HOTEL LOCK SYSTEM™

System Overview

IMPORTANT SAFETY INSTRUCTIONS

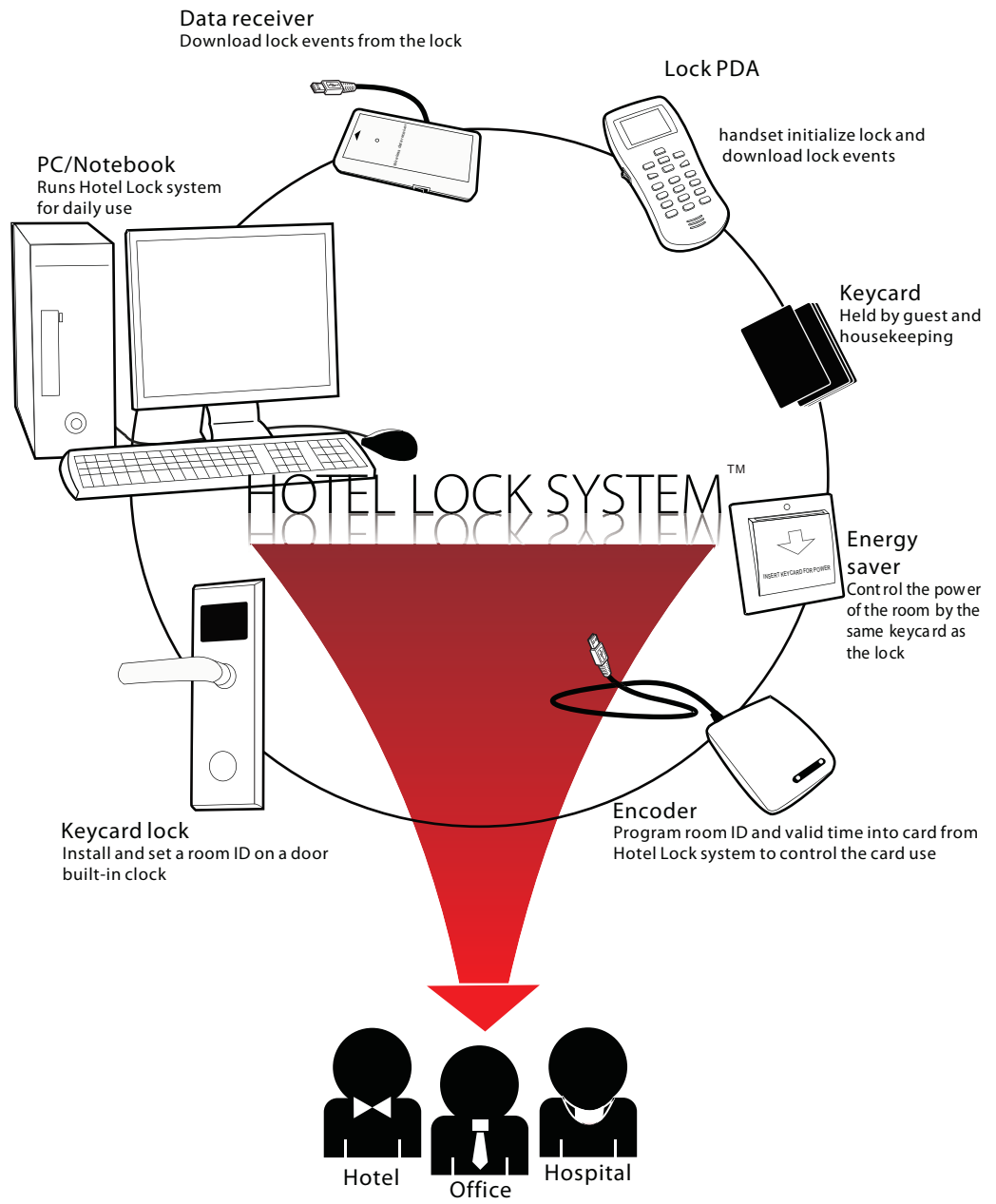
1. Read these instructions
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not place any product referred in this manual in an extreme environment for an extended amount of time.
6. Install in accordance with the manufacturer's instructions.
7. Use accessories only 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.

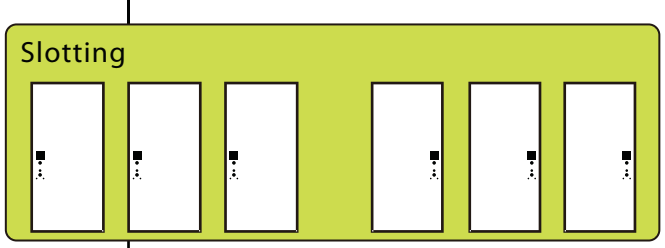


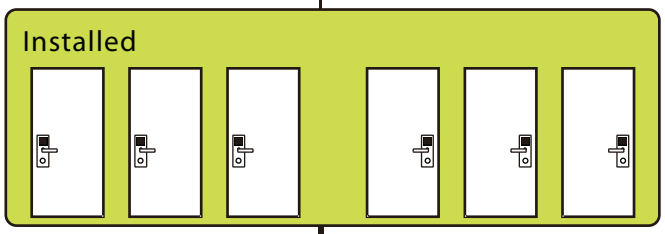
This system is widely suitable for hotel, office and hospitals.

Install Procedure

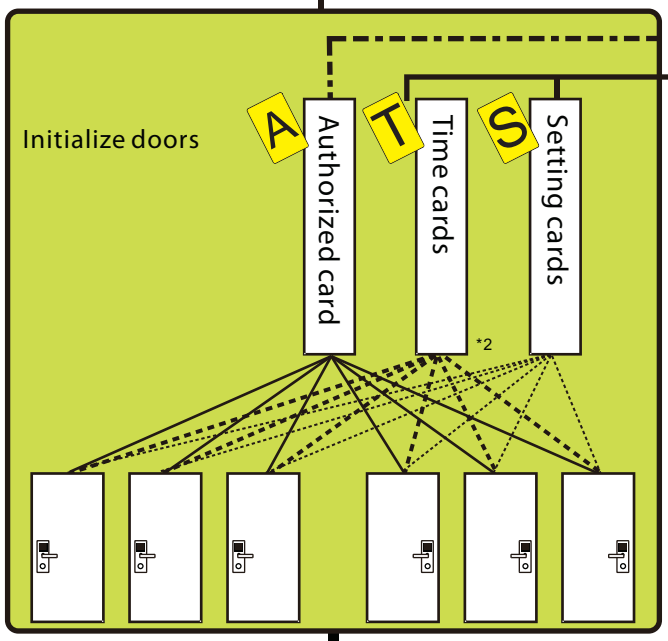
Packing Contents

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





p6-7



p8-9

Initialization finished .Ready for guests

*3

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

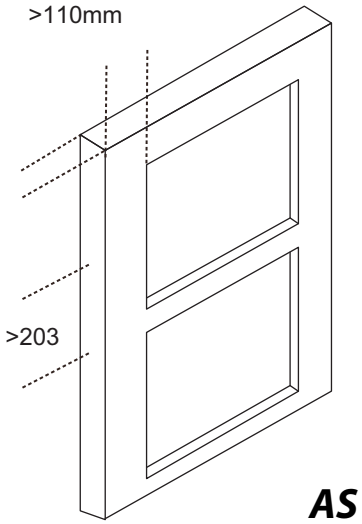
Single terminal | Multi-terminals

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

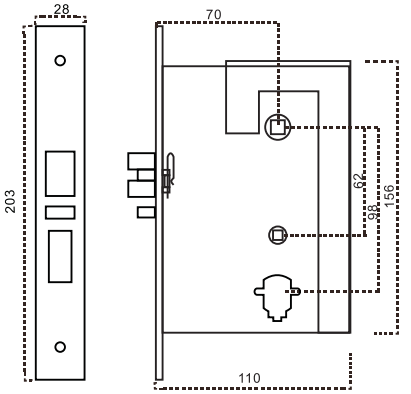
*1 When Hotel lock system is finished with all room settings, issue Setting cards for all doors.
*2 It requires that you always use a new Time card to activate locks. You must not activate all doors with the same Time card. We suggest you do it floor by floor. When each floor is finished you should re-issue 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.

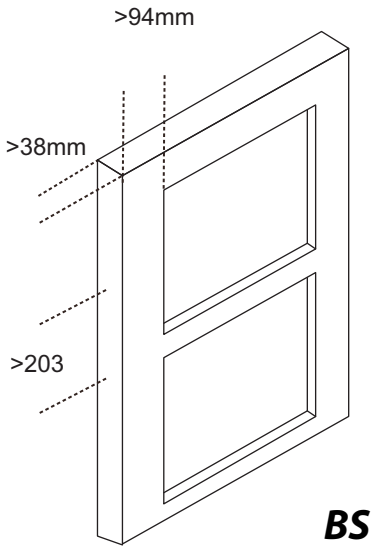
This is a standard procedure.
We suggest you do it as the above but do not guarantee if you don't follow this procedure.

Mortise & Panel

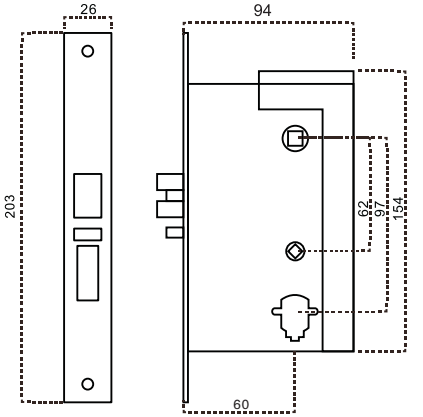


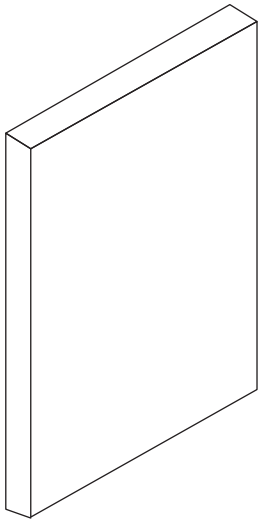
AS





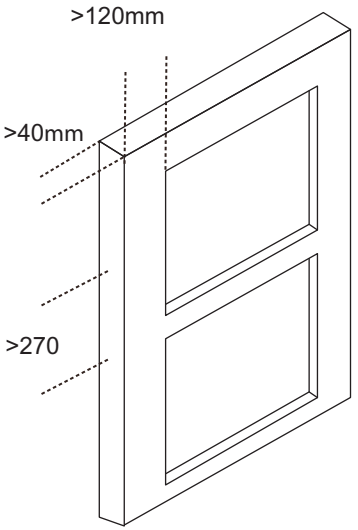
BS

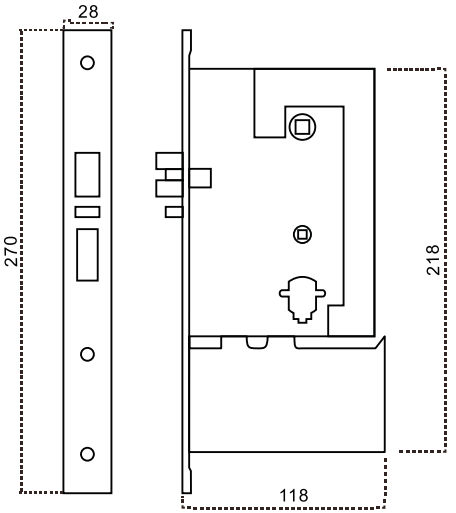




Flat and hollow/ solid door is preferred.
To install on a fire-proof door, it requires special tools to punch the slots

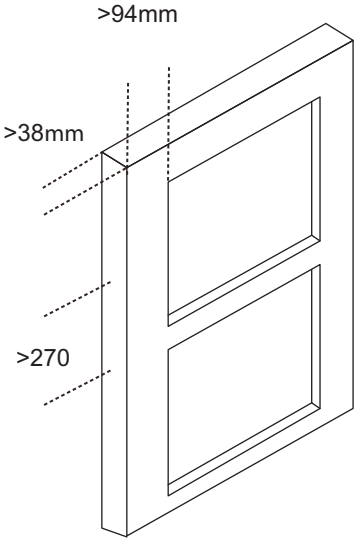
AL

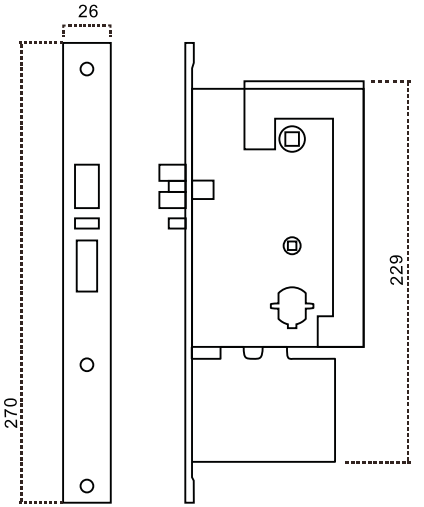




AL is the battery pack under lock case version of AS

BL

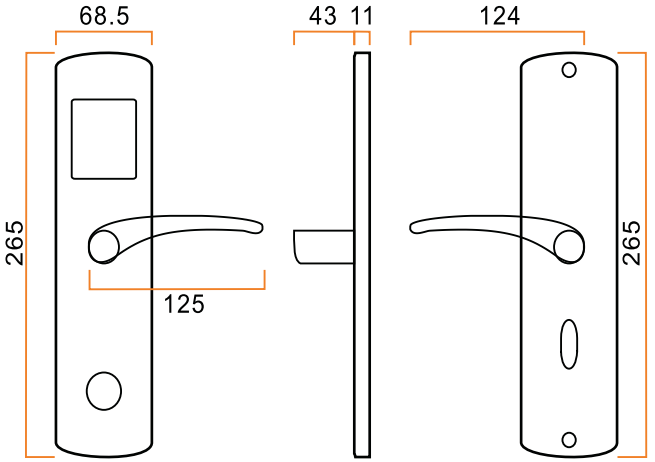


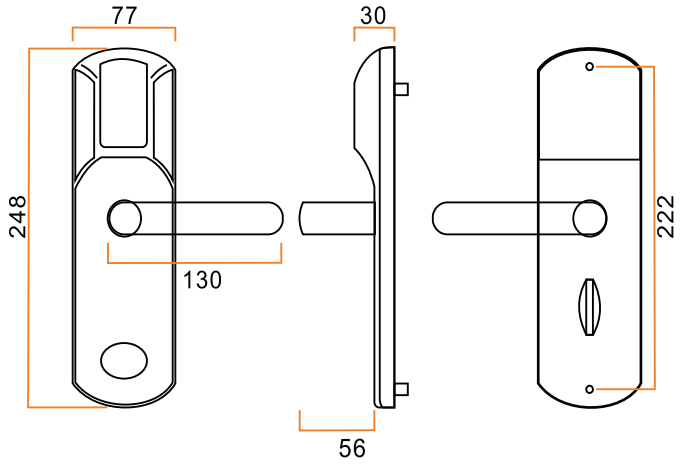


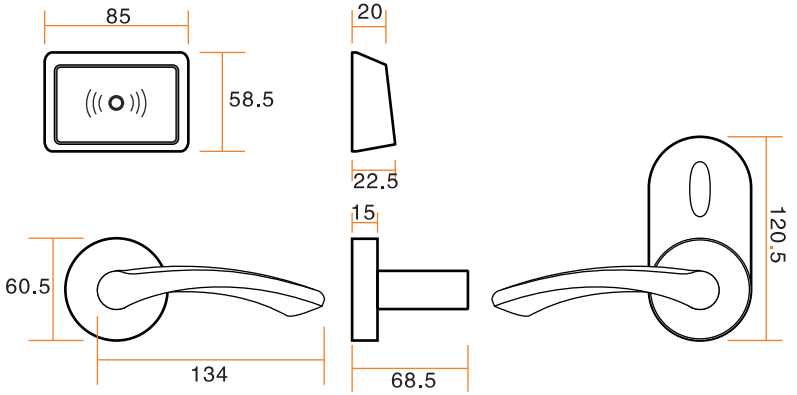
BL is the battery pack under lock case version of BS

Unit: millimeter

Mortise & Panel







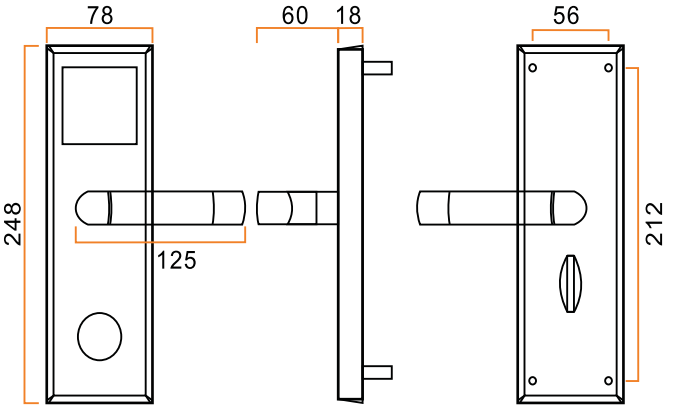
This manual could not include all models.

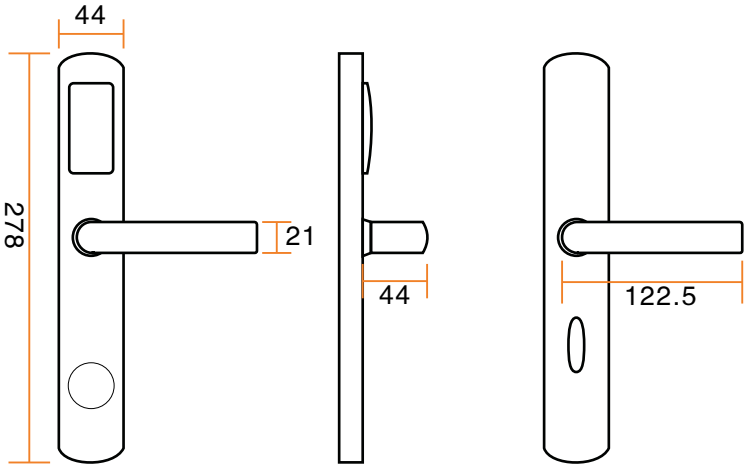
Models' real dimension could be a little different because of measure tolerance or manufacture improvements.

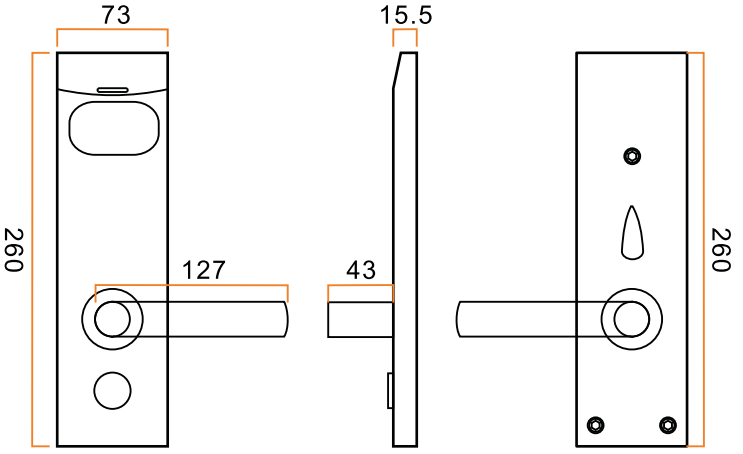
Specifications and dimension subject to possible modifications without notice.

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

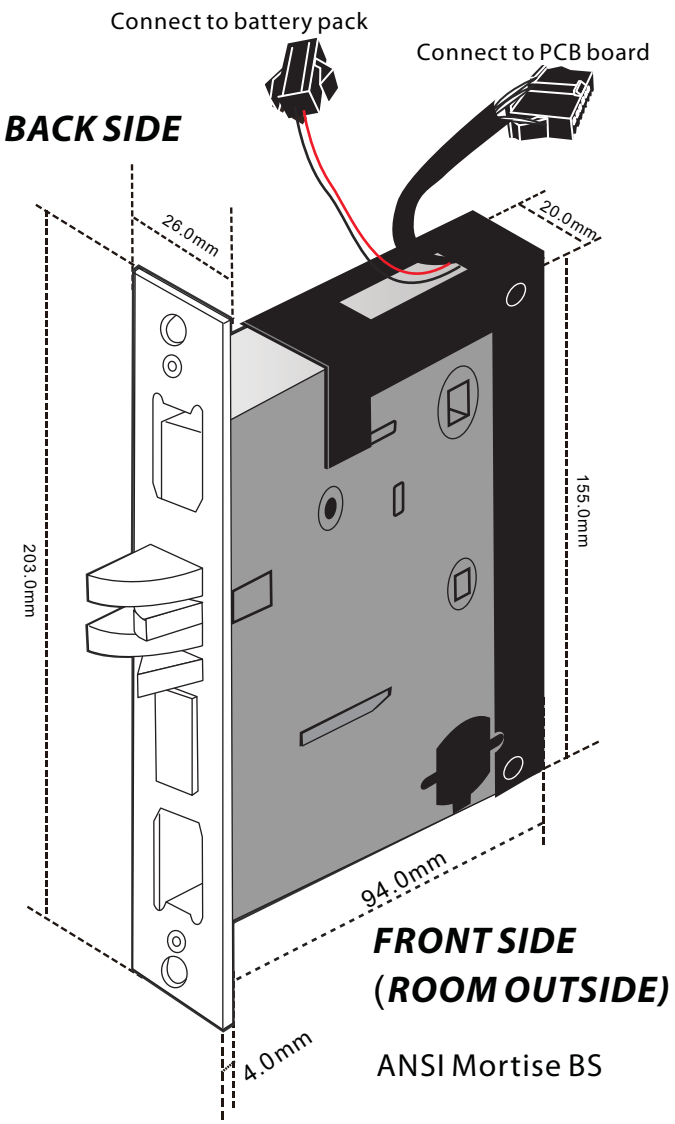
If you could not find your models in this manual please contact vendor to get information.

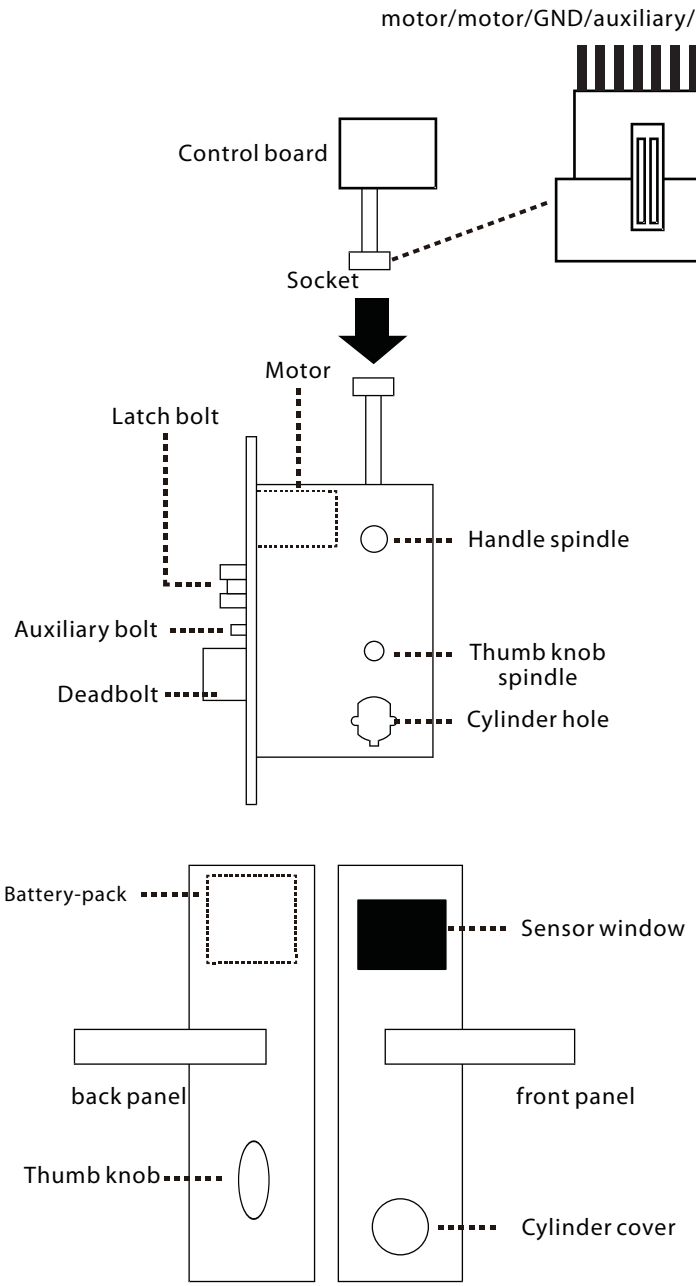


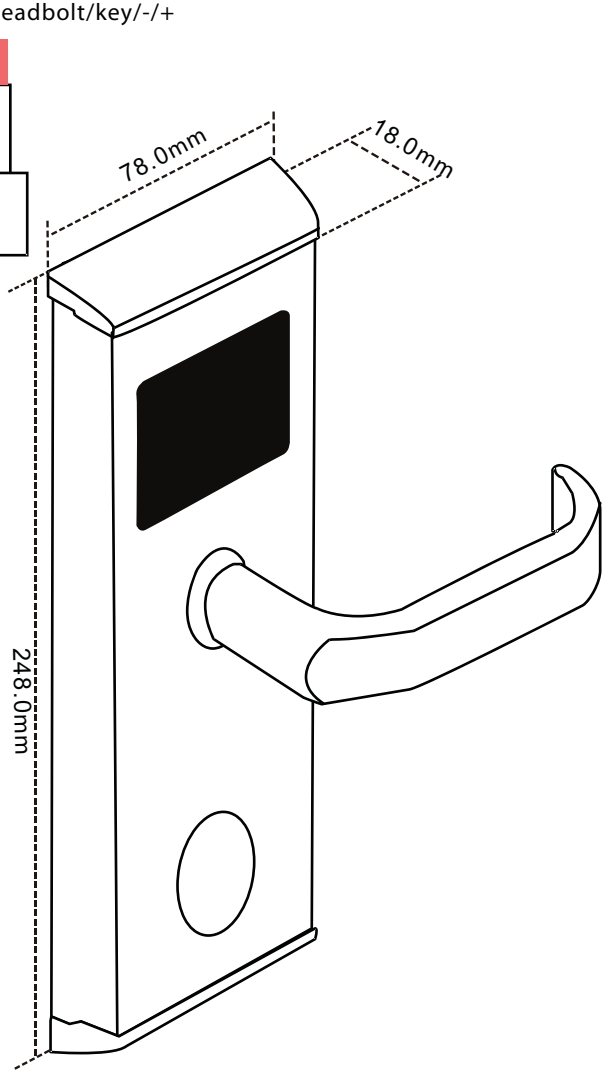




Mortise & Panel

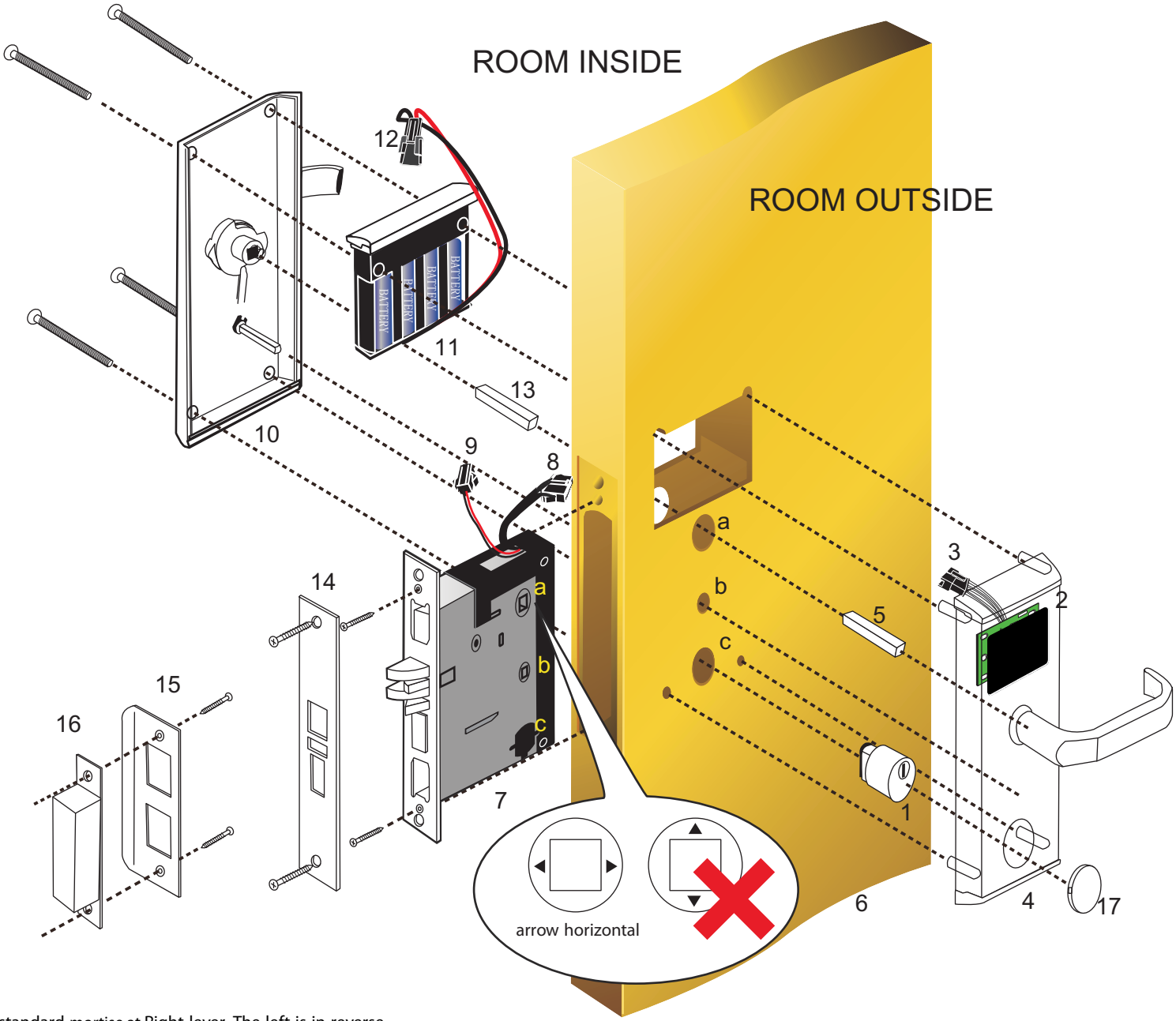






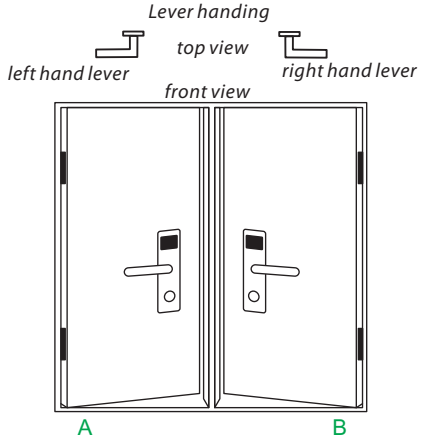
*This is a standard right lever mortise.
*The left mortise is in reverse case.

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



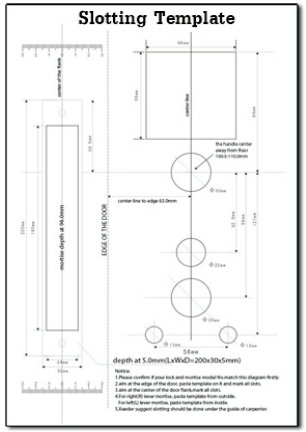
*This is a standard mortise at Right lever. The left is in reverse.
*Mortise requires door thickness to be at least 40.0mm.
*For other door thickness please contact with vendor to find the proper mortise solution
*Right for the hardware configuration changes without notice is reserved.

Install

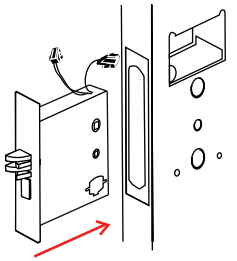
Installation steps

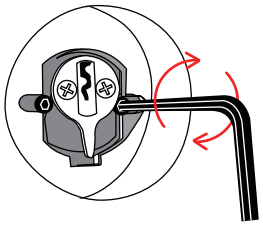
1.Punch holes

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

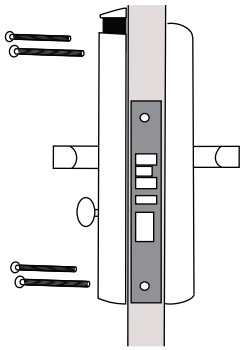
Insert the cylinder from front and tighten the screws from the back by using the inner hexagon screw driver

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:

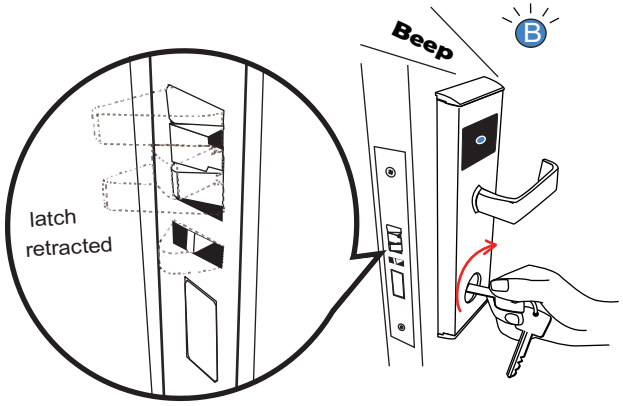
After confirming the correct direction of the batteries, close the Pack Cover.



6.Test:

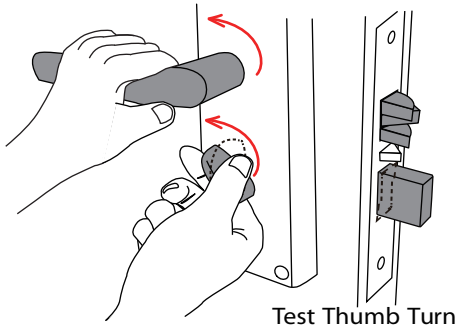
After the installation is complete, it is necessary to check if the basic functions work properly.

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

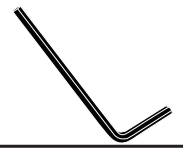
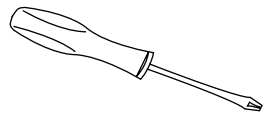
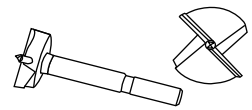
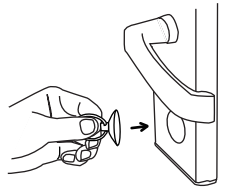
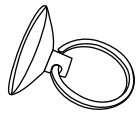
Test Thumb Turn
Thumb Turn drives the deadbolt out and retracts it manually. It can be released automatically by turning the back handle.
Please make sure the back handle and thumb turn work properly before closing the door otherwise it may cause a problem that the lock cannot be opened or closed from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

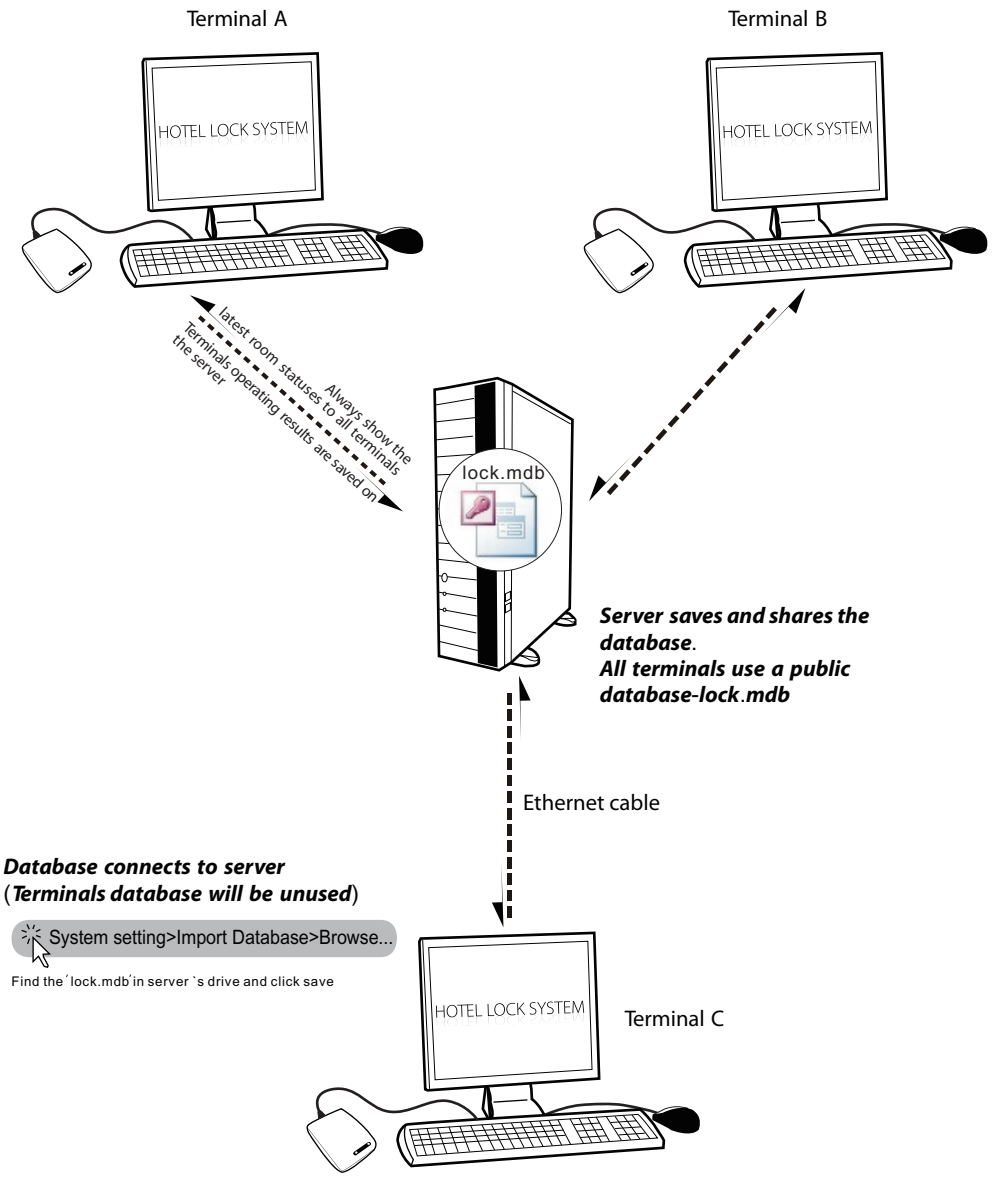
TOOLS

	**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

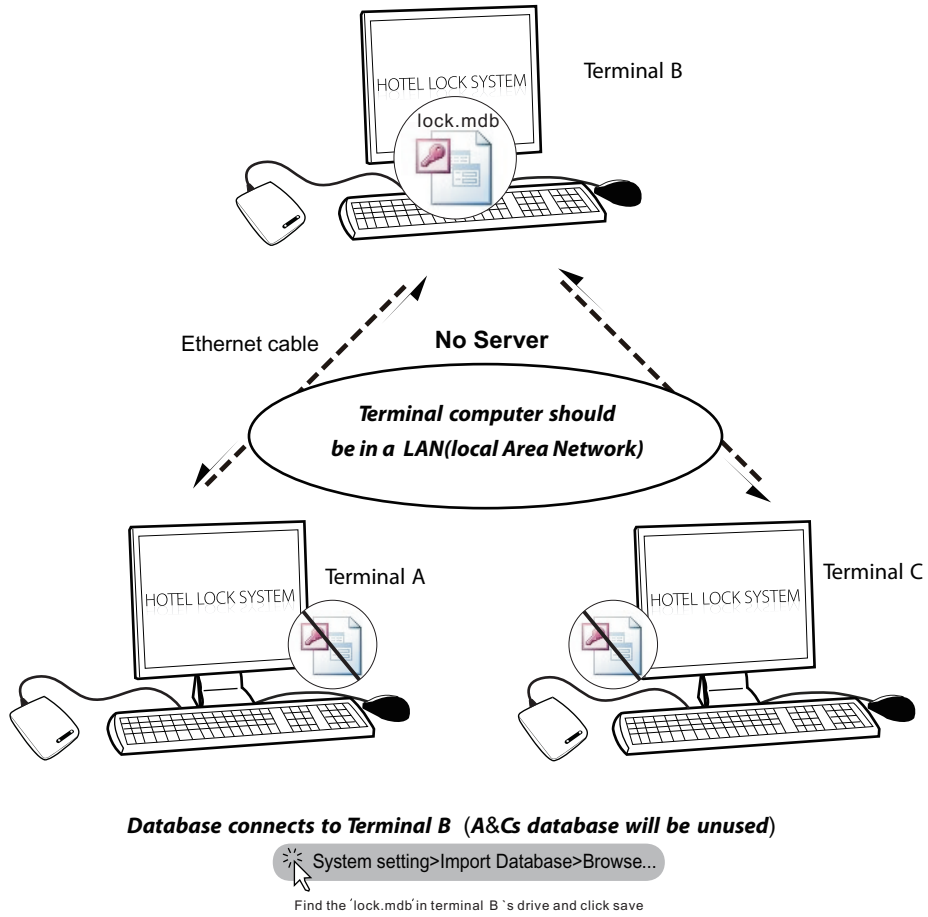
Multi-terminal Connect

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.

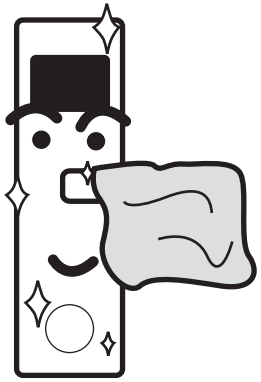
To guarantee other terminals can save the operations in the database, you should keep the LAN in constant communication.
The folder that saves the database must not be set to Read-only in properties.

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.

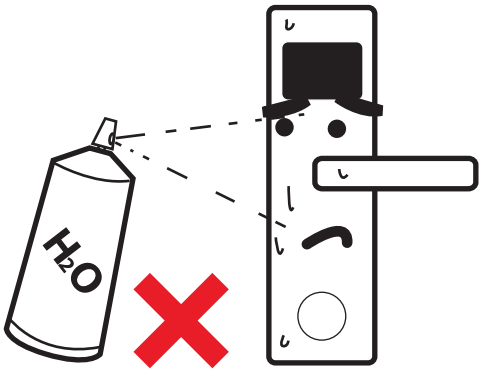
Maintenance

Clean

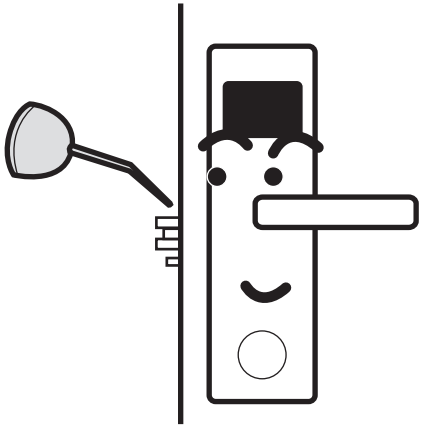
Do not clean with a hard brush,sand paper or any sharp item



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

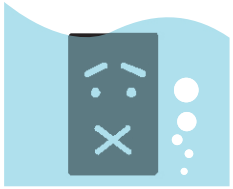


Do not clean with water,an acidic liquid or alcohol



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.

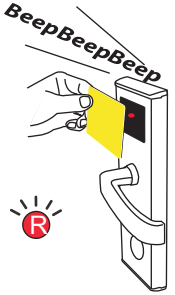
Keep away from extreme heat

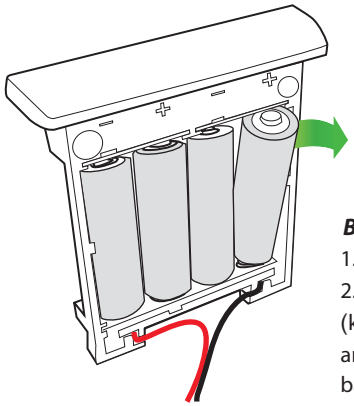
Keycard is made of plastic which will melt down in high temperatures.

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.



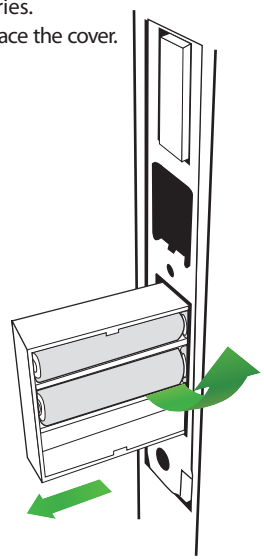


Battery-pack TYPE-A

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.

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)