

# HOTEL LOCK SYSTEM<sup>TM</sup>

## Manual

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# 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 long-term in the extreme environment
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, does not operate normally.

## INTRODUCTION

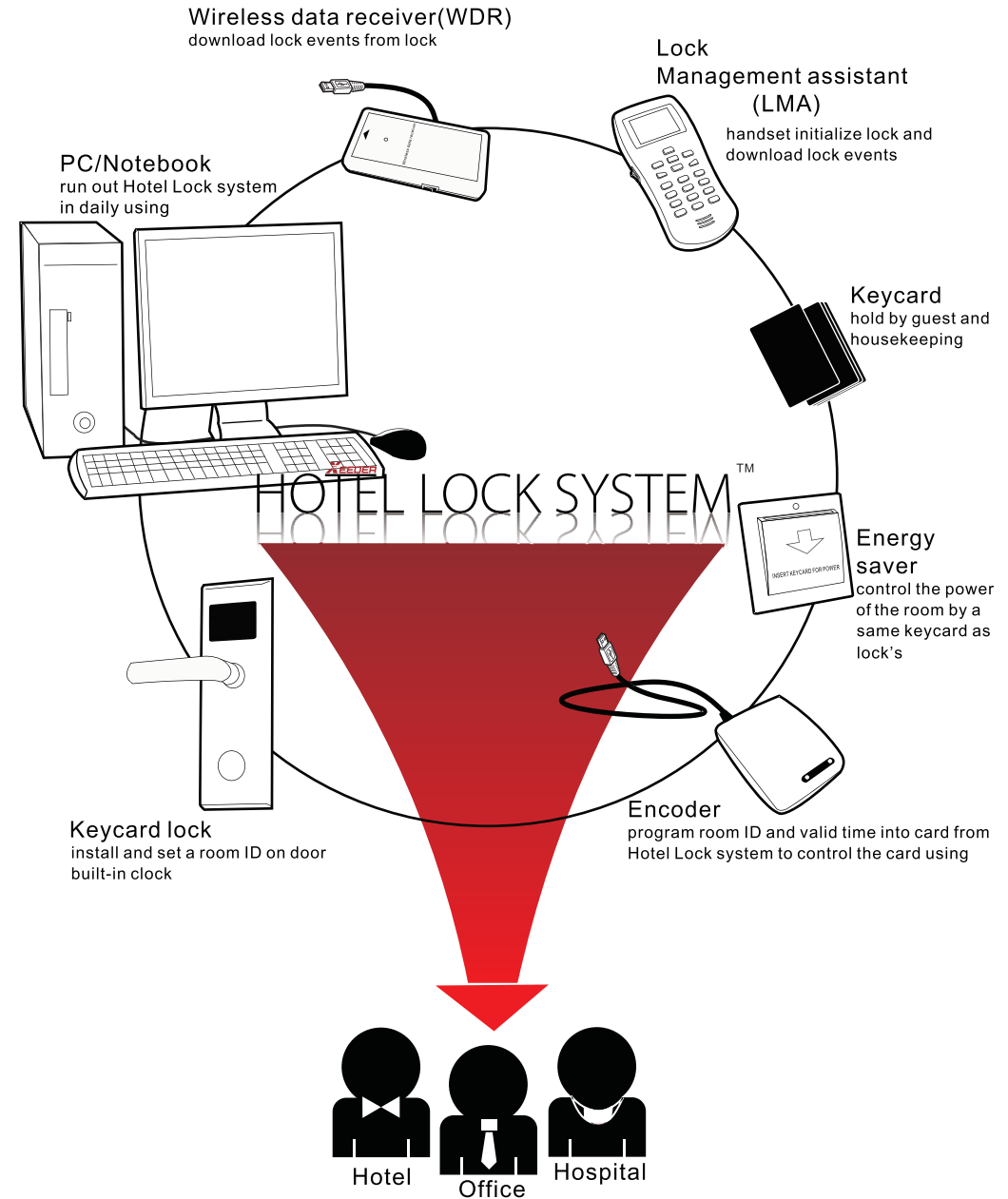
Congratulations on your selection of the **XEEDER**® Hotel Lock System. This is a solution that carry out a modern, efficient and safe management of the rooms in hotel/resorts/apartment/school/lodge/office/hospitals/cruise ship by application of hardware and software.

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

## SAFETY

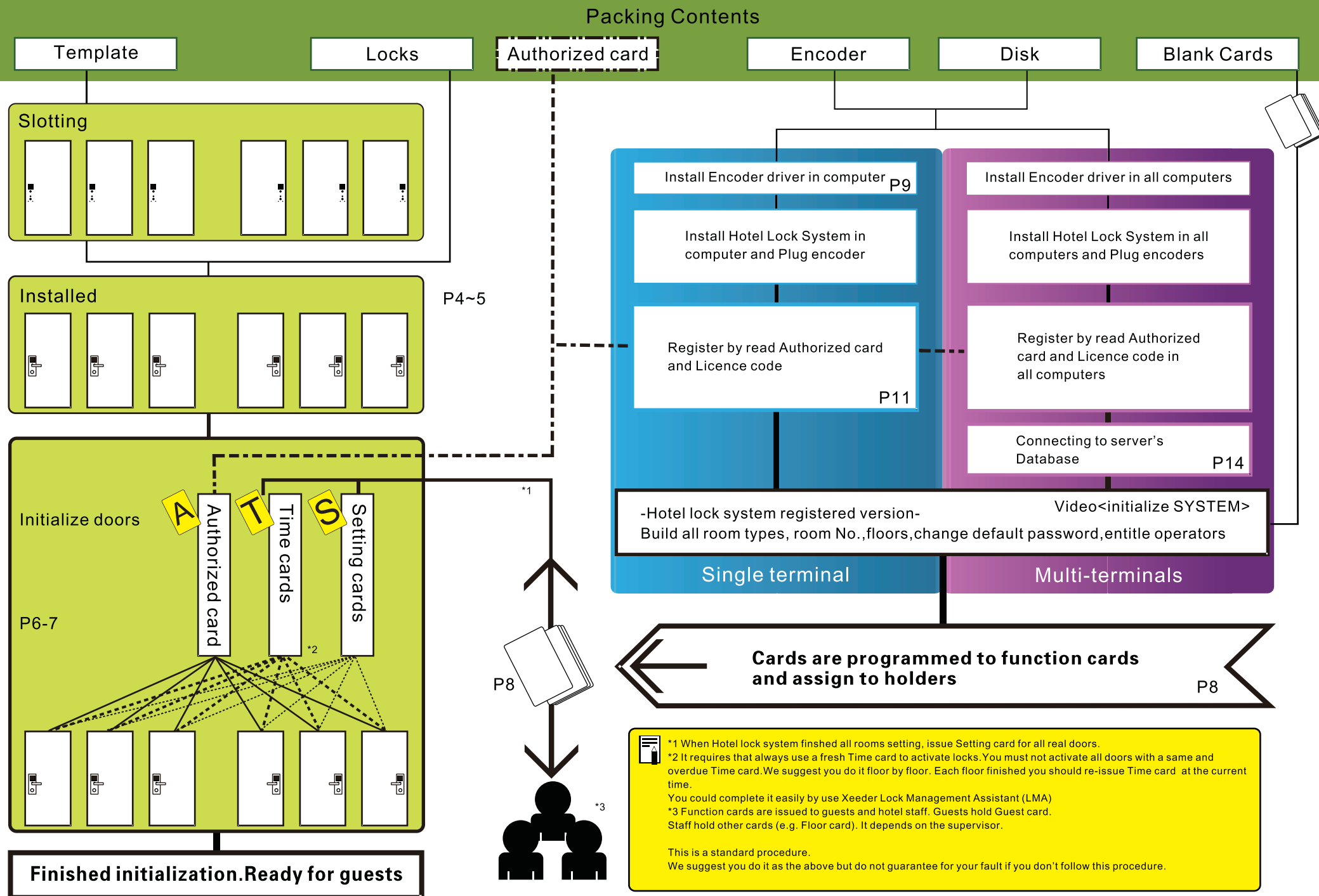
Xeeder hotel lock(RFID & IC) product has been designed with the highest concern for safety. However, any device, if used improperly, has the potential for causing unlock unable and indirect personal injury. To help ensure accident-free operation, follow these guidelines:

1. Lock requires AA battery x4pcs to provide power keep running even not read any card. Alkaline battery is suggested for gives a long using term (12months).
2. Replace new battery on time if you get low battery alarm-3beeps and red flash when read card finished -P15 Light Guide
3. You have 200 times last unlocking chance when lock gives low battery alarm.
4. Do not use battery mix new and old. It may cause short circuit to lock electronic part.
5. Lock's latch part is in mechanically, You can unlock it by using emergency key in urgently.
6. XEEDER Hotel Lock System requires run on Windows 98/XP/2003/Vista/win7 which are tested pass by xeeder. However we do not promise there is no bugs in all machine and other OS.
7. A tiny difference of the OS including language, service pack and any other fault in OS itself may cause a error. If you can not uninstall software in normal way by some reason, Please delete the whole fold named 'Hotel lock system Vx.x'.

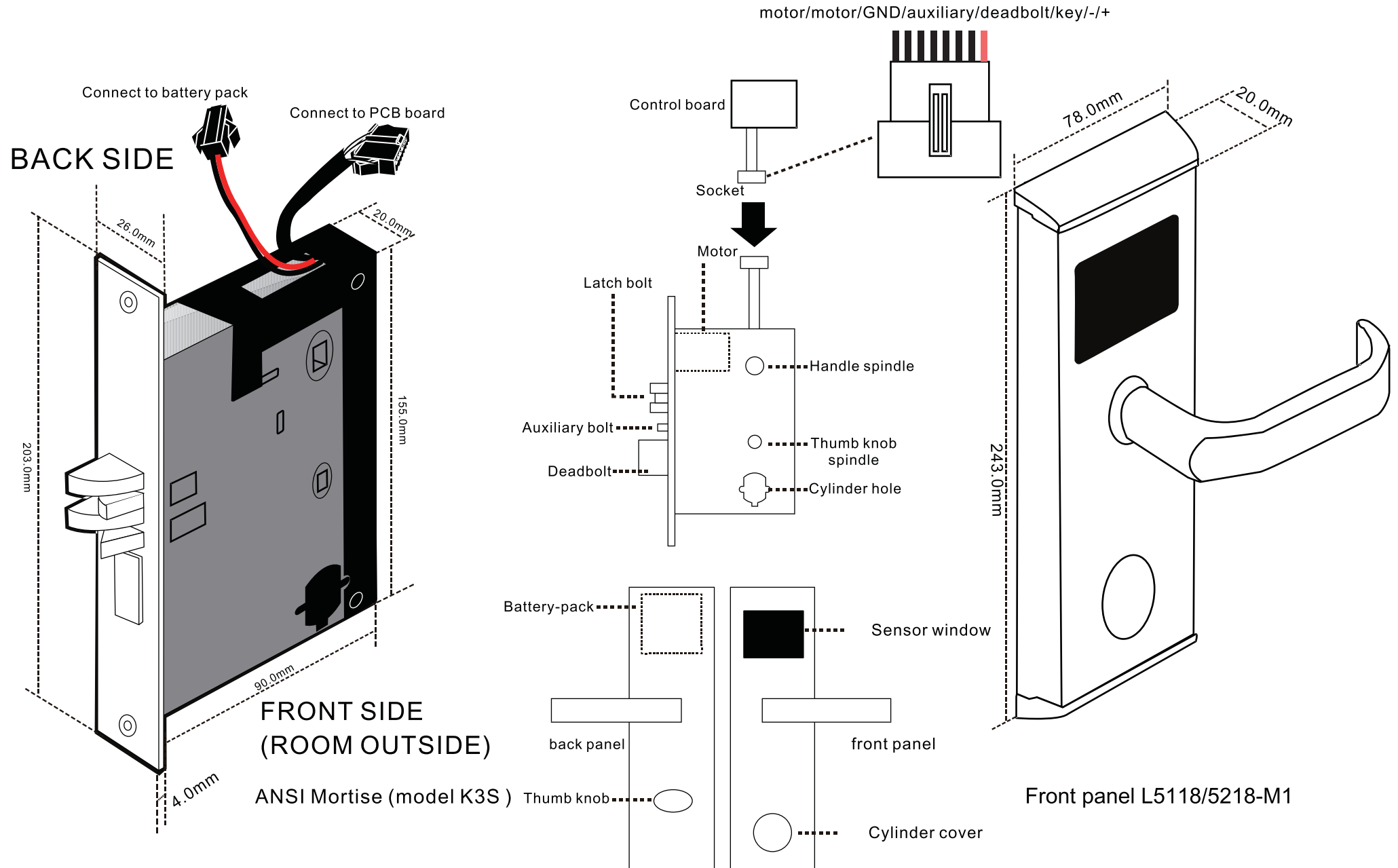


This system is widely suitable for hotel, office and hospital

# Install Procedure



# Mortise & Panel



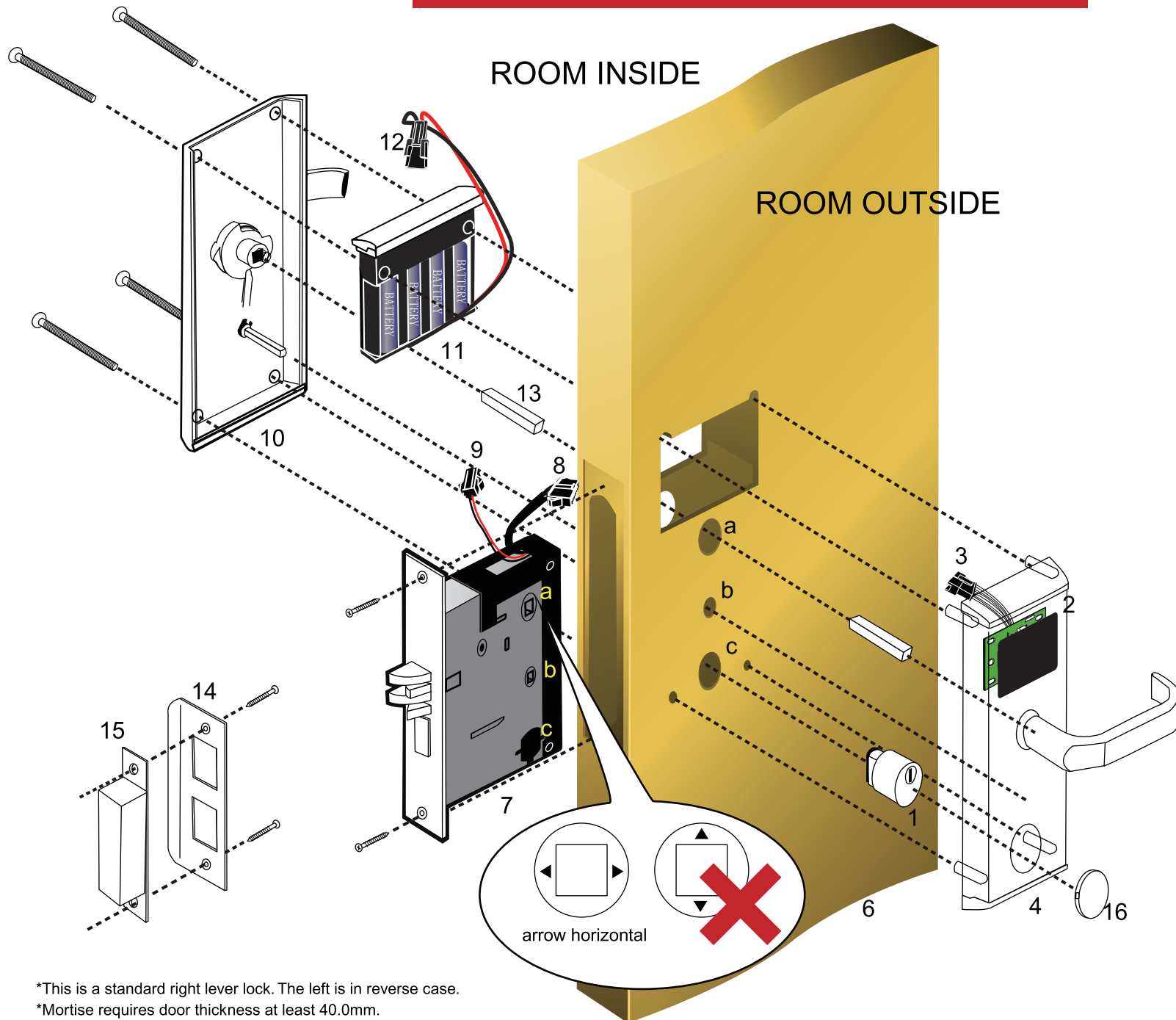
\*This is a standard right lever mortise model:K3S.

\*The left mortise is in reverse case.

\*Mortise K3S is the one of several different mortise of all model locks

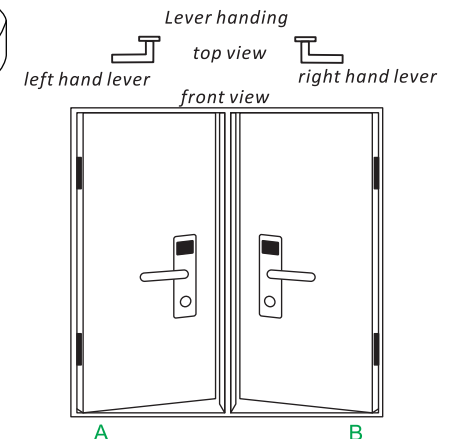


# Lock Install



1. Cylinder
2. Pcb board
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. Strike
15. Strike box
16. Cylinder cover

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



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

\*Mortise requires door thickness at least 40.0mm.

\*For other thickness door please contact with manufacturer seeking other mortise solution

\*Right for the hardware configuration changes without notice is reserved.

# Lock 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 direction).

Please always aim the edge of the door line at the real door.

You should turn the template reverse to let it suite another face of the door.

Firstly mark the height line on both faces of the door.

(height line start from the handle center and it is away from the ground 1.0-1.1m)

Then mark the balance holes by a pencil or markingpen.

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.

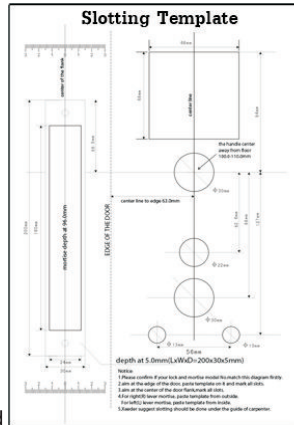
Note:

Template should be use repeatly for all doors punching.

Holes size and position may different for different model lock please check it carefully before start punch.

Holes must not bigger than the size on the template otherwise the holes may exposed outside.

The mortise hole on the flank must be punched at enough depth otherwise the mortise could not be placed in.



### 2Install 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

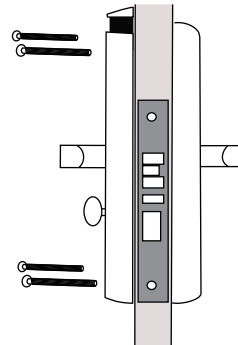
Insert the cylinder from front and tight the screws from back by using the inner hexagon screw driver

### 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 plug correctly connect 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 confirm the positive direction of the battery, closes Pack Cover.

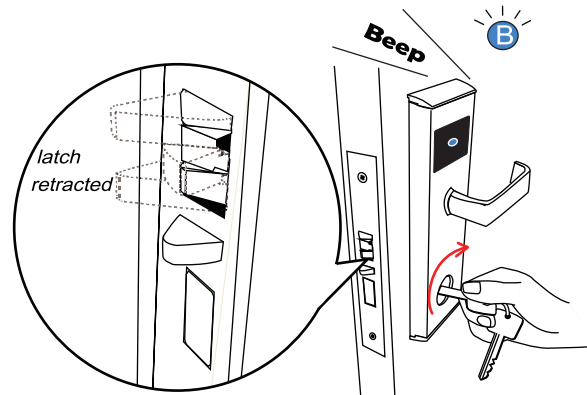


### 6.Test:

After the installment completed, check if the basic function works is necessary.

### Test Cylinder and Power

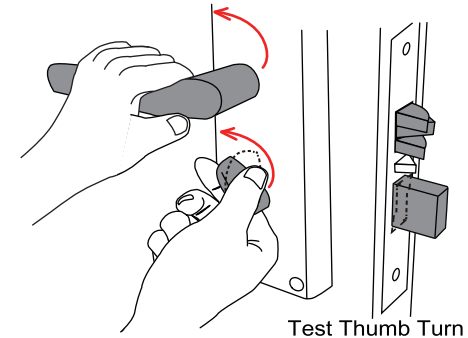
Insert the emergency key and turn it to make the latch retracted, if the lock shows blue light and one beep that is means the cylinder and power works fine.



Test Cylinder and Power

### Test Thumb Turn

ed; check the operation of the deadbolt knob. If there is any binding of the handles or the latch then loosen the bolts



## WARNING

For the safety, it is suggested strongly that you check the operation of the emergency key and back lever handle under the door in opening status

## TOOLS

	<b>Inner hexagon screw driver</b> This tool is necessary while install cylinder in mortise. Xeeder offer it free
	<b>Cross-Head screw driver</b> An ordinary tool and should be prepared by user. User prepare
	<b>30mm dia hole drill bits + Electric drill</b> Punch holes on the door. User prepare
	<b>Cylinder cover opener</b> This tool is used to remove the cylinder cover. Xeeder offer it free

Push and pull to open it

# Initialize Lock

## ● Initialize rooms

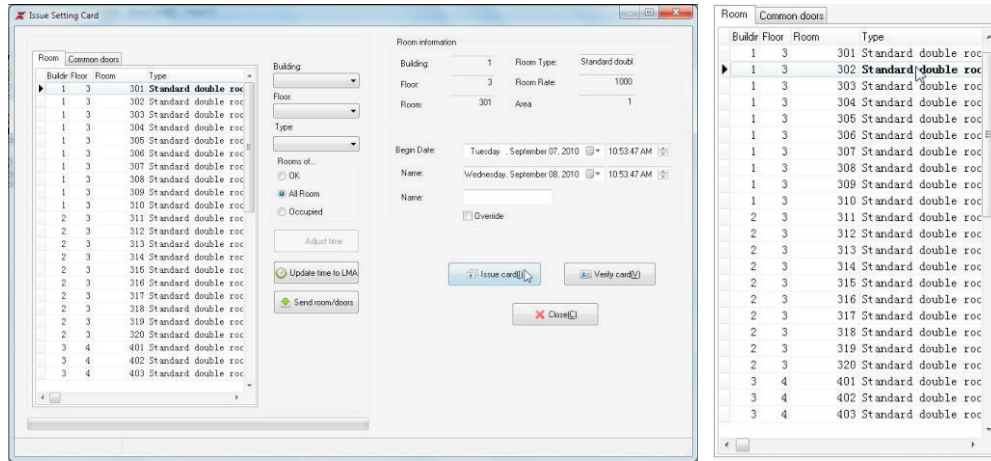
### Step 1. Make Setting Card



Maintain>Setting Card

Select one room ID.

Place a blank card and click Issue to complete



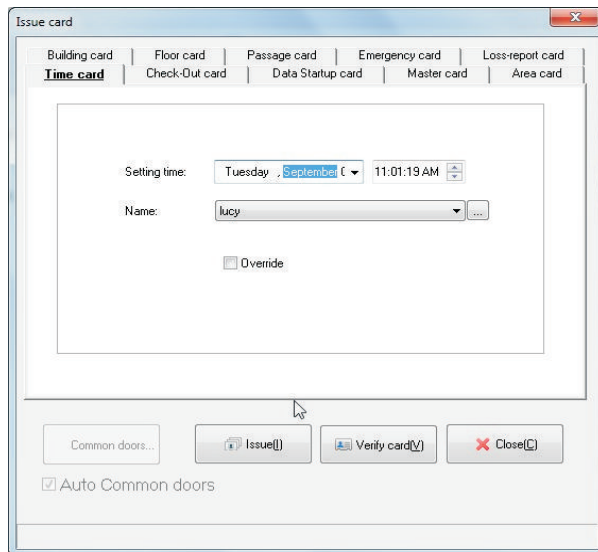
You should complete Setting cards for each room ID.  
e.g. There are 30 rooms total. You must make 30pcs setting cards. Each room 1pc card.  
The Setting cards of the common doors are in the same with the above.

### Step 2. Make Time Card

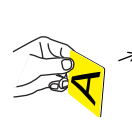


Maintain>Time Card

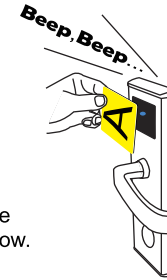
Place a blank card and click Issue to complete



### Step 3. Set hotel code



1. Place an Authorized card near the sensor window.



blue light flash with 2 times beep



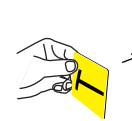
2. Move away card



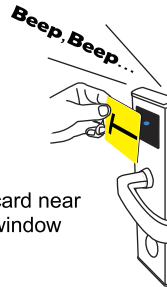
Each brand new lock should be initialized as the following 3 steps after they had been installed on the door. Since when the lock been initialized it has the ability identify the keycards issued by Hotel lock system which is registered by the same Authorized card.

You dont needs do the above again in daily using unless the lock ready to moved to another hotel. Different hotel should use different hotel code(Authorized card saves hotel code info)

### Step 4. Activate clock



1. Place a fresh Time card near the sensor window



blue light flash with 2 beep



2. Move away card

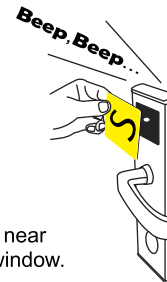


Time card should be issued in Hotel Lock System. It should be in fresh time which same as the current real time. You can not use a yesterday issued Time card or even many minutes ago because the clock of lock should always run at same or near as the real time. To reduce the error between clock of lock and the real, we suggest 1 fresh Time card do set 1 floor rooms only. After finish 1 floor you should issue another fresh. Or you can do adjust the Setting time at a time several minutes ahead of the real when you issue it in Hotel Lock System. Then you can do floor by floor by changing a fresh Time card.

### Step 5. Set room ID



1. Place a Setting card near the sensor window.



blue light flash with 2 beep



2. Move away card



Setting card should be issued in Hotel Lock System. It should be 1 pc for 1 room because it saves 1 room ID only.

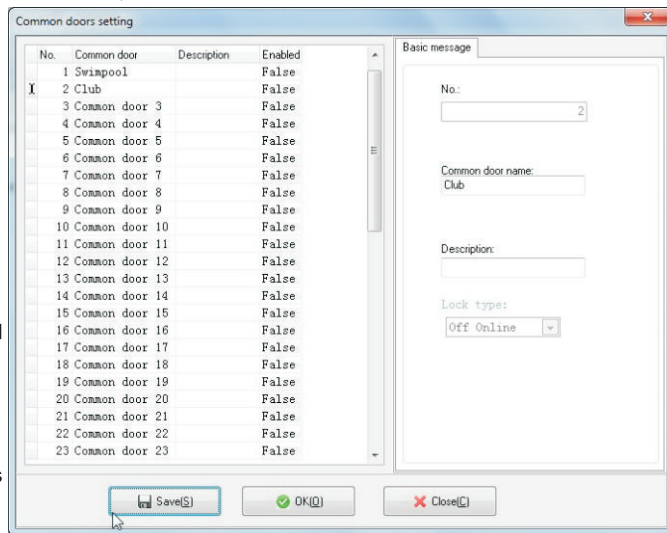
We suggest you issue all rooms at one time and mark on each card room ID.

# Initialize Lock


## ● Initialize Common doors (Option)

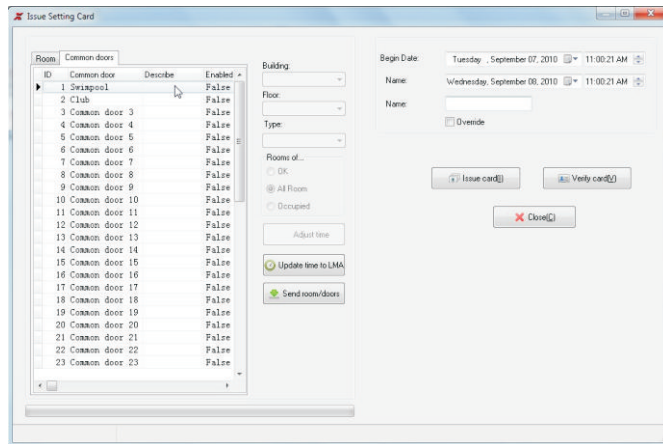
### Step 1.Build common doors Rooms Setting>Common Doors Setting

Most hotels have public place or valued service place likes spa, swimming pool, vip club, Sauna room etc. These place is open for VIP or special people who pays it. valued service place likes the restaurant, swimming pool, club, SPA etc. We called these place 'common door'. To let VIP guest enjoy it well hotel usually don't allow other guests enter. Xeeder locks can filtrate guests by the function 'common door'. Once guest's card has been opened a certain common door access when programming, he can pass that door.




### Step 2.Make Setting card (for common doors)

 Maintain>Setting Card



### Step 3.Make Time Card

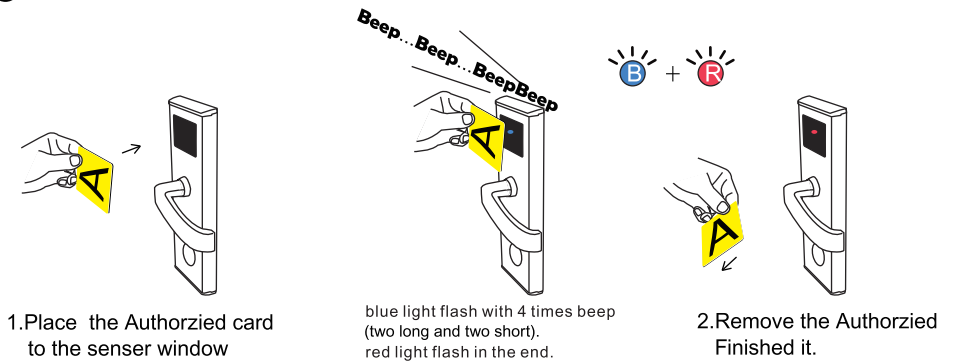
 Maintain>Time Card

### Step 4.Set hotel code

### Step 5.Activate clock

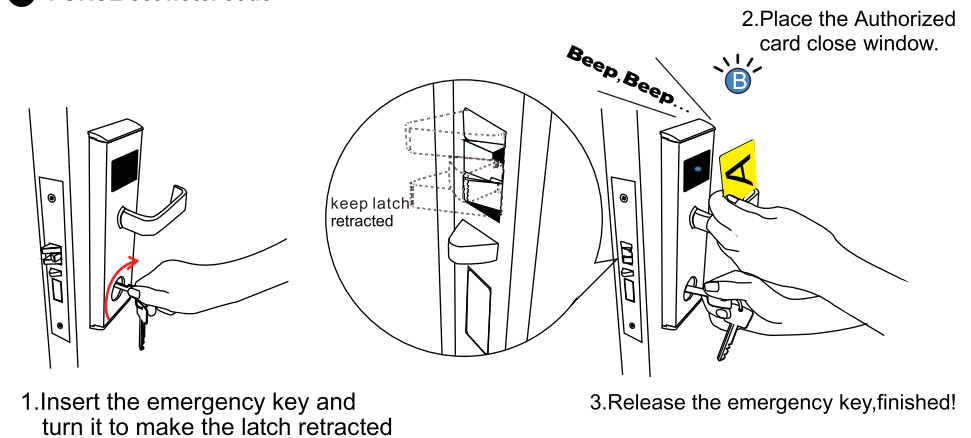
### Step 6.Set Common door ID

#### ● Revoke hotel code



Function-Since the hotel code been revoked, the lock cant identify any function cards.It will show 1 time red light(page 16)  
Actually the revoke hotel code action is same as initialize STEP Set hotel code but reverse result.  
It is cycle working. One time read set and next time read to revoke.  
Revoke hotel code will be succeed only by using the same Authorized card which was did set hotel code beforetime.

#### ● FORCE set hotel code



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



## Virgin card

Brand new RFID(Mifare 1/IC)card.  
Not only brand new but also old including free sector use available.



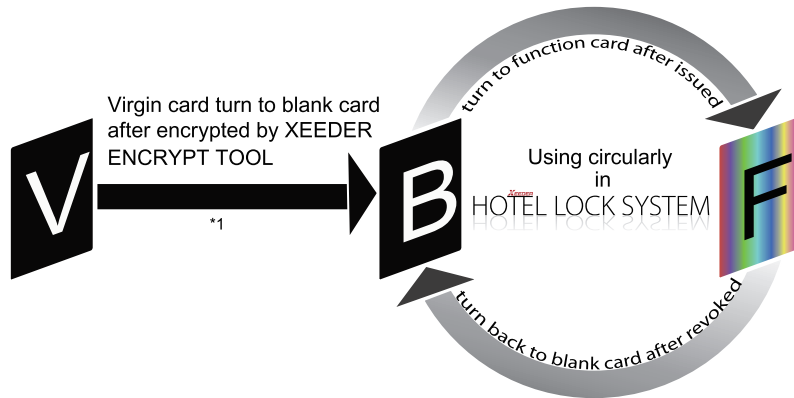
## Blank card

Ready to be issued to function cards.  
Blank card is a range of the cards without issued after been encrypted.



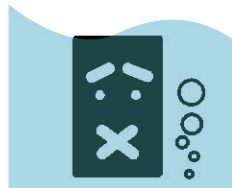
## Function card

Including all card types with different functions in Hotel Lock System.  
They are issued and revoked able(Except Authorized card).



**No high temperature**

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



**No long term dunk in water**

Long term dunk in water will cause inner data lost



**No overexert bend**

Once card was broken, it cant recover again.



**Keep the keycard clean and use it in correct way.**

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

Authorized card *2	X	X	X	Register Hotel lock system. Initialize and revoke initialize locks.Xeeder offers. One hotel hold 1pc
Function card	unlock normal locking	unlock a group locks	unlock dead bolt	function
Time card	X	X	X	Activate clock built-in locks and energy saving switch when initialize it. New installed locks read ONCE.
Room Setting card	X	X	X	Set rooms (common doors) ID on the locks when initialize it. New installed read ONCE/lock.
Check-out card	X	X	X	Force revoke the current guest card on the room.
Data startup card *3	X	X	X	Boot in the lock events download device/card.
Guest card	O	X	X	Unlock locks in a limited time. Guest hold.
Floor card	O	O	X	Unlock all locks in a certain floor. Max 4 random floors in 1 card. Using time limit able
Area card	O	O	X	Unlock locks in a same customized area. Max 4 random areas in 1 card(area range required defined when build rooms). Using time limit able
Building card	O	O	X	Unlock all locks in a certain building. Max 1 building in 1 card. Using time limit able
Master card	O	O	O	Unlock all locks including dead bolt. Using time limit able.
Passage card	O	O	O	Unlock all locks and make it into passage mode which allows unlock without card. Using time limit able.
Emergency card	O	O	O	Unlock all locks and make it into passage mode. Using time limit able.
Loss-report card	X	X	X	Revoke keycard which lost by chance.

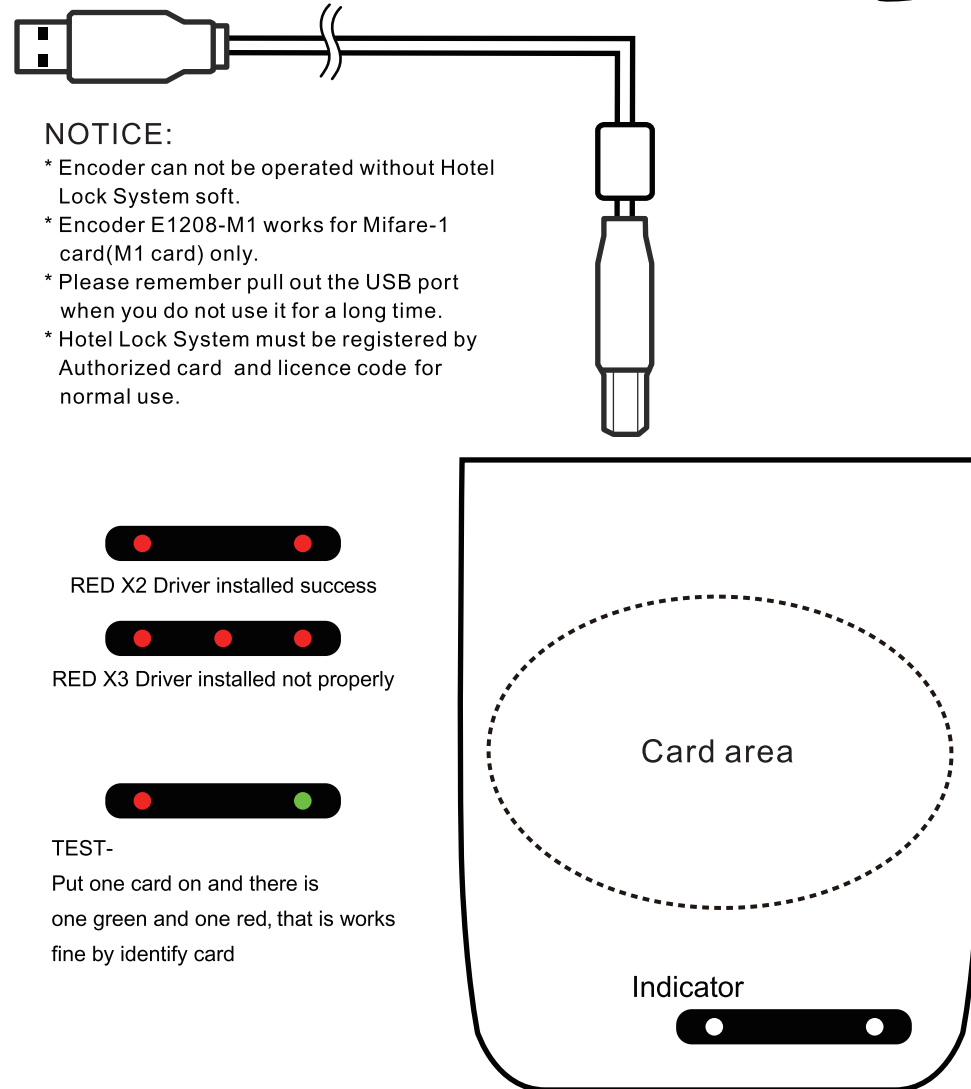
\*2.Each Authorized card has a unique 8 lights hotel code.

\*3. RFID(mifare 1)Data startup card is specially used to boot device WDR(wireless data receiver) and LMA (lock management assistant).  
IC Data startup card is specially used to boot Query card which saves lock events.

# Encoder

Encoder is the device that program the keycard to let it identify available on the locks.

To PC/Laptop USB port

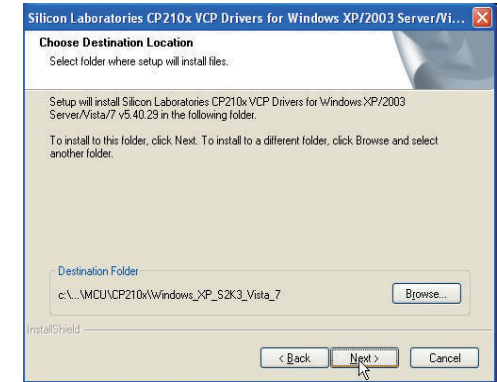


## NOTICE:

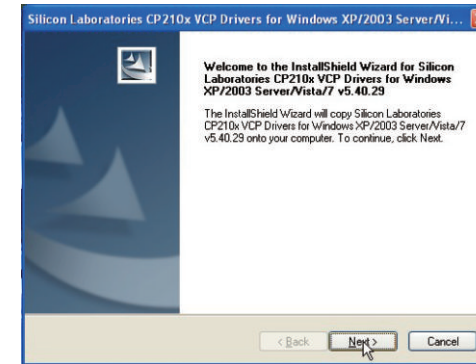
- \* Encoder can not be operated without Hotel Lock System soft.
- \* Encoder E1208-M1 works for Mifare-1 card(M1 card) only.
- \* Please remember pull out the USB port when you do not use it for a long time.
- \* Hotel Lock System must be registered by Authorized card and licence code for normal use.



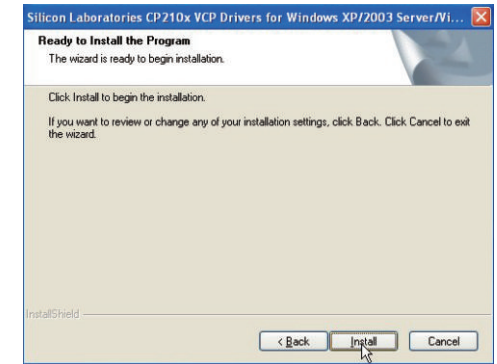
1. Click USB M1 endoder driver in the CD window



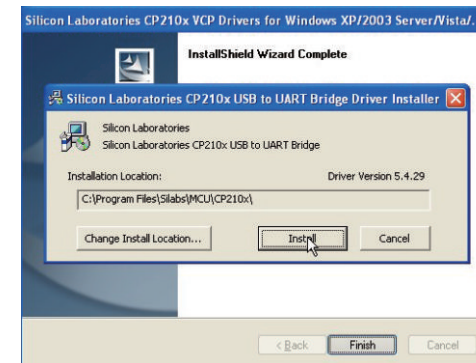
2. Click Next



3. Click Next

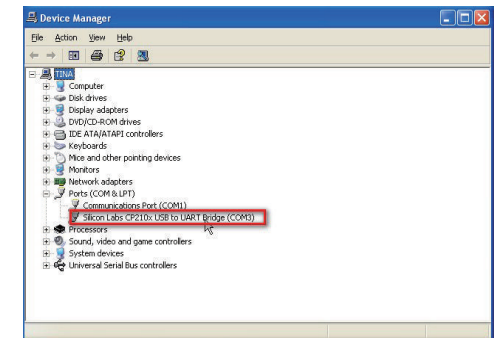


4. Click Install



5. Silicon Laboratories CP210X USB Click Install and restart PC.

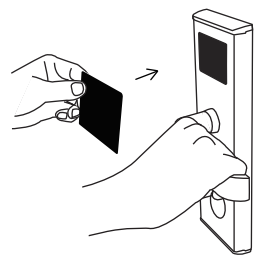
Note: Please do not plug the encoder until restart PC finished



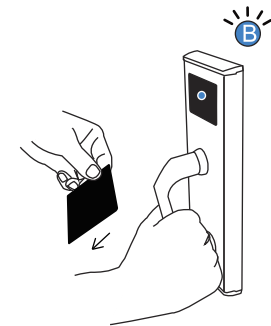
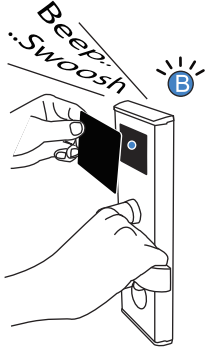
Plug the encoder and check it in Device Manager  
You will see device named  
Silicon Labs CP210X USB to UART Bridge  
Finished!

# Basic Action

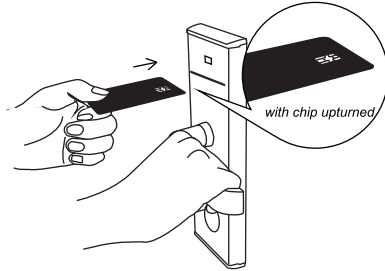
## ● Open



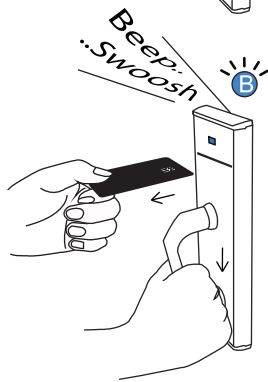
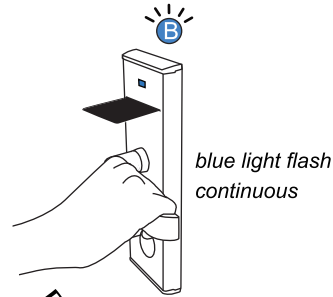
1. Place a M1 card near to the sensor window



2. Remove card and shake the handle.



1. Insert IC card with chip upturned.



2. Pull out of card, the blue light keep on. Shake the handle before the light die.

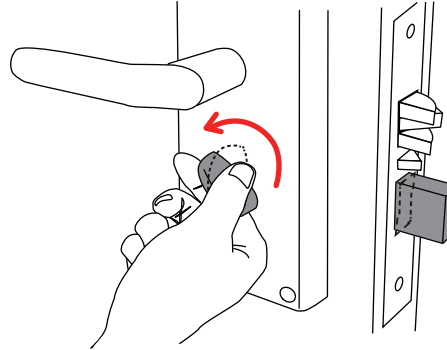
### ⚠ WARNING

You have only One time opportunity of shaking the handle (open the door) every time while your card is approved valid. If no action of handle during the blue light on, the lock recovers to locking status after light gone.

## ● Lock from inside

You can lock the door from inside by thumb turn.

1. Close door

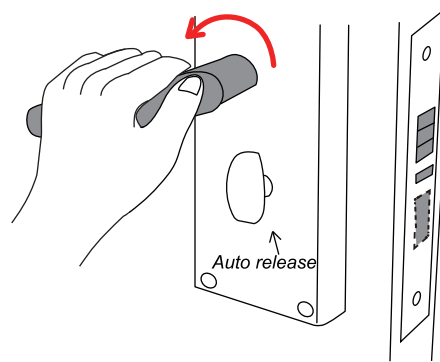


2. Turn the Thumb knob.  
Deadbolt come out. Complete locking .

### ⚠ WARNING

Do not use thumb knob while door opening, it may damage the deadbolt.

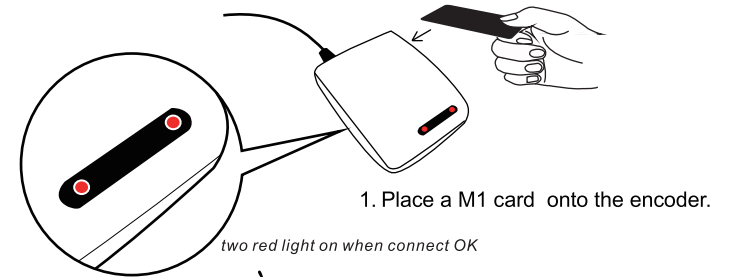
## ● Unlock from inside



1. Shake the handle the deadbot retracting automatically.  
2. Open door

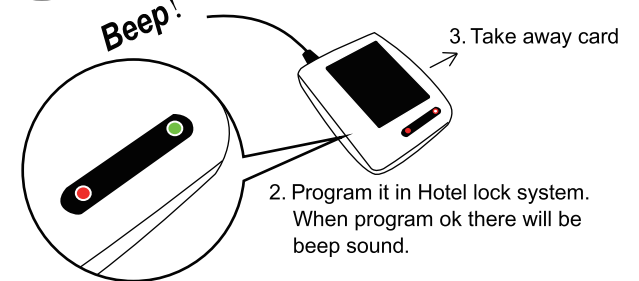
## ● Read/Program keycard

It is same action that read or program keycards.



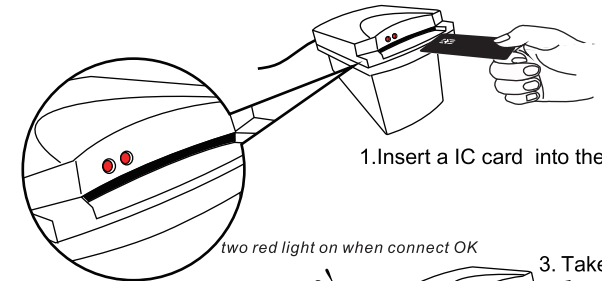
1. Place a M1 card onto the encoder.

two red light on when connect OK



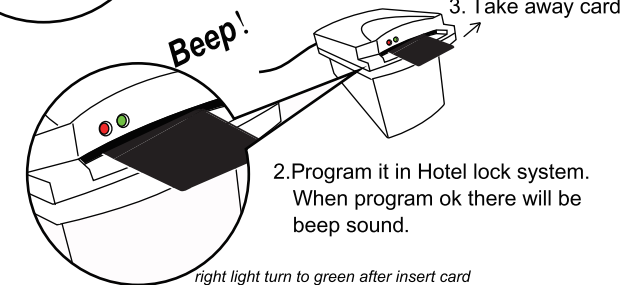
2. Program it in Hotel lock system.  
When program ok there will be beep sound.

right light flash green when programming



1. Insert a IC card into the encoder.

two red light on when connect OK



2. Program it in Hotel lock system.  
When program ok there will be beep sound.

right light turn to green after insert card

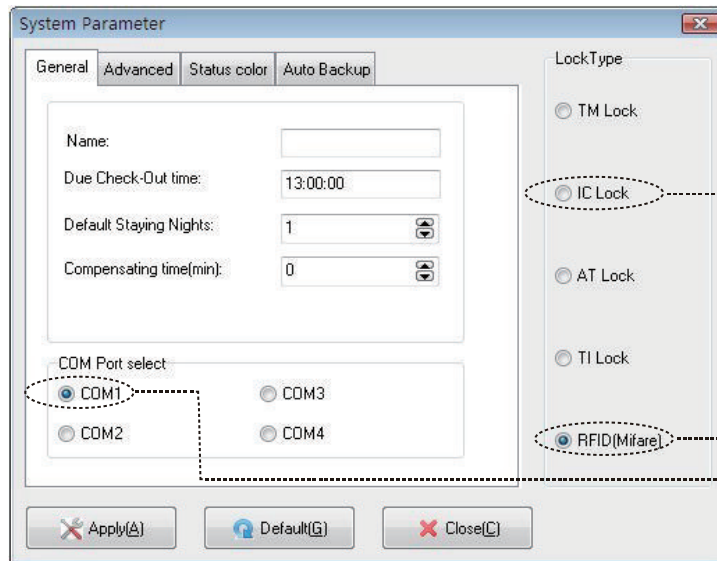
### ⚠ WARNING

Read/Program card must be done one by one card.

# Register Software

1. Login system with operator-SYSTEM ,password-0(zero)

2. System setting > System parameter



IC card(SLE4442)  
hotel lock

Click Apply and close

RFID hotel lock

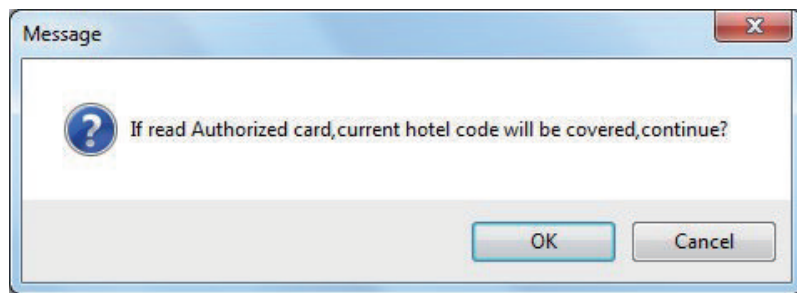
Skip it when encoder is  
USB port



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 choose 2 days, please change it to ?. It will makes your  
operating easily when issue card to guests.

3. When you finished the above click Save.

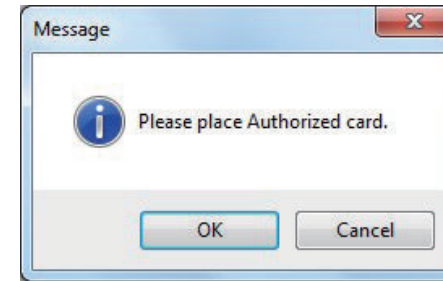
4. System setting > Register



5. A message comes warning you register ask read Authorized card and hotel code will be covered by the  
new hotel code which read from the Auhotrized card.

It is for prevent users mistake operate. For a new installed system, click OK to go on.

6. There is a message comes asking you place an Authorized card.



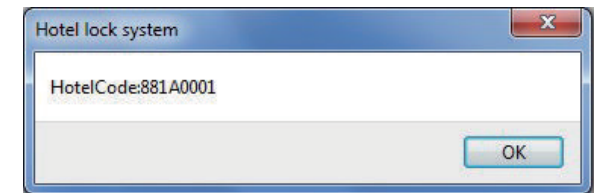
**Beep!**

It is 881A0001.  
click OK here.

7. Put an Authorized card  
on the encoder and click OK

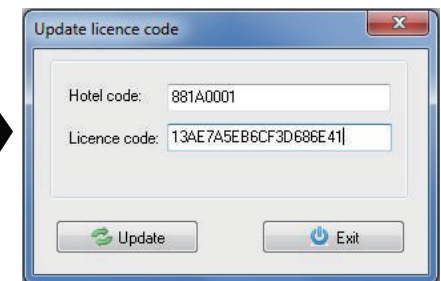
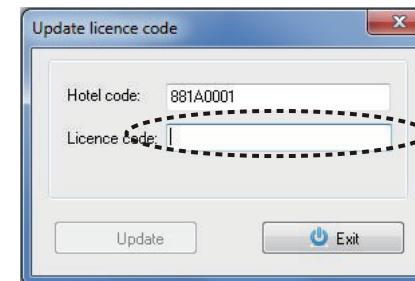


8. Encoder beep once and there comes a window  
show the hotel code read from Authorized card.

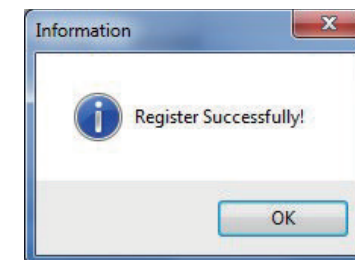


9. Licence code update window jumped asking input licence code.

Fill in the licence code given by Xeeber and click Update.

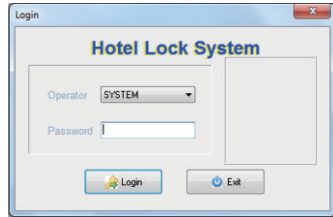


10. Register successfully, click OK Soft will off automatically again. When next running it is a register  
version and you will see [ Registered ] on the head of the window of soft.

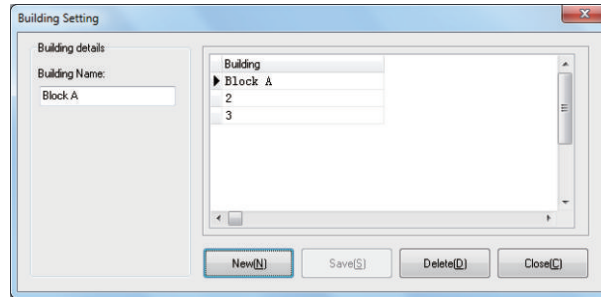




# Basic Setting

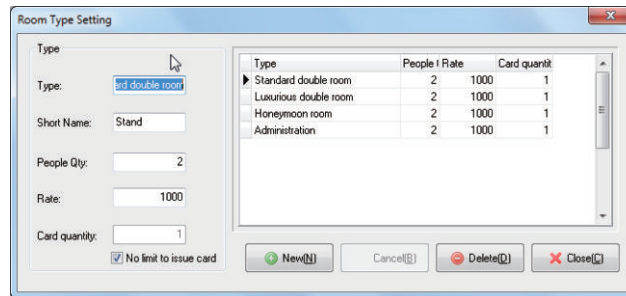


1. Login system with User- SYSTEM, Password- 0 (zero)



2. Make set of your hotels buildings

Rooms Setting > Building Setting



3. Make set of your hotels room type and rates

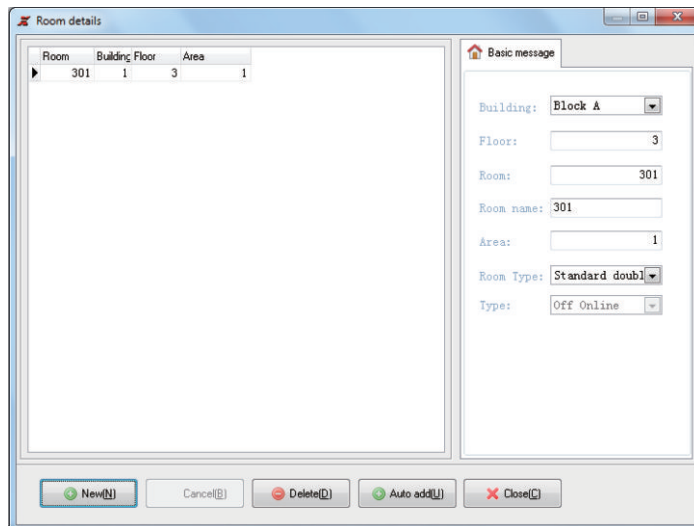
Rooms Setting > Room Type setting

4. Creat all rooms.

Rooms Setting > Room details

Each room includes

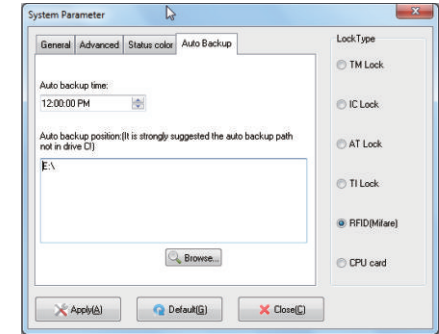
- Building  
the building of the room
- Floor  
the floor of the room
- Room No.  
the room number
- Room Name  
the room name if necessary
- Area ID  
the define area ID
- Room Type  
the room type select from step 3



5. Auto Backup

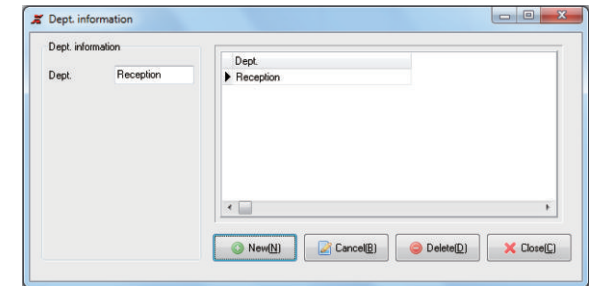
System Setting > System Parameter

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



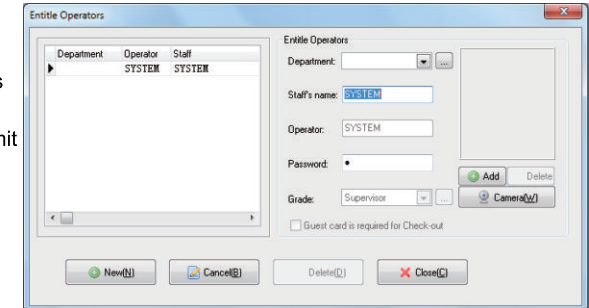
6. Create the departments all related in Hotel Lock System

Operator > Departments



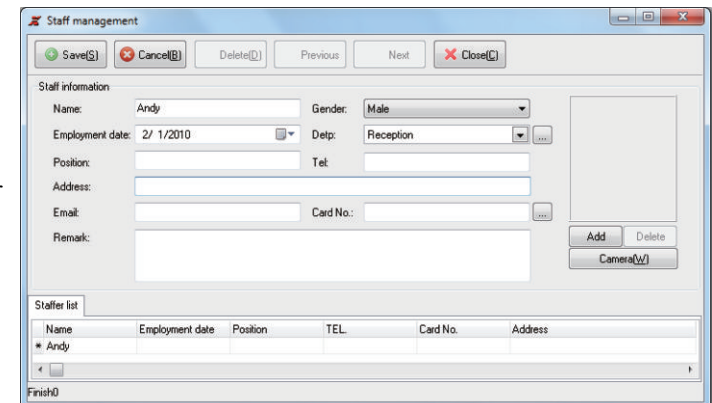
7. Input the staffs info who has the rights make issue the keycards.  
You could define different Grade to limit the action of different level staffs.  
Login password define here.

Operator > Entitle Operators



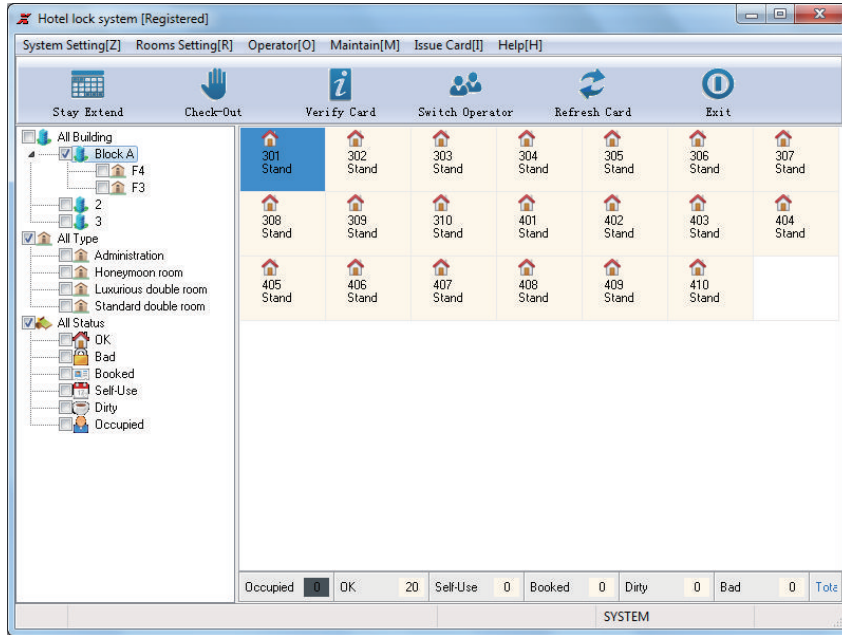
8. Input the staffs info who will hold the keycards for daily using.

Operator > Staffs

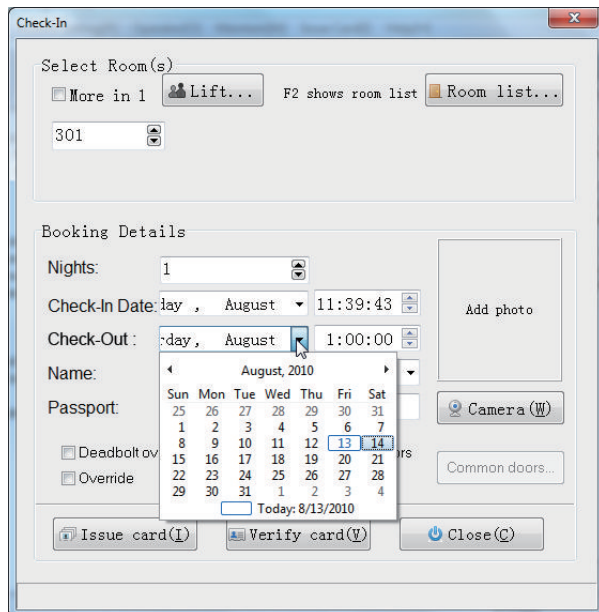


# Make Check-in

1. Put a blank card on encoder

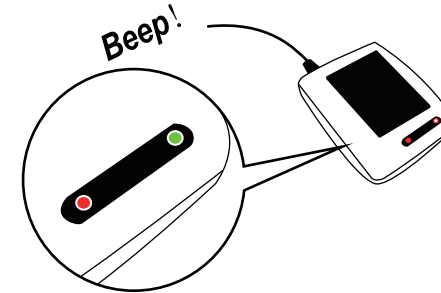


2. Ask guest and select a proper room for him. Double click the room icon.



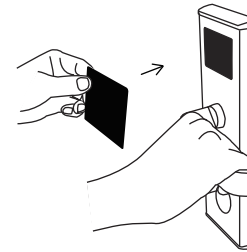
- More in 1
- soft allows 4 rooms access by 1 card Max
- Nights
- the night guest stay in
- Check In Date
- usually it is current date
- Check-Out Date
- the day guest departure
- Name
- guest name
- Passport
- guests passport ID
- Camera
- take picture of guest if camera equipped
- Deadbolt override
- override lock even while deadbolt is on
- from inside
- Auto common doors
- open the default public doors access
- Override
- make the early card invalid of this room
- Passage on
- lock will be in passage mode after read card

3. Click issue card button.

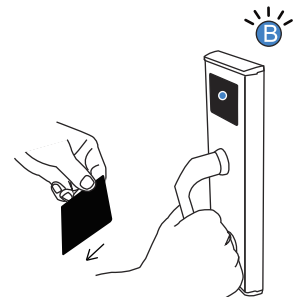
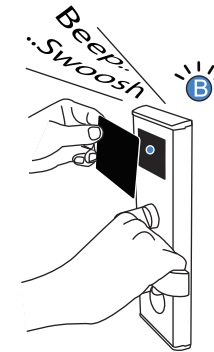


4 Submit keycard to guest

## ● Open lock

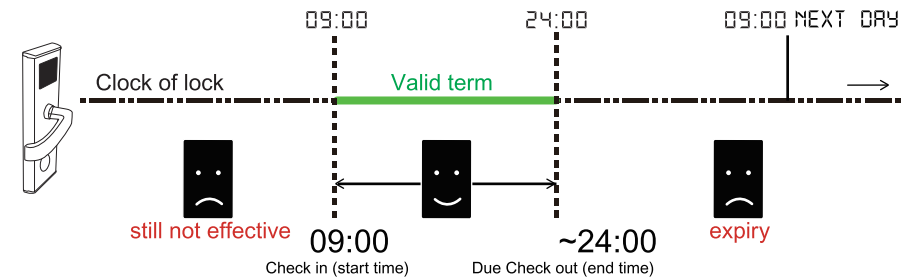


1.Place a M1 card near to the sensor window



2.Remove card and shake the handle.

## ● How can xeeder hotel lock knows the card in valid term or not?



These are the basic functions

Xeeder Hotel Lock System software offers much more powerful functions.

To gain more good experience of Hotel Lock System please read the help file of soft or view the video of the CD packed with product.

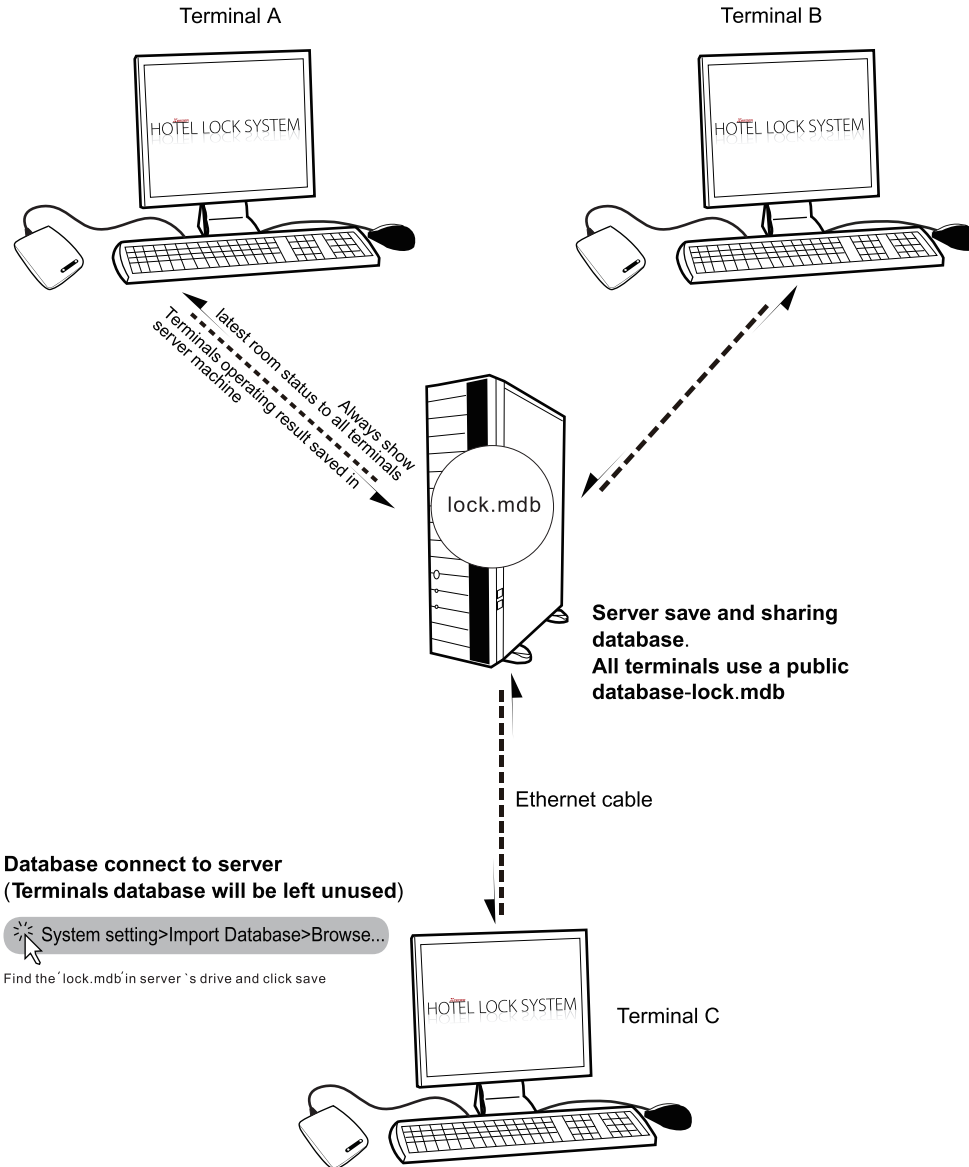
# Multi-terminal Connect

Server usually could offer a good performance in communication and has strong anti-virus ability. Xeeder suggest you connect terminals (if your hotel requires multi-terminals) in this mode.

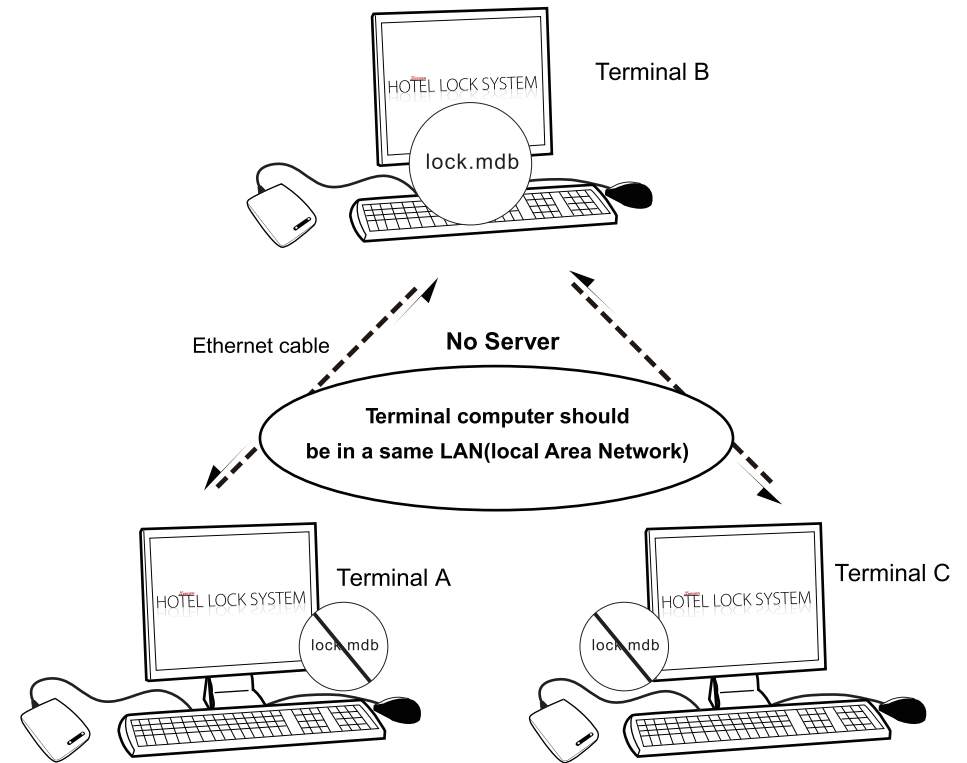
Server is not required install Hotel Lock System. Just move file 'lock.mdb' to a safe drive of the server is OK. Terminals are required install Hotel Lock System by a same hotel code and should run at a same & correct time/date.

For databases safe we suggest you change Hotel Lock Systems position to another drive but not the drive C (default).

Initialize software in any terminal once is OK.



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



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

System setting>Import Database>Browse...

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



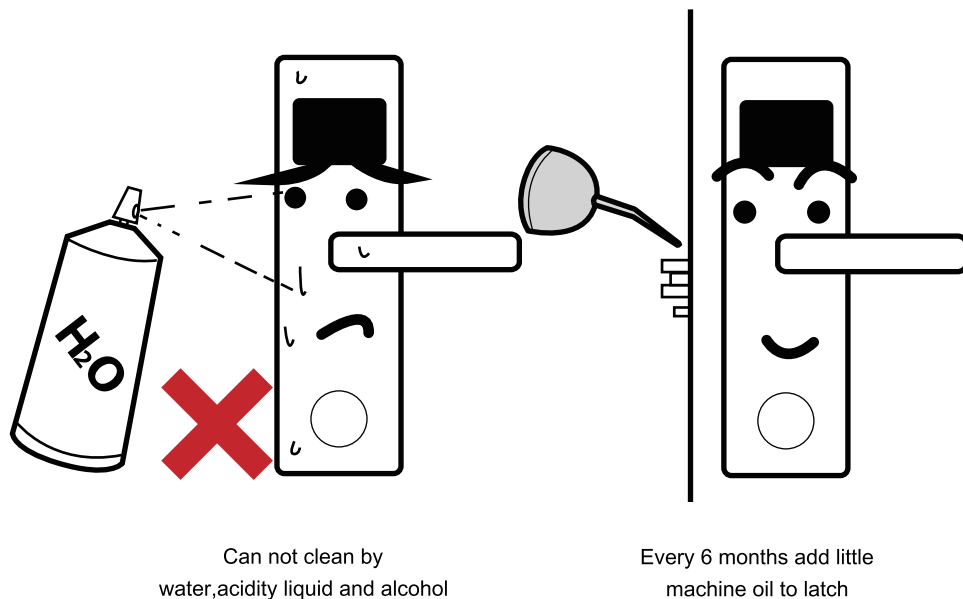
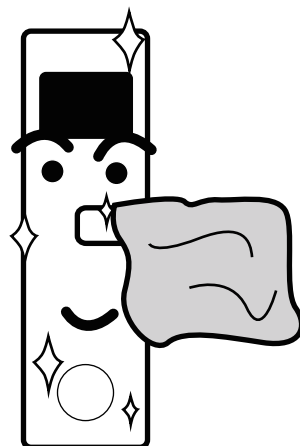
In the case that there is no server, we suggest you select a stable and good anti-virus computer to save database file (lock.mdb). All terminals are required install Hotel Lock System.

To guarantee other terminals could save the operating result in database, you should keep the LAN in a smooth communication. The folder saves database must not be set 'Read-only' in properties.

For databases safe we suggest you change Hotel Lock Systems position to another drive but not the drive C (default). Initialize software in any terminal once is OK.

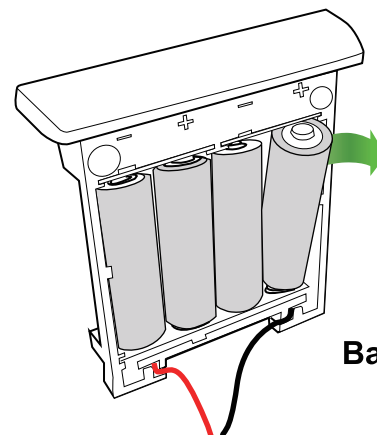
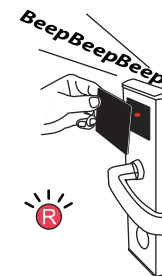
# Maintenance

## ● Clean



## ● Replace battery

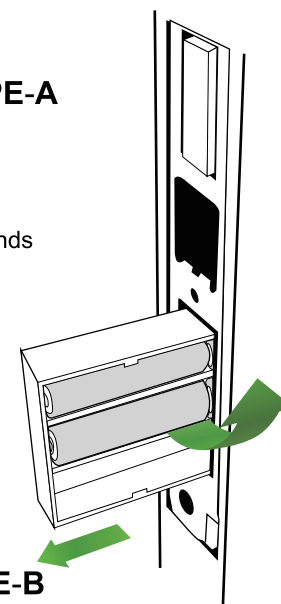
While the battery near run out the lock gives alarm for 3 times beep and red light, it is time you replace new battery.



- 1.Release screws from back panel
- 2.Take out battery-pack (keep power connector linked) and replace new.
- 3.Recover

Notice: Equipped which type battery pack depends on the locks original design























- 1.Uninstall the flank plate
- 2.Take out battery-pack and replace new.
- 3.Recover



Locks clock will be frozen during the moment the battery leave the battery pack.  
If battery run out completely before replace new, we suggest you set Time again ( Initialize STEP 2,Page 5) after replace new done.

If battery Not run out completely, you do not need set Time again, however you could not leave the battery-pack empty for long time which will make the locks clock running at the late time than the real.

# Light Guide

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 locks(RFID Mifare or IC) but comes from a different hotel code XEEDER Hotel Lock System								—
 + 	Dead bolt is on. Refuse card.	—	—	Recover (unvoided) the lost card OK!	—	—	—	—	Revoke initialization successfully.
 +  	Cards using term has not match(Card is in futures date or already expiry ) Or locks clock running slowly or lost.  Check cards begin and end time. If no problem please renew the locks clock by reading a fresh Time card or by LMA.							—	—
 +   	Cards Room No. /floor/building/Area is not match the locks.	—	—	—	—	—	—	—	—
 +    	Lock was been report the loss or lock had been read Check out card. Card had been report lost and refused								Cards hotel code is not match the locks. Reset/initialize failed.
	Card read successfully and unlock able	Card read su ccessfully and unlock able	Card read successfully and passage mode on (Read again to off passage mode)	Report the lost card OK!	Force check out successfully	—	Set locks Room(common door) ID successfully	Renew locks clock(date and time) successfully	(Re)initialize successfully.
 <b>Beep! x 3</b>	Battery power low. Lock still complete action it should do for the card. It remains 200 times before battery run out.								
 +     ...	—	—	—	—	—	send out audit trial start	—	—	—



Lock do checking between 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 card fall in a valid using term, not expiry or not in future)-> Card been loss report or not->Room No./floor/Building/Area(compare it with locks data)



**[www.xeederlock.com](http://www.xeederlock.com)**

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