HOTEL LOCK SYSTEM

Manual

Content

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.
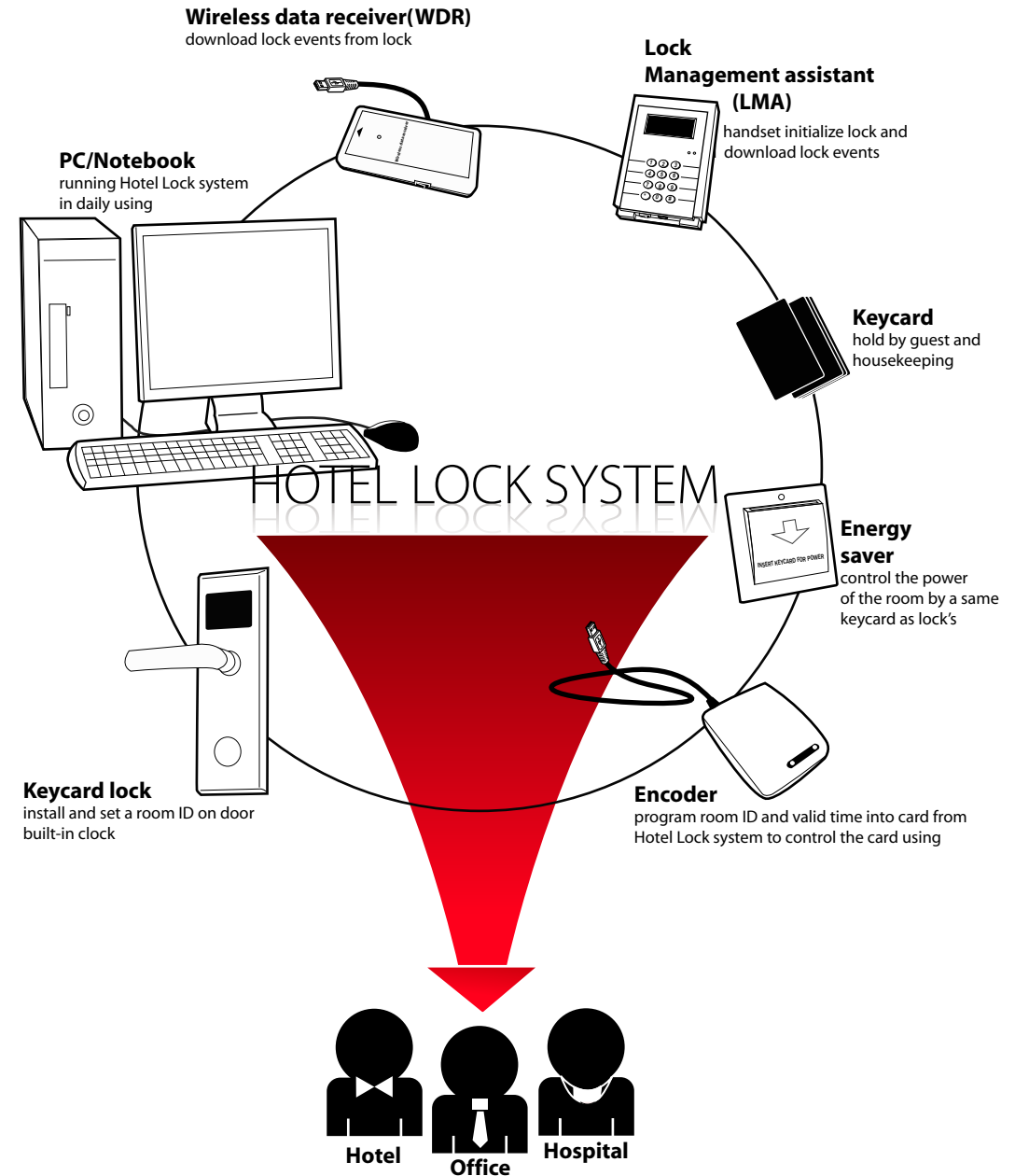
INTRODUCTION

Congratulations on your selection of Hotel Lock System. This is a solution that carry out a modern, efficient and safe management of the rooms in hotel, school, office, apartment,hospital by application of hardware and software.
Before using the instrument, be sure to carefully read through the instructions contained in this manual.
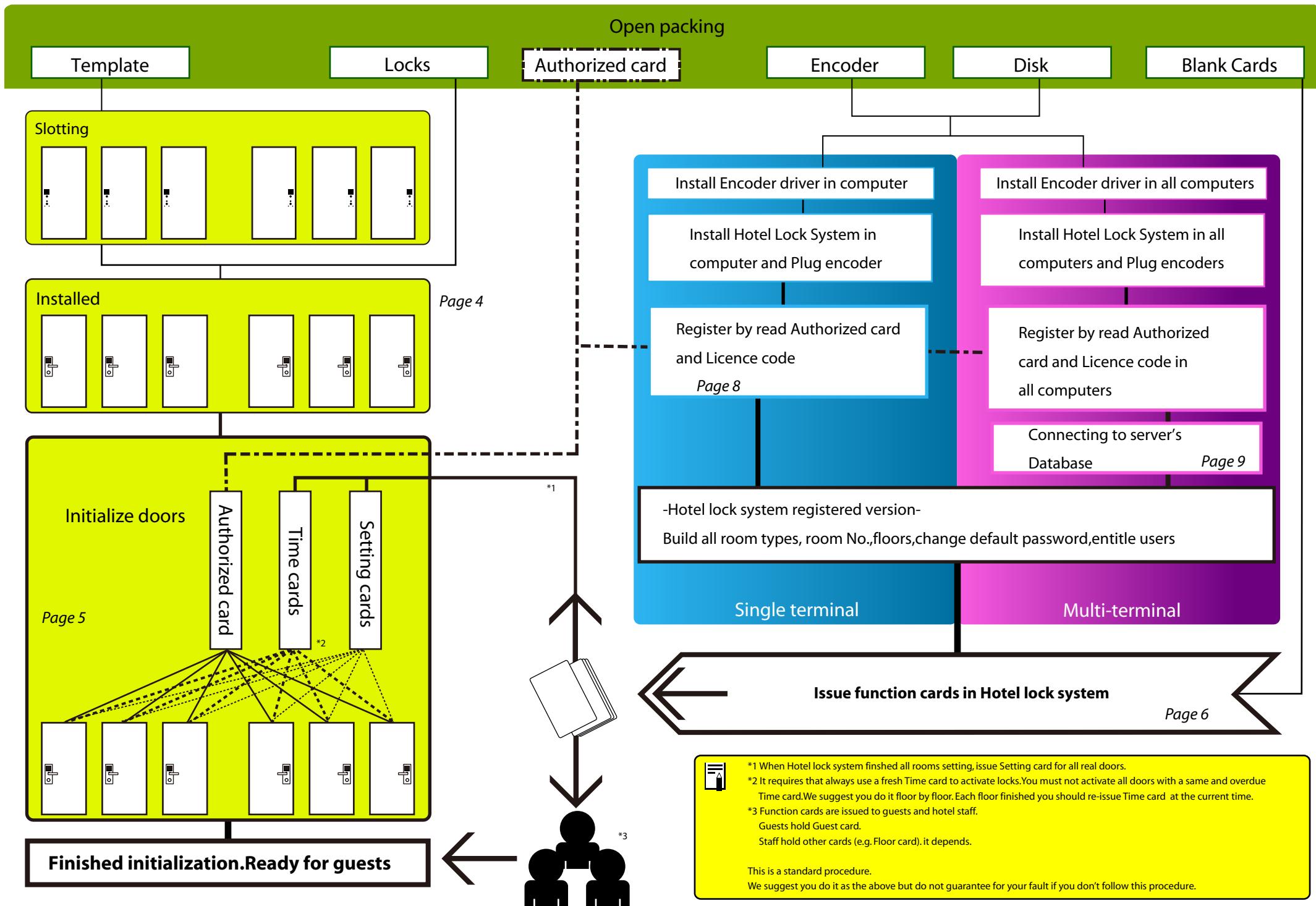Please keep all information for future reference.

KEYWORDS

1.Battery
Lock requires AA batteries x4pcs to provide power keeping daily using.Alkaline battery is prefer.
Should the AA batteries go dead, the door can't be operate agin.Emergency key is the only way release its locking status.
We recommend the high capacity battery whose life can reach 10-12 months but we don't promises any battery's life.
Battery box install in reverse will cause mainboard destroyed.

2. Software error.
Hotel system requires run on Windows 98/XP/2003
A tiny difference of the OS including language, service pack and any other fault in OS itself may cause a error.
We reserve the right explain it,revise it not notify you.

3.Card read error.
Pcb board inside lock is responsible for reading keycards which is in good condition at most status.
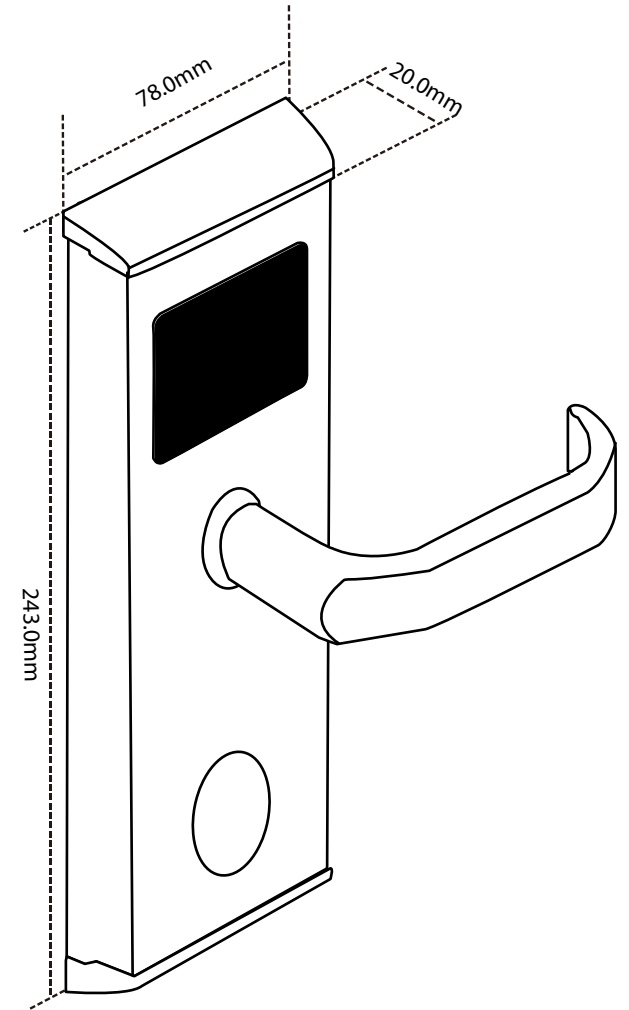Please pay attention to the feedback of 1) light 2)warning sound 3)tongue 4)motor sound 5) handle from lock.

Wireless data receiver(WDR)
download lock events from lock

Lock Management assistant (LMA)
handset initialize lock and download lock events

PC/Notebook
running Hotel Lock system in daily using

Keycard
hold by guest and housekeeping

HOTEL LOCK SYSTEM

Energy saver
control the power of the room by a same keycard as lock's

Keycard lock
install and set a room ID on door built-in clock

Encoder
program room ID and valid time into card from Hotel Lock system to control the card using
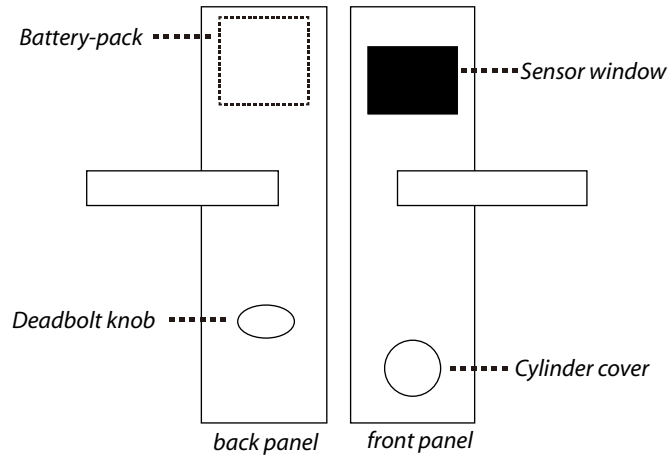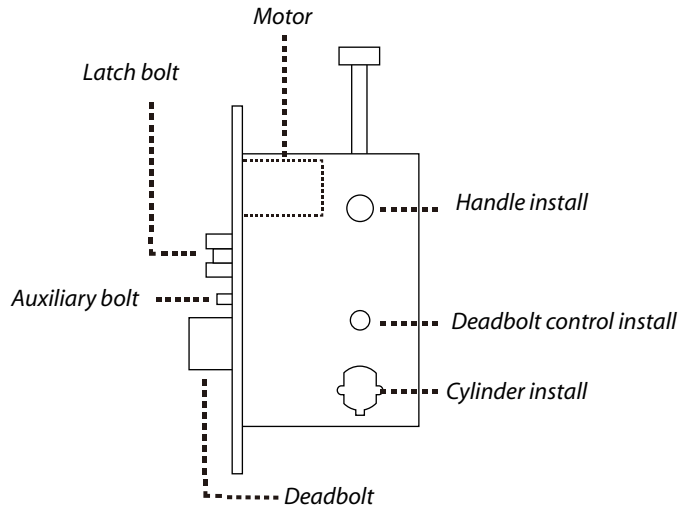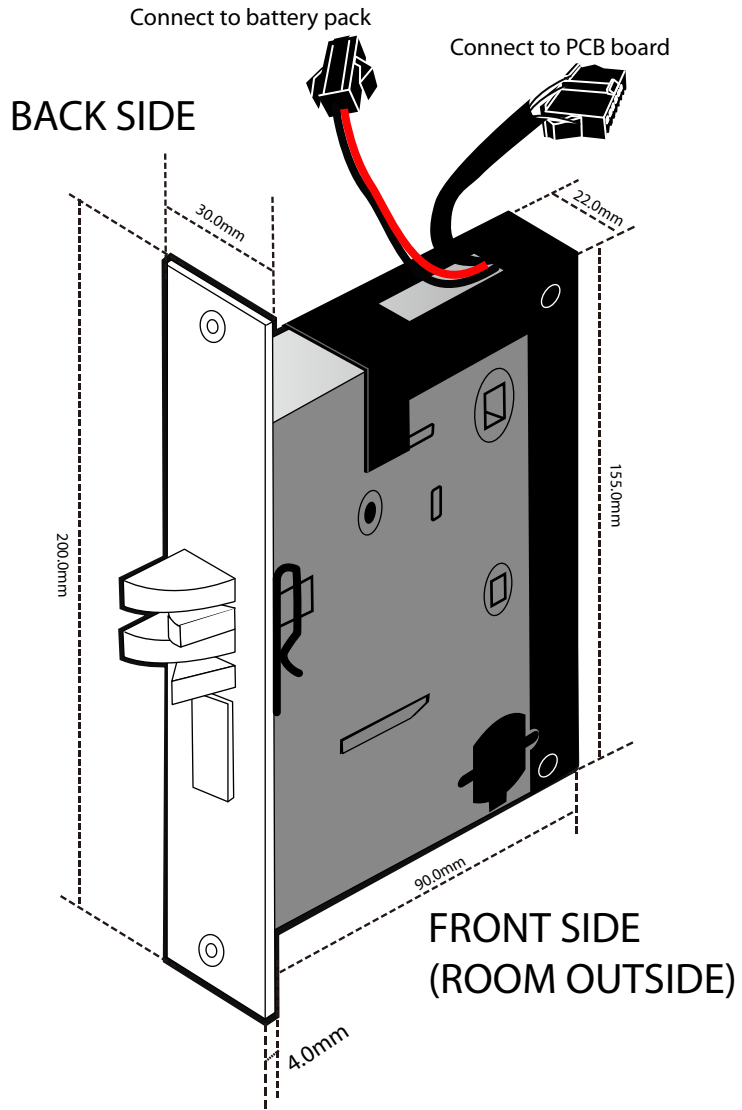
Hotel   **Office**   **Hospital**
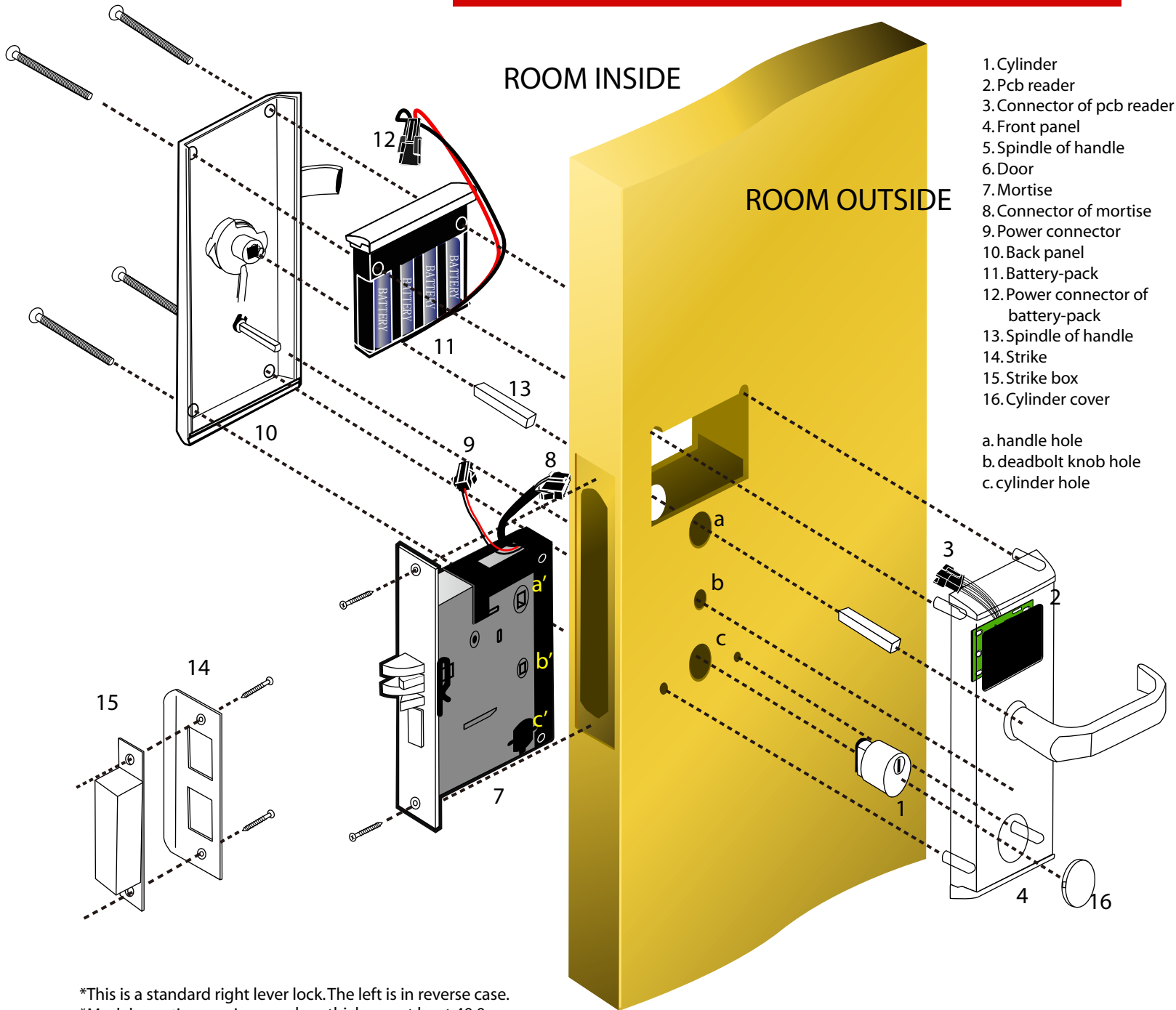
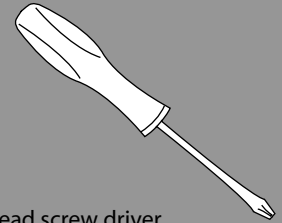This system is widely suitable for hotel, office and hospital

Procedure

Open packing

Template	Locks	Authorized card	Encoder	Disk	Blank Cards

Slotting

Page 4

Installed

Initialize doors

Page 5

Authorized card

Time cards

Setting cards

*2

*1

Finished initialization.Ready for guests

*3

Single terminal

Install Encoder driver in computer

Install Hotel Lock System in computer and Plug encoder

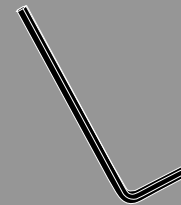Register by read Authorized card and Licence code

Page 8

Multi-terminal

Install Encoder driver in all computers

Install Hotel Lock System in all computers and Plug encoders

Register by read Authorized card and Licence code in all computers

Connecting to server's Database   *Page 9*

-Hotel lock system registered version-
Build all room types, room No.,floors,change default password,entitle users

Issue function cards in Hotel lock system

Page 6

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*1 When Hotel lock system finshed all rooms setting, issue Setting card for all real doors.
*2 It requires that always use a fresh Time card to activate locks.You must not activate all doors with a same and overdue Time card.We suggest you do it floor by floor. Each floor finished you should re-issue Time card at the current time.
*3 Function cards are issued to guests and hotel staff.
  Guests hold Guest card.
  Staff hold other cards (e.g. Floor card). it depends.

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

BACK SIDE

Connect to battery pack

Connect to PCB board

30.0mm

22.0mm

200.0mm

155.0mm

90.0mm

4.0mm

FRONT SIDE
(ROOM OUTSIDE)

Motor

Latch bolt

Handle install

Auxiliary bolt

Deadbolt control install

Cylinder install

Deadbolt

Battery-pack

Sensor window

Deadbolt knob

Cylinder cover

back panel

front panel

78.0mm

20.0mm

243.0mm

3

Lock Install

ROOM INSIDE

ROOM OUTSIDE

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. Strike
15. Strike box
16. Cylinder cover

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

TOOLS

Cross-Head screw driver
An ordinary tool and should be prepared by user

back side of cylinder installed inside mortise

Inner hexagon screw driver
This tool is necessary while install cylinder in mortise.
Manufacturer offer it free

Push and pull to open it

Cylinder cover opener
This tool is used to open the cylinder cover to let emergency key insert.
Manufacturer offer it free

*This is a standard right lever lock. The left is in reverse case.
*Model mortise requires,   door thickness at least 40.0mm.
*For other thickness door please contact with us seeking other mortise solution
*Right for the hardware configuration changes without notice is reserved.

Initialize-STEP 1
Set hotel code

Beep,Beep...

blue light flash with 2 times beep.

B

1.Place an Authorzied card near the sensor window.

2.Move away card
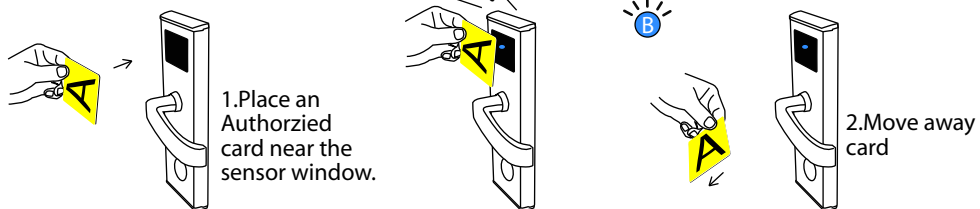
> Each brand new lock should be initialized as the following 3 steps after they had been installed on the door.
> Since when the lock been initialized it has the ability identify the keycards issued by Hotel lock system which is registered by the same Authorized card.
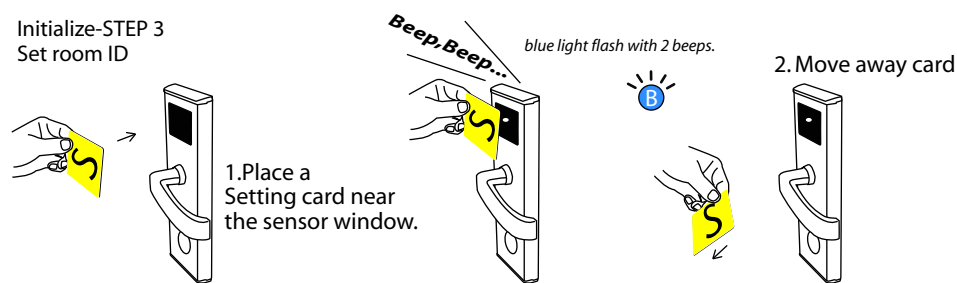>
> You don't needs do the above again in daily using unless the lock ready to moved to another hotel.
> Different hotel should use different hotel code(Authorized card saves hotel code info)

Initialize-STEP 2
Activate clock

Beep,Beep...

blue light flash with 2 beeps.

2. Move away card

B

1.Place a fresh Time card near the sensor window.
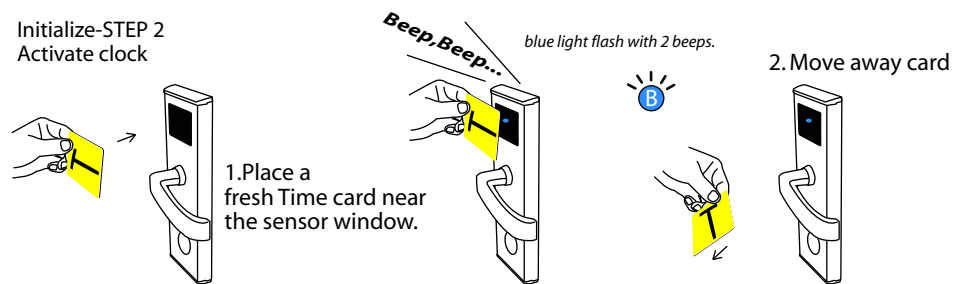
> Time card should be issued in Hotel Lock System
> It should be in fresh time which same as the current real time.You can not use a yesterday issued Time card or even many minutes ago's because the clock of lock should always run at same or near as the real time.
> To reduce the error between clock 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.

Initialize-STEP 3
Set room ID

Beep,Beep...

blue light flash with 2 beeps.

2. Move away card

B

1.Place a Setting card near the sensor window.

> Setting card should be issued in Hotel Lock System
> It should be 1 pc for 1 room because it saves 1 room ID only.
>
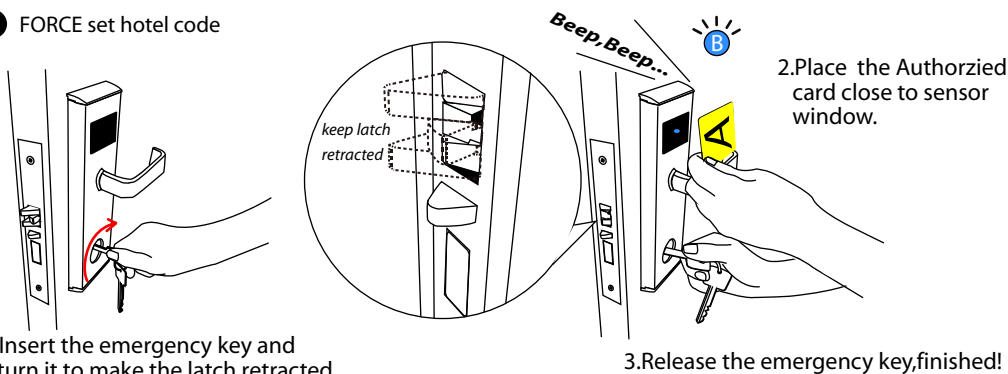> We suggest you issue all rooms at one time and mark on each card room ID.

Revoke hotel code

Beep...Beep... BeepBeep

B + R

1.Place the Authorzied card to the sensor window

blue light flash with 4 times beep (two long and two short). red light flash in the end.

2.Remove the Authorized card. Finished it.
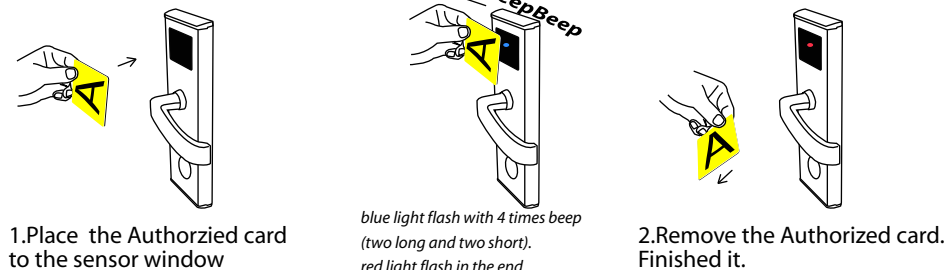
> Function-Since the hotel code been revoked, the lock can't identify any function cards.It will show 1 time red light(page 11)
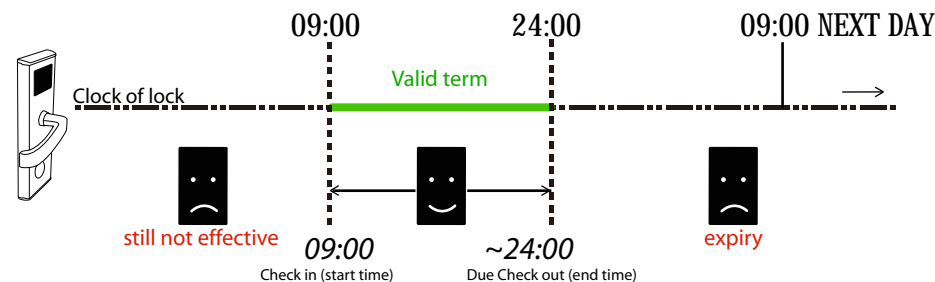>
> Actually the revoke hotel code action is same as initialize STEP 1 but reverse result.
> It is cycle working. One time read set and next time read to revoke.
> Revoke hotel code will be succeed only by using the same Authorized card which was did set hotel code beforetime.

FORCE set hotel code

Beep,Beep...

B

keep latch retracted

2.Place the Authorzied card close to sensor window.

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

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 1 (read Authorized card).

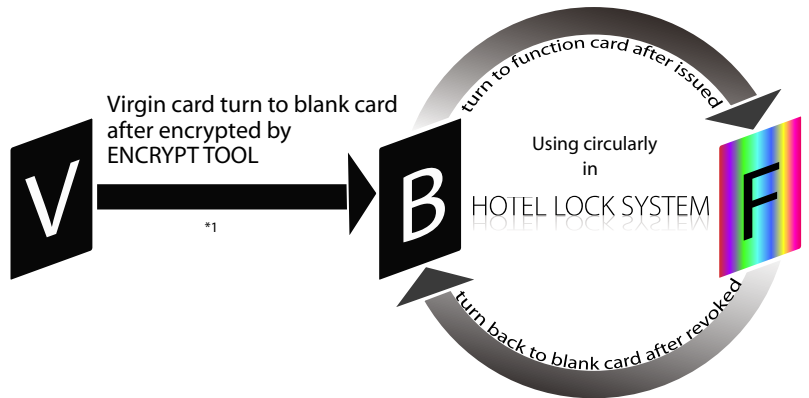## How can lock knows the card in valid term or not?

09:00   24:00   09:00 NEXT DAY

Valid term

Clock of lock

still not effective

09:00
Check in (start time)

~24:00
Due Check out (end time)

expiry

Explanation of cards

V Virgin card

Brand new RFID(Mifare 1/IC)card.
Not only brand new but also old including free sector useable for M1 cards.

B Blank card

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

F Function card

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

Virgin card turn to blank card
after encrypted by
ENCRYPT TOOL

V → B → F

*1

turn to function card after issued

Using circularly
in
HOTEL LOCK SYSTEM

turn back to blank card after revoked

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 can't recover again.

Keep the keycard clean and use it in correct way.

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

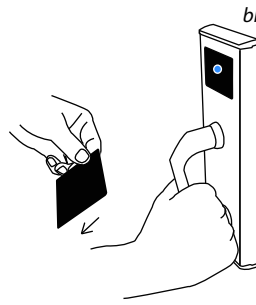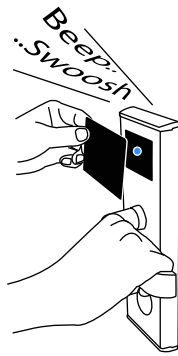| Authorized card *2	X	X	X	Register Hotel lock system. Initialize and revoke initialize locks.Manufacturer offers. One hotel hold 1pc
Function card	unlock normal locking	unlock a group locks	unlock dead bolt	function
Time card	X	X	X	Activate clock built-in locks and energy saving switch when initialize 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 digits hotel code.

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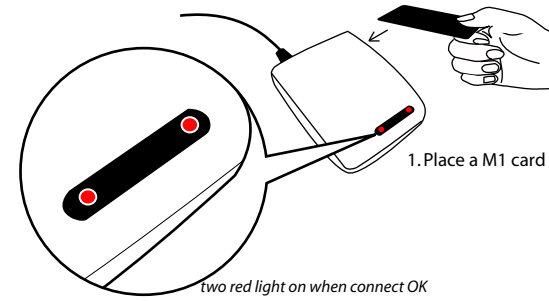   IC Data startup card is specially used to boot Query card which saves lock events.
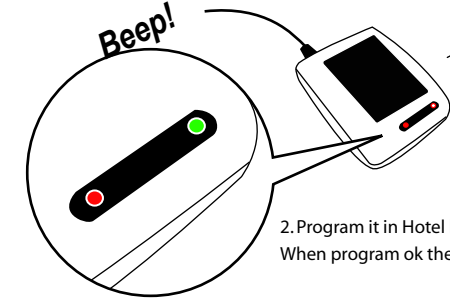
Basic Action

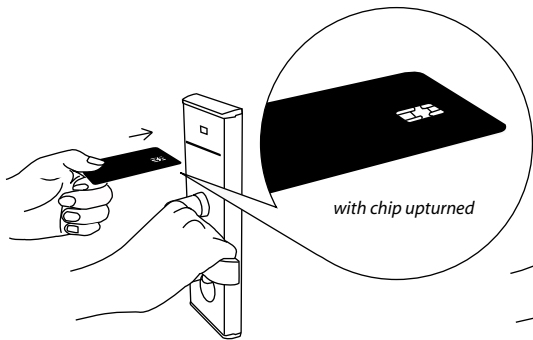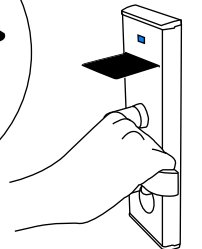1. Place a M1 card onto the encoder.

two red light on when connect OK

Beep!

3. Take away card

2. Program it in Hotel lock system.
When program ok there will be beep sound.
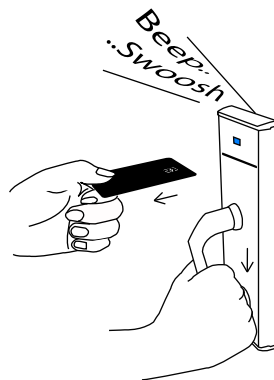
right light flash green when programming

Beep!..Swoosh

blue light flash
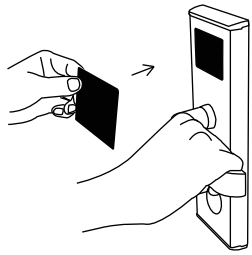
1. Place a M1 card near to the sensor window

B

2. Remove card and shake the handle.

● Open lock

● Encode keycard

---

with chip upturned

blue light flash continuous

1. Insert IC card with chip upturned.

B

Beep!..Swoosh

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

B

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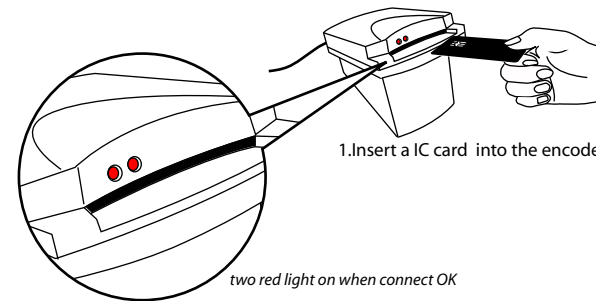
1. Insert a IC card into the encoder.

two red light on when connect OK
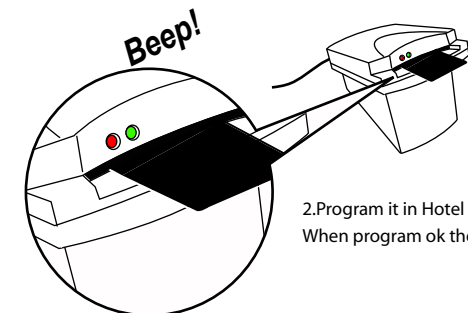
Beep!

3. take away card

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

right light turn to green after insert card

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

2. *System setting > System parameter*

System Parameter

Hotel Name:

Default Check out time: 1:00:00 PM

Default Staying Days: 1

Interval: 0
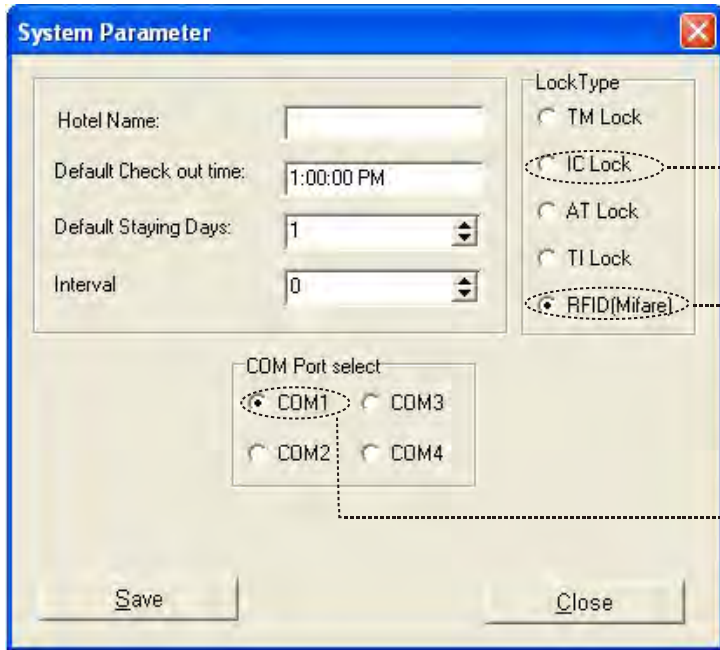
LockType
- TM Lock
- IC Lock .... IC card(SLE4442) hotel lock
- AT Lock
- TI Lock
- RFID(Mifare) .... RFID card(Mifare 1K) hotel lock

Choose the correct lock type.
e.g.It is 'Mifare' here.
Click 'Save' and 'close'.
It exit automatically.

COM Port select
- COM1
- COM3
- COM2
- COM4

.... Skip it when encoder is USB port

Save   Close

Fill your hotel name and adjust the default check out time as your hotel's rule.
Default Staying Days is 1 day. If your hotels' guest usually choose 2 days, please change it to '2'. It will makes your operating easily when issue card to guests.

3. When you finished the above click Save. Soft will off automatically.
   Re-start and login Hotel lock system.

4. *System setting > Register*

Message

It requires read Authorized card to register system.Current hotel code will be covered by new, continue?

OK   Cancel
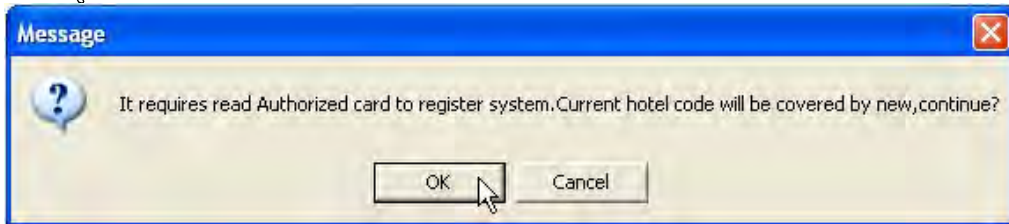
5. A message comes warning you register ask read Authorized card and hotel code will be covered by the new hotel code which read from the Auhotrized card.
   It is for prevent user's mistake operate. For a new installed system, click '*OK*' to go on.

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

Message

Please place Authorized card.

OK   Cancel
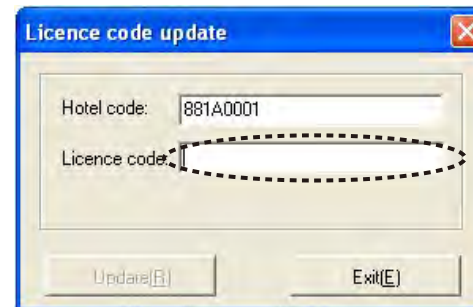
7. Place an Authorized card onto the encoder and click '*OK*'.

Beep!

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

It is '881A0001'.
click '*OK*' here.

Hotel lock syst...

HotelCode:881A0001

OK

9. Licence code update window jumped asking input licence code.
   Fill in the licence code given by us and click '*Update*'.

Licence code update

Hotel code: 881A0001

Licence code: [ ]

Update(R)   Exit(E)

Licence code update

Hotel code: 881A0001

Licence code: 890296EA55D447A6B93F

Update(R)   Exit(E)
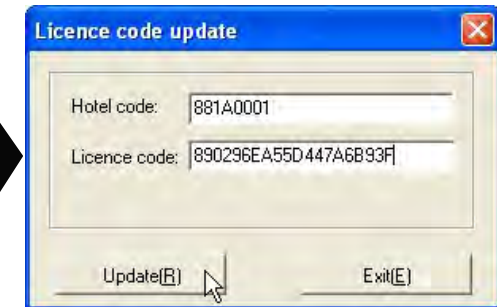
10. Register successfully, click '*OK*'. Soft will off automatically again. When next running it is a register version and you will see '[*Registered*]' on the head of the window of soft.
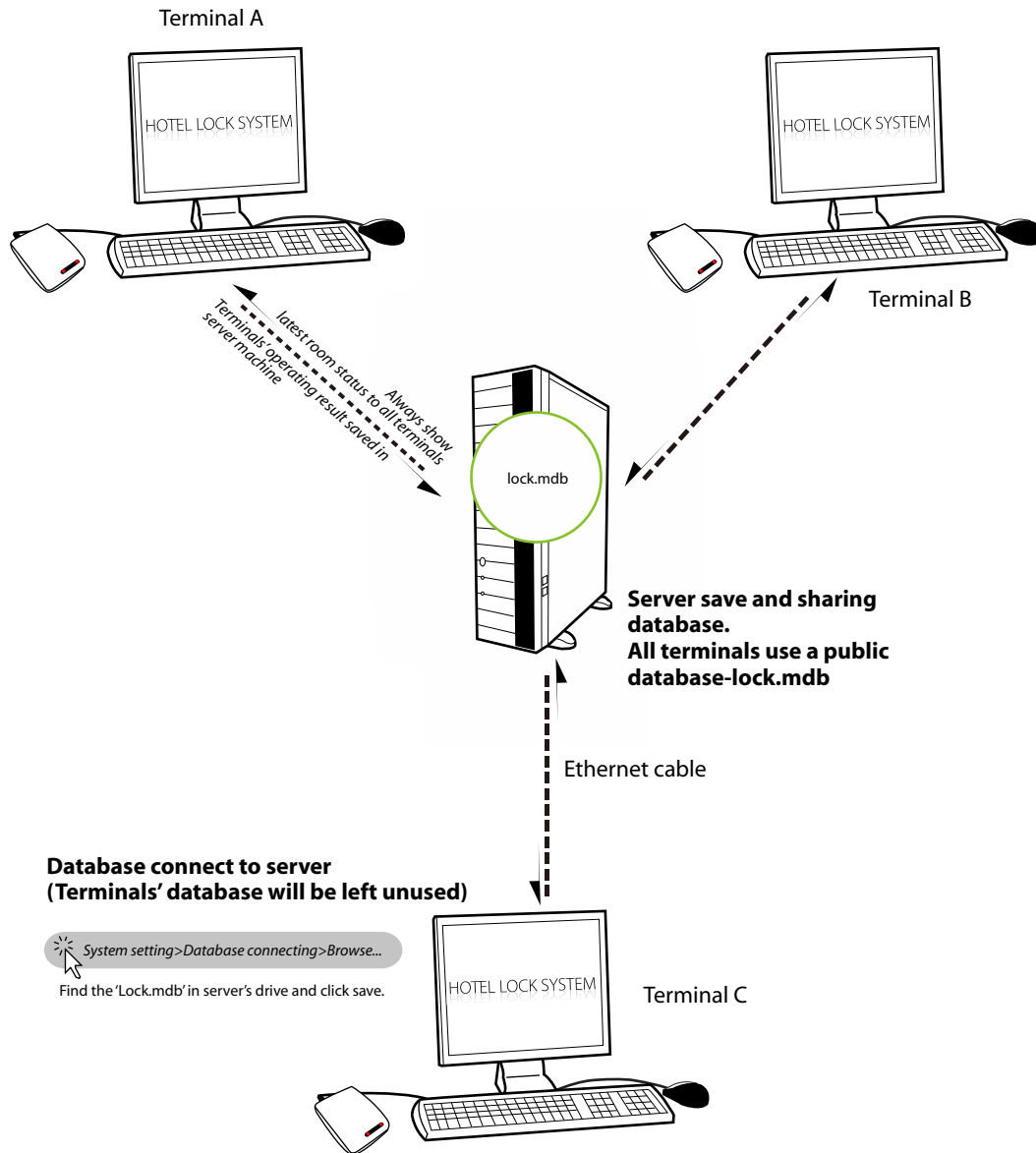
Information
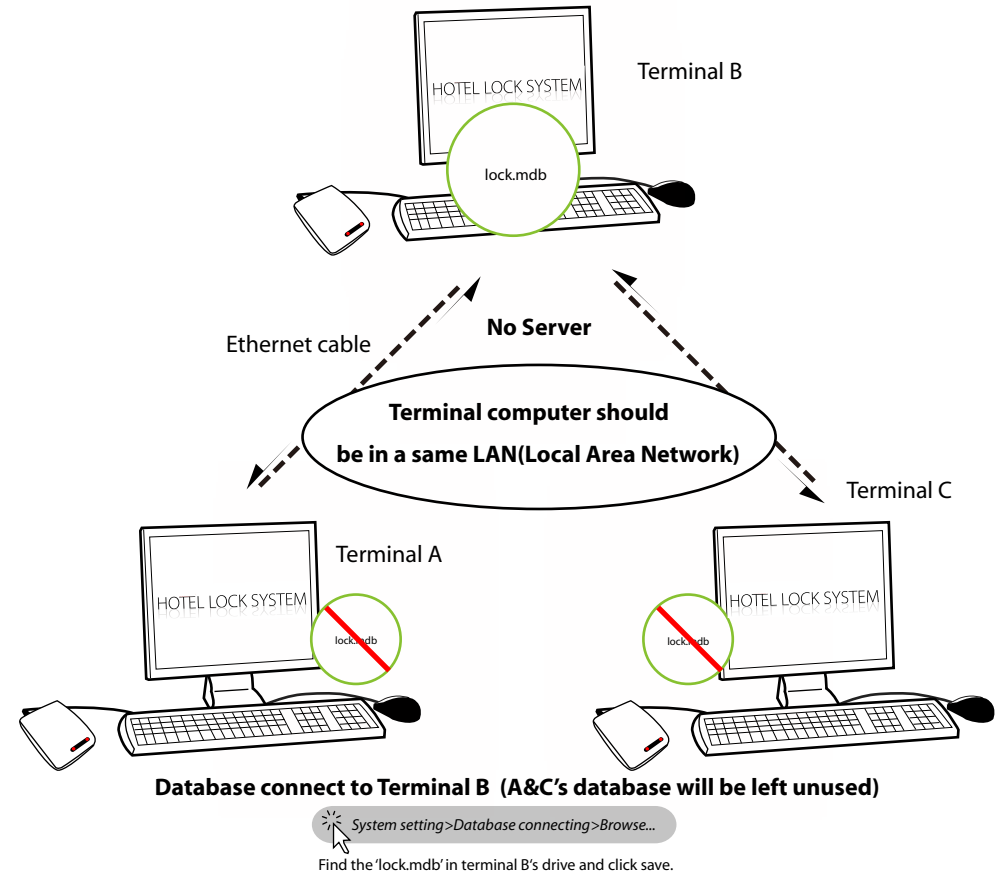
Register Successfully!

OK

8

Multi-terminal Connect

Server usually could offer a good performance in communication and has strong anti-virus ability.We 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 database's safe we suggest you change Hotel Lock System's position to anther drive but not the drive C(default).
Initialize software in any terminal once is OK.

Terminal A

HOTEL LOCK SYSTEM

Terminal B

latest room status to all terminals
Always show
Terminals' operating result saved in
server machine

lock.mdb

**Server save and sharing database.
All terminals use a public database-lock.mdb**

Ethernet cable

**Database connect to server
(Terminals' database will be left unused)**

System setting>Database connecting>Browse...

Find the 'Lock.mdb' in server's drive and click save.

Terminal C

HOTEL LOCK SYSTEM

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

Terminal B

HOTEL LOCK SYSTEM

lock.mdb

Ethernet cable   **No Server**

Terminal computer should
be in a same LAN(Local Area Network)

Terminal C

Terminal A

HOTEL LOCK SYSTEM   lock.mdb   lock.mdb   HOTEL LOCK SYSTEM

Database connect to Terminal B (A&C's database will be left unused)

System setting>Database connecting>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 database's safe we suggest you change Hotel Lock System's position to another drive but not the drive C(default).
Initialize software in any terminal once is OK.

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Light Guide

Card type / Light after read	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
(R)	This card' chip is same as locks(RFID Mifare or IC) but comes from a different hotel code's Hotel Lock System								——
B + R	Dead bolt is on. Refuse card.	——	——	Recover (unvoided) the lost card OK!	——	——	——	——	Revoke initialization successfully.
B + R R	Card's using term has not match(Card is in future's date or already expiry) Or lock's clock is slow or lost. Check card's begin and end time. If no problem please renew the lock's clock by reading a fresh Time card.							——	——
B + R R R	Card's Room No. /floor/building/Area is not match the lock's.	——	——	——	——	——	——	——	——
B + R R R R	Lock was been report the loss or lock had been read Check out card. Card had been report lost and refused								Card's hotel code is not match the locks. Reset/initialize failed.
B	Card read successfully and unlock able	Card read successfully 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 lock's Room(common door) ID successfully	Renew lock's clock(date and time) successfully	(Re)Initialize successfully.
B R + Any light Beep! x3	Battery power low. Lock still complete action it shoud do for the card. It remains 200 times before battery run out.								
B + R B R B ...	——	——	——	——	——	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 lock's date&time and card's 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 lock's data)

In the above order, once lock find one condition not match, it will stop checking and give a related light signal. So the light can only indicate its own condition non-matched but not ensure other conditions are match or not.
E.g. there is a guest card be flash 1blue + 2red. it means card is not in a valid term.But it don't stand for it been been loss report or not. If you re-issue it and get 1 blue+4red, you knows it also been loss report.

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