

# HOTEL LOCK SYSTEM

*Manual*

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# System structure

## 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

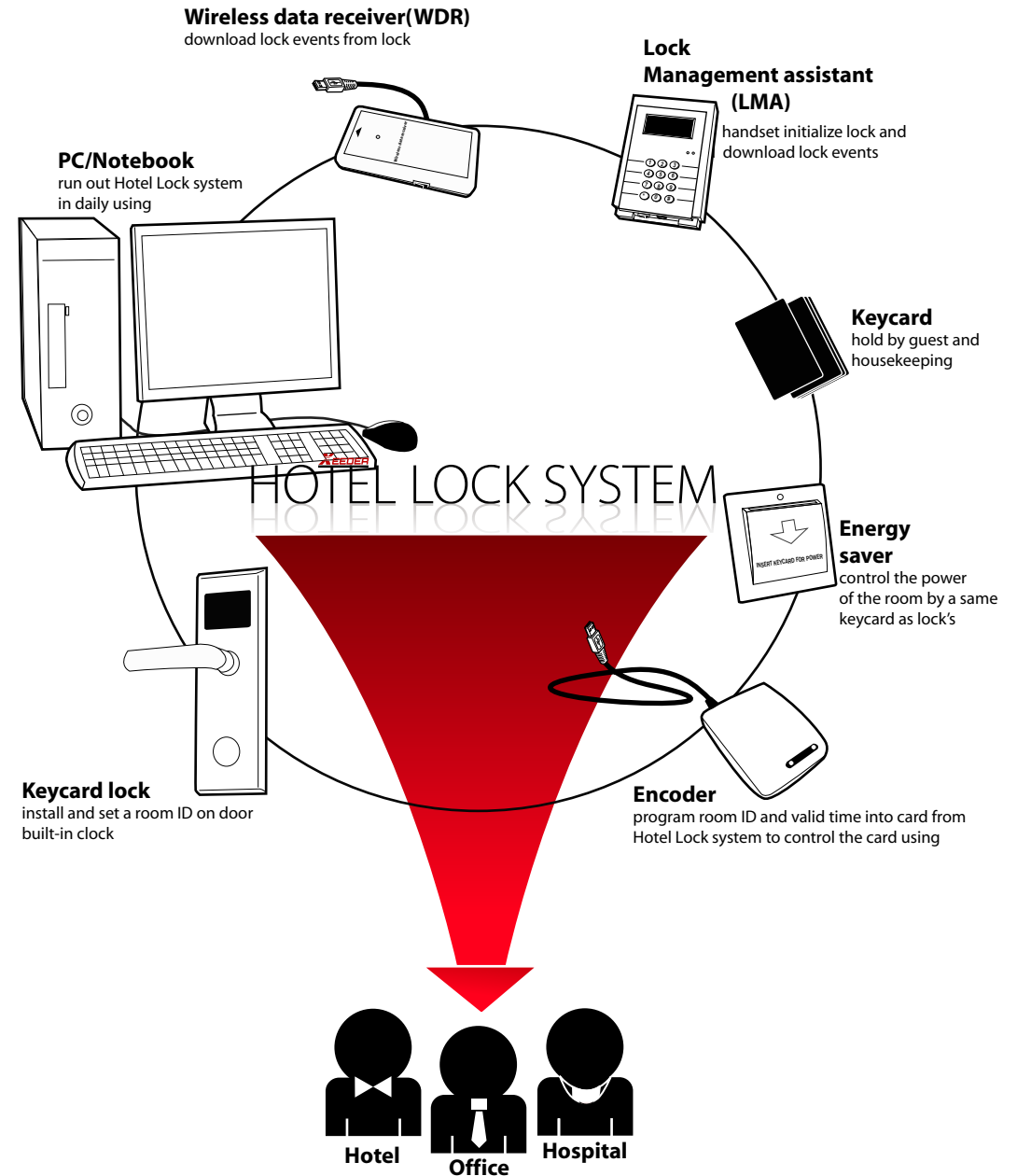
Congratulations on your selection of the XEEDER Hotel Lock System. This is a solution that carry out a modern, efficient and safe management of the rooms in hotel, school, office, apartment, hospital by application of hardware and software.

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

## SAFETY

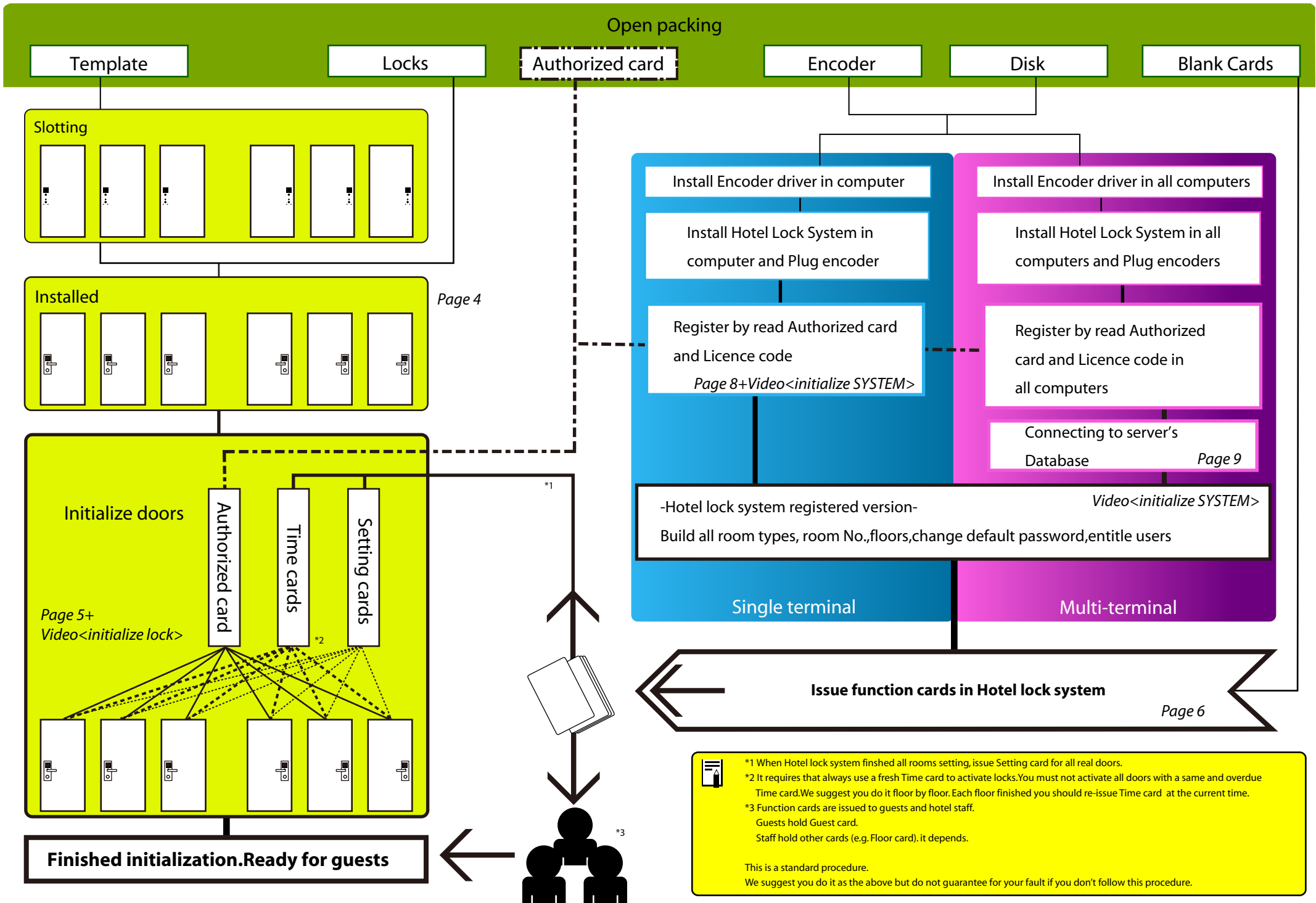
Xeeder hotel lock(RFID & IC) product has been designed with the highest concern for safety. However, any device, if used improperly, has the potential for causing unlock unable and indirect personal injury. To help ensure accident-free operation, follow these guidelines:

1. Lock requires AA battery x4pcs to provide power keep running even not ready any card. Alkaline battery is suggested for gives a long using term (10-12months).
2. Replace new battery on time if you get low battery alarm-3beeps and red flash when read card finished -P10 Light Guide
3. You have 200 times last unlocking chance since 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 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'.

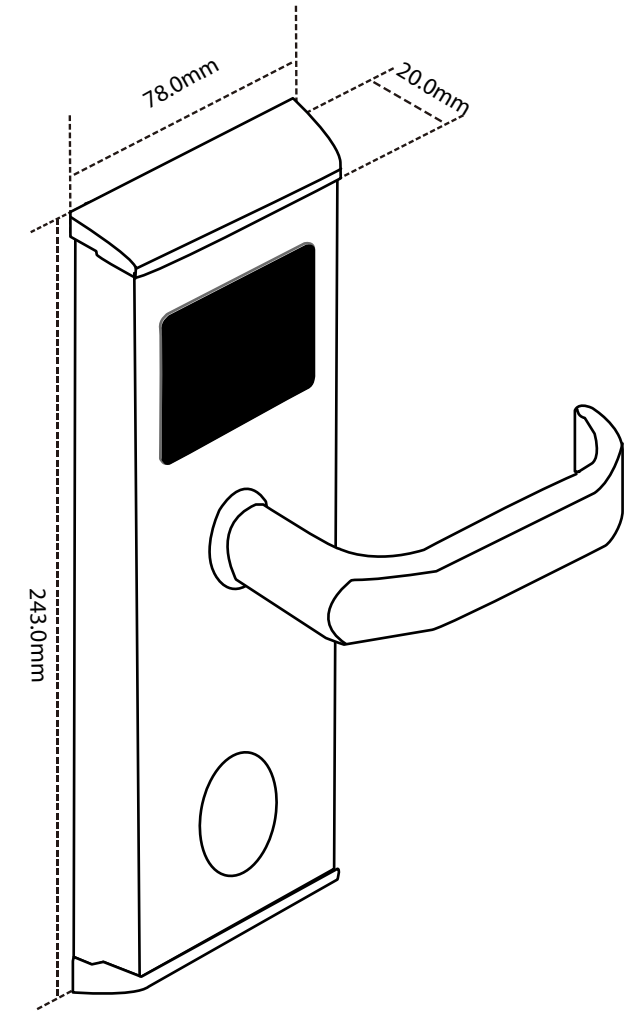
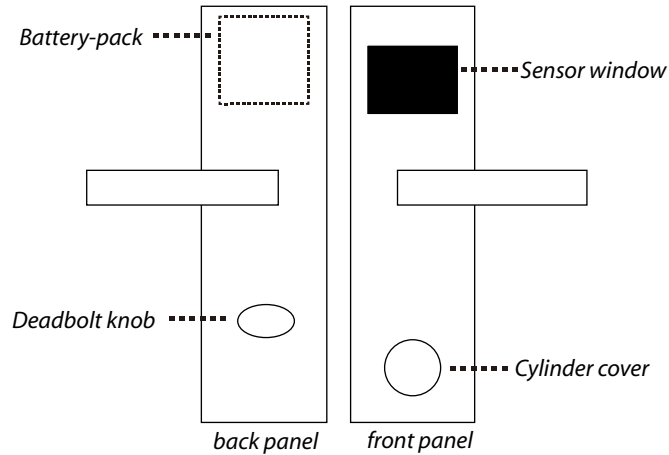
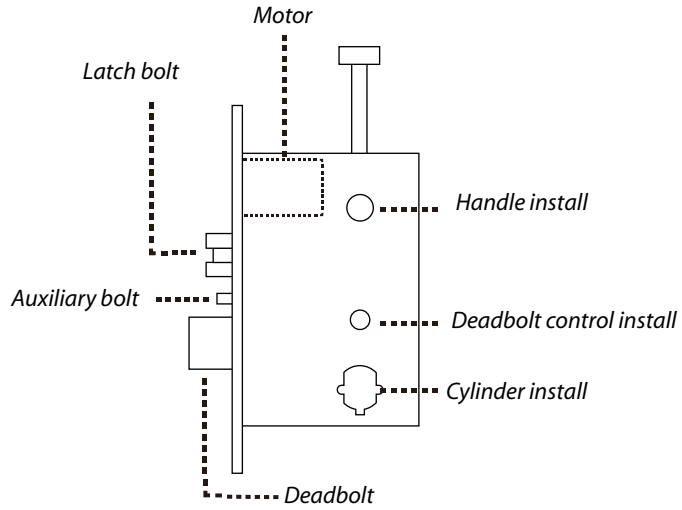
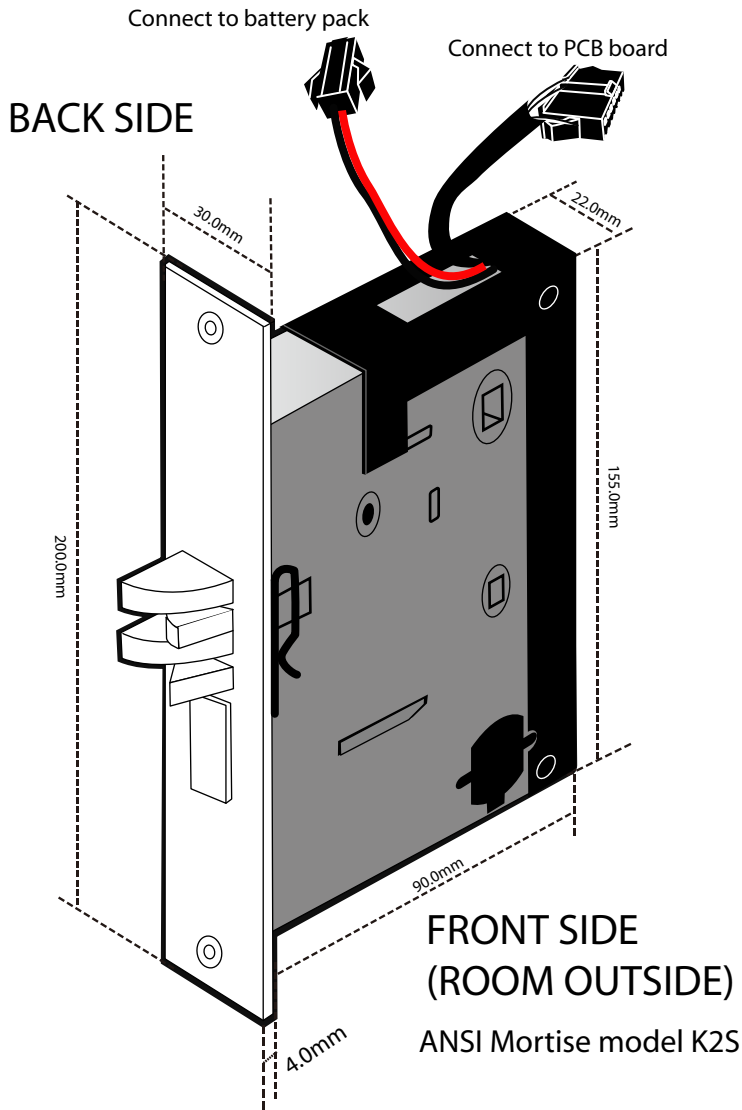


This system is widely suitable for hotel, office and hospital

# Procedure



# Mortise&Panel

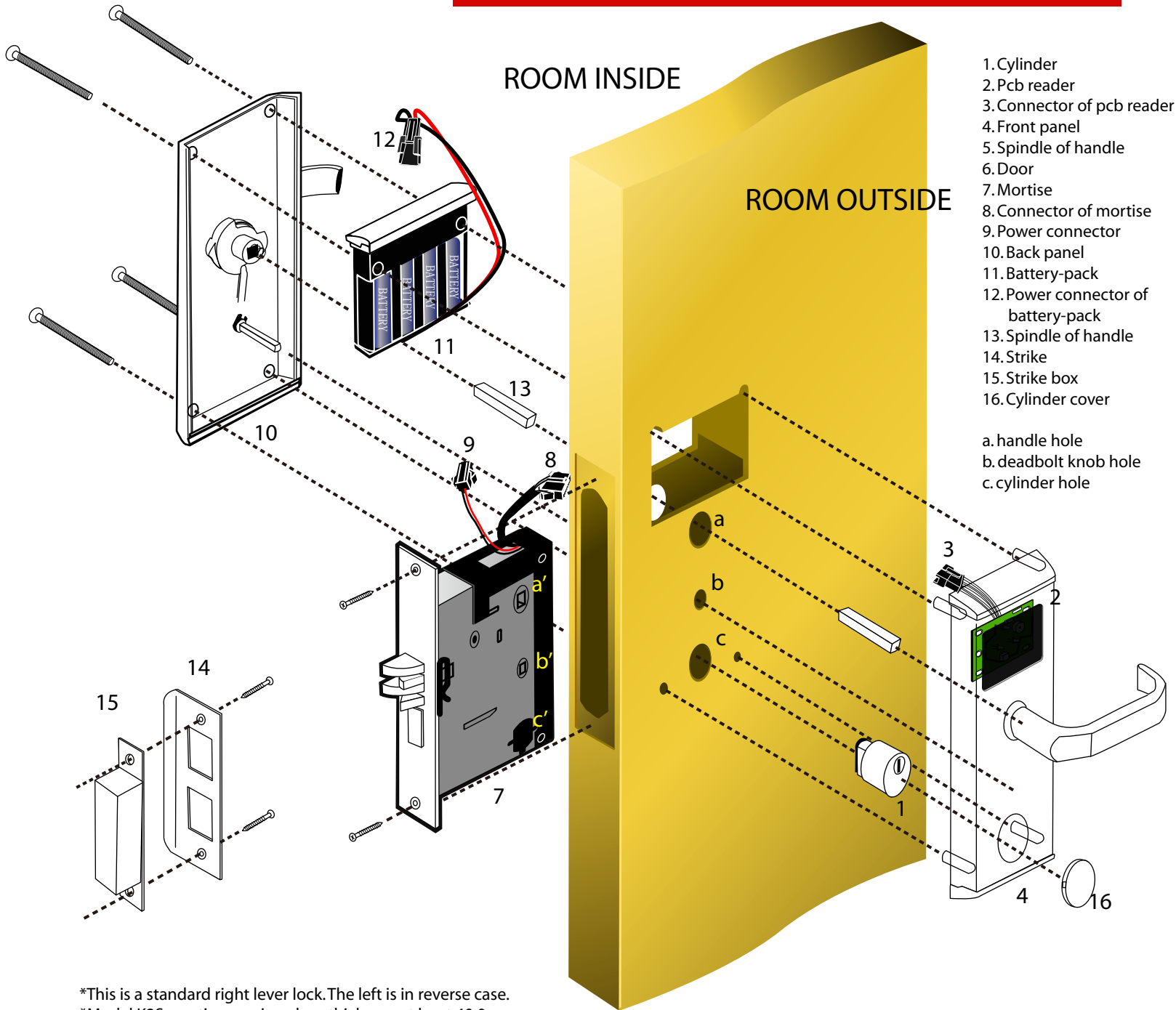


Front panel L5118/5218-M1

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

\*Battery-pack is hidden in mortise for mortise model K1L

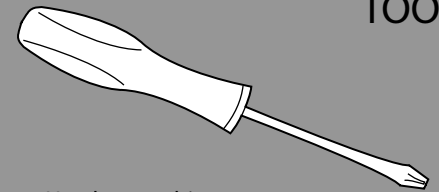
# Lock Install



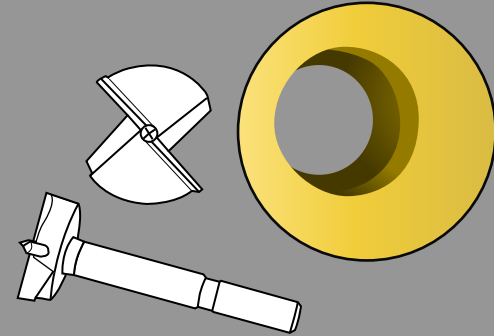
1. Cylinder
2. Pcb reader
3. Connector of pcb reader
4. Front panel
5. Spindle of handle
6. Door
7. Mortise
8. Connector of mortise
9. Power connector
10. Back panel
11. Battery-pack
12. Power connector of battery-pack
13. Spindle of handle
14. Strike
15. Strike box
16. Cylinder cover

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

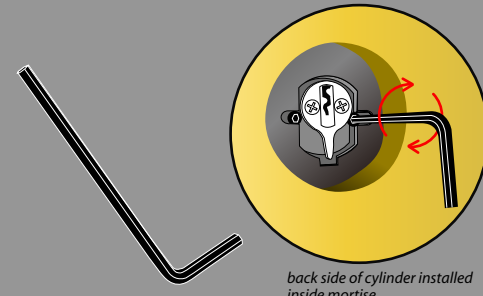
## TOOLS



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

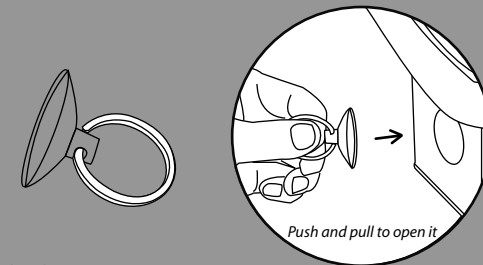


30mm dia hole drill bits + Electric drill  
 Punch holes on the door.  
 User prepare



back side of cylinder installed inside mortise

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



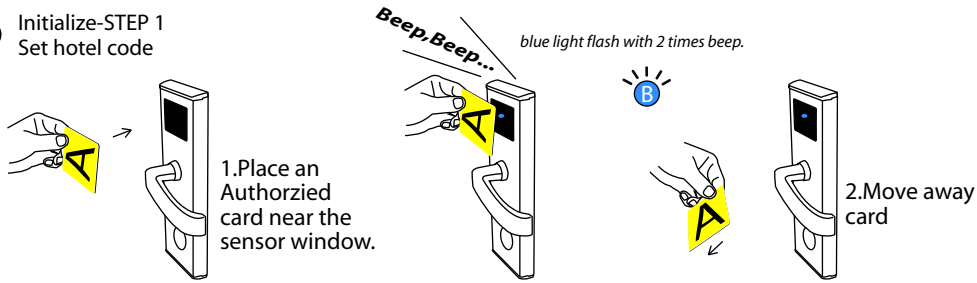
Push and pull to open it

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

\*This is a standard right lever lock. The left is in reverse case.  
 \*Model K2S 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 lock

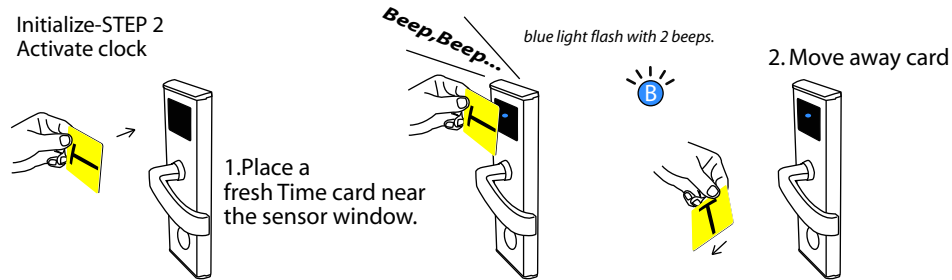
## Initialize-STEP 1 Set hotel code



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.

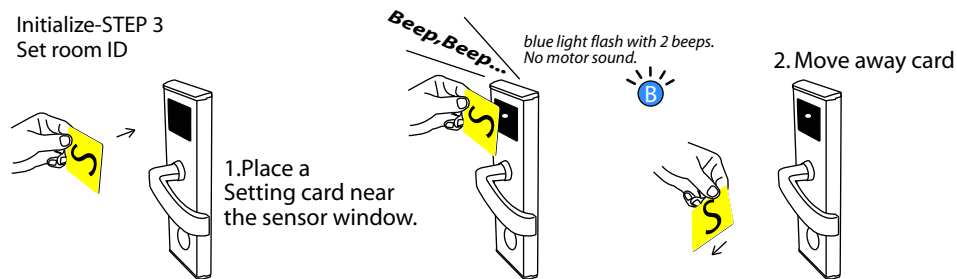
You don't needs do the above again in daily using unless the lock ready to moved to another hotel. Different hotel should use different hotel code(Authorized card saves hotel code info)

## Initialize-STEP 2 Activate clock



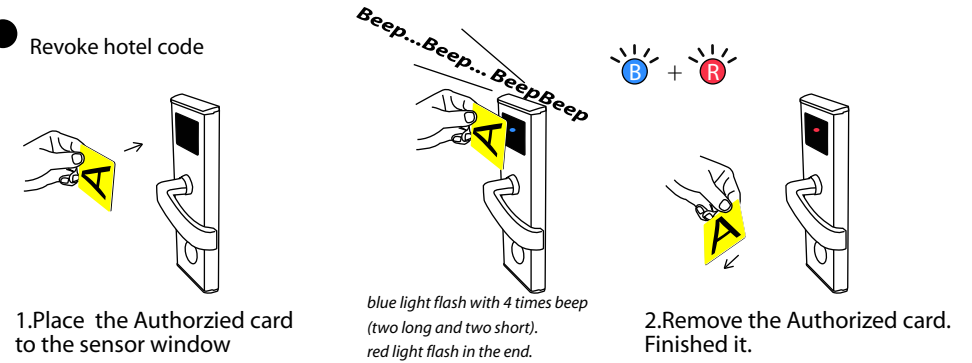
Time card should be issued in Hotel Lock System. It should be in fresh time which same as the current real time. You can not use a yesterday issued Time card or even many minutes ago's because the clock of lock should always run at same or near as the real time. To reduce the error between clock of lock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



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.

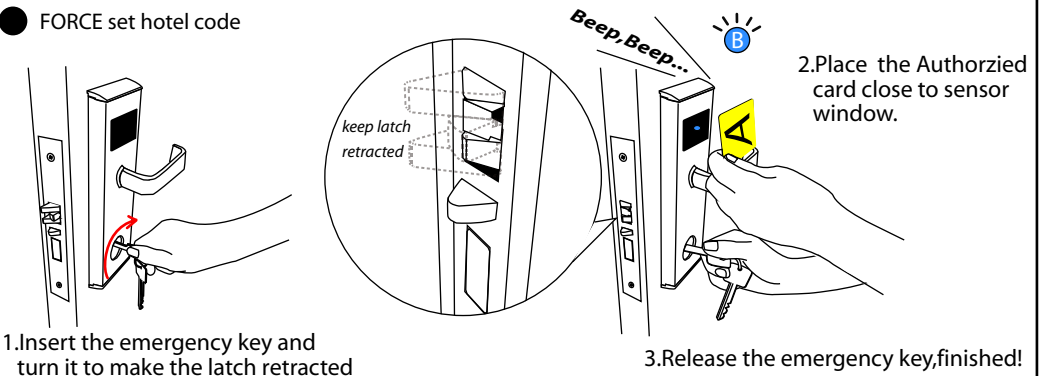
## Revoke hotel code



Function-Since the hotel code been revoked, the lock can't identify any function cards. It will show 1 time red light (page 11)

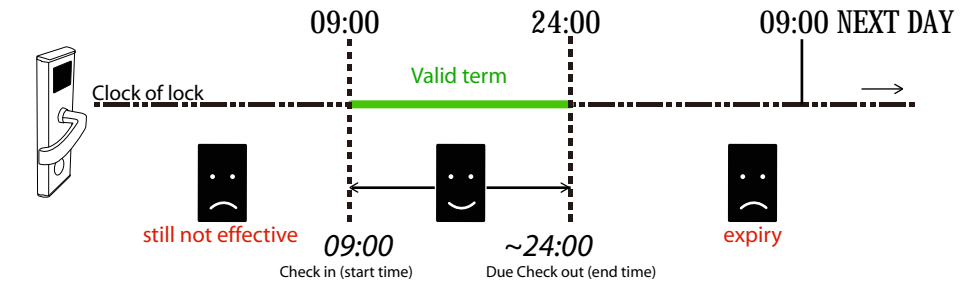
Actually the revoke hotel code action is same as initialize STEP 1 but reverse result. It is cycle working. One time read set and next time read to revoke. Revoke hotel code will be succeed only by using the same Authorized card which was did set hotel code before time.

## 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 1 (read Authorized card).

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

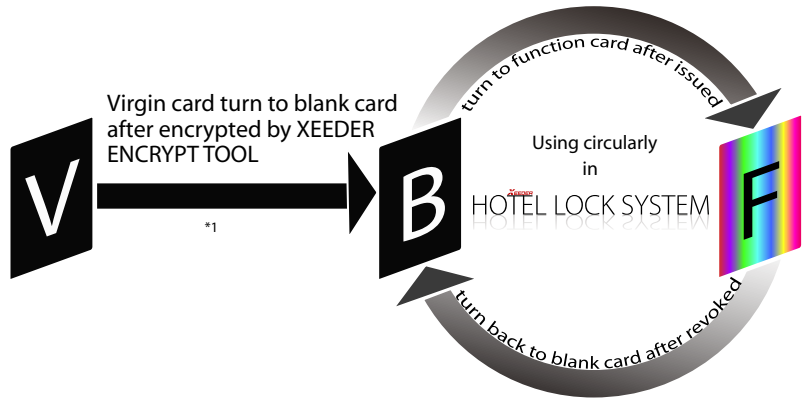


# Explanation of cards

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

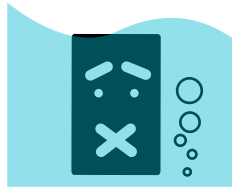
**B Blank card**  
*Ready to be issued to function cards.  
 Blank card is a range of the cards without issued after been encrypted.*

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



**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.**

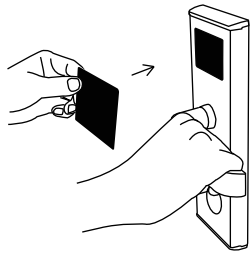
Function card	unlock normal locking	unlock a group locks	unlock dead bolt	function
Authorized card <sup>*2</sup>	X	X	X	Register Hotel lock system. Initialize and revoke initialize locks.Xeeder offers. One hotel hold 1pc
Time card	X	X	X	Activate clock built-in locks and energy saving switch when initialize 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 <sup>*3</sup>	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.

<sup>\*2</sup>. Each Authorized card has a unique 8 digits hotel code.

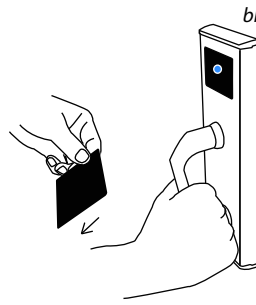
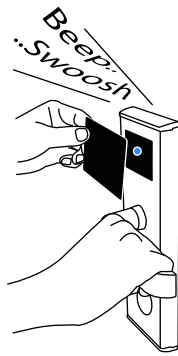
<sup>\*3</sup>. RFID(mifare 1)Data startup card is specially used to boot device WDR(wireless data receiver) and LMA (lock management assistant). IC Data startup card is specially used to boot Query card which saves lock events.

<sup>\*1</sup>. Xeeder will encrypt cards for user or offer user the encrypt tool.

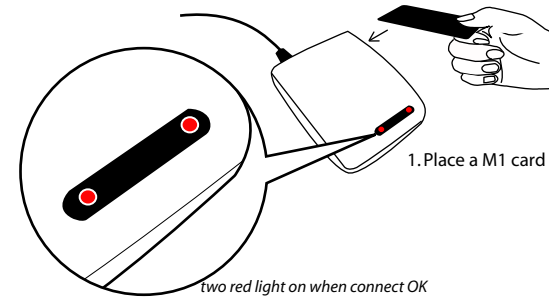
# Basic Action



1. Place a M1 card near to the sensor window

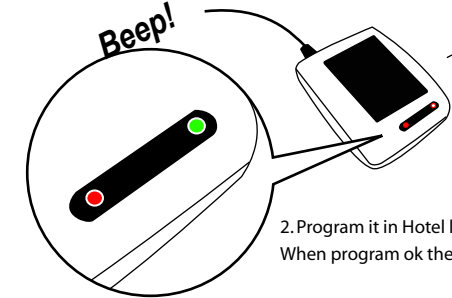


2. Remove card and shake the handle.



1. Place a M1 card onto the encoder.

two red light on when connect OK

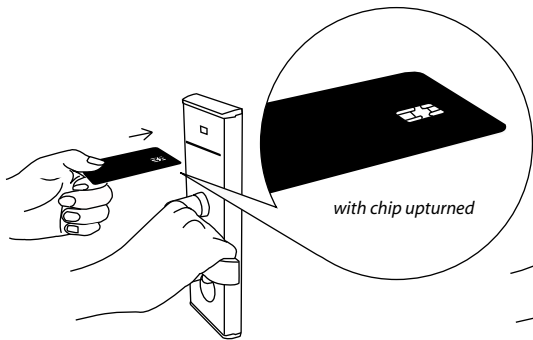


3. Take away card

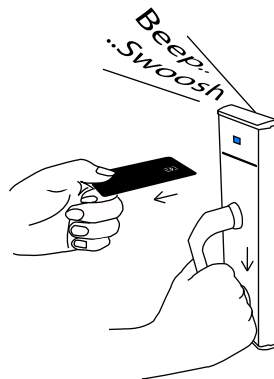
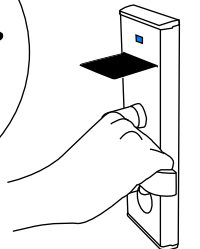
2. Program it in Hotel lock system.  
When program ok there will be beep sound.

right light flash green when programming

## ● Open lock



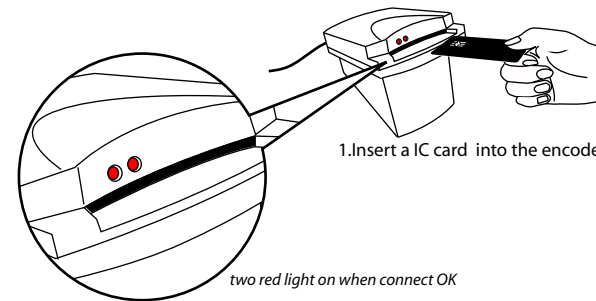
1. Insert IC card with chip upturned.



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

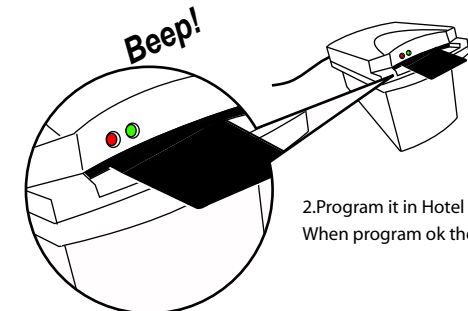


## ● Encode keycard



1. Insert a IC card into the encoder.

two red light on when connect OK



3. take away card

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

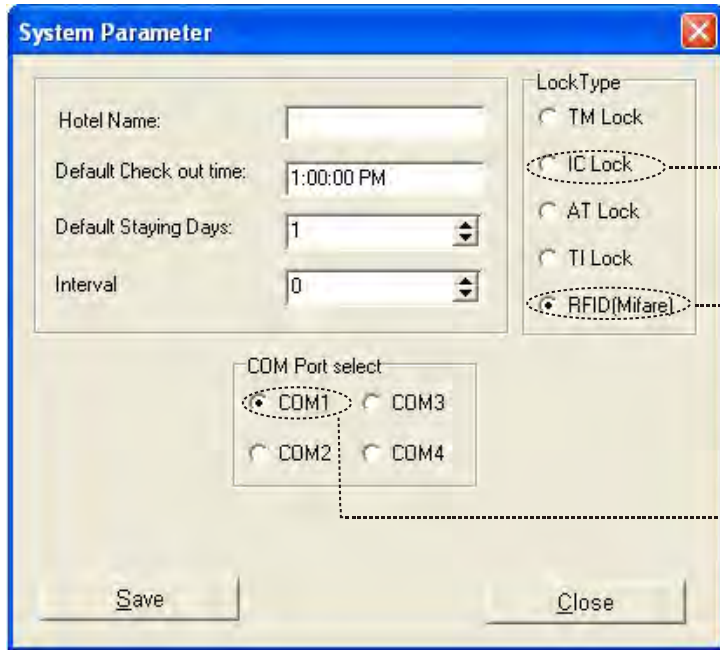
right light turn to green after insert card



# Register Software

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

2. System setting > System parameter



IC card(SLE4442)  
hotel lock

RFID card(Mifare 1K)  
hotel lock

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

Skip it when encoder is USB port

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



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.



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



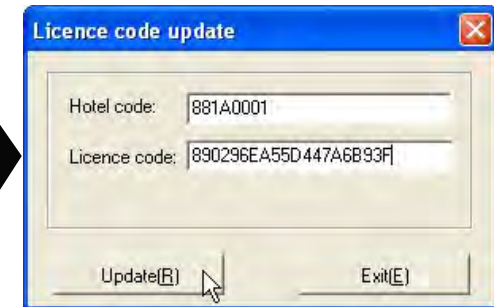
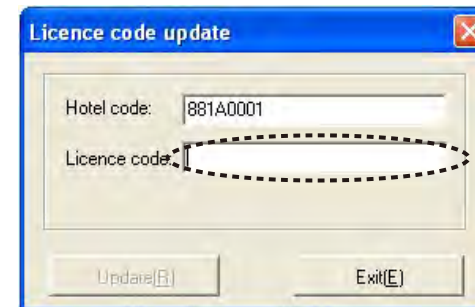
**Beep!**

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

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



9. Licence code update window jumped asking input licence code. Fill in the licence code given by Xeeder 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.

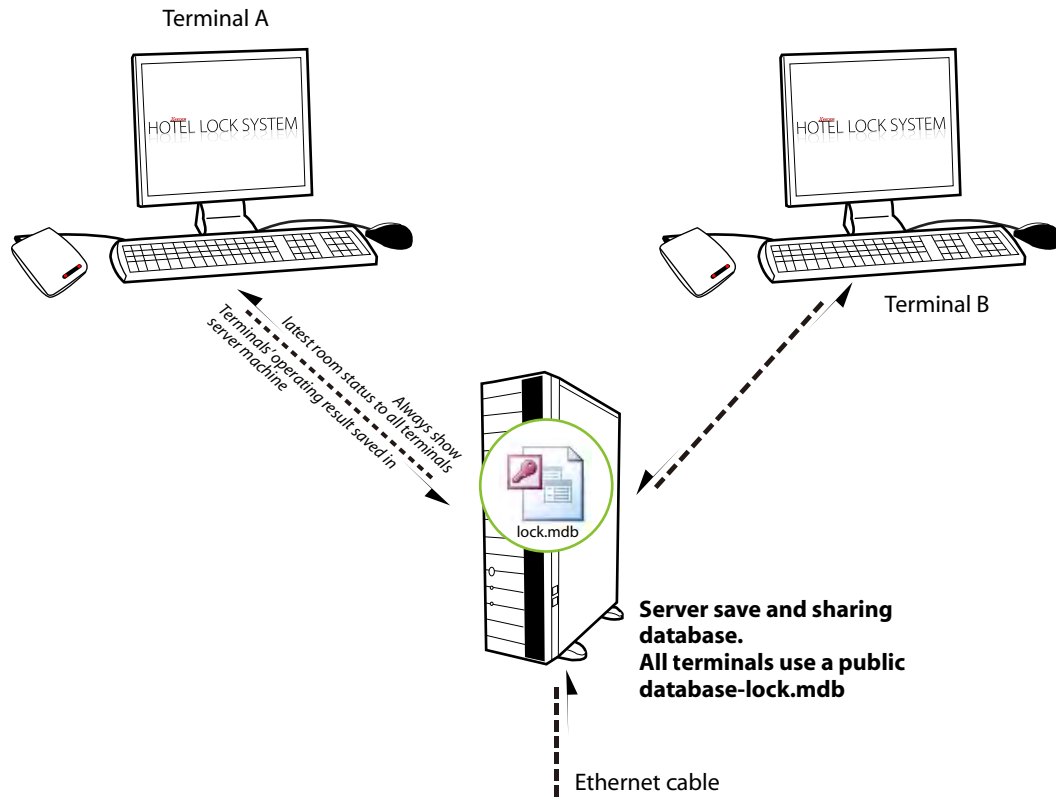


# Multi-terminal Connect

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.

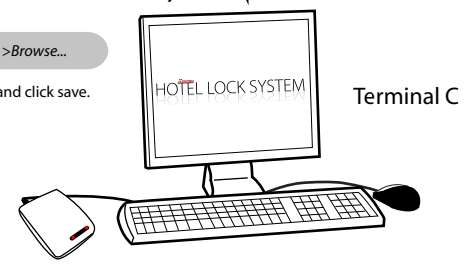
Server is not required install Hotel Lock System. Just move file 'lock.mdb' to a safe drive of the server is OK. Terminals are required install Hotel Lock System by a same hotel code and should run at a same & correct time/date.

For 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.

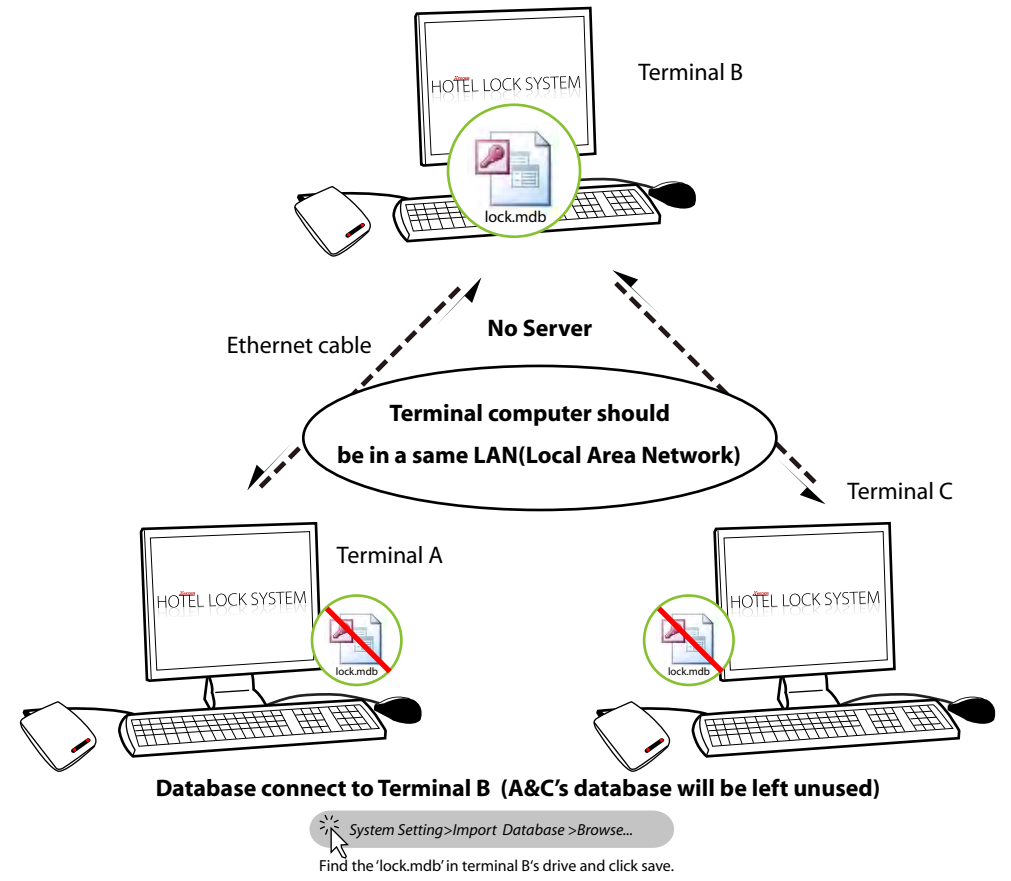


**Database connect to server**  
(Terminals' database will be left unused)

System Setting > Import Database > Browse...  
Find the 'lock.mdb' in server's drive and click save.



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


























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.

# 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
	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.
 +  	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.							—	—
 +   	Card's Room No. /floor/building/Area is not match the lock's.	—	—	—	—	—	—	—	—
 +    	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.
	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 lock's Room(common door) ID successfully	Renew lock's clock(date and time) successfully	(Re)Initialize successfully.
  + Any light <b>Beep! x3</b>	Battery power low.Lock still complete action it shoud 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 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)

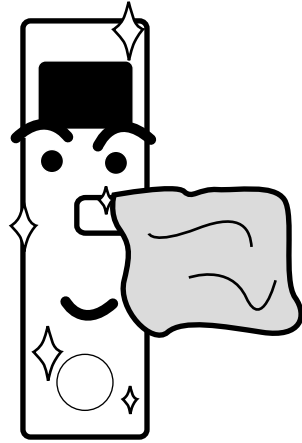
In the above order,once lock find one condition not match,it will stop checking and give a related light signal.So the light can only indicate its own condition non-matched but not ensure other conditions are match or not.  
E.g. there is a guest card be flash 1blue + 2red.it means card is not in a valid 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.

# Maintenance

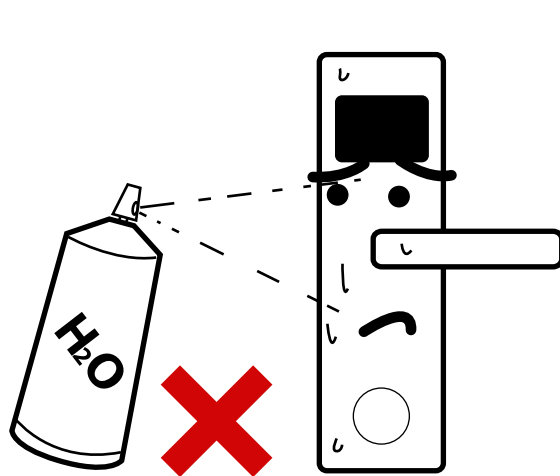
## ● Clean



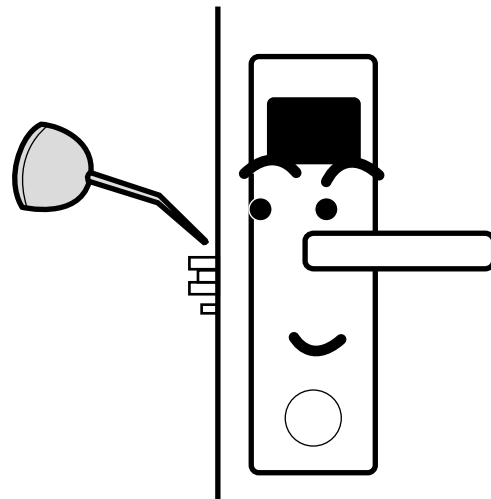
Can not clean by hard brush, sand paper or any sharp item



Clean by dry and soft cloth. You can add little machine oil on cloth.

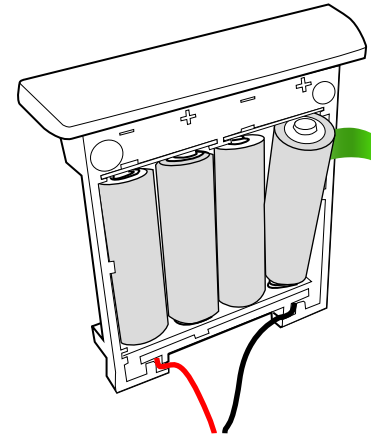


Can not clean by water, acidity liquid and alcohol



Every 6 months add little machine oil to latch

## ● Replace battery

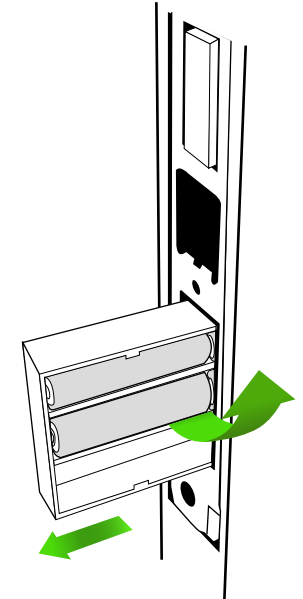


### Battery-pack TYPE-A

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

### Battery-pack TYPE-B

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



Lock's clock will be frozen during the moment replace new battery.

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 lock's clock running late the the real.

The acceptable time is 1-2 min for doing replace battery.

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

[www.xeeder.us](http://www.xeeder.us)

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