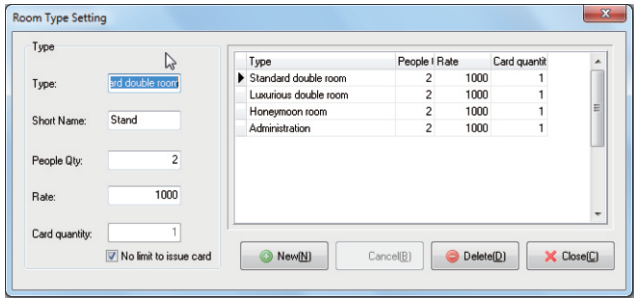
2.Make a set of your hotels buildings

Rooms Setting > Building Setting



3.Make a set of your hotels room types and rates

Rooms Setting > Room Type setting

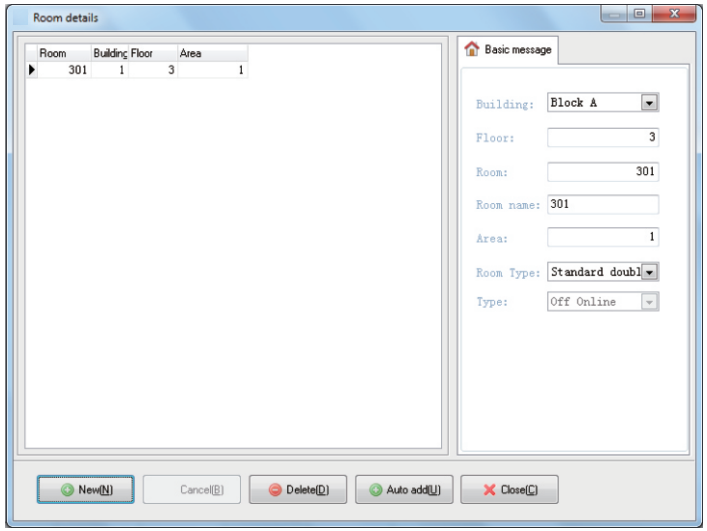


4.Create all rooms.

Rooms Setting > Room details

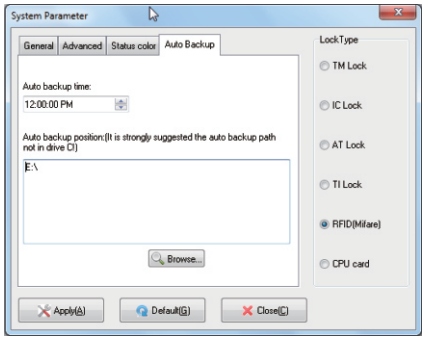
Each room includes

-Building
the building of the room
-Floor
the floor of the room
-Room No.
the room number
-Room Name
the room name if necessary
-Area ID
the define area ID
-Room Type
the room type select from step 3



5.Auto Backup

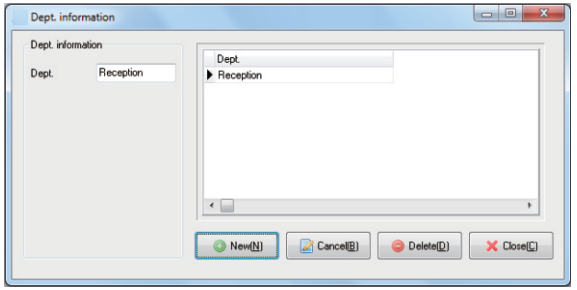
System Setting > System Parameter



⚠ WARNING
Auto backup database is very important for you to recover data.If you do not set it, software will do auto backup action at drive E: default

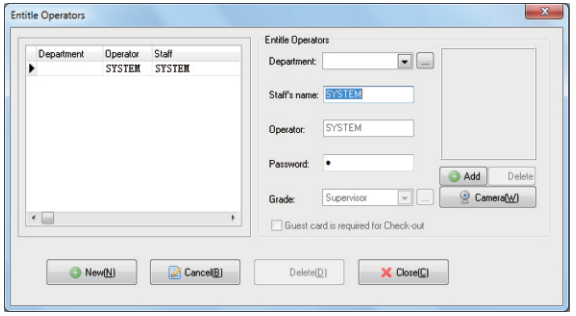
6.Create all the related departments in Hotel Lock System

Operator > Departments



7.Input the staffs info who has the right to issue keycards.
You can define different Grades to limit the action of different levels of staff.
Login passwords are set here. p29

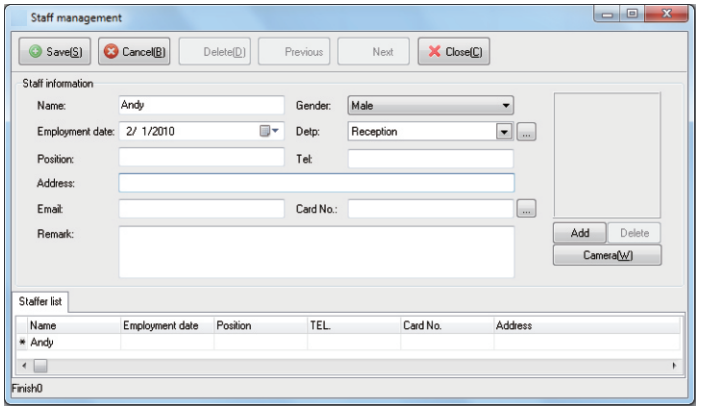
Operator> Entitle Operators



8.Input the staffs info who will hold keycards for daily use.

Operator > Staffs

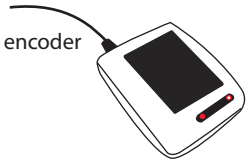
p28



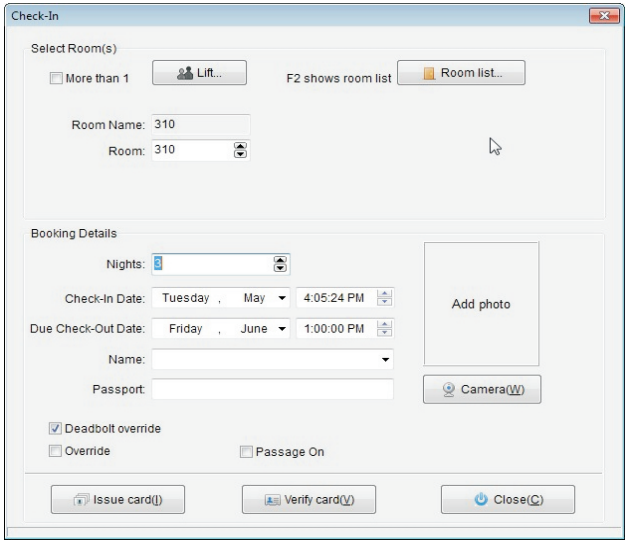
Operation

● Check-In

STEP 1. Place a blank card on the encoder



STEP 2. Select the proper room for the guest.
Double click the room icon.



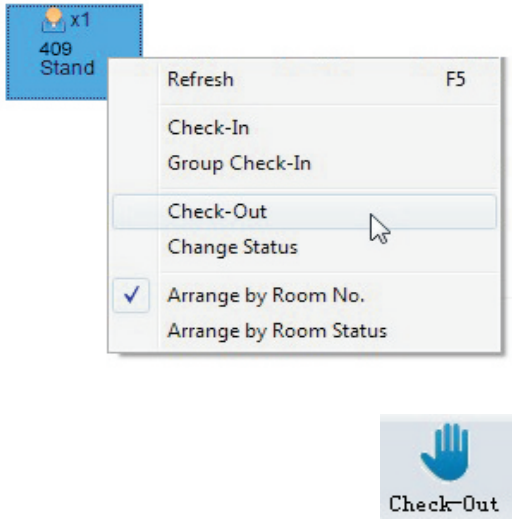
More room in 1: The system allows access to up to 4 rooms in 1 card
Nights: the number of nights the guest is staying
Check In Date: usually it is the current date
Check-Out Date: the date guest depart
Name:guest's name
Passport: guest's passport ID
Camera: take a picture of guest if camera equipped
Deadbolt override: override lock even while deadbolt engaged from the inside
Auto common doors: allows access to the default public doors
Override:make the early card invalid for this room
Passage on:lock will be in passage mode after reading card

STEP 3. Click ***Issue card*** button and submit it to guest.

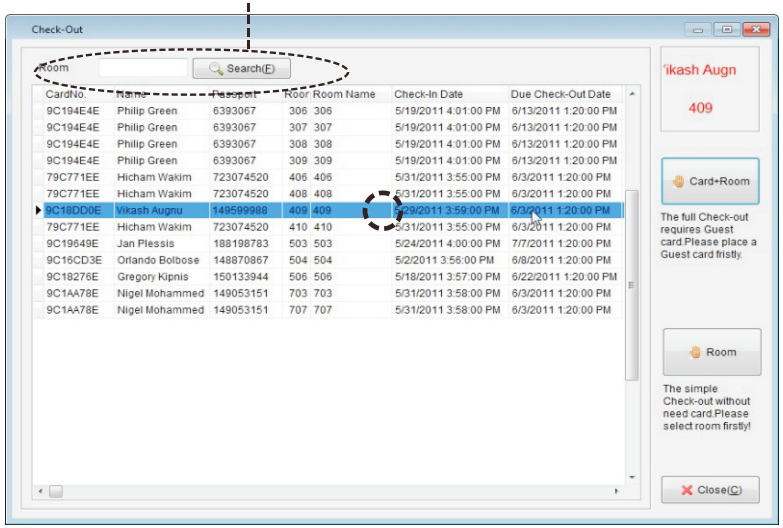
● Check-Out

When a guest departs the hotel, staff (receptionist) must do a check-out for the guest in system.
It is to make ready the room ready for the next Check-In.

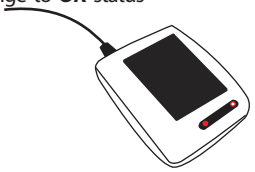
STEP 1. Select room

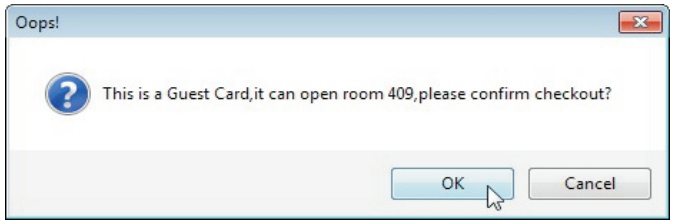


STEP 2. Select the room from the room list.
Search can let you find the room quickly



STEP 3-A. Select CARD+ ROOM
This button requires placing the room's keycard on the encoder. After clicking it the system will check the cards room ID and empty it
At the same time the room's status will change to ***OK*** status





Once the room is changed back to ***OK*** status it can be use for the next guest or changed to another status like, ***Dirty***

STEP 3-B.Select ROOM
This button doesn't require the keycard. It just changes the selected room's stauts to OK.
It is the same result as Quick Check-Out.

Operation STEP3-B does not really empty the keycard contents (409room), if step 3B is done earlier than the check-out time The card could be used to access the room in the remaining staying days, because it doesn't actually empty the key card.

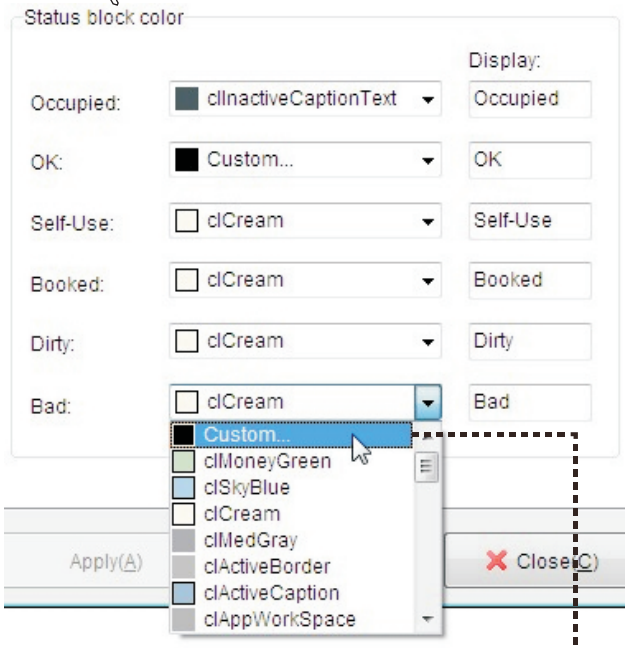
Skills

Edit Status color block

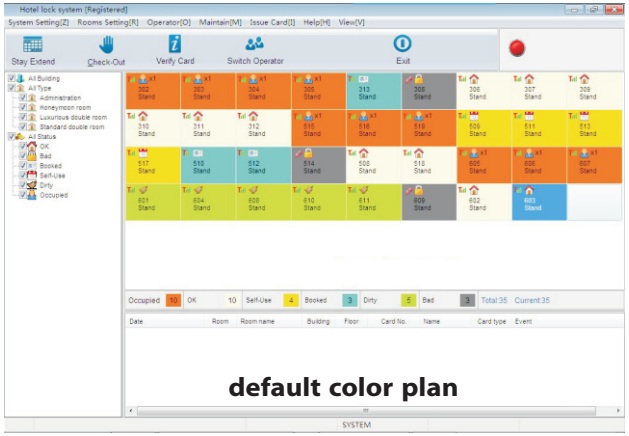
Hotel Lock System allows user to define the status block color

Status block

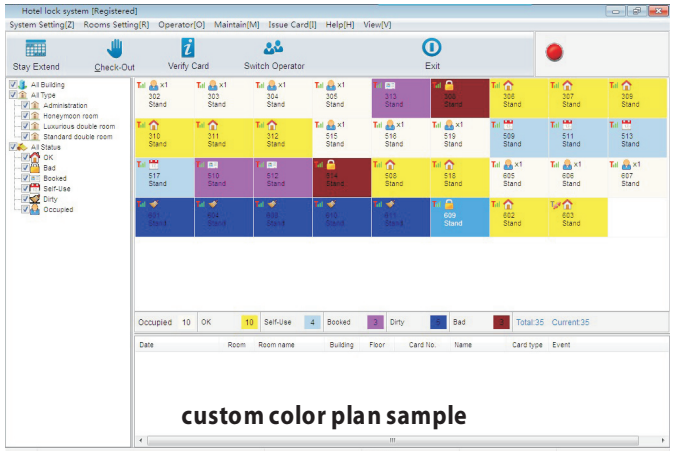
System setting > System parameter > Status color



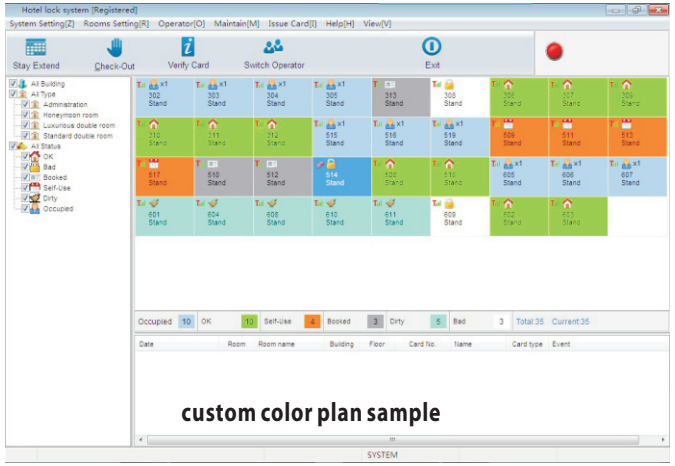
Status block colors can be edited to the user's preference. Also the users can custom color if the proper one isn't found.



default color plan

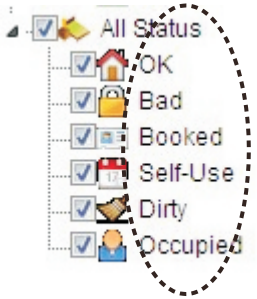


custom color plan sample



custom color plan sample

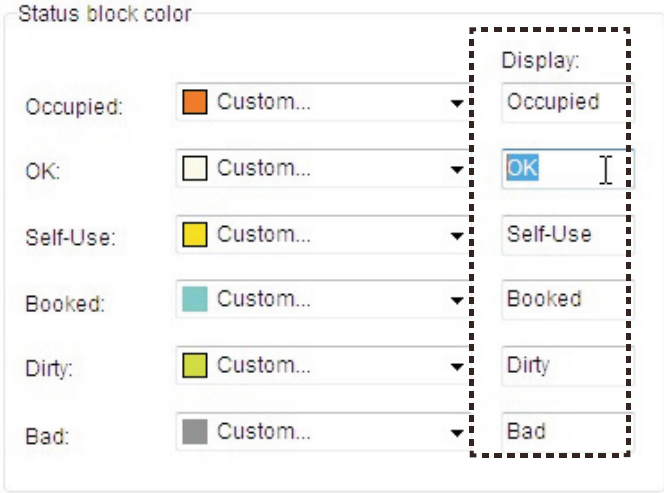
Edit Status description



Status description

Hotels/resorts have different descriptions of room status. System allows user to modify the Six types room status descriptions To the users preference

System setting > System parameter > Status color



Edit description here and click Apply

Occupied
The room has been checked-in to the customers.It cannotcould not be used for new customers

OK
The room is in standby and ready to check-in

Self-Use
The room has been held for hotel staffs use

Booked
The room has been booked by a guest or group

Dirty
The room needs to be cleaned and cannot be used

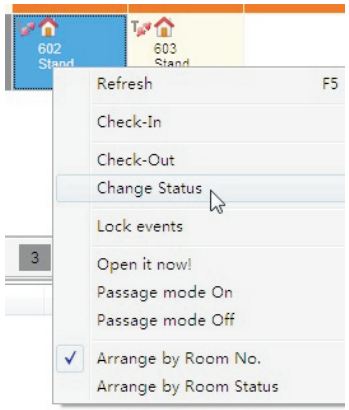
Bad
The room cannot be used for some reason

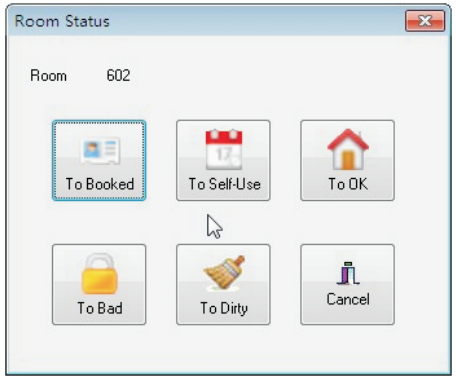
Change room status

User can change a room's status into any one of the 5 types.

STEP 1.Select the room you need to change status of

STEP 2.Click right mouse button and select ***Change Status***



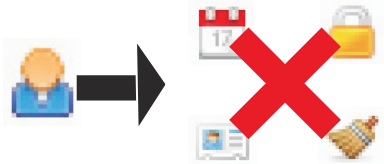


STEP 3.
Select the status you want the room to be

Change room status helps the user know whether a room can be used or not.
It is a way to manage the rooms at a higher efficiency and allows for fewer mistakes.
To make fewer mistakes and cause trouble to guests, there are some rules to be followed.

While a room is in ***Bad*** status, it is not allowed to be checked-in.

If a room is checked-in (***Occupied***) you are not allowed to change the status.



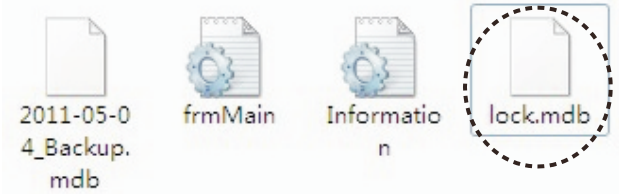
To change an occupied room's status, the room must not in ***Occupied***.

Firstly you must check out the room and let it be in OK status, and then you can change the status.

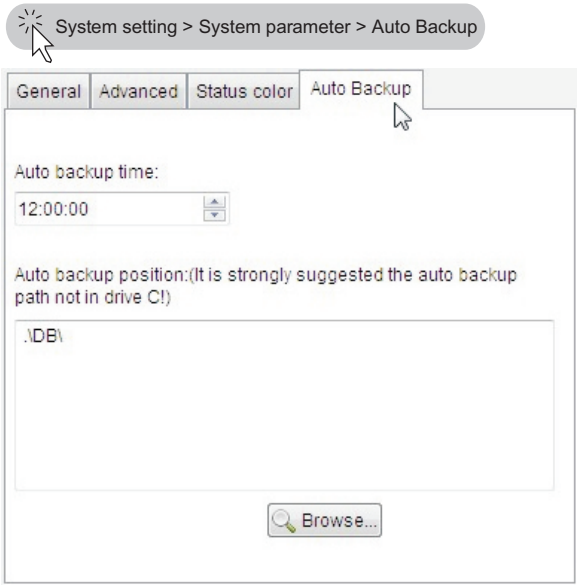
Auto backup database

This is a very important function that helps the user backup the database easily every day.
If there is a serious problem with the computer disk like damaged, formatted or a virus, user can get a database backup version to recover the damage.

All of the System data saves in database named ***ock.mdb***

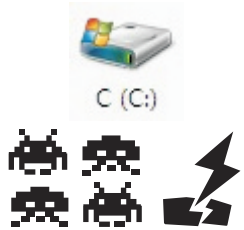


If this file is damaged or missing, then all information of rooms, check-ins, and staff info will be gone.
Auto backup function backs up this file in another folder automatically.



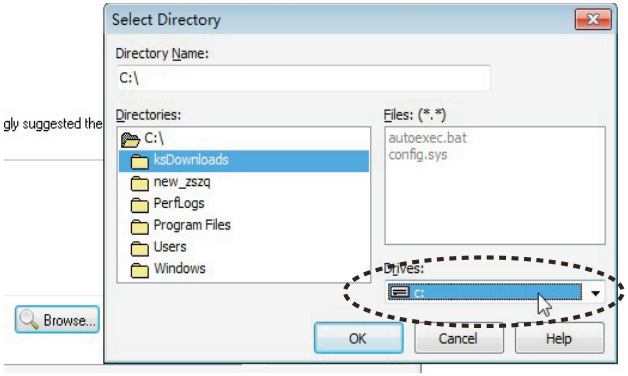
Auto backup time
This is the time that the system makes a backup database everyday automatically. The computer should be kept on at this time and after it otherwise the backup will not be carried out.

Auto backup position
This is the folder position that the backup database saves in.



Normally the C drive saves the OS database and it works frequently. The C drive may get corrupted or get a virus because of long term running or not protected well. It needs to be formatted to recover.
It is strongly suggested that you select a folder not in the C drive.

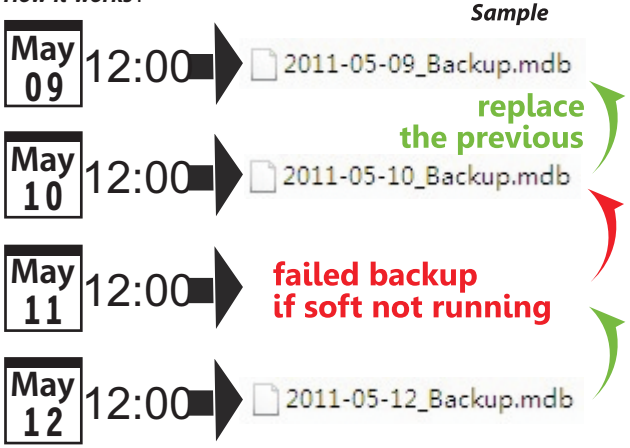
Skills



Select another drive

***How it works*?**

Sample

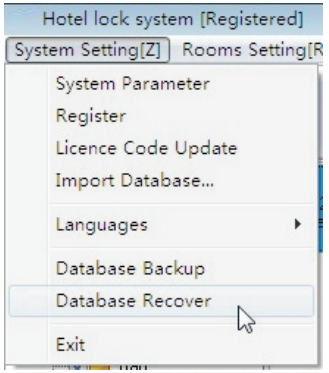


There is always a latest database to let the user recover if the database damage happens suddenly.
It helps the user reduce the amount of lost information if an emergency happens and the software functions cannot be used normally because of lost data.

● Database recover

Database recover is the only way to use the backup version database to rescue the Hotel Lock System.
Normally after you install the new database, you need to do a recovery to have it be before the damage happened.

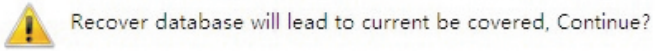
System setting > Database recover



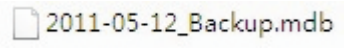
Sample
May 13 morning, the Computer has a problem andyou need another computer to do check-ins.
You could install software again then recover the database from the latest one based on May 12

STEP 1. Select ***Database Recover***

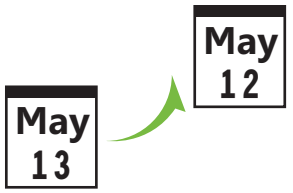
STEP 2. Click ***Yes*** for warning



STEP 3. Select database



Please use this function carefully because the recovery is always from the PAST (previous).
Your current system parameter will be covered by the PAST so please be sure the recovery action is correct and necessary.

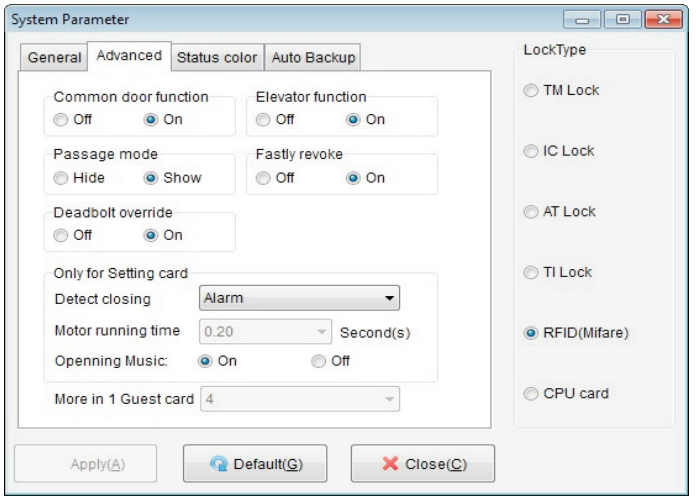


Database recovery function is not a lossless solution. You may still lose a little data but much better start than if nothing exists.

● System setting Advanced

It includes several advanced function switches.

System setting > System parameter > Advanced



Lock Type-Select your lock type from here.
If you select a wrong type, the card will not work.

Common door function
The switch displays Common door option On/Off in the ***Check-In*** window

Passage mode
The switch displays Passage mode On/Off in the ***Check-In*** window

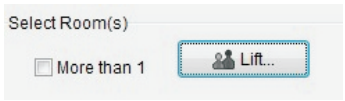
Deadbolt override
Auto selects Deadbolt override function On.

Elevator function
The switch displays elevator function On/Off in the window ***Check-In***

Fast revoke
The switch that fast revokes a card On/Off

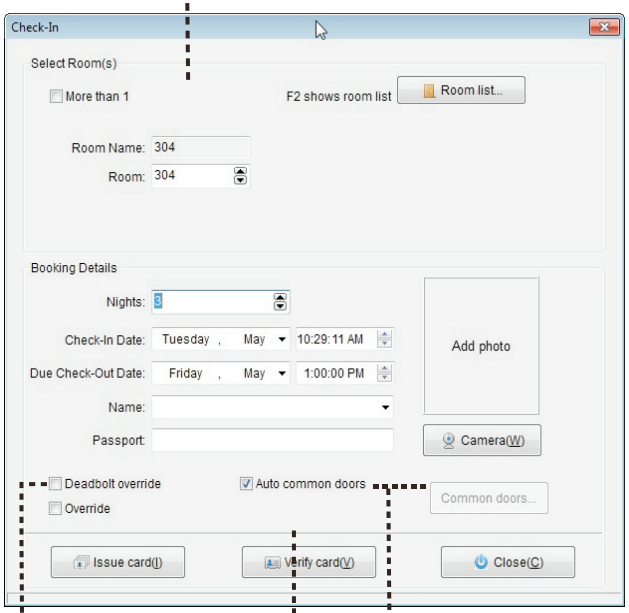
Only for Setting card
The setting parameters just for the Setting card.
While the Setting card is being read on the lock for initialization, these options work. P8
Detect closing: the mortise detects the door and an alarm sounds if not closed properly.
Motor running time: the time that motor runs after reading the card
Opening music: select the music when card reading correctly.
Multiple rooms in 1 Guest card: allows up to 8 rooms on one guest card.

ON



Can enter the elevator(lift) floor selection window

Elevator function OFF



Common door Function ON

Can select common doors by manually

Deadbolt override OFF

OFF
NOTHING HERE

ON

☑ Deadbolt override

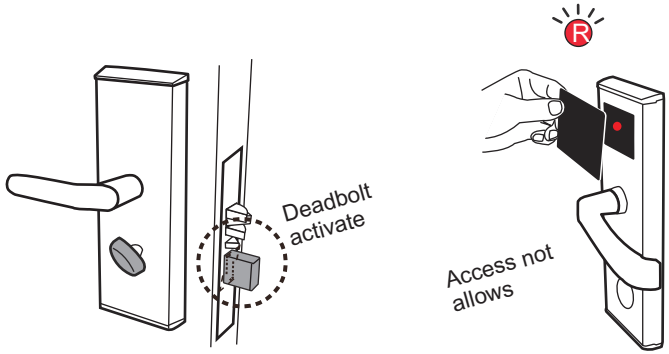
Could cancel by manually while make check-in

Passage mode Hide

☐ Passage On ***Show*** p25

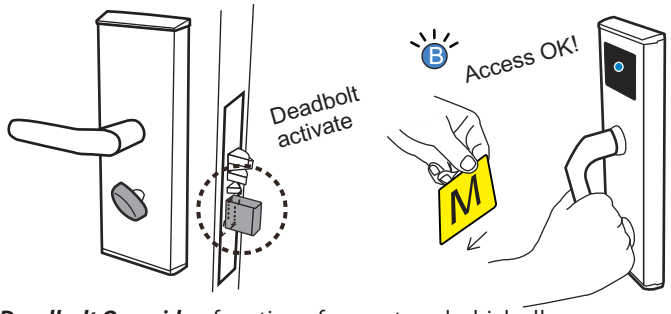
Allows user to manually select at users request whiledoing check-in

● Deadbolt Override



Deadbolt is a privacy protect function that does not allow anybody to access the room. It is the same result ***Do Not Disturb function.***

Master card has the function that overrides the deadbolt.



Deadbolt Override a function of a guest card which allows access to a room with the deadbolt engaged.

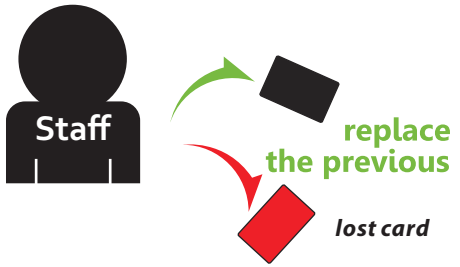
☑ Deadbolt override

Deadbolt override function gives a normal ***Guest card*** the ability to access a room when the deadbolt is engaged, like a ***Master card.***

Deadbolt override function on a guest card should be used carefully and according to your local laws.
Because of unauthorized access, this function may lead to problems with guests.
Please select the proper way of using it.

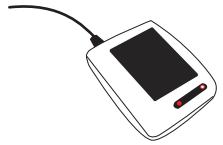
● Override

Override is an option while programming a card.
Its result is to ***make a new replace the previous card.***



To make the previous card not work, you must do as follows

STEP 1. Put a new keycard on the encoder and select the card type you need.



STEP 2. Fill in the necessary information like holder's name, expiry date etc.

STEP 3. Select ***Override*** option and click ***Issue card***

☑ Override

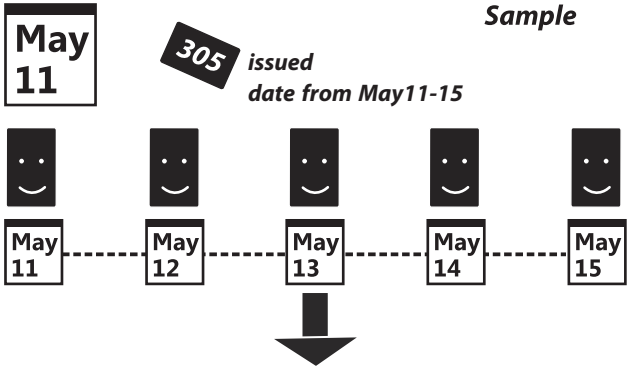
STEP 4. Submit this card to the proper holder .

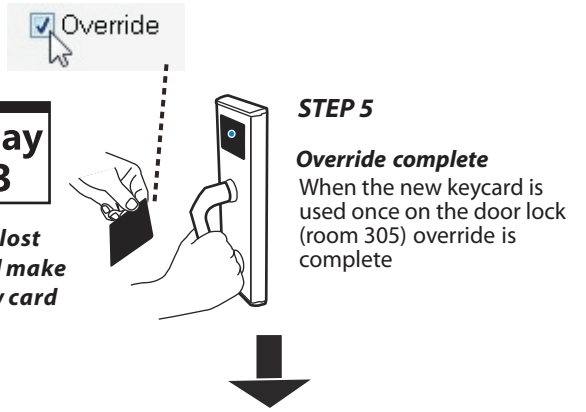
STEP 5. When the card holder uses this card the first time, the override will be complete.

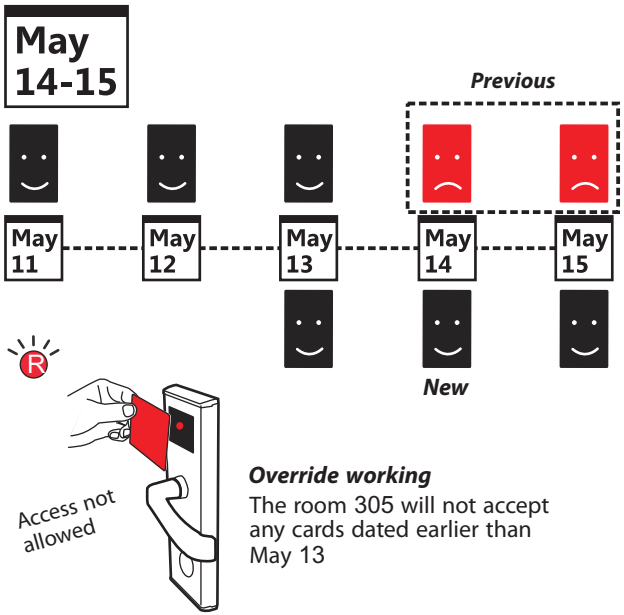
How does it works?
The override function is based on the date.
Normally the "lost" card is dated earlier than the new.

Skills

Sample

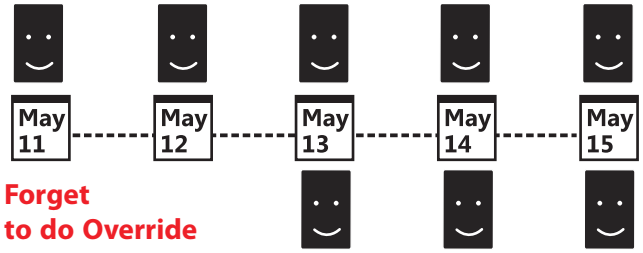






Warning A

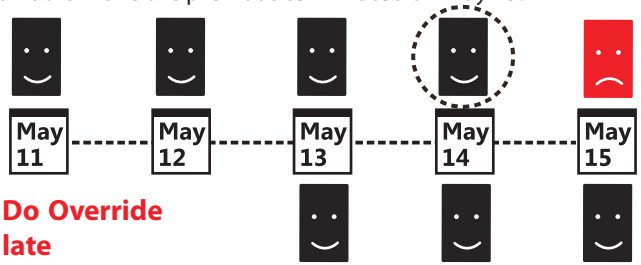
It is dangerous to forget to do an override on the lost keycard while doing a check-in for a new guest.



It could allow 2 keycards to access the same room by different guests.

Warning B

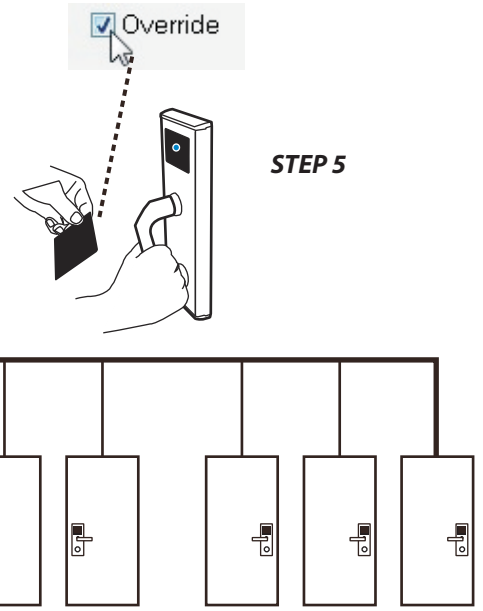
If the new keycard is used on May 15 for the first time (STEP 5)
It would make the previous terminated on May 15.



Would result in that the previous card is still usable on May 14.
The room could be accessed by the previous card.

The above sample suits only for the keycard of a single door's override.
For more than one door override you are required to do step 5 on all doors.

Please see the form as follows



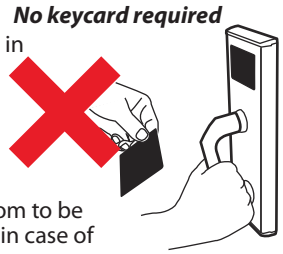
Override card type	*STEP5 target*
Guest card	Single door of the previous keycard
Guest card	All doors of the previous keycard (more than 1 room in keycard)
Floor card	All doors of the previous keycard
Area card	All doors of the previous keycard
Building card	All doors of the previous keycard
Master card	All doors
Passage card	All doors

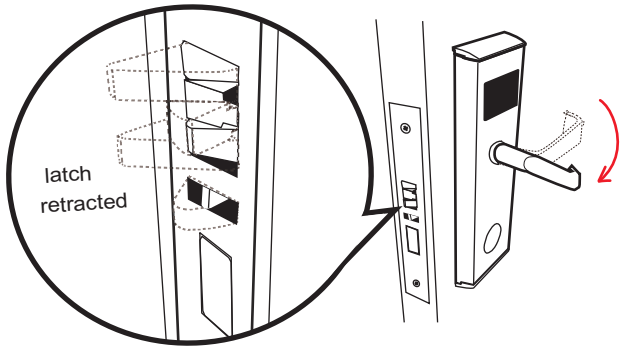
● Passage On

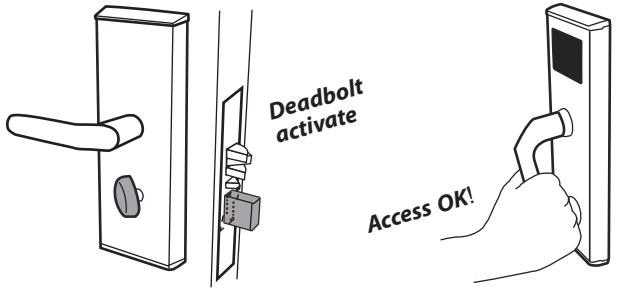
The function that makes the door in Passage mode.

A door in Passage mode does not require any keycard to access it. Just turn the handle to unlock.

It allows the door of a meeting room to be accessed by anyone, or to be used in case of an emergency.

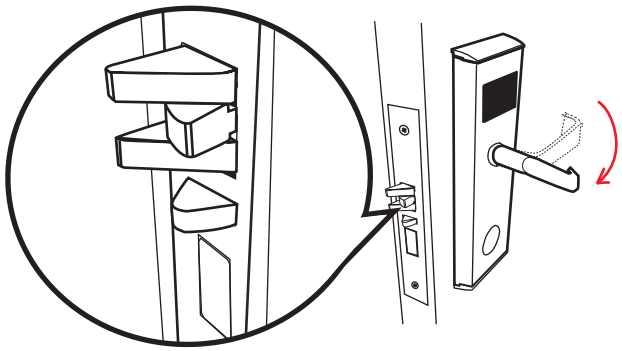






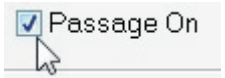
Passage mode

Normal mode



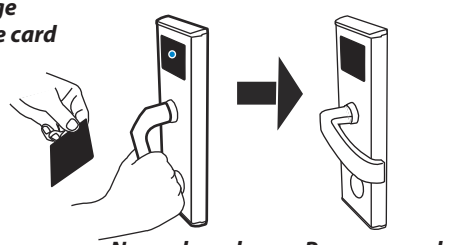
To make the card with ***Passage on*** function included,you must do as follows

STEP 1. Select Passage On and complete issue card



STEP 2. Once this card has accessed the proper door (lock), the door will change to Passage mode

Lock go into passage mode after read the card with passage on successfully



Before the step 2, please be sure the lock had been opened passage function p13 , otherwise the 'Passage On' card can not work at all.

*Close passage mode
To close the passage mode totally, you should make the lock read a Passage card firstly, then the Passage mode will be closed completely no matter the card with passage on or not.

Passage On working p13

↓

Any card with Passage On

↓

Passage mode

Normal mode

↑

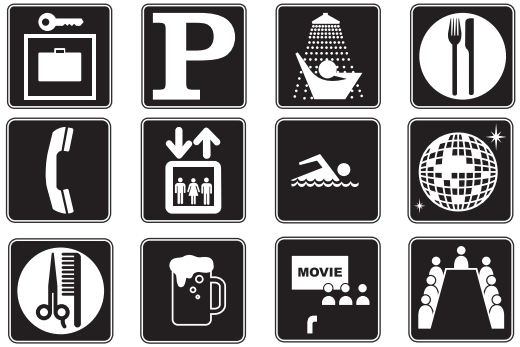
Any card with Passage On

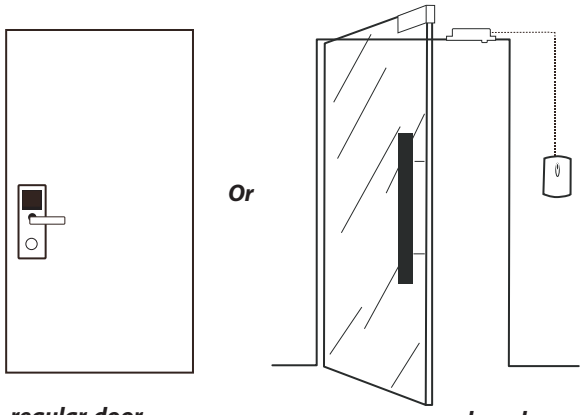
↑

Passage mode

● Common doors

Common doors are the entrance doors located in a public place. After you install hotel lock product on the entrance door, it becomes a common door.





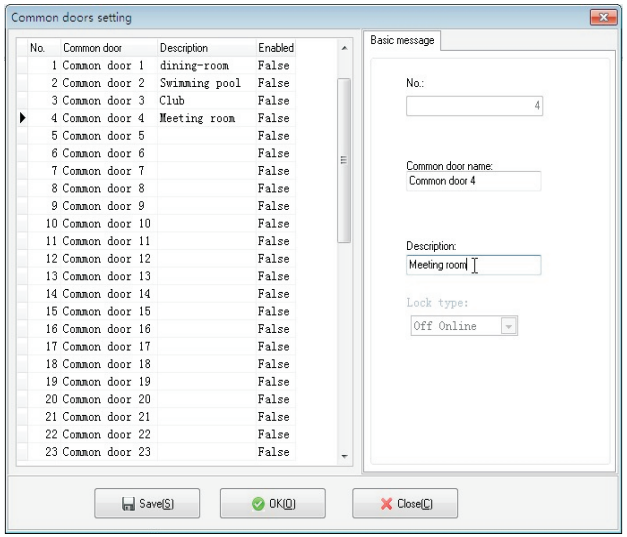
After you've installed hotel lock product on the entrance door it becomes common door. E.g. the entrance door to the lobby.

Skills

Before common doors work normally, you must initialize them.

STEP 1. Edit Common doors

Rooms setting > Common doors setting



You must edit the common door description to your hotel's preference so that each application can be identified easily by the operator.

STEP 2. Make ***Setting cards*** for different common doors.

1 Setting card in ID01
Dining-room 4 doors

1 Setting card in ID02
Swimming Pool 2 doors

1 Setting card in ID03
Club 2 doors

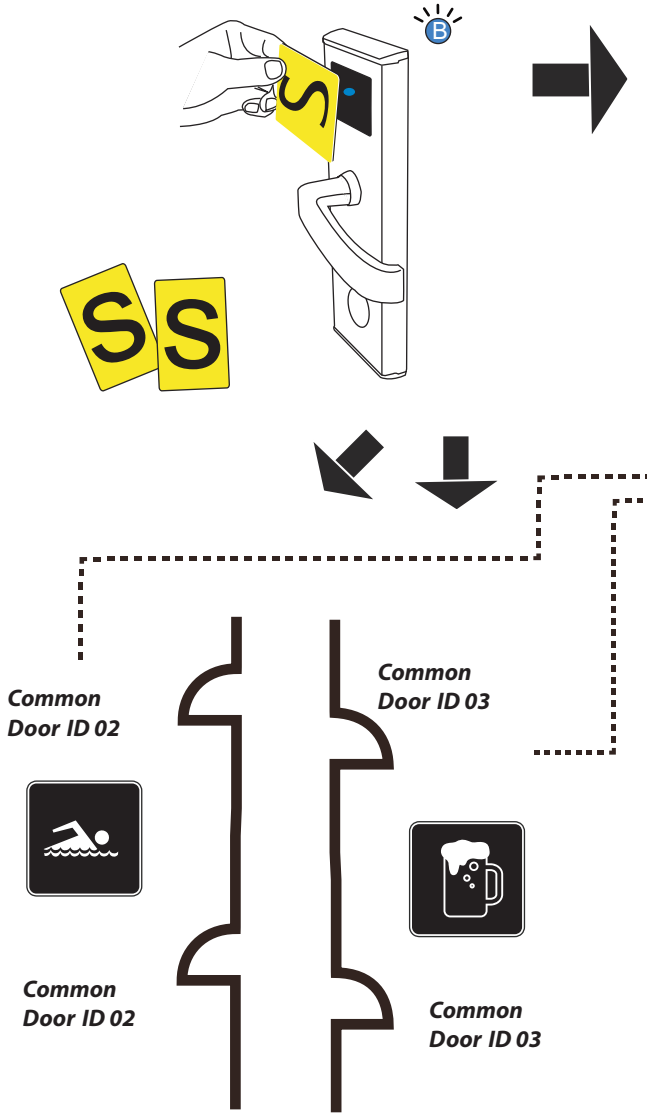
Sample

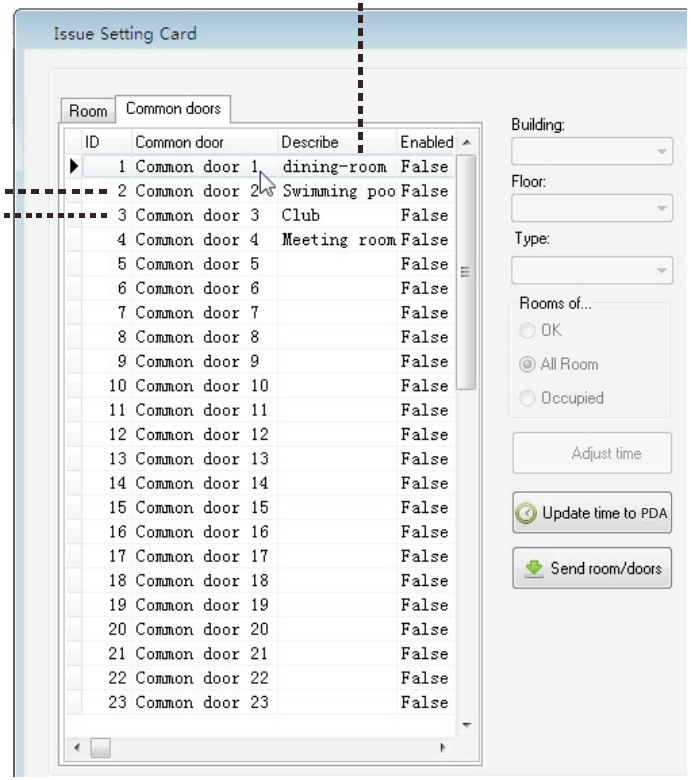
STEP 3. Read ***Authorized card*** and ***Time card*** p9

STEP 4. Read ***Setting cards***

Each application must use 1 common door ID
(same ID in a Setting card) no matter how many doors there are.

System offers a max for 32 applications.



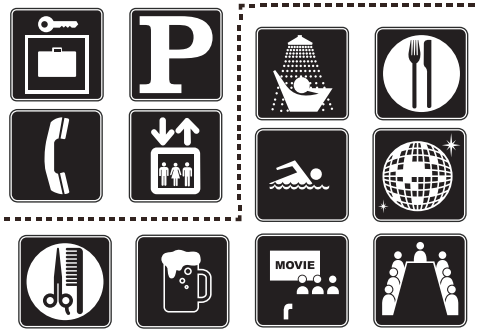


After you've done STEPs 1-4 the common door initialization is finished. You need to open the correct common doors for guests.

● Open Common doors

System allows user to select several common doors as default option.
The default common doors will always open for all guests if not changed manually. It saves time for the receptionist. Open common doors should be done while doing a Check-In

default open (***auto common doors***)



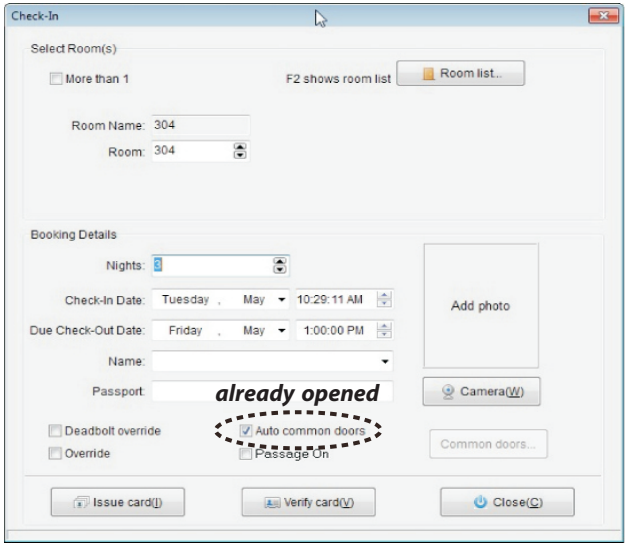
manually open (***private common doors***)

A- default open

these applications alwasy open for normal guests

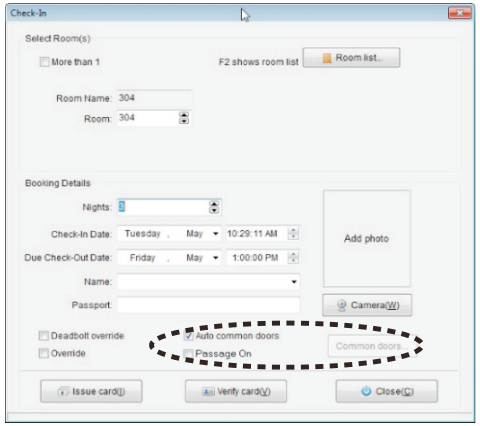
Rooms setting > Default common doors

Select it be green,click Apply

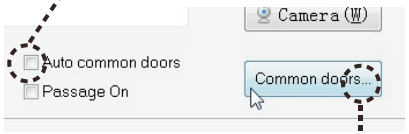


already opened

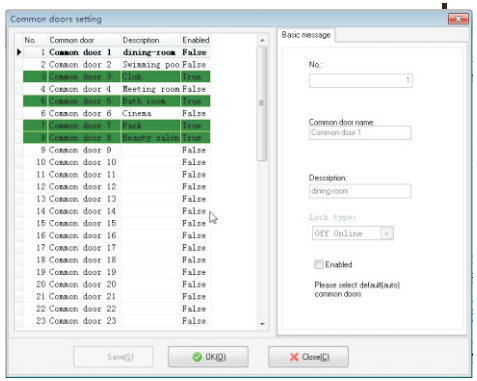
B- manually open



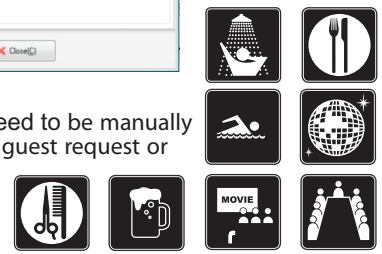
Cancel
Auto common doors



Click
Common doors

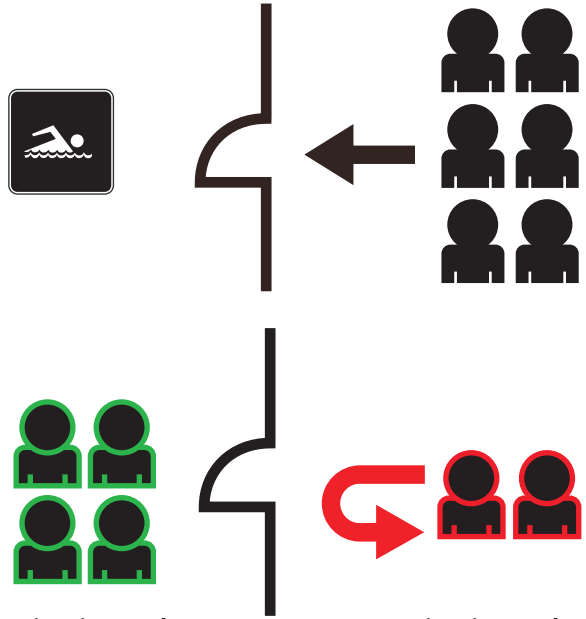


Manually select from the common door list



These applications need to be manually opened according to guest request or payment

After step A/B is finished issue the guest card and submits the keycard to guest.
Then the common doors work as follows

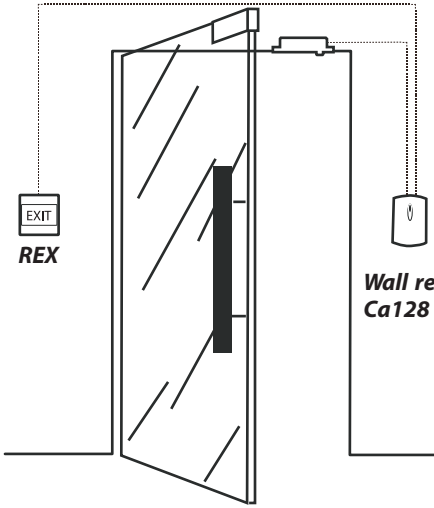


swimming pool opened in keycard

swimming pool NOT opened in keycard

To make use of common door functions, you must install hotel lock product or wall reader product with common door function.

Ele bolt



REX

Same function as hotel lock product

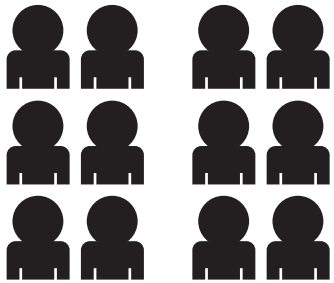
Wall reader Ca128

Skills

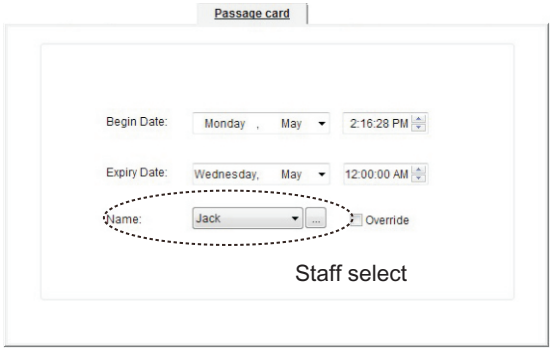
Staff/Operator

Staff and ***Operator*** are both the hotels employees bit they have different job responsibilities.

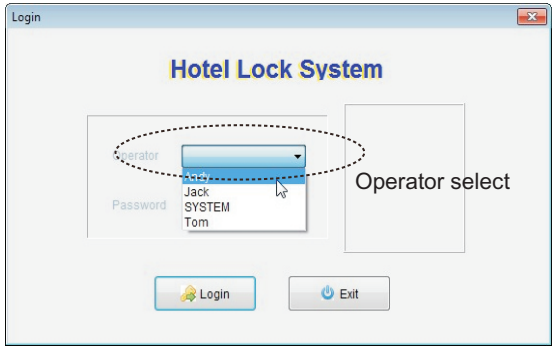
All employees' action will be tracked in the system.
Such as operator's actions, and records of staff's card use.



Staff is the person who holds function cards.
Any function card must be assigned to a staff member otherwise it cannot be programmed.



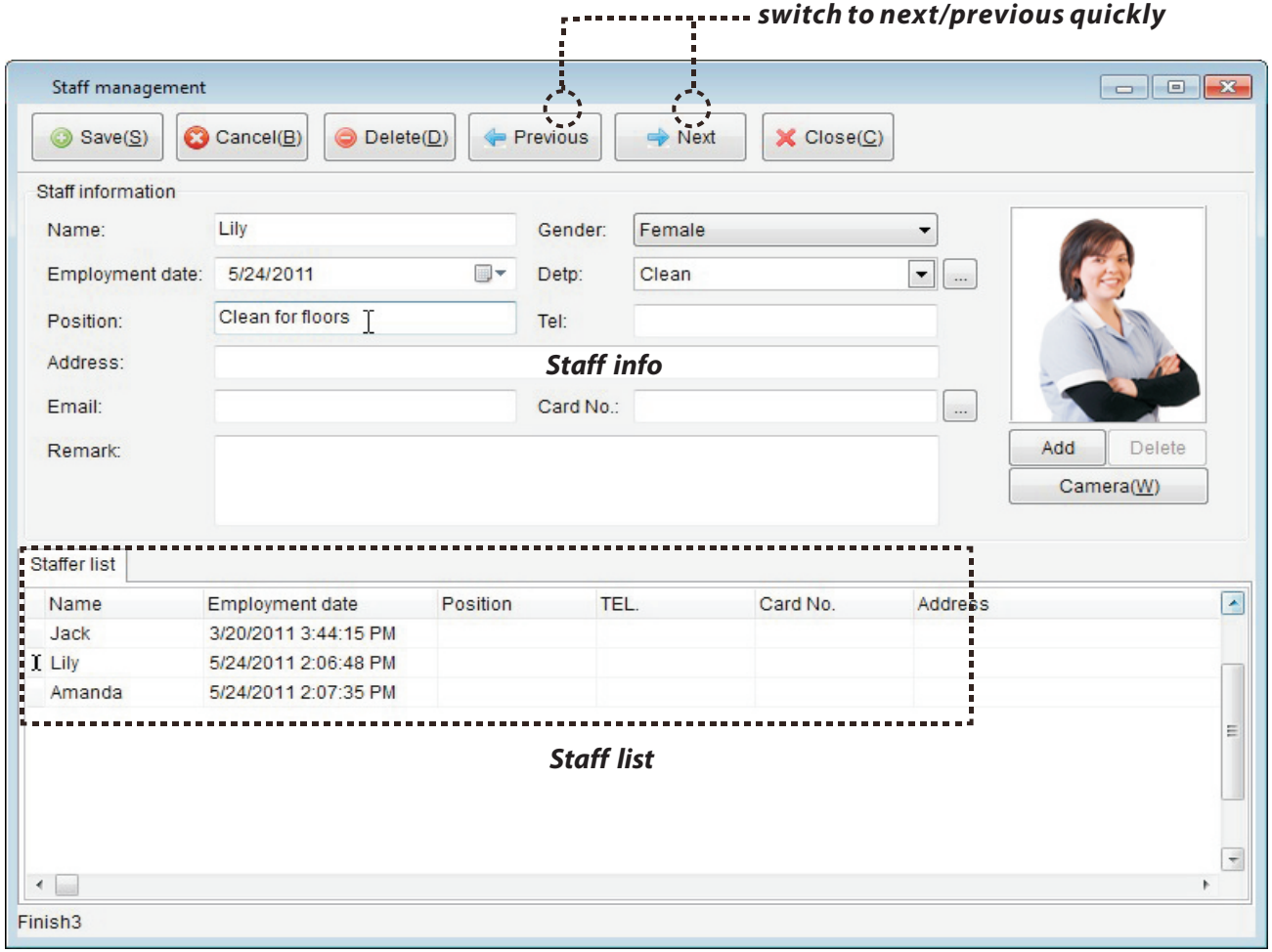
Operator is the ID given to each person who runs the system.
System supports multi-operators,so each person (receptionsit) should have a unique operator ID.



Add Staff

Operator> Staffs

You must add all staff that need keycards to access rooms.
If someone was forgotten or if they are new they should be added immediately.



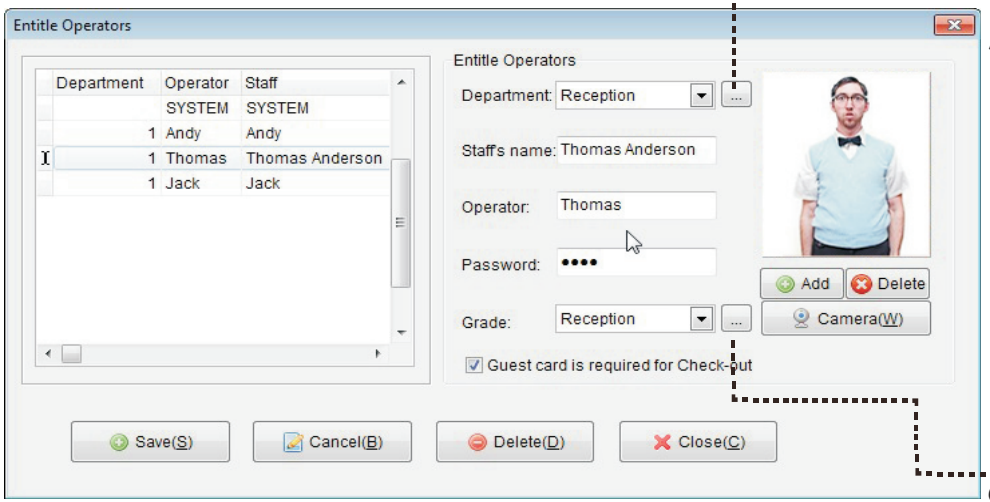
Name: The staff's name
Gender: Male/Female
Employment date: The date this staff was employed at the hotel
Dept: The department he blongs to
Position: Staff's position in hotel management
Email: Staff's email
Card No: If this staff have a card just for him, fill in card No. here
Remark: Other information

You do not need to fill in all information. Please fill in what you deem necessary.

Add Operators

Operators have the right to issue any function cards or check-in any guest. To keep the system secure you must manage the operator's power.
System offers user-defined power by ***Operator Grade***.
You must enter ***Entitle Operators*** menu by Operator ID ***SYSTEM***

Operator> Entitle Operators



Department: Select the Department properly

Staff's name: The staff's real name

Operator: The login operator ID, normally it should be the staff's first name

Password: The password of this ID login

Grade: Select the Operator Grade properly

Add: Add a JPG picture as operator's photo

Delete: Delete current photo

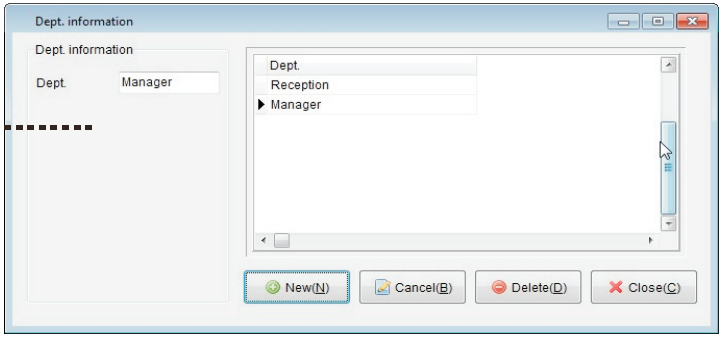
Camera: Get a capture from the digital camera

Passage On: Enable the card to access the proper room and change the related door into Passage mode

Guest card is required to Check-out: This option require the operator asking Guest card while they do Check-out.

Department

Each operator should have a department.Please select or add departments first.



Staffs name

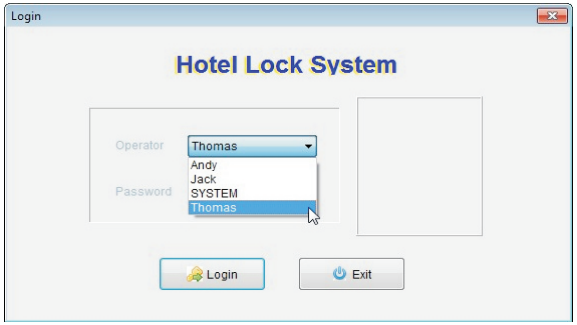
The login ID staff's real name. Normally it is the receptionist's real name

Add/Delete/Camera

Edit Staffs photograph

Operator

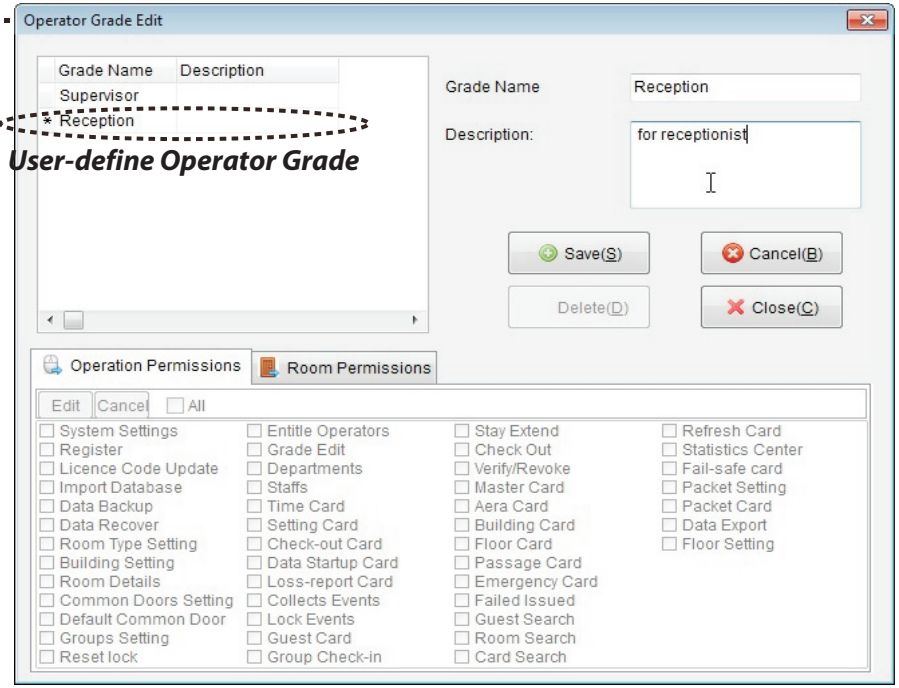
The login ID show here



Password

Fill in password for the current operator. The password is hidden type. Please record it on paper.

Grade Edit



User-define Operator Grade

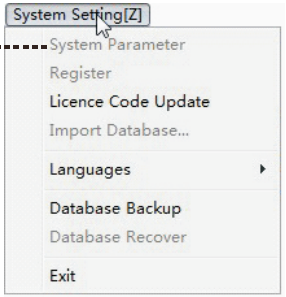
Operation Permissions

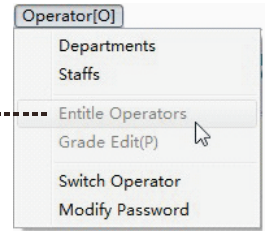
Operation is the action that operator can do in the system it includes,issue function cards,edit rooms etc.
Only an operator at ***Supervisor Grade*** can specify the operations of User-define grade
Operation Permissions works on the user-define

Room Permissions

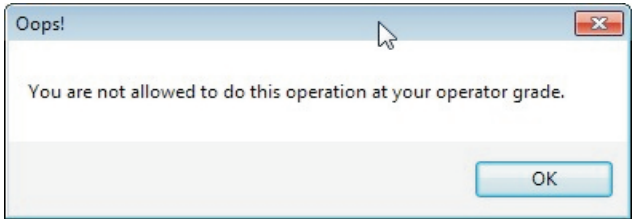
Operator at ***Supervisor Grade*** can specify the rooms which operator at ***User-define Grade*** could do operation on. Edit the rooms here.

Skills

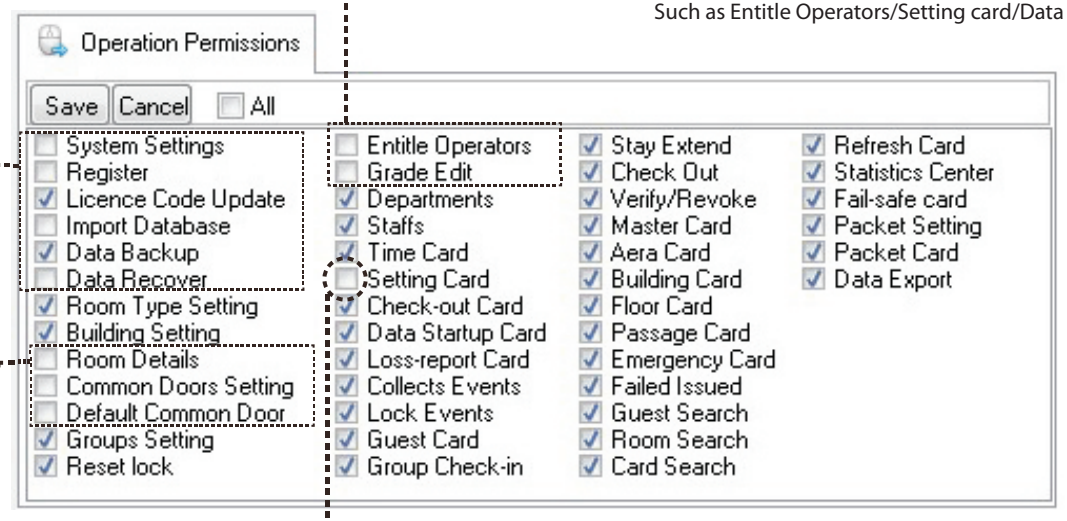


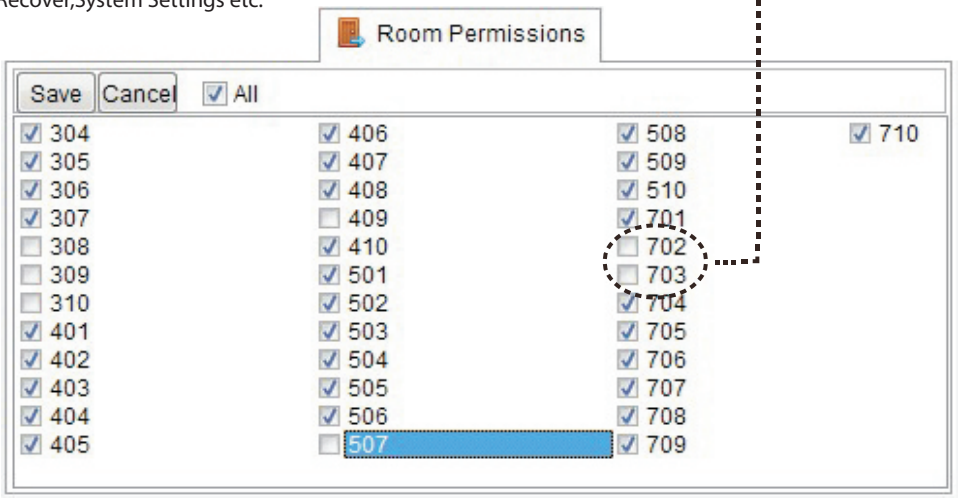


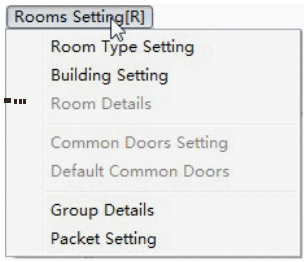
Check-In actions will not be successful on rooms not allowed



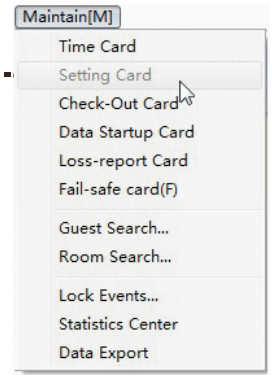
It is strongly suggested that you close permissions to the important menus and rooms.
Such as Entitle Operators/Setting card/Data Recover,System Settings etc.







The not permissible menus show up in gray color and cannot be selected with the mouse.



User-define Operator Grade A SAMPLE

User-define Operator Grade A

Operator 1

Operator 2

Operator 3

User-define Operator Grade B

Operator 4

Operator 5

Operator 6

User-define Operator Grade C

Operator 7

Operator 8

Operator 9

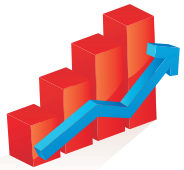
System allows you to define operators by choice of any menu or any room as to your needs.
As the ***Supervisor Grade*** operator you can make many group operators and easily manage all the operations.

Operator SYSTEM cannot be deleted.

Statistics Center

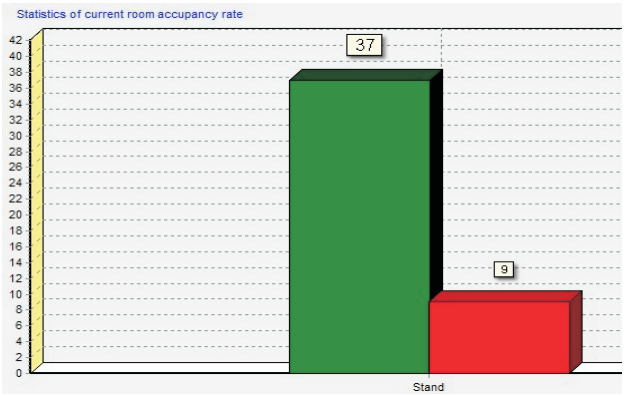
System offers a simple statistics center for operators to learn:

Maintain> Statistics Center



Current occupancy rate of rooms

The rate of rooms in high efficiency quantity against the total rooms



Inquiry of room occupancy rates

The history rates of rooms in high efficiency quantity against the total

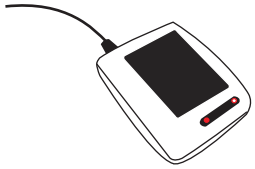
VIP guest

The rate of VIP guest.

Refresh card

This is the fast way to update a function card's valid date and other options. By refreshing operator can view the information.

STEP 1. Put function card on encoder.

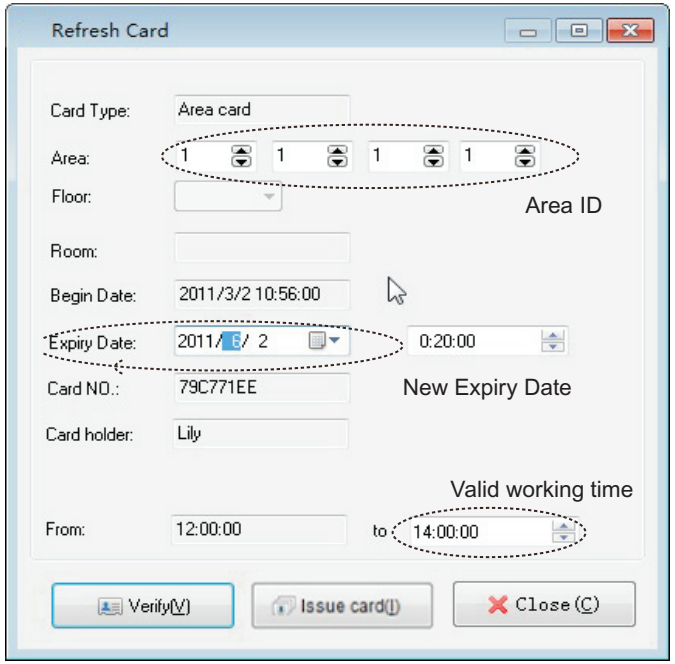


STEP 2. Enter Refresh card window

Issue Card> Refresh card

Sample

when the ***Area card*** is refreshed you can modify the following information



The card NO., Staff's name(card holder) and card type cannot be modified.

STEP 3. Update card info and click ***Issue card***

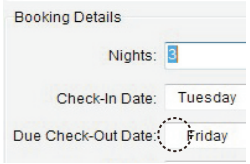
STEP 4. Give it to the staff

Different function card have different options displayed while refreshing. Guest card cannot be refreshed here. It must be done in the ***Stay Extend*** to update.

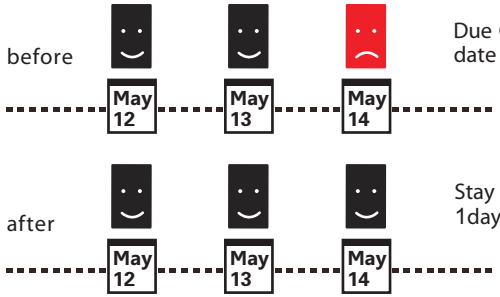
Stay Extend

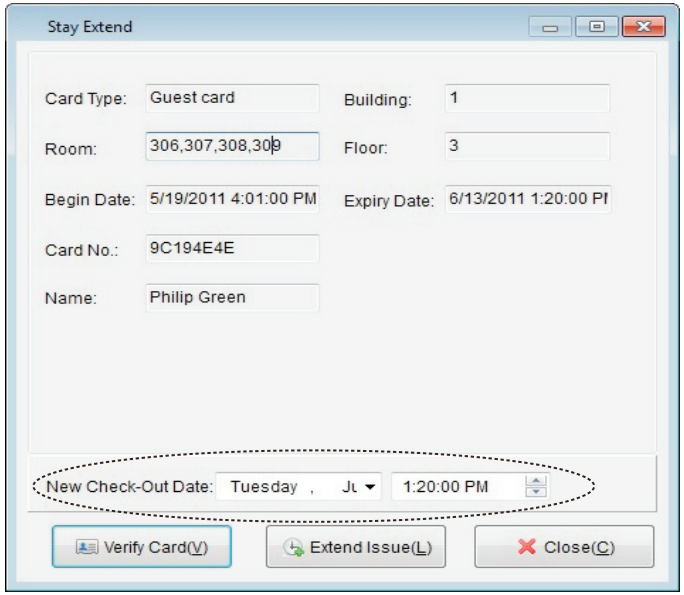
Stay Extend is a fast way to update the Check-Out date of a Checked-In Guest card.

Issue Card> Stay Extend



Its operation steps are the same as a ***Refresh card's***.

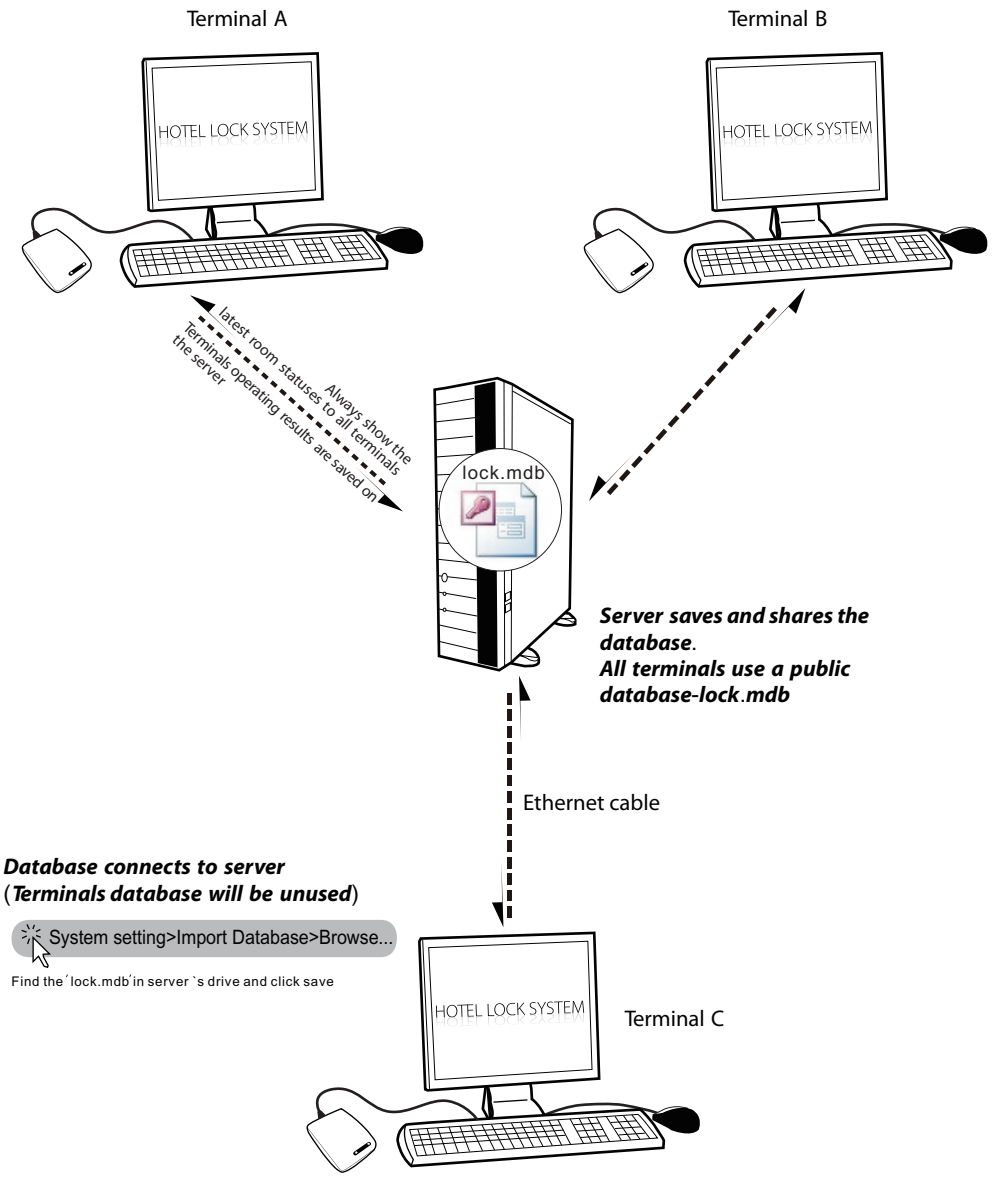




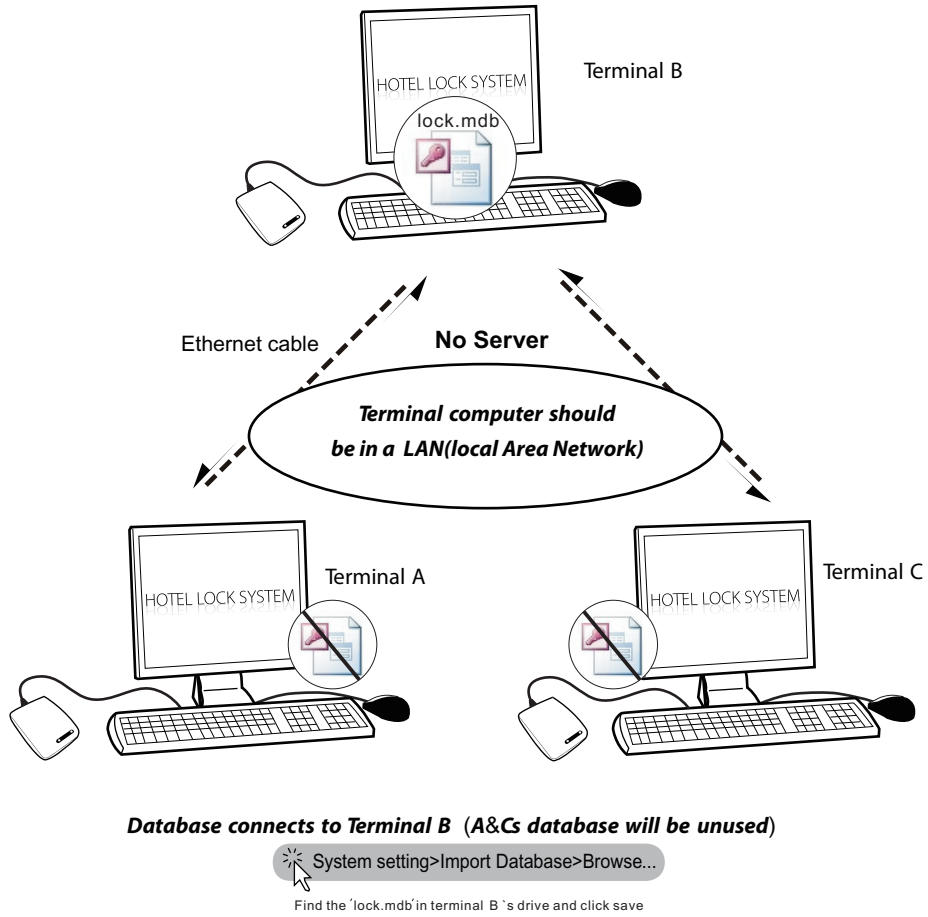
Multi-terminal Connect

Servers can usually offer good performance in communication and have strong anti-virus abilities.We suggest you connect terminals(if your hotel requires multi-terminals) in this mode.

Servers are not required to install Hotel Lock System. Just move the file lock.mdb to a safe drive of the server. Terminals are required to have Hotel Lock System installed by the same hotel code and should run at the same time/date.
For a secure database we suggest installing Hotel Lock System to a hard drive other than the main drive the default is the C drive.
Initialize software in any terminal once is OK.



Select one terminal database to save and share.
Other terminals use this public database(Lock.mdb)



Database connects to Terminal B (A&Cs database will be unused)

System setting>Import Database>Browse...

Find the´lock.mdb´in terminal B `s drive and click save

In the case that there is no server, we suggest you select a stable and well protected anti-virus computer to save the database file(lock.mdb).All terminals are required to have Hotel Lock System installed.

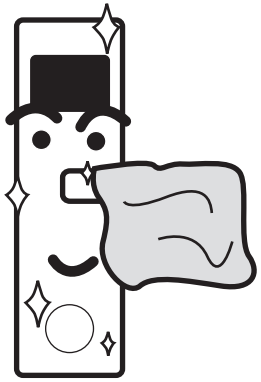
To guarantee other terminals can save the operations in the database, you should keep the LAN in constant communication.
The folder that saves the database must not be set to Read-only in properties.

For secure databases we suggest you install Hotel Lock Systems a hard drive other than the main drive. (default is the C drive)
Initializing software on any terminal once is OK.

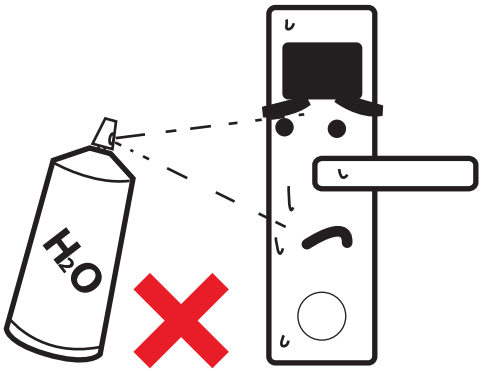
Maintenance

Clean

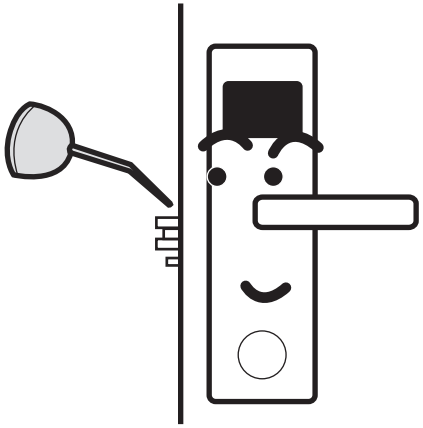
Do not clean with a hard brush,sand paper or any sharp item



Clean with a dry,soft cloth.
A little machine oil added to the cloth is allowed.

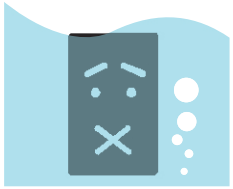


Do not clean with water,an acidic liquid or alcohol



Every 6 months adda a little machine oil to the latch

Card



Cards need to be kept clean
Do NOT submerge in water for extended periods.

Extended exposure in water will cause inner data to be lost

Do Not bend

Once the card is broken, it cannot be recovered.

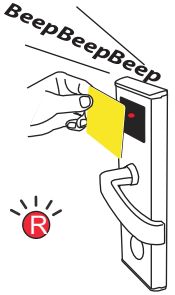
Keep away from extreme heat

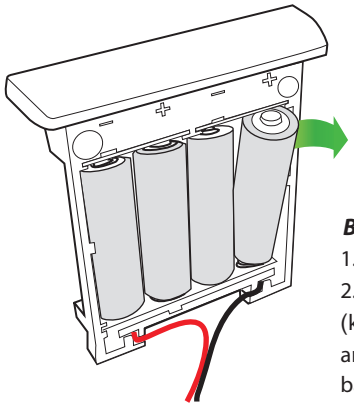
Keycard is made of plastic which will melt down in high temperatures.

Keep the keycard clean and use it correctly.
Card can be recycled for an extended period if used correctly.

Replace battery

When the batteries are nearly run out the lock gives an alarm (3 beeps and a red light), this means that it is time to replace with new batteries.



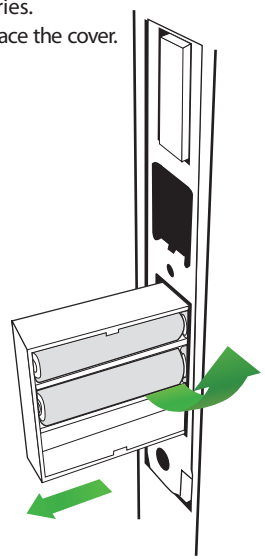


Battery-pack TYPE-A

1.Release screws from back panel
2.Take out battery-pack (keep power connector linked) and replace old batteries with new batteries.
3.Replace the cover.

Battery-pack TYPE-B

1.Uninstall the flank plate
2.Take out battery-pack and replace old batteries with new batteries.
3. Replace the flank plate .



Notice:Which type of battery pack depends on the lock's original design

Locks clock will be stopped the moment the battery leaves the battery pack.
If the batteries run out completely, we suggest you set the Time again (STEP 4, P8) after replacing the new batteries.

If battery have Not run out completely, you do not need to reset the Time, however you should not leave the battery-pack empty for long time it will make the locks clock run at a later time than the real time.

PDA

IMPORTANT SAFETY INSTRUCTIONS

1. Read these instructions.
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not place product referred to in this manual in an extreme environment for extended periods.
6. Install in accordance with the vendor's instructions.
7. Use accessories only specified by the manufacturer.
8. Refer all servicing to qualified service personnel.Servicing is required when the product has been damaged in any way.

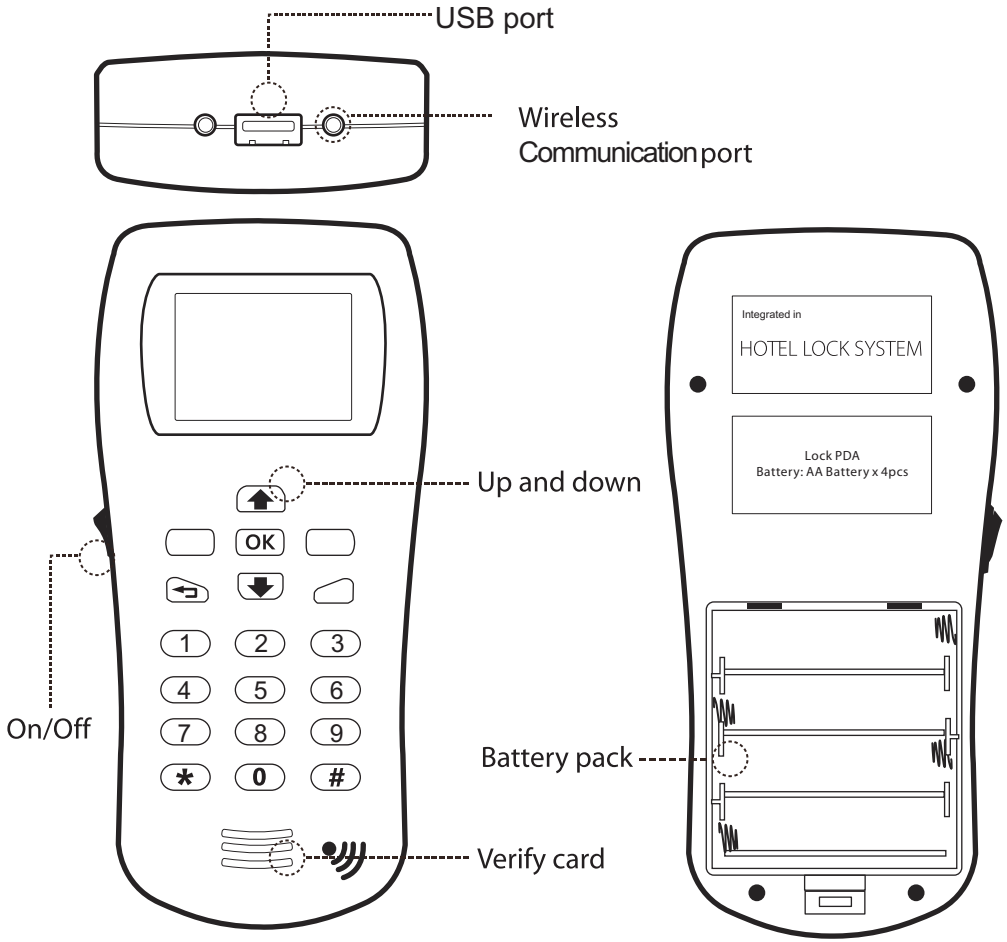
INTRODUCTION

Congratulations on your selection of Lock PDA product.
It offers an easy and high efficiency daily maintenance of locks for housekeeping.
Including
* Quickly initialize locks(500 rooms capacity) for all Hotel Locks standard product without Time card and Setting card
* Check and adjust locks clock
* Modify a room's number
* Collect 10 rooms lock events at one time
* Verify cards come from the Hotel Lock System including guest cards, master card, floor cards, building cards etc
* Plug and Play, no driver needed in windows XP/Vista/win7
* The LCD has a 5 sec. auto-shutoff feature to save energy, just push any button to reactivate the LCD.
* Buttons beep when pressed
* Easy to carry
* Rubber buttons

Before using the instrument, be sure to carefully read through the instructions contained in this manual.
Please keep all information for future reference.

SPECIFICATIONS

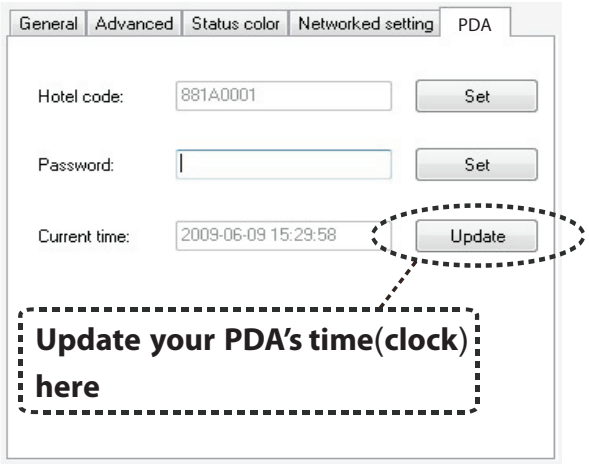
Model	PDA
Power	LR6 4 AA Batteries
Display	128x64 pixels LCD with white background light
Communitation	Wireless(with lock)/USB1.1(with computer)
Working Tempreature	32°F~158°F(0°C~70°C)
Working Humidity	15~85%RH
Color	White
Dimension/weight	163x75x25mm(LxWxH)/162g
Capacity	500 rooms /doors + 10 rooms/doors lock events
Software	Hotel lock system required



PDA

1-Initialize

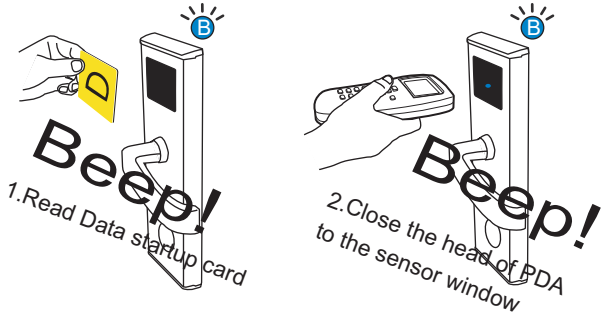
PDA should get hotel code from Hotel Lock System
System Parameter>PDA



1.Click SET to set the hotel code to the PDA. Hotel code is read from the system
2. Input a 4 digit numerical password (e.g. 1234) then click SET to set the password.
You may leave this blank to operate without a password.
If you forget the password, you can set another here.
3. Click UPDATE to update the current system's time to the PDA.

3-Startup PDA

When you communicate with the lock by PDA (such as read time, set time, read room No.), it requires a boot by ***Data Startup card*** (p14 by following 2 steps)



When collecting lock events, the light flashes for 35 sec until finished

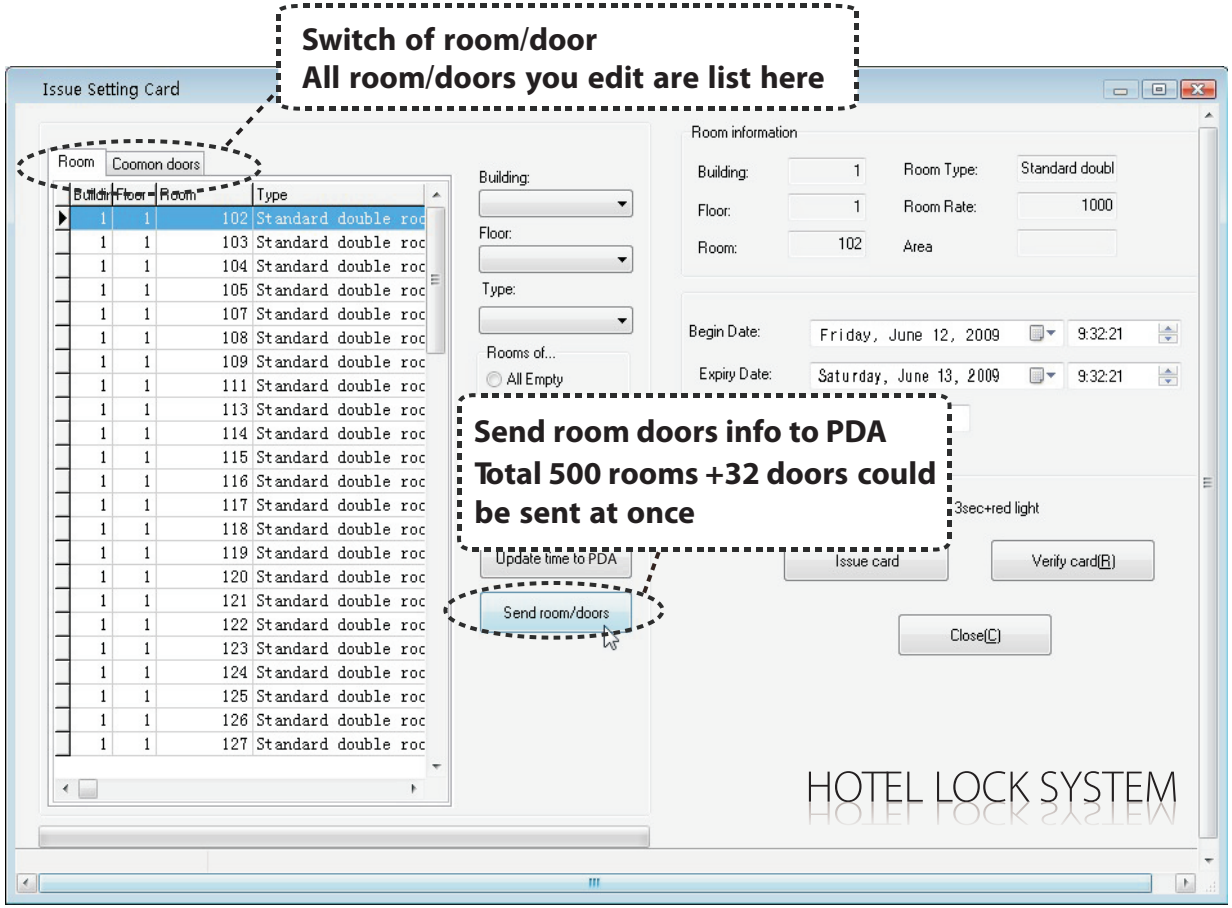
If there is no Beep when the PDA starts communicating (Startup step 2), the connection failed even if the light flashed at the start.

2-Send Room/Doors

1.Create all rooms/doors

2. Maintain > Setting card

3.Select room or doors



4.Click ***send room/doors***

You do not need to issue a Setting card for each room with the PDA because all the rooms or common doors will be sent to the PDA at one time by clicking the send button room/doors.

Also you do not need to issue a new Time card because the PDA has a built-in clock.

PDA

1: Time Management of PDA's clock and adjust room/common doors clock

TIME
1: System → System
DATE 2009-04-15
TIME 15:12:50
2: Room → Room/Door Time
3: Encode Time Card

Check your PDA's time if it matches with the curremt time.
This time will be used in all the following time set operation
If this time is not correct, please update from 'System setting>System parameter>PDA

1: Read — Reading Room Time... Check the locks time
2: Set — Setting Room Time... Set new time to the lock
You can make a fresh Time card here without using the encoder.

1sec

Room 203
Date 2013-06-20
Time 14:55:04

Door 000

000= not exist, this is a room at NO.203

Room 00000
Date 2013-06-20
Time 14:55:04

Door 001

this is a common door at ID 1

Encoding Time Card...
DATE 2013-06-28
TIME 15:29:49

Encode OK!

Press anykey...

2: ROOM/DOOR Management all saved room/common doors' No. and Time.

Room/Door This is the menu managing room/common doors No. and Time.

1: Room NO. — modify Room No. — Room:_____ Input Room No.
2: Room NO. & Time — modify Room No.+Current time — Room:_____ Input Room No.
3: Common Door — modify common door ID — Door :___ Input Common door ID
4: Common Door & Time — modify common door ID+Current time — Door :___ Input Common door ID
5: Encode SettingCard — generate a Setting card — Room:_____ Input Room No.

Ready to send

Sending Room No.
& Time
Room 201

^: PgUp v: PgDn

Encoding Setting Card
Room: 101

1sec

1sec

Done!

Sending Room No.
& Time
Room 201
Date 2013-06-20
Time 08:55:04
Door 000

^: PgUp v: PgDn

Encode OK!

Press anykey...

Page down or up to next room...

3: Collect Events Start collecting lock events here

Collect Lock Events
1: Read
Used Storage: 01/10

total 10 room/door (800events /each)storage capacity.
01/10 = 01 used, left 09

Now Collecting...

35sec

Room xxx
Collect OK!

You can view all the lock events at Hotel Lock System menu

Maintain> Lock Events

You could collect 1 floor (10 rooms/doors) at one time.
After collecting, the PDA will show you how many used e.g.05/10, You could go on next room till it reaches 10/10
Lock events will always be saved in PDA unless you select clear it after download done in Hotel Lock System.

If you do not clear it, the next 800 events will cover the last one(10th of 10).

4: Verify Card

This is the menu that checks card content quickly,
It is very useful for housekeeping when he wants to know a card's content.

Please Place Card...

00000/00 = Not exist
EXP =Expiry
——— =press OK or confirm
------ =Startup PDA

Guest card
Card NO. 5D9A8FFA
Room 502
Room 503
Room 508
Room 509
Begin2013-06-12 11:22
EXP 2013-06-14 13:20

4 rooms verify available

Building card
Card NO. 32F8C35A
Bld NO. 01,02,03,00
Begin Date:
2013-06-20 12:30
Expiry Date:
2013-09-20 00:20
From: 12:00--18:00

4 buildings verify available

Floor card
Card NO. 32EDD91A
Floor: 01, 02, 03, 04
Begin Date:
2013-06-20 12:30
Expiry Date:
2013-09-20 00:20
From: 11:00--12:00

4 floors verify available

Card NO. 32EDD91A

Blank card

Area card
Card NO. 32F8C35A
Area NO. 01,02,03,00
Begin Date:
2013-06-20 12:30
Expiry Date:
2013-09-20 00:20
From: 12:00--18:00

4 areas verify available

Master card
Card NO. 32F8C35A
Begin Date:
2013-06-20 12:30
Expiry Date:
2013-09-20 00:20
From: 12:00--18:00

Master card

Passage card
Card NO. 32EDD91A
Begin Date:
2013-06-20 12:30
Expiry Date:
2013-09-20 00:20
From: 11:00--12:00

Passage card

Building /Floor Area card will show time table. Other cards show Begin/Expiry only

Light Guide

Light \ Card type	Guest card/ Floor card/Building card/ Area card	Master card	Passage/ Emergency card	Loss-report	Check out card	Data startup card	Setting card	Time card	Authorized card
	This card chip is same as the locks(RFID Mifare or IC) but comes from a different hotel code's Hotel Lock System								——
	Dead bolt is engaged. Refuse card.	——	——	Recover (engaged) the lost card OK!	——	——	——	——	Revoke initialization successfully.
	Cards using term does not match (Card set to a future date or has already expired) Or locks clock running slow or lost. Check cards begin and end time. If there is no problem please renew the locks clock by reading a current Time card or with the PDA.							——	——
	Cards Room No. /floor/building/Area Does not match the locks.	——	——	——	——	——	——	——	——
	Lock has been reported the loss or the lock has been read the Check out card. Card has been reported lost and refused								Cards hotel code does not match the locks. Reset/initialize failed.
	Card read successfully and able to unlock	Card read su ccessfully and able to unlock	Card read successfully and passage mode is on (Read again to shut-off passage mode)	Report the lost card	Force check out successfully	——	Set locks Room(common door) ID successfully	Renew locks clock(date and time) successfully	(Re)Initialize successfully.
Beep! x 3	Battery power low. Lock still completes the action it shoud do for the card. It remains 200 times before battery run out.								
	——	——	——	——	——	send out audit trial start	——	——	——

Lock checks its memory and card contents in following order
Hotel code(if it is in a same system)->Card type(what is this card and what should I do)->battery level(If battery low I should warning user)->Card Time(compare locks date&time and cards time to check if the card falls in a valid using term, not expiry or not in future)->Has been loss report or not->Room No./floor/Building/Area(compare it with locks data)