

# XEEDER<sup>®</sup> HOTEL LOCK SYSTEM<sup>™</sup> Networked

## Networked wireless

### *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.

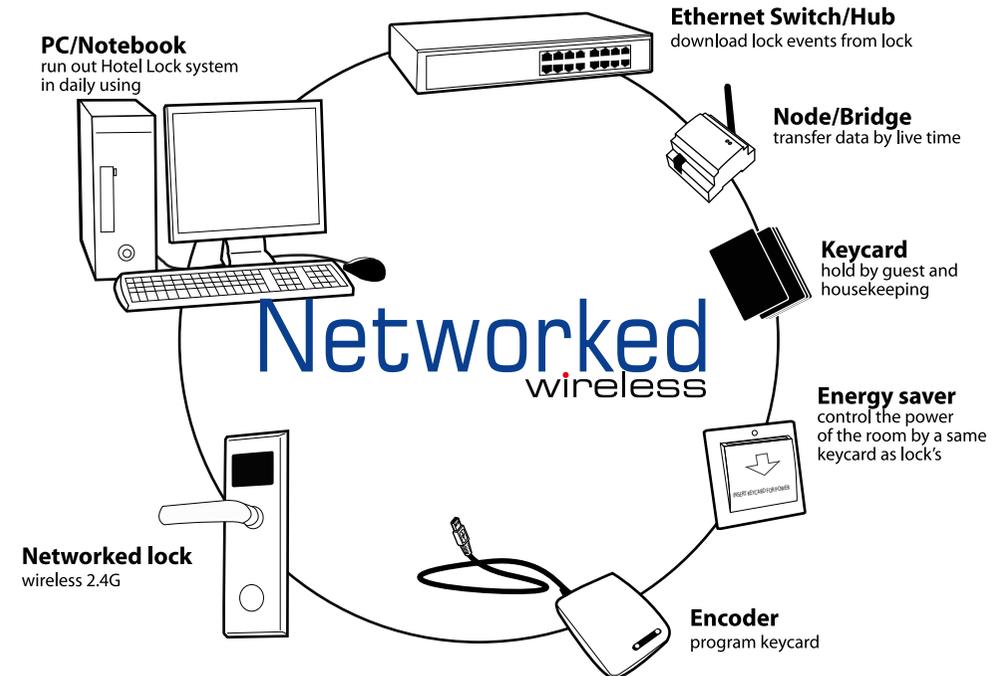
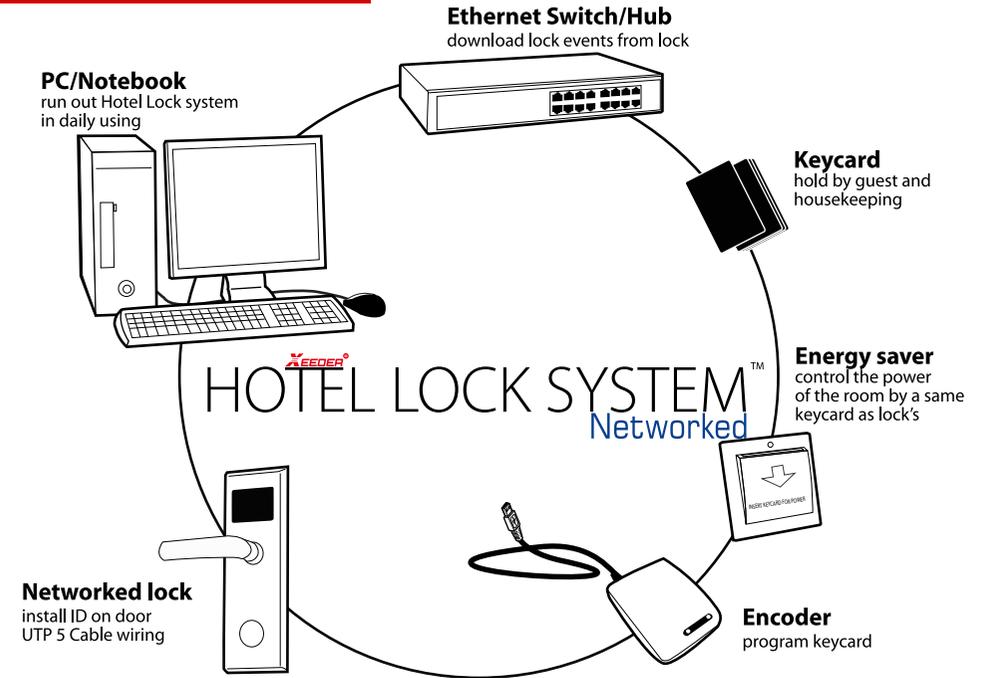
## INTRODUCTION

Congratulations on your selection of the XEEDER Hotel Lock System Networked series product. Xeeder networked series product includes standard and wireless type. They are the 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.

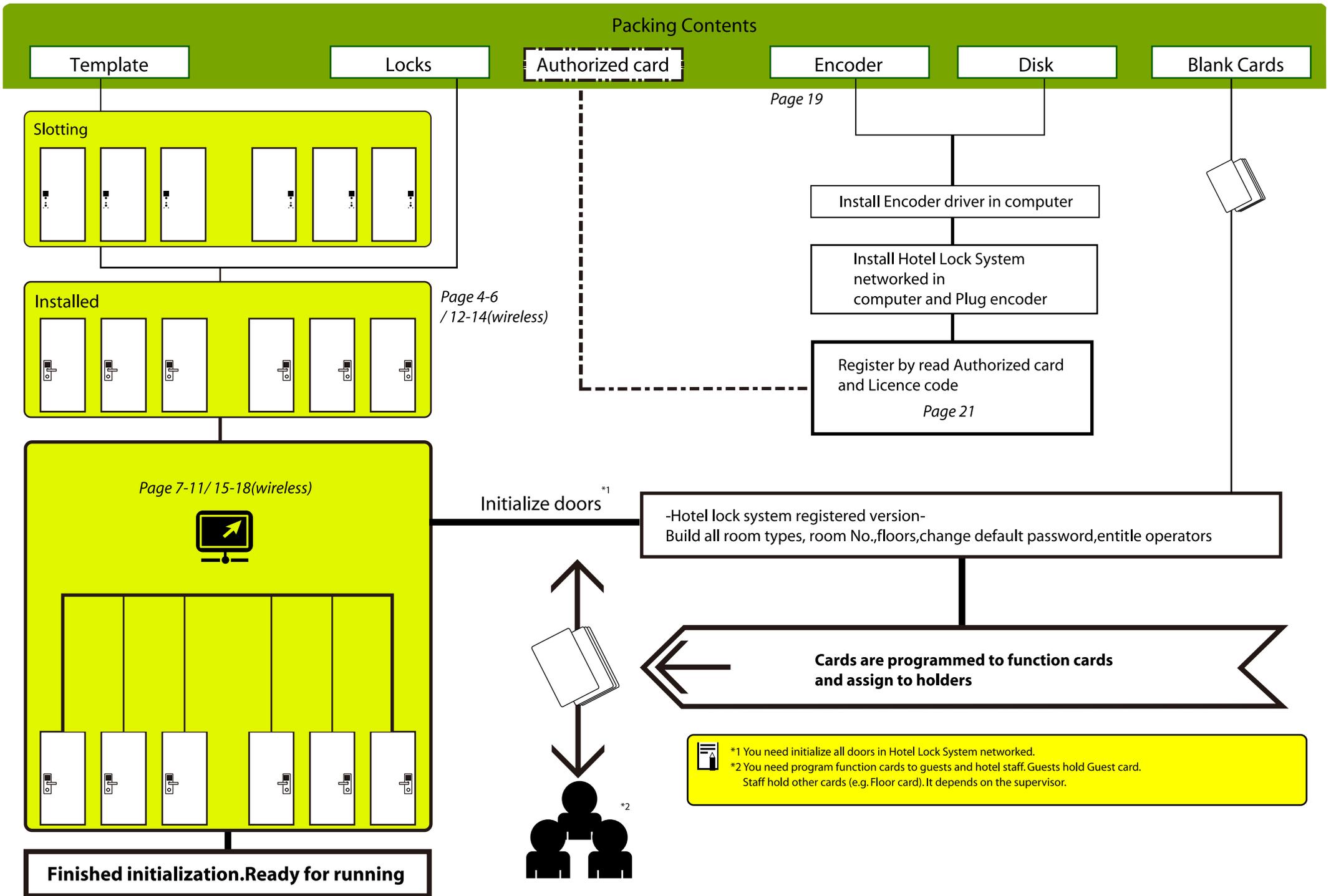
## SAFETY

Xeeder networked lock 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:

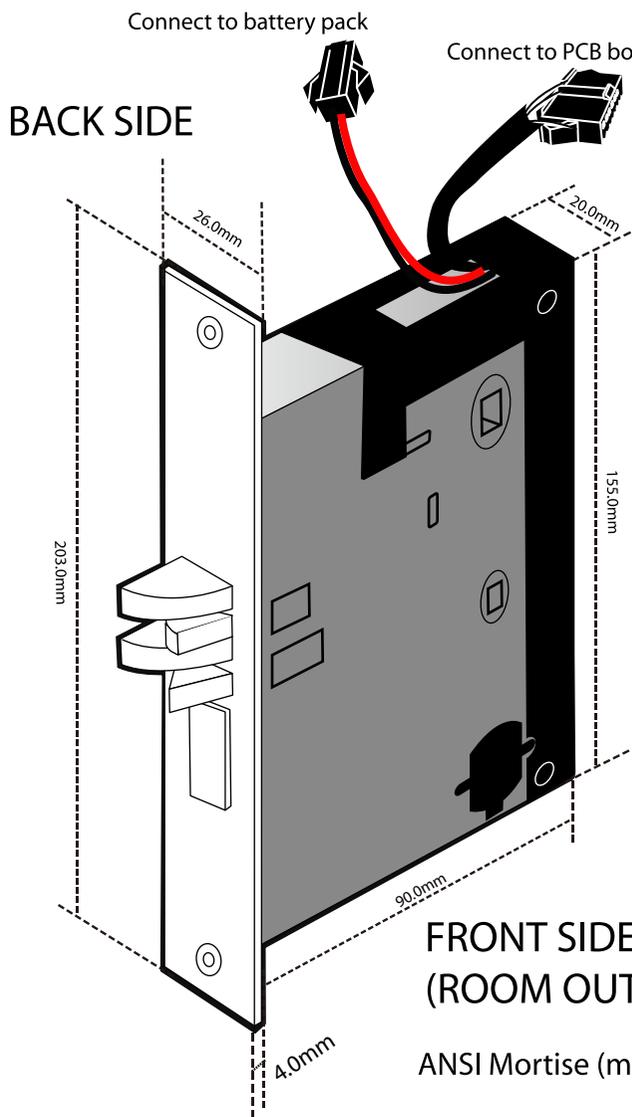
1. Lock requires POE adapter provide power keep running even not ready any card.
2. Do not use battery mix new and old. It may cause short circuit to lock electronic part.
3. Lock's latch part is in mechanically, You can unlock it by using emergency key in urgently.
4. XEEDER Hotel Lock System networked soft requires run on Windows 98/XP/2003/Vista/Win 7 which are tested pass by xeeder. However we do not promise there is no bugs in all machine and other OS.
5. 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'.
6. Please check your LAN (Local Area Network) connection, if lock could not start 'live tracking' function.
7. Wireless lock product equipped 2.4G wireless technology and it has been approved that harmless to human body.



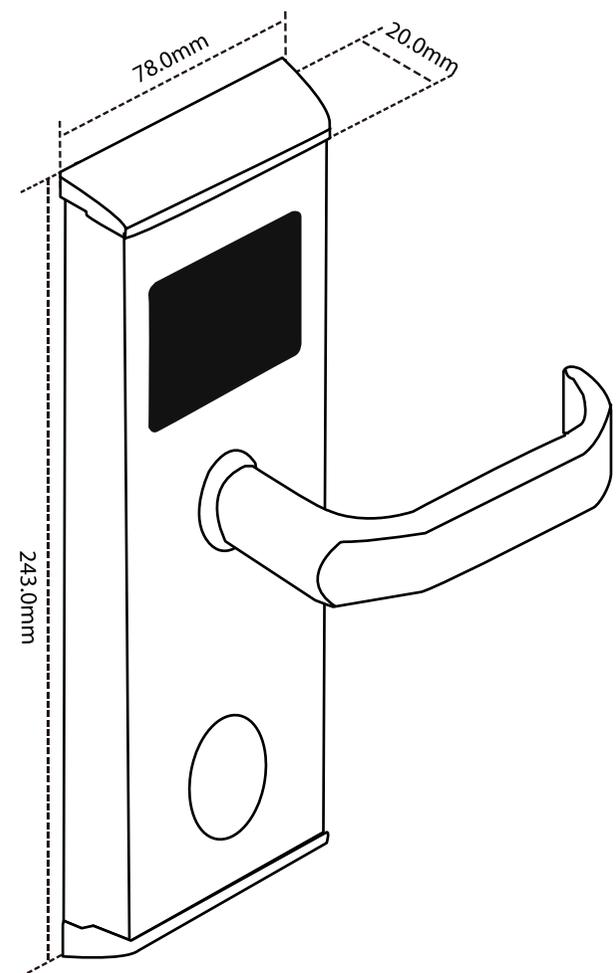
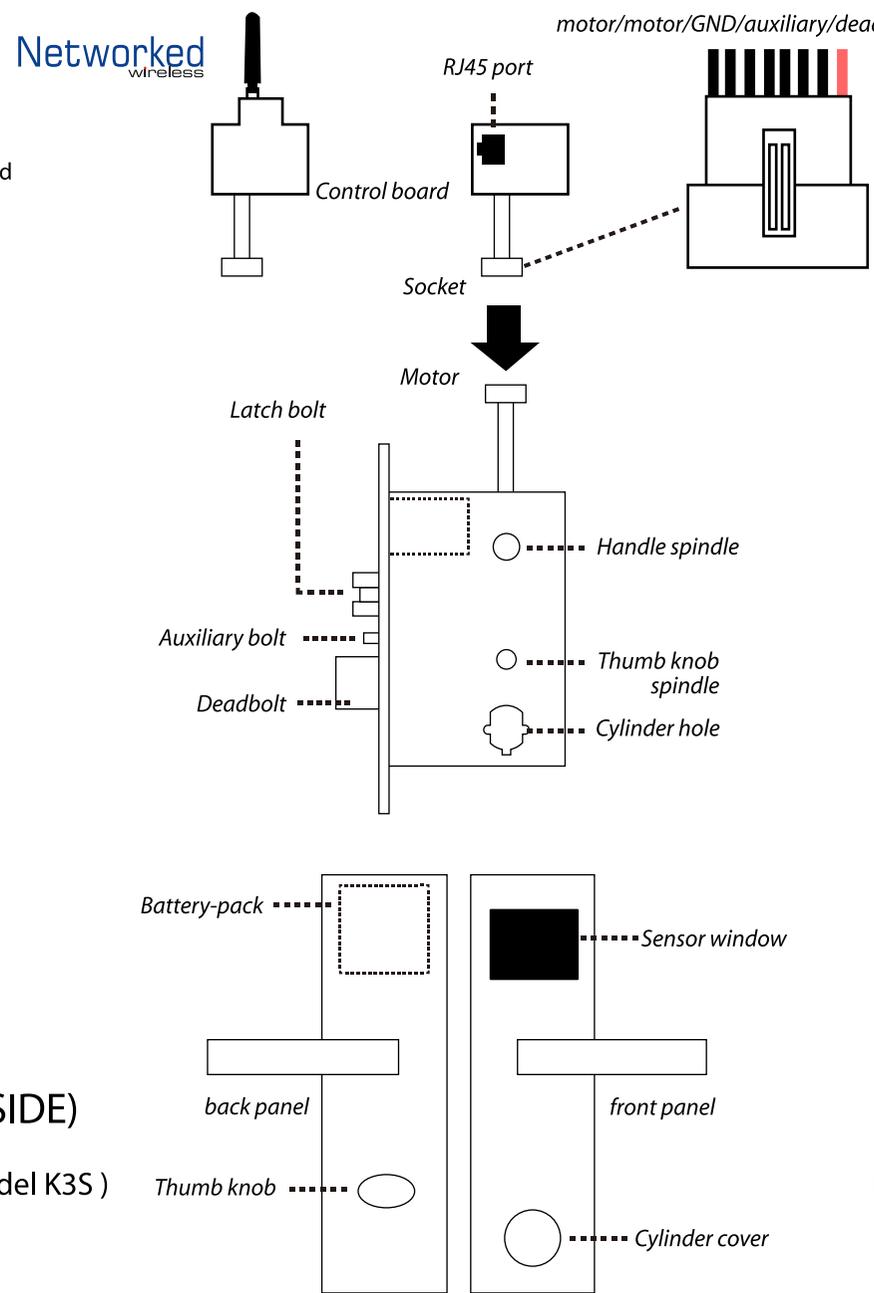
# Install Procedure



# Mortise&Panel



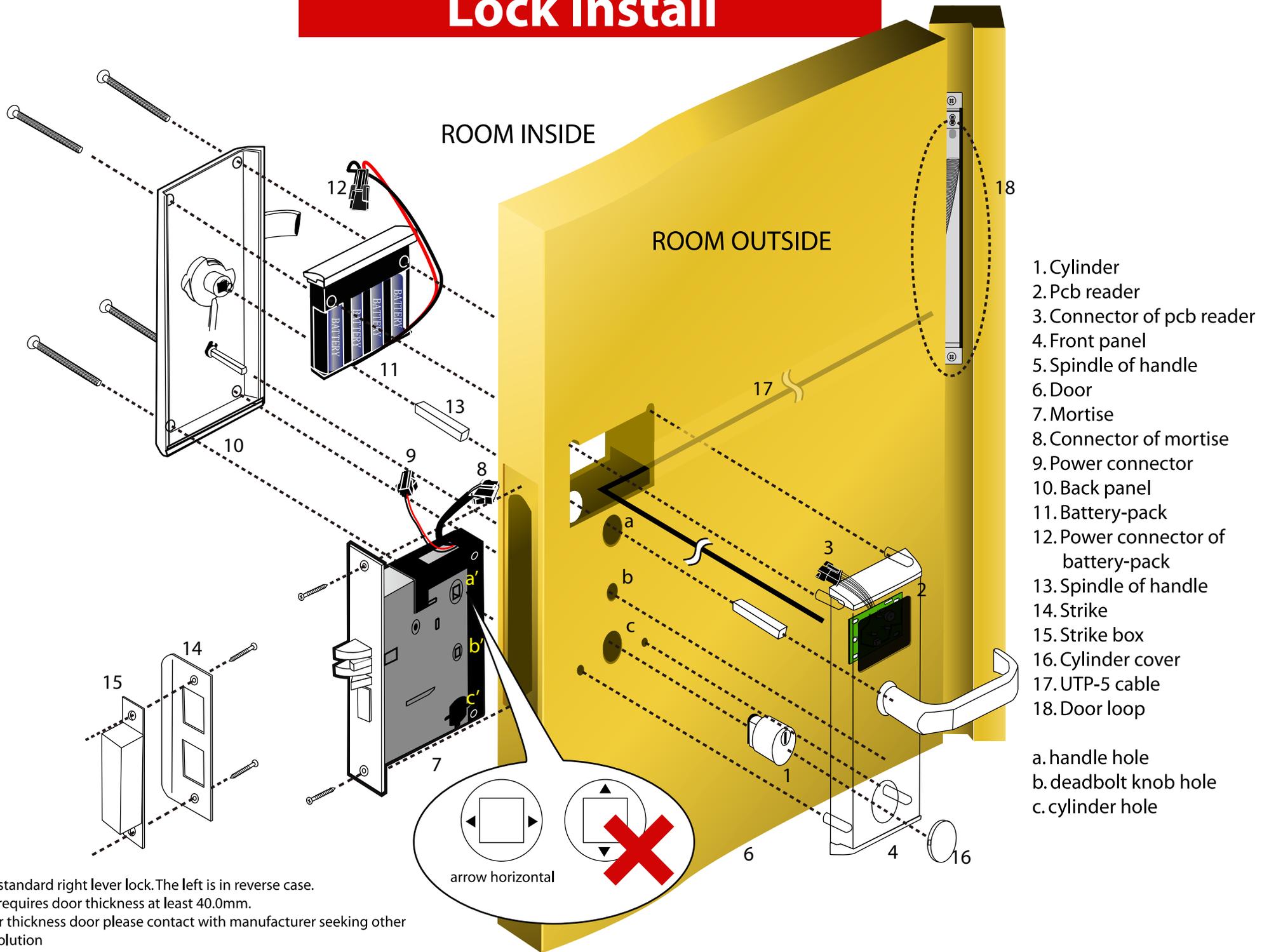
**FRONT SIDE  
(ROOM OUTSIDE)**  
ANSI Mortise (model K3S)



Front panel L5118/5218-M1

\*This is a standard right lever mortise. The left mortise is in reverse case.  
 \*Battery-pack is hide in mortise for mortise model K1L  
 \*Mortise K3S is the one of several different mortise of all model locks

# Lock Install



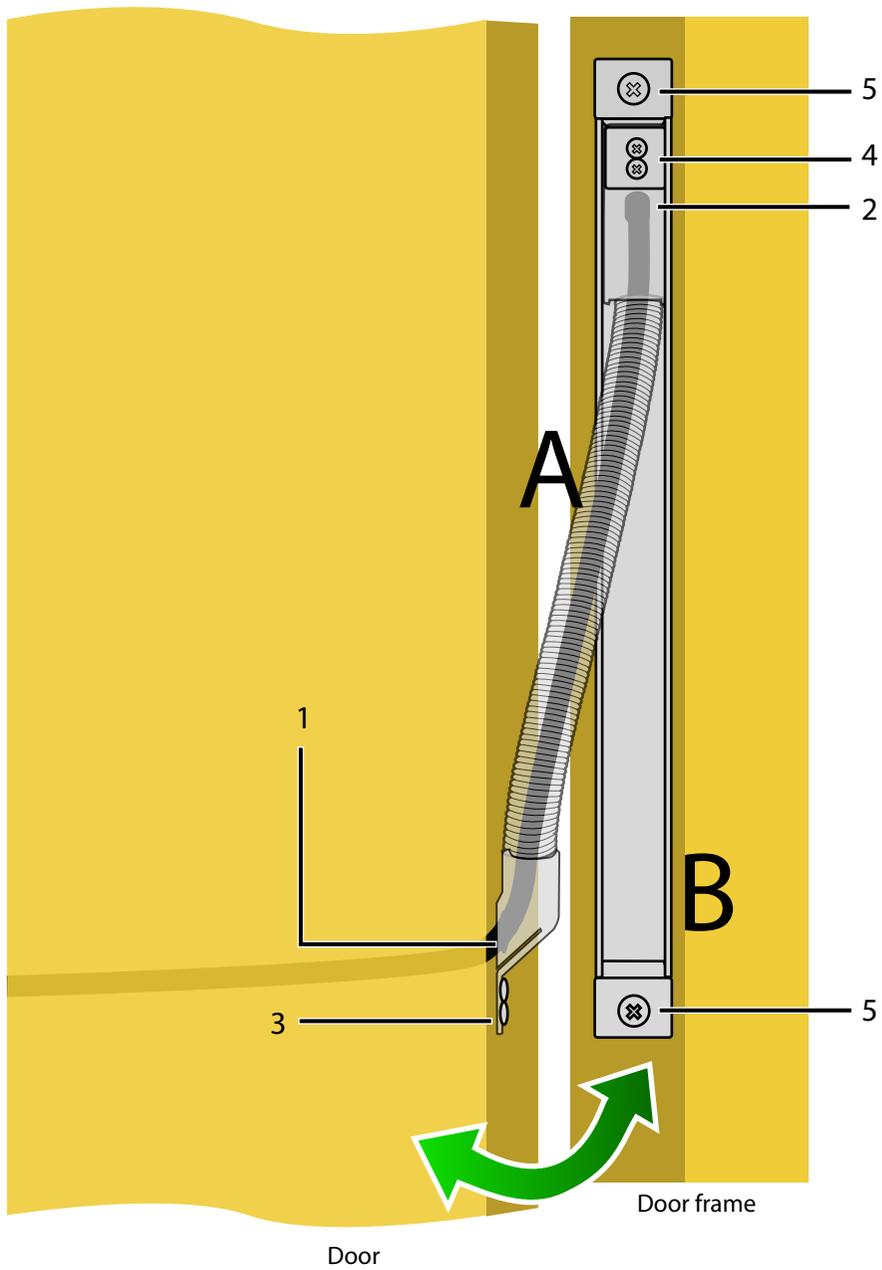
\*This is a standard right lever lock. The left is in reverse case.

\*Mortise requires door thickness at least 40.0mm.

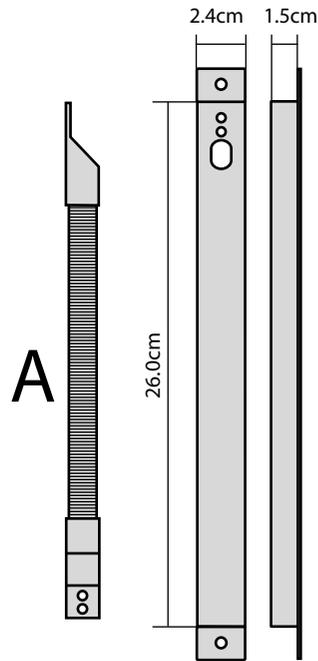
\*For other thickness door please contact with manufacturer seeking other mortise solution

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

# Lock Install



When the door closed, the part A will be contained into the slot part B



Slot 26.0x2.4x1.5cm(LxWxD)

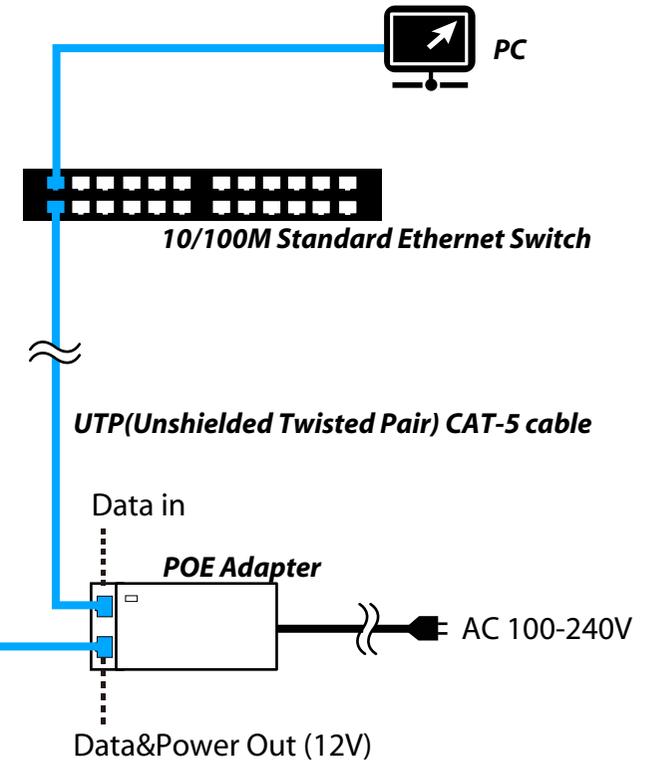
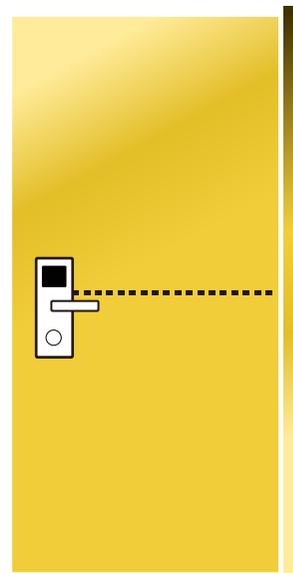
The door loop model LA002 is made up of two parts:

Part A-the strong spring  
Part B-the slot part

Installation:

1. Fix the part B on the door frame. Make sure it is flat with the surface of frame otherwise the door could not be closed.
2. Thread the UTP cable from the slot 2 to slot 1. Connect the cable to the lock.
3. Fix the part A by 4 and 3.

Networked lock on door

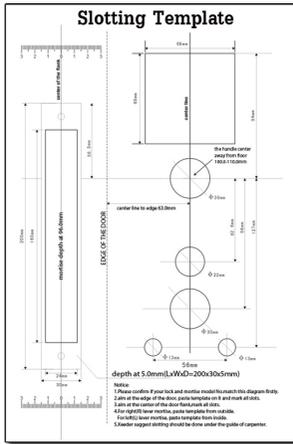


# Lock Install

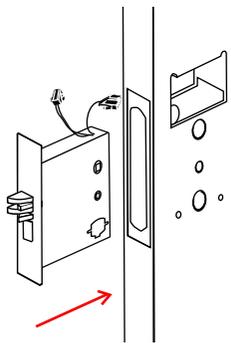
## Installation steps

### 1. Punch holes

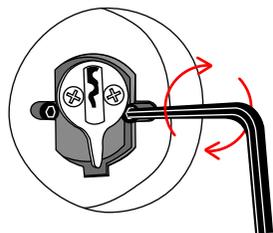
Lightly mark a height line on the edge and both faces of the door, attach the frontispiece template along the line you draw and the edge of the door; Wedge the side face template on the frontispiece template, confirm the up and down position, then move the right-and-left position which about the center position between the template center line and the door thickness, at last stick to the door; mark the 4x14mm、22 mm、2x30 mm holes and 200x30mm square、160x24mm square; remove the frontispiece template and apply it to the other side of the door, aligning it accurately with the side face template, mark the 4x14mm、22 mm、2x30 mm holes again. Then drill the holes from both side of the door synchronously, the side face slot which place flank plate is 5.0mm deep (namely 200x30mm slot) and the slot which place mortise is 96.0mm deep (namely 160x24mm slot).



### 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.

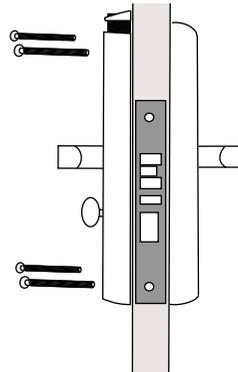


### 3. Fix the cylinder

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

### 4. Install front and back boby:

First 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:

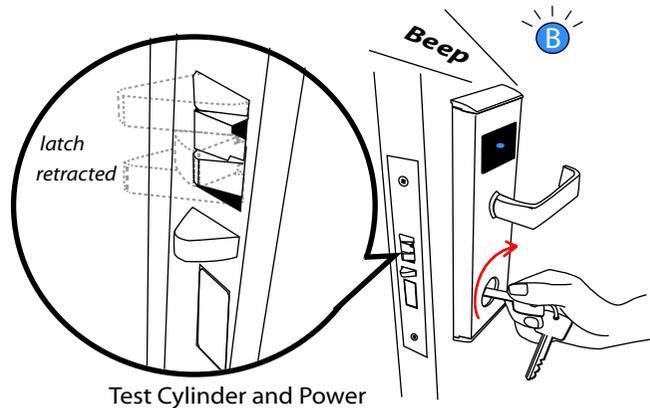
after confirm the positive direction of the battery, closes Pack Cover.

### 6. Test:

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

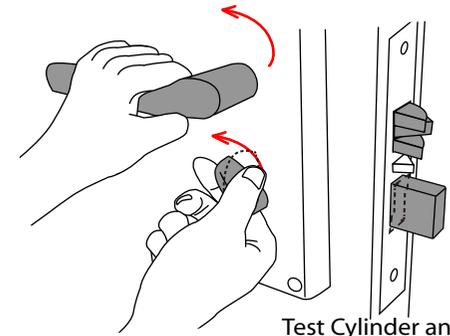
### Test Cylinder and Power

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 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



Test Cylinder and Power

**WARNING**  
In order to avoid that there is no other way to open the door when the key card couldn't work by accident, be sure to check the operation of the emergency key as above.

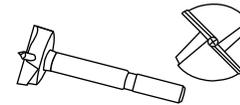
## TOOLS



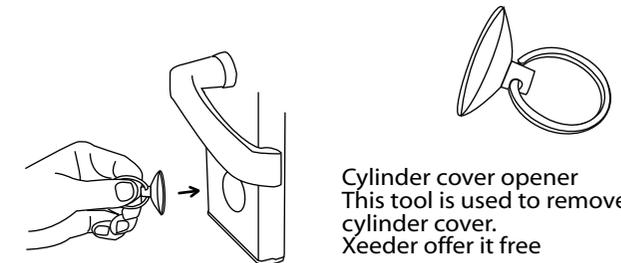
Inner hexagon screw driver  
This tool is necessary while install cylinder in mortise. Keeder offer it free



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



Cylinder cover opener  
This tool is used to remove the cylinder cover. Keeder offer it free

Push and pull to open it

# Initialize lock

 Networked lock could not running after installation. You must do initialize to each room to confirm the connection well.

● Initialize-STEP 1  
Record MAC address



Each lock has a unique ID-MAC address. MAC address is the Physical Address which could not be erase or modify by users.

MAC: A000 2867



Software track lock by its MAC address



MAC: A000 1781

You should make a list of all rooms MAC address after installation completed. sample

508	-----	A000 2867
509	-----	A000 1781
510	-----	A000 1030
511	-----	A000 1807
512	-----	A000 2815
513	-----	A000 2813
514	-----	A000 2811
601	-----	A000 2900
602	-----	A000 2825
302	-----	A000 2826
303	-----	A000 2819
305	-----	A000 2807
306	-----	A000 2809
307	-----	A000 2911
staff room	-----	A000 2929
kitchen	-----	A000 2856
401	-----	A000 2890

● Initialize-STEP 2  
Build all rooms(before build rooms please complete Basic Setting)

Room	Room building	Floor	Area	IP address	Mac address
508	508	1	5	192.168.0.95	A0002867
509	509	1	5	192.168.0.108	A0001781
510	510	1	5	192.168.0.9	A0001030
511	511	1	5	192.168.0.101	A0001807

Basic information

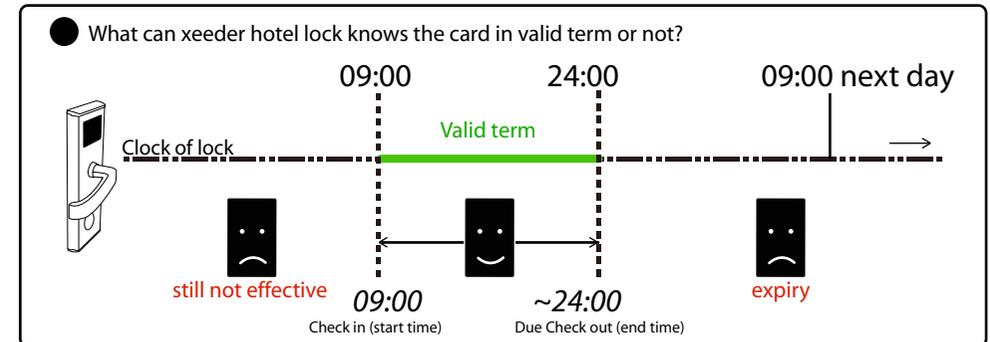
Building: 1  
 Floor: 5  
 Room: 508  
 Room name: 508  
 Area: 1  
 Room Type: Standard double  
 Type: TCP/IP Lock

Mac add: A0002867  
 Final IP: 192.168.0.95  
 My IP: 192.168.0.133

TCP/IP setting

Buttons: New(N), Cancel(B), Delete(D), Auto add(U), Close(C), Update to Xentral(Σ)

Each room(lock) should be assign a unique IP address. Please do as the following pages.



# Initialize lock



## 1. Build connection

Run tool 'Xentral'.

Xentral is a small tool that make building connection.

Xentral

You just need run it for the first running.

You could install Hotel Lock System Networked in one PC but Xentral in another PC to make connection

## 2.System connection setting

You should do connection setting for the first running,Otherwise the connection may got malfunction.

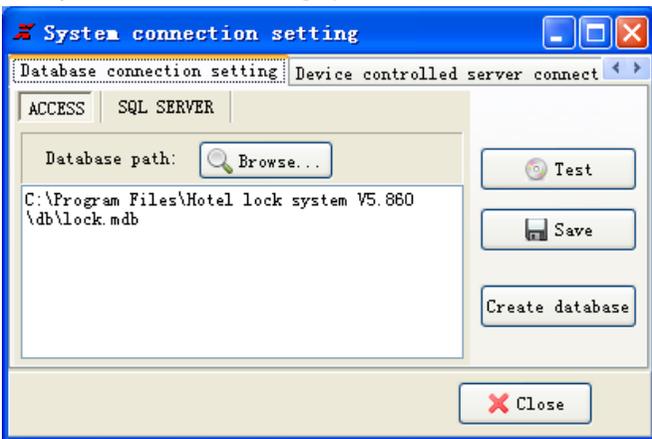
### 2.1 Run Hotel Lock System Networked



For the first time running, system gives a message to remind you to create the database.

Click 'OK' to close it.

### 2.2 System connection setting opens



2.3 For regular users, please create database directly by click 'Create database'. For some reason if you need SQL database, please change selection.

2.4 Click 'Save'

2.5 Click 'Test' if necessary

If you need modify the database folder position please click 'Browse...' to select a new before step 2.3

## 3.Build rooms

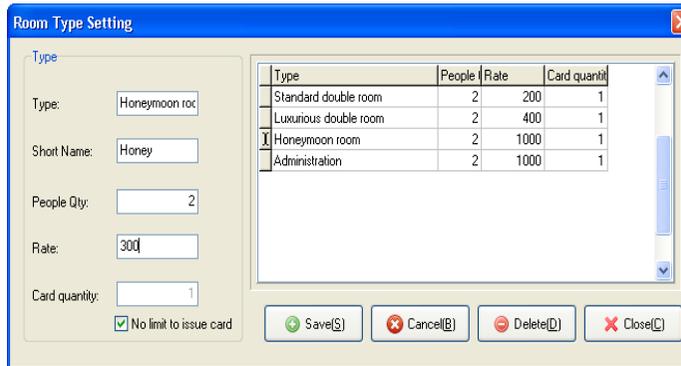
Login system by select Operator 'SYSTEM'

Password 0 (zero)



There is not any rooms when first running. You need build rooms all. Please complete soft register before build rooms

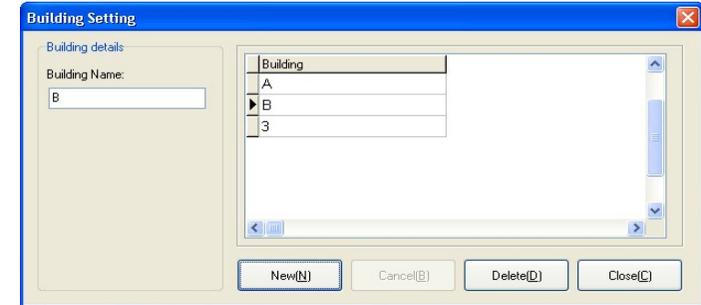
### 3.1 Set Room Type



You can rename, define rate and quantity allowed to live in, add more new room types, click save and close it.

Note: No limit to issue card- It is used for limiting how many cards can be issued for the room when guest check in. if there is limit to cards quantity to this type room, if you select this option, the receptionist can issue guest cards for any pieces

### 3.2 Set building



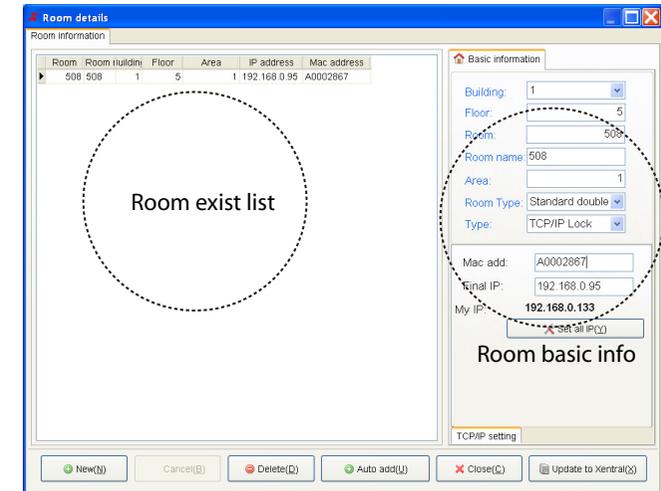
System allows you edit the building name as your hotel condition. Click 'Save' and close after edition.

### 3.3 Set rooms



Please select the correct Type: TCP/IP Lock

Different type lock requires different setting. If you select wrong it may get malfunction



You must add/edit all rooms by input basic information of each room.

# Initialize lock

### 3.3.1 Click 'New', and fill the grid as following

Basic information

Building: 1  
 Floor: 5  
 Room: 508  
 Room name: 508  
 Area: 1  
 Room Type: Standard double  
 Type: TCP/IP Lock

Mac add: A0002867  
 Final IP: 192.168.0.95  
 My IP: 192.168.0.133

Set all IP(Y)

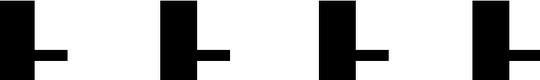
Building: Select the building  
 Floor: Fill floor number  
 Room: Fill room number  
 Room name: Room could be given a name here  
 Area: Group ID for doors, works by Area card  
 Room Type: Select current room's type  
 Type: Select hardware type

Mac add: fill the current room (lock) Mac address  
 Final IP: assign a IP address to current room(lock)

My IP: 192.168.X.X  
 This is your current PC's IP address.  
 It gives as reference for you set the room(lock)IP.

sample

  
 192.168.0.201

  
 192.168.0.101    192.168.0.95    192.168.0.108    192.168.0.9

192.168.0.X, X=1~255  
 Total 254 rooms(locks)

 **YOU CAN NOT ADD NEW UNTILL ADD NEW IP SECTION ON THE 3RD NUMBER**  
 192.152.0.101 

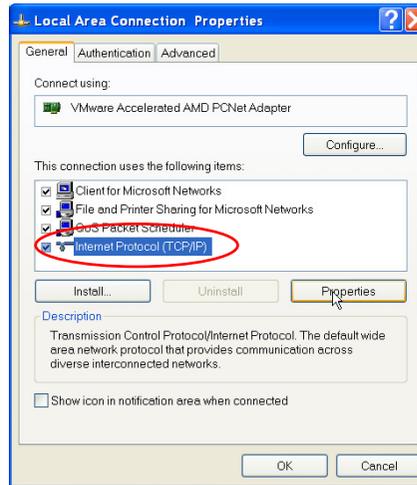
### 3.3.2 Add more rooms over 254.

Keeder networked lock is powered by TCP/IP technology which is same as the computer network.  
 If your rooms' qty is over 254, you must add IP section.

#### 3.3.2.1 Enter the Network Connections

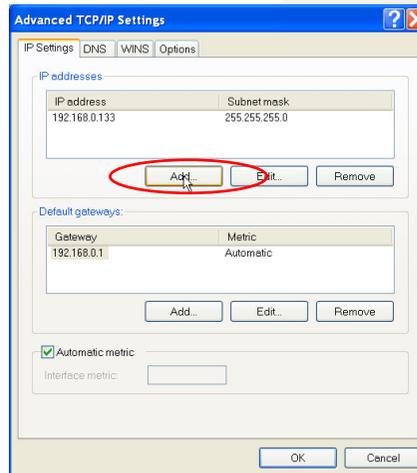


#### 3.3.2.2 Enter the Properties of Local Area Connection



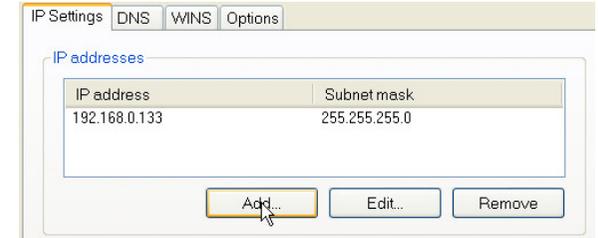
#### 3.3.2.3 Double click Internet Protocol(TCP/IP)

#### 3.3.2.4 Select Advanced...



#### 3.3.2.5 In the window of Advanced TCP/IP Settings click 'Add...' to start add new IP section

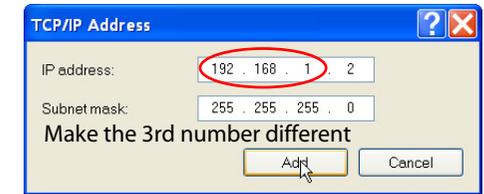
#### 3.3.2.6 In IP Setting menu, click 'Add...'



#### 3.3.2.7 Fill in the new IP address as following rule.

sample  
 Current is 192.168.0.201  
 Add new by 192.168.1.X

  
 192.168.0.201



#### Click 'Add'



  
 192.168.0.X + 192.168.1.X

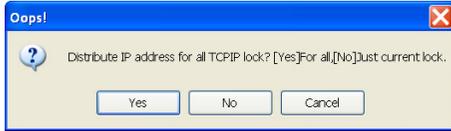
  
 192.168.0.101    192.168.0.95    192.168.0.108    192.168.0.9

  
 192.168.1.2    192.168.1.100    192.168.1.255    192.168.1.88

NOW TOTAL ROOM COULD BE 254+255=509

# Initialize lock

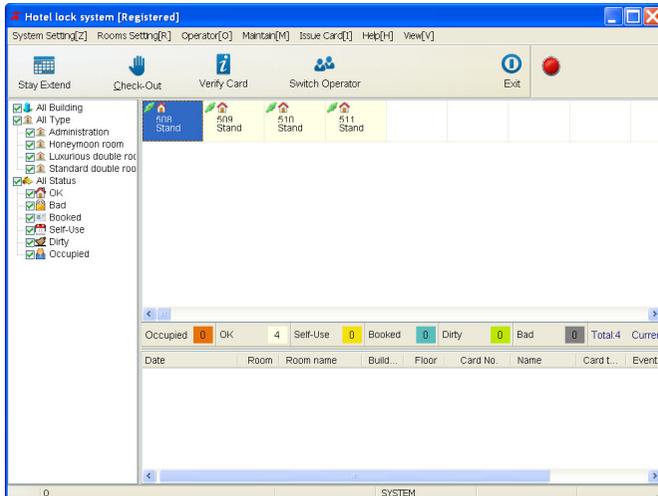
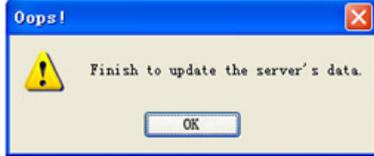
3.3.2.8 After finish fill all lock's IP address, click 'Set all IP':



Room	IP add	MAC	Result
508	192.168.0.95	A0002867	Ok
509	192.168.0.108	A0001781	Ok
510	192.168.0.9	A0001030	Ok
511	192.168.0.101	A0001807	Ok

Click Yes, system shows the result of all room(lock) connect status.  
If there are failed rooms please go back and check the IP address and MAC if correct.

3.3.2.9 If all IP(rooms) connect OK, Click 'Update to Xentral'



● Initialize-STEP 3  
Test connection



Connect well

There is a green port icon on the left top of room grid. It shows green and connected for the lock works fine.



Disconnect

Once it shows red disconnect port it tells user that the connection got problem.



Because the frequent exchange of data inside the network, in some case it may shows disconnect but still working well. Only in the case disconnect shows by long time such as more than 10min, it may exist connect problems.

1. Test 'Open now' function.

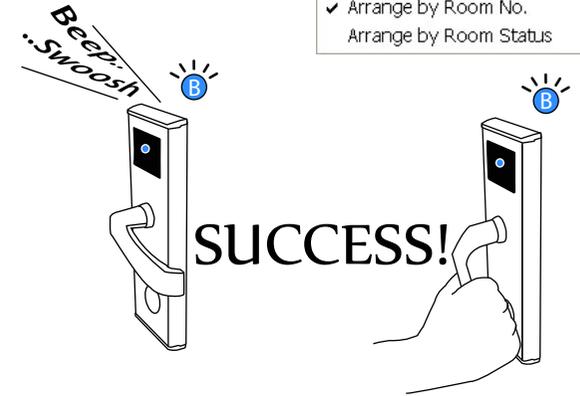
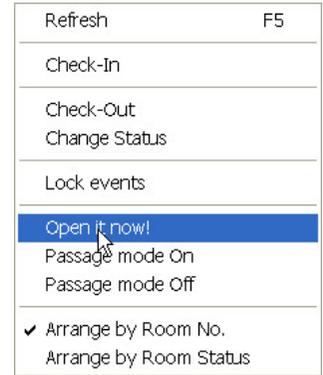
'Open now' is the function that remote make the lock opening instead of reading card on lock. Once 'Open now' the current door could be open without need any card for 8 seconds which allows guest enter current room.

1.1 Select the room which need 'Open now'. Click left button of mouse.



1.2 Click 'Open it now!'

There is the beep comes from lock indicate read card complete if success Open it now!



2. Test Live tracking unction.

Live tracking shows the live record of doors openings.

Date	Room	Room name	Build...	Floor	Card No.	Name	Card type	Event
2011-03-22 10:15:36	509	509	1	5	000A283A	Sam	Card open	Card open
2011-03-22 10:15:42	508	508	1	5	0005A56A	Jack	Card open	Card open
2011-03-22 10:16:16	508	508	1	5	0005A56A	Jack	Card open	Card open
2011-03-22 10:15:20	511	511	1	5	000A283A	Sam	Card open	Card open
2011-03-22 10:15:04	508	508	1	5	000A283A	Sam	Card open	Card open
2011-03-22 10:14:58	511	511	1	5	000A283A	Sam	Card open	Card open
2011-03-22 10:04:48	510	510	1	5			Computer open	Computer open
2011-03-22 10:04:52	509	509	1	5			Computer open	Computer open
2011-03-22 10:04:57	511	511	1	5			Computer open	Computer open

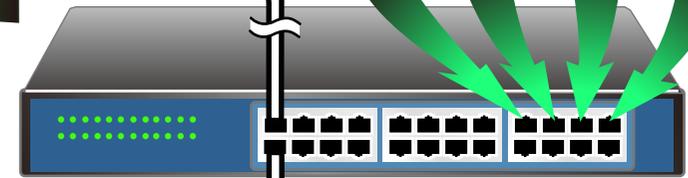
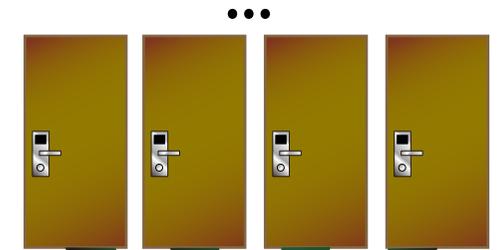
Each record includes  
Date&time: opening happen date and time  
Floor and room number: room position  
Card no.: card unique 8 digit number  
Card type: function card type  
Name: registered card holder's name  
Event: the type of access, by keycard/ key

# Initialize lock

Lock events  
report live



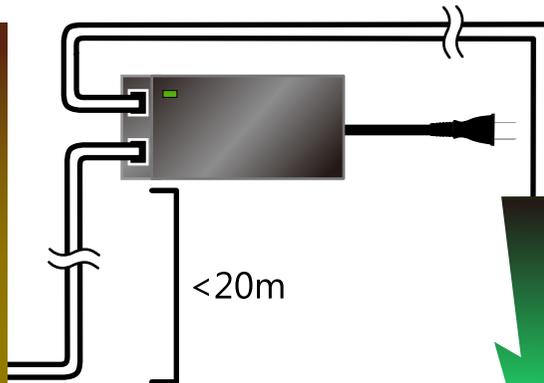
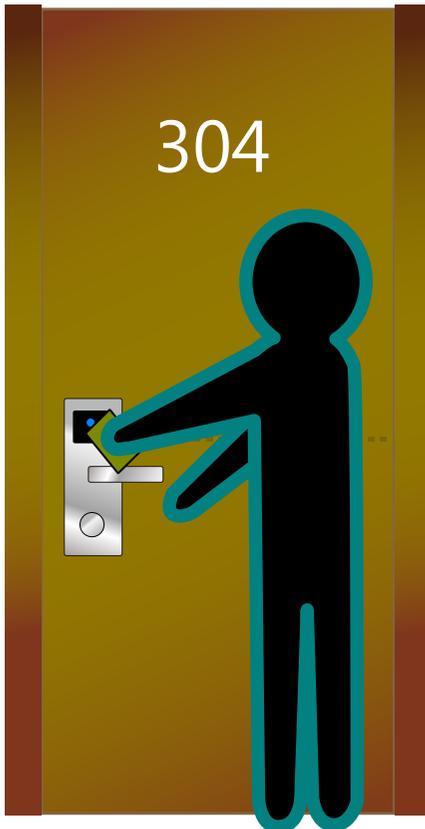
F4



F3



<80m

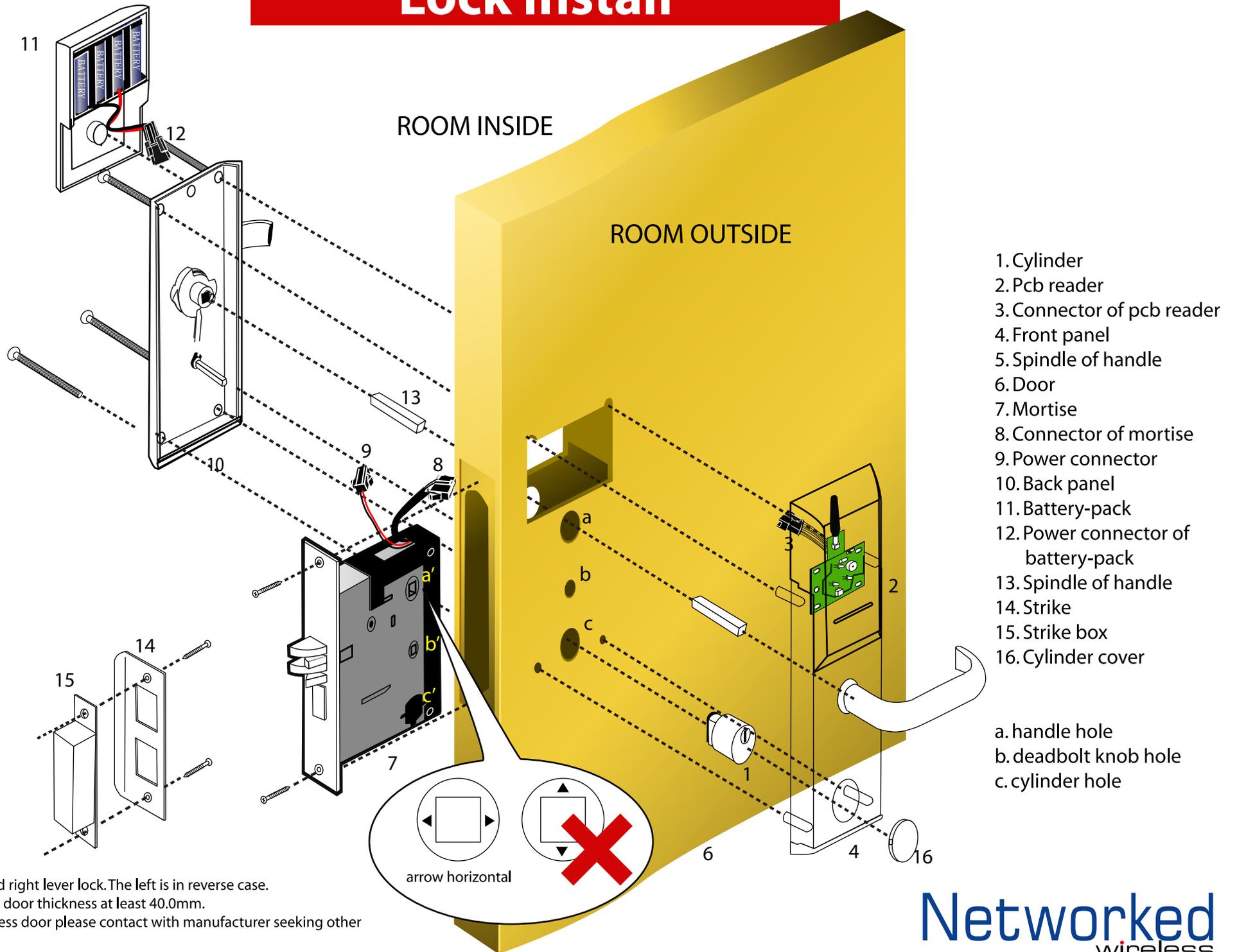


HOTEL LOCK SYSTEM™  
Networked



The above working distance value was approved by testing based on equipped UTP cable the conductor of copper. The final distance may get different depends on the quality and conductor of UTP cable.

# Lock Install



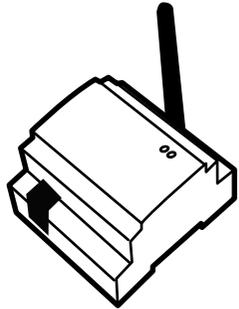
\*This is a standard right lever lock. The left is in reverse case.

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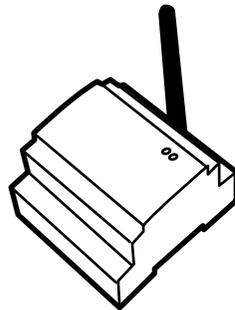
# Lock Install



## Node LA171

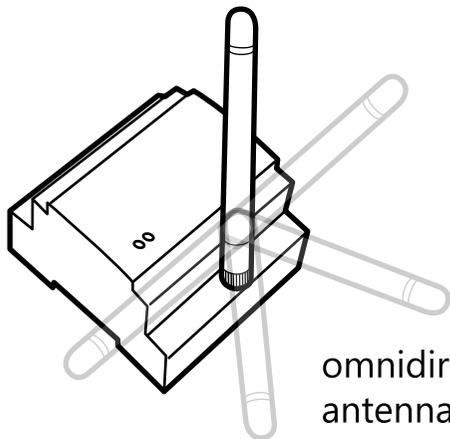
Wireless node is the data center of each floor which should be connect to switch/hub.

It's function is collect all lock events and send command comes from control center to the locks and bridge which fall in range of it's distance radius. All information will be send to PC in control center via ethernet switch/hub



## Bridge LA172

Bridge is the extension part of node while the node could not reach some lock because of something blocked or over distance of node. It can not run without node nearby.



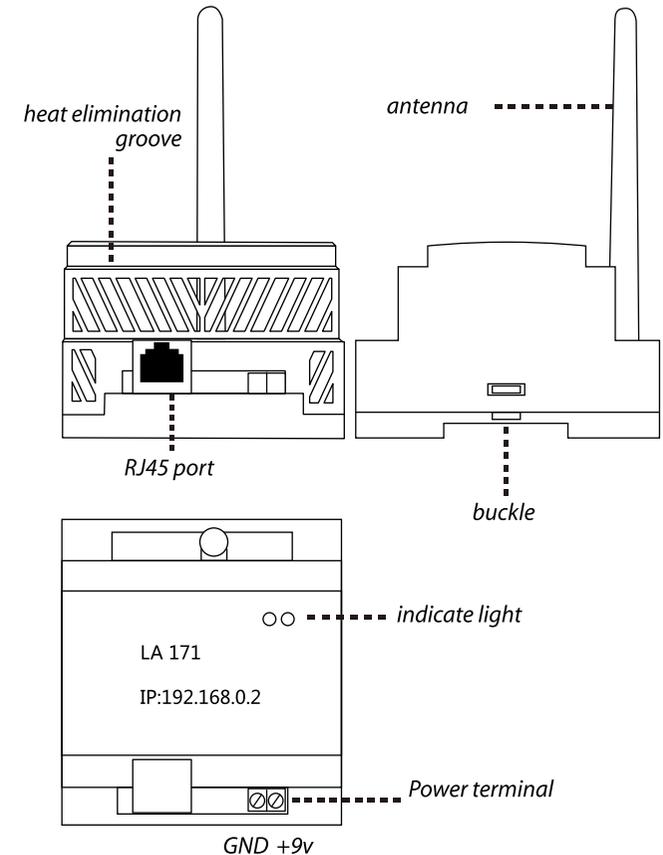
omnidirectional antenna(LA171)

### SPECIFICATIONS

Model: LA171  
 Power: DC 9V  
 Working current: <200mA  
 Wireless Technology: ZigBee  
 Frequency: 2.4G  
 Distance radius: Max 30m (8cm antenna) ,  
 50m (12cm antenna)  
 communication current: Receive:27mA  
 Send:25mA  
 Communicate way:TCP/IP  
 TCP/IP port: 10/100M Ethernet port RJ45  
 Capacity : Max 40 locks via 5 bridge(max)  
 Command Temporary Storage:5  
 Lock events Temporary Storage:200max  
 Weight:109g

Model: LA172  
 Power: DC 9V  
 Working current: <60mA  
 Wireless Technology: ZigBee  
 Frequency: 2.4G  
 Distance radius: Max 30m (8cm antenna) ,  
 50m (12cm antenna)  
 communication current: Receive:27mA  
 Send:25mA  
 Weight:92g

Working Temperature: 0~60°C  
 Working Humidity: 15~85%RH  
 Storage Temperature: -20~85°C  
 Storage Humidity: 10~85%RH  
 Diemension 86x78x54mm



IP address  
 Each node has a unique IP address  
 The default IP address is as follows

SAMPLE  
 192.168.0.2

IP address is to help user make connection node in Hotel Lock System Networked.

ID  
 Each bridge has a unique ID  
 The default ID is as follows

SAMPLE  
 00000026

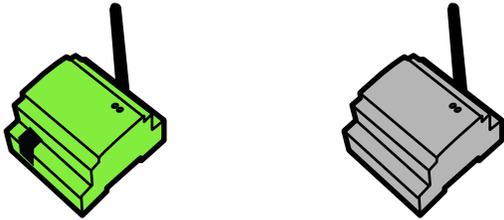
ID is to help user make connection bridge in Hotel Lock System Networked.

**ZigBee** ZigBee is a specification for a suite of high level communication protocols using small, low-power digital radios based on the IEEE 802.15.4-2003 standard for Low-Rate Wireless Personal Area Networks (LR-WPANs), such as wireless light switches with lamps, electrical meters with in-home-displays, consumer electronics equipment via short-range radio needing low rates of data transfer. ZigBee is targeted at radio-frequency (RF) applications that require a low data rate, long battery life, and secure networking.

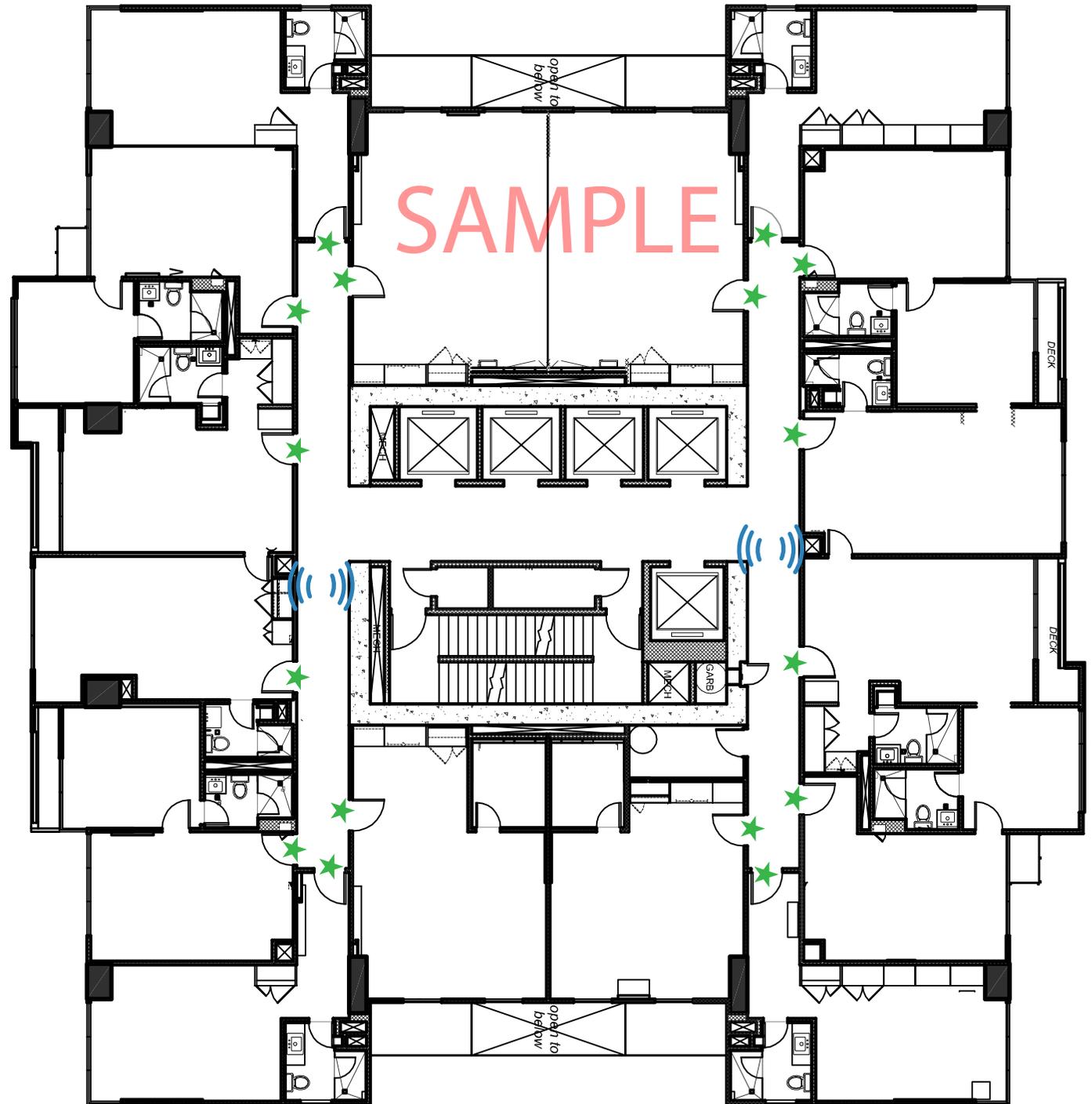
# Lock Install

★ Keeder networked lock wireless X 16

((( ))) Wireless Node/Bridge X2



Networked  
wireless



# Initialize lock

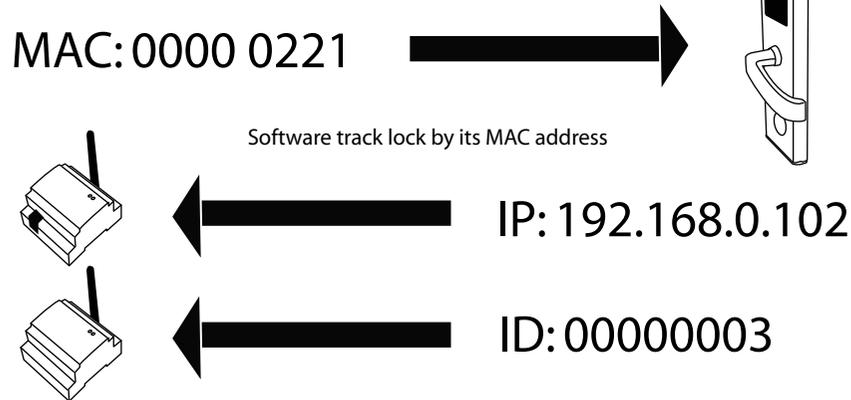
 Networked lock could not running after installation. You must do initialize to each room to confirm the connection well.

- Initialize-STEP 1  
Record MAC/IP/ID after lock installation completed

 Each lock has a unique MAC address. MAC address is the Physical Address which could not be erase or modify by users.

 Each node has a unique IP address which could not be erase or modify by users.

SAMPLE



You should make a list of all rooms/nodes/bridges address after installation completed. sample

508	-----	0000 0221
509	-----	0000 0781
510	-----	0000 0030
511	-----	0000 0807
512	-----	0000 0815
513	-----	0000 0813
514	-----	0000 0811
601	-----	0000 0900
602	-----	0000 0825
302	-----	0000 0826
303	-----	0000 0819
Node F5 (near passage)	-----	192.168.0.52
Bridge F5(near washroom)	-----	0000 0033
Node F6 (near passage)	-----	192.168.0.60
.....		

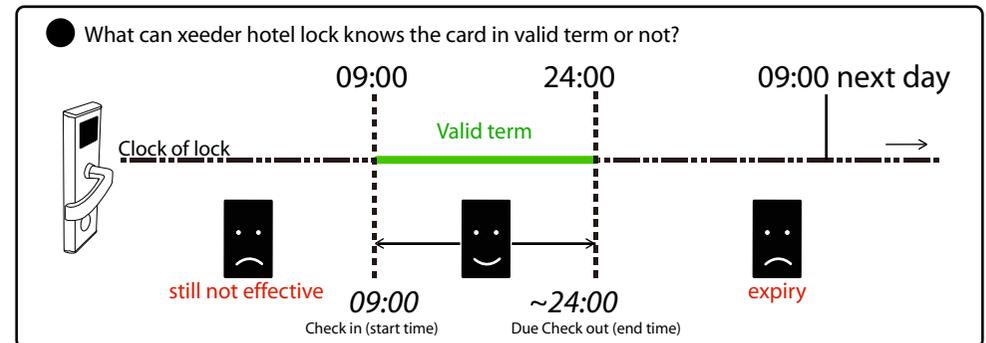
- Initialize-STEP 2  
Build all rooms(before build rooms please complete Basic Setting), pages 16-18

The screenshot shows the 'Room details' window with two tabs: 'Room information' and 'Node information'. The 'Room information' tab contains a table:

Room	Room no	Building	Floor	Area	IP address	Mac address
508	508	1	5	1	192.168.0.52	00000221
602	602	1	6	1	192.168.0.60	00000825
705	705	1	7	1	192.168.0.65	00000230

The 'Node information' tab shows settings for a specific node (Node IP: 192.168.0.65) with a 'Mac add:' field set to 00000230. Annotations in the image point to the 'Mac address' and 'Node IP' fields, stating 'Each room(lock)'s MAC' and 'Node IP of floor' respectively.

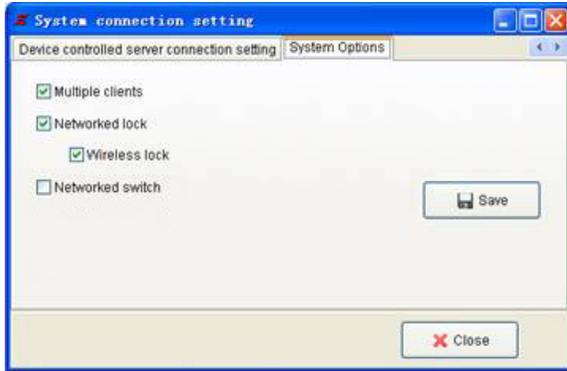
Each room(lock) should be fill in the correct Mac and assign a Node.  
Each bridge should be fill in the correct ID.  
Each node should be fill in the correct IP address.  
Please do setting as the following pages.



# Initialize lock

## 1. System connection setting

For the first running the connection setting comes out as follows.

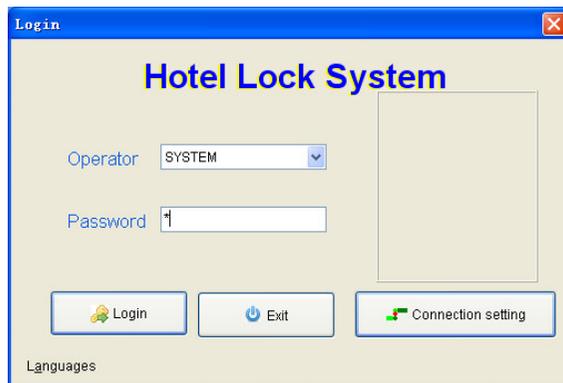


Multiple clients-While you need running more than one 'Xeeder Hotel Lock System Networked', please make it be selected.

Networked switch-This is make the software working for Networked Energy saving switch product.

## 2. Add Node/Bridge

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



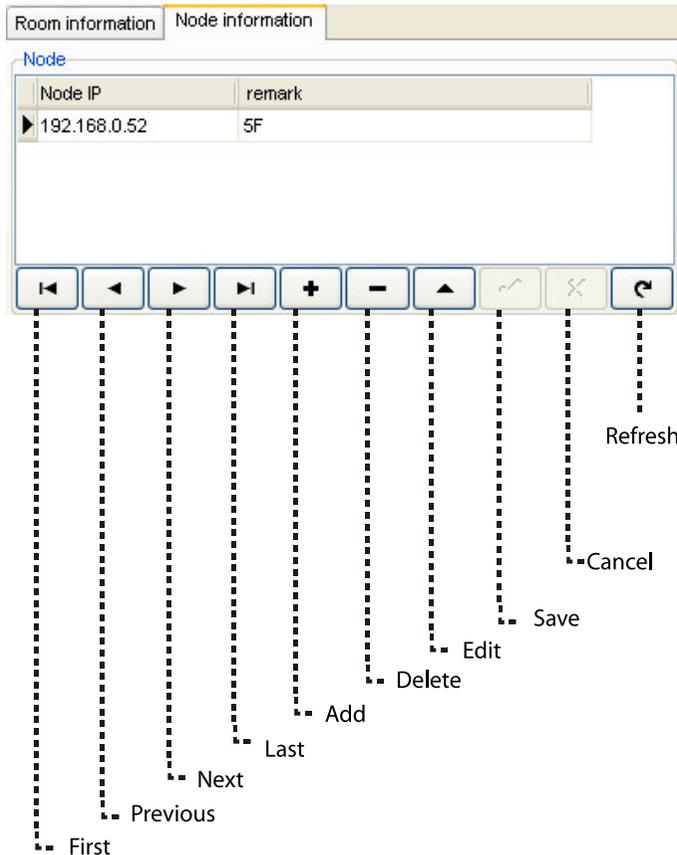
Room setting > Room details

Please complete register software otherwise you could not use the all functions normally.-Page 'Register Software'

## 2.1 Add Node

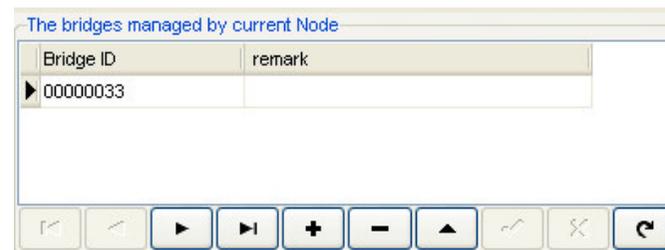
Add the node as the records you marked in advance.

Fill in remark the related info of the node so that you could understand where it locates.



## 2.2 Add Bridge

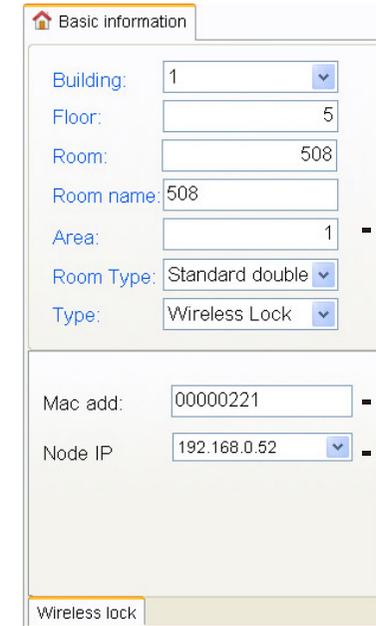
Bridge must be managed under a node. If there is bridge equipped you must add it under its node.



## 3. Add rooms

After complete Node/Bridge set, you must build all rooms.

Rooms building should complete under the rule floor by floor. To avoid mistake happen, you must complete all rooms under a certain node, then go to the next floor.



Area ID input works for Area card

fill in room 508 lock's Mac

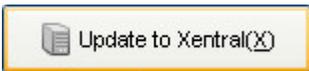
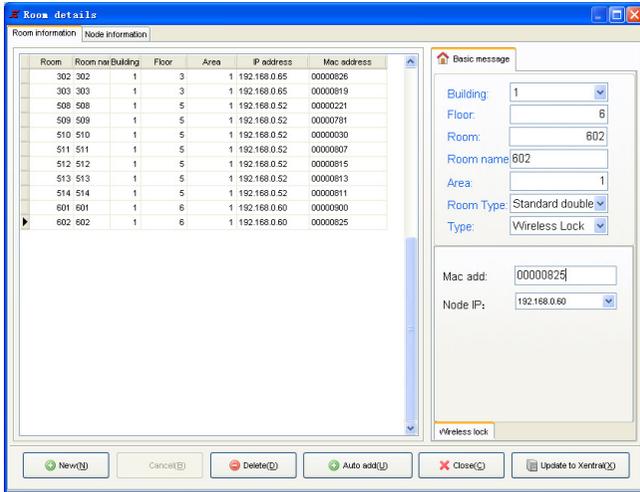
select the node of floor 5th

508	-----	0000 0221
509	-----	0000 0781
510	-----	0000 0030
511	-----	0000 0807
512	-----	0000 0815
513	-----	0000 0813
514	-----	0000 0811
601	-----	0000 0900
602	-----	0000 0825
302	-----	0000 0826
303	-----	0000 0819
Node F5 (near passage)	-----	192.168.0.52
Bridge F5(near washroom)	-----	0000 0033
Node F6 (near passage)	-----	192.168.0.60
.....		

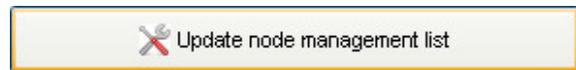
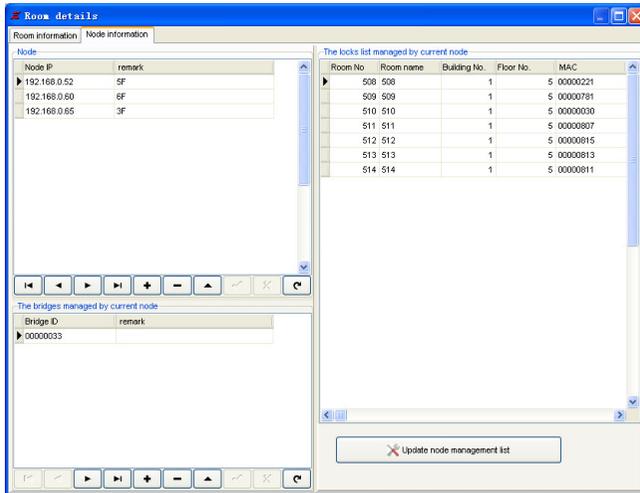
Build all rooms by compare with the list

# Initialize lock

4. Update setting  
After you complete build all rooms/nodes/bridges,you should update setting them.



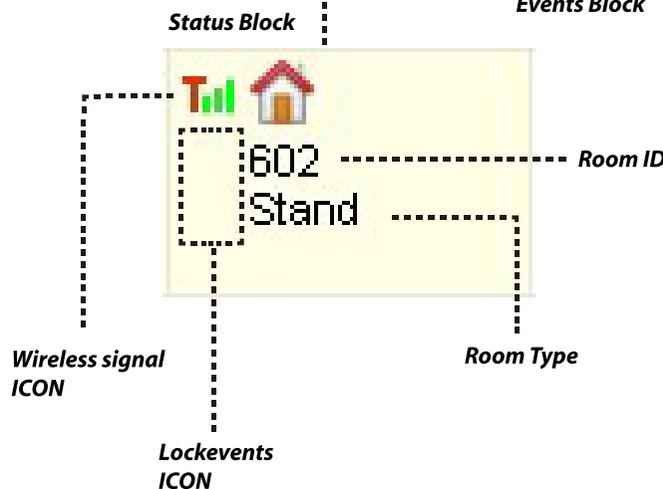
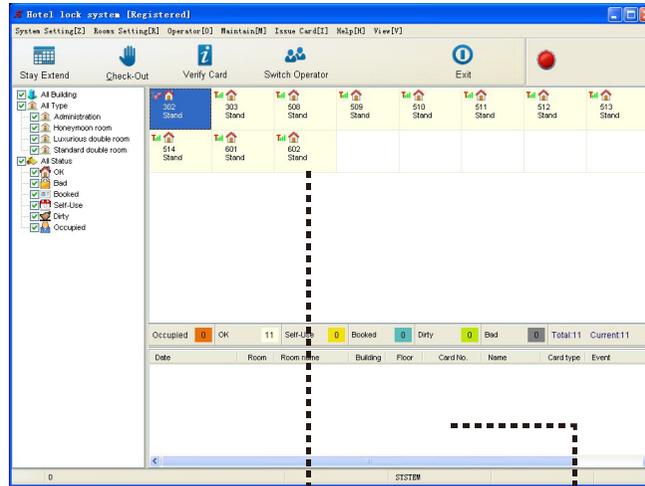
Click it to update all rooms



Click it to update all nodes/bridges



Setting succeed.  
Once you see it,you already complete initialization



## Wireless signal ICON

It helps receptionist learn the communication status of each room.



Disconnect  
While you see this pattern it tells you there is some problem with your wireless network



Connect  
Connect very well

## Lockevents ICON

Each lock event will show by icon lively in the status block. It shows nothing when there is no lock events happen.



Opening  
Door is in opening



Card  
It tells you door was opened by card



Key  
It tells you door was opened by key

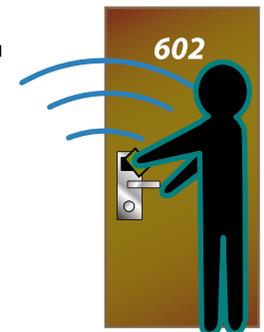
## Events Block

Occupied	OK	3	Self-Use	0	Booked	0	Dirty	0	Bad	0	Total:3	Current:3
Date	Room	Room name	Building	Floor	Card No.	Name	Card type	Event				
2011-04-21 16:37	602	602	1	6	79C771EE	Jack	Master C...	Card open				
2011-04-21 16:37	705	705	1	7	79C771EE	Jack	Master C...	Card open				
2011-04-21 16:35	705	705	1	7	370A63DA	TOM	Building ...	Card open				
2011-04-21 16:35	705	705	1	7	370A63DA	TOM	Building ...	Card open				
2011-04-21 16:34	602	602	1	6	79C771EE	Lucy	Guest ca...	Card open				
2011-04-21 16:34	602	602	1	6	79C771EE	Lucy	Guest ca...	Card open				
2011-04-21 16:23	508	508	1	5				Computer open				
2011-04-21 16:24	705	705	1	7				Computer open				
2011-04-21 16:23	602	602	1	6	370A63DA	TOM	Building ...	Card open				
2011-04-21 16:23	508	508	1	5	370A63DA	TOM	Building ...	Card open				
2011-04-21 16:23	705	705	1	7	370A63DA	TOM	Building ...	Card open				

## 5.Test

Once all initialization completed you must test the lock events live report function.

If succeed as follows,your system initialization finished.

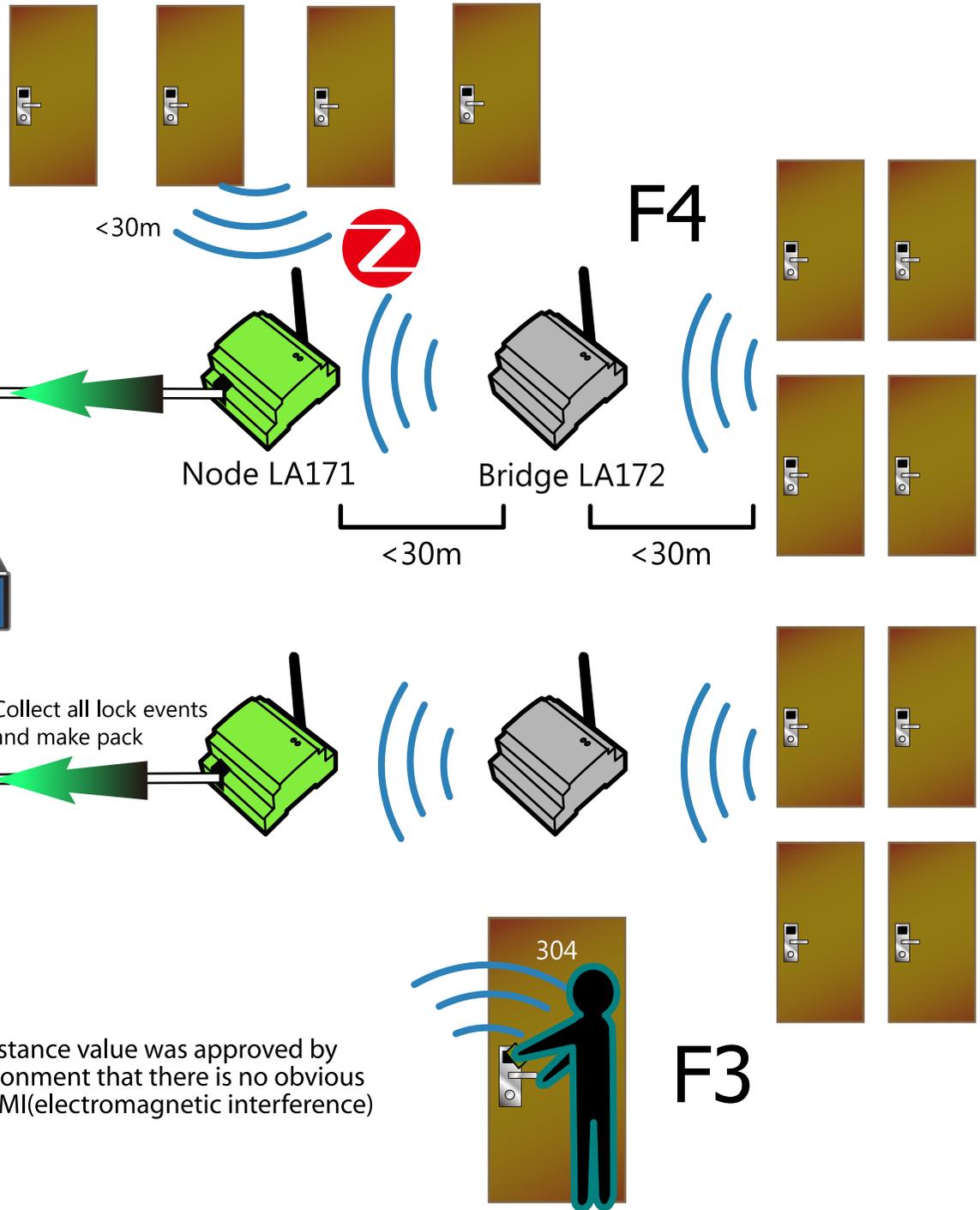


# Initialize lock



Xeeder networked lock wireless use 2.4G ZigBee technology.

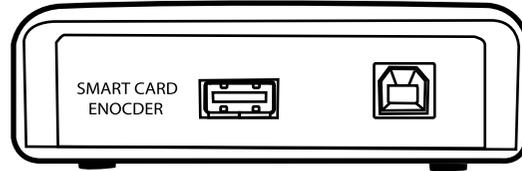
Lock events report live



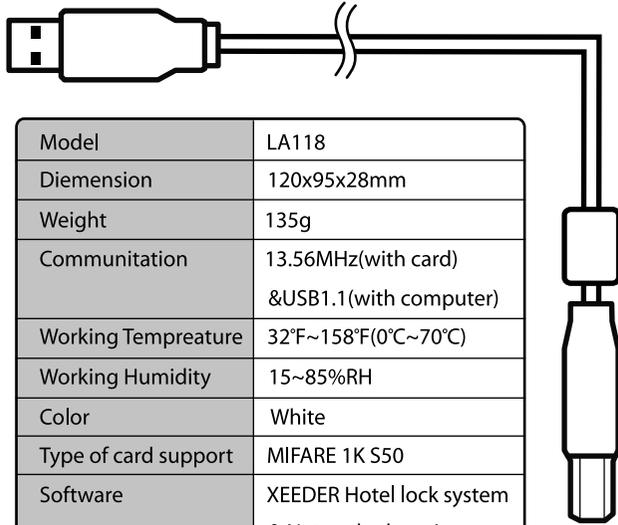
The above working distance value was approved by testing based on environment that there is no obvious interference such as EMI(electromagnetic interference)

# 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't be operated without Hotel Lock System soft.  
 \* Encoder LA118-M1 works for Mifare-1 card(M1 card) only.  
 \* Please remember pull out the USB port when you don't use it for a long time.  
 \* Hotel Lock System must be registered by Authorized card and licence code for normal use.

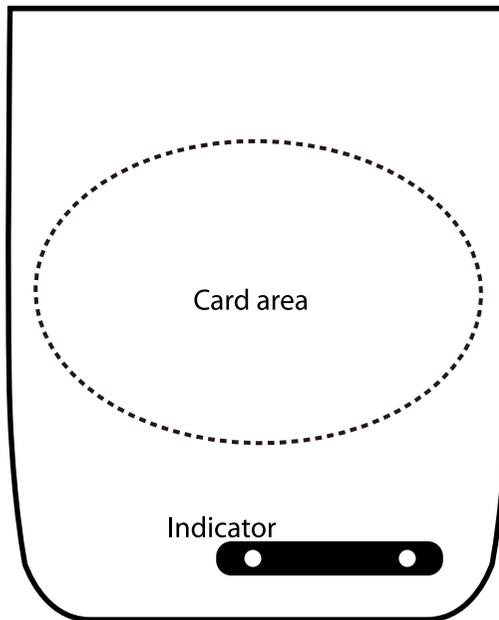
Model	LA118
Diemension	120x95x28mm
Weight	135g
Communtiation	13.56MHz(with card) &USB 1.1(with computer)
Working Tempreature	32°F~158°F(0°C~70°C)
Working Humidity	15~85%RH
Color	White
Type of card support	MIFARE 1K S50
Software	XEEDER Hotel lock system & Networked version

RED X2 Driver installed success

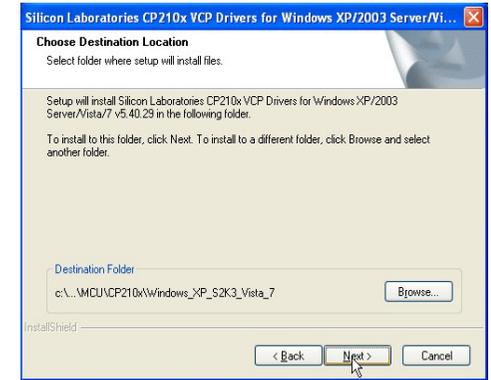
RED X 3 Driver installed not properly

TEST-

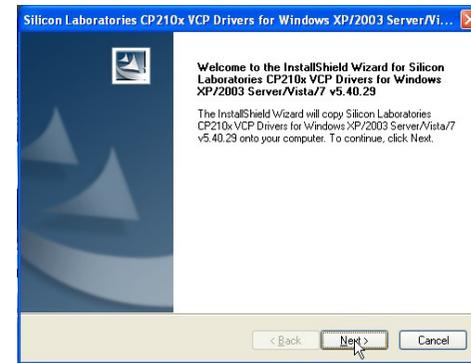
Put one card on and there is one green and one red, that is works fine by identify card



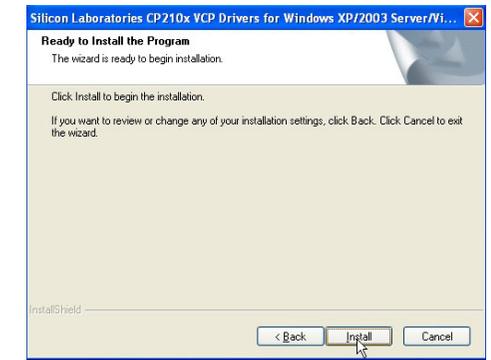
1. Click USB M1 endoder driver in the CD window



2. Click Next



3. Click Next

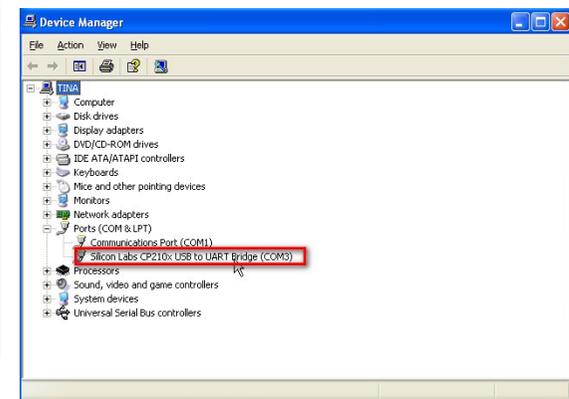


4. Click Install



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

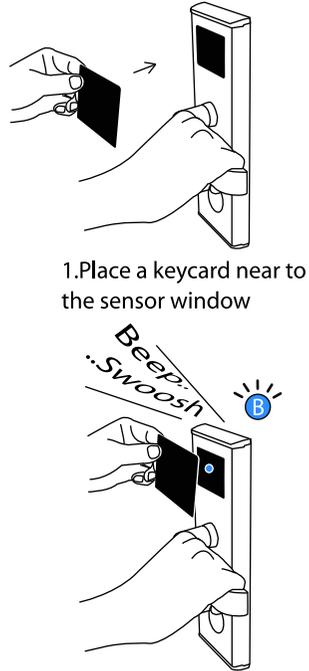
Note: Please do not plug the encoder untill restart PC finished



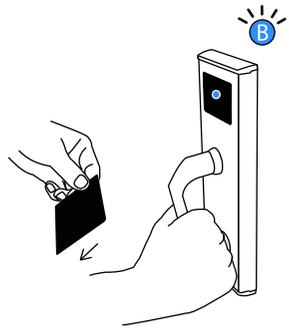
Plug the encoder and check it in Device Manager You will see device named Silicon Labs CP210X USB to UART Bridge Finished!

# Basic Action

## ● Open lock



1. Place a keycard near the sensor window



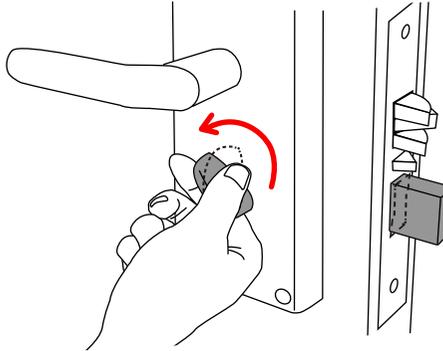
2. Remove card and shake the handle.

**⚠ 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.

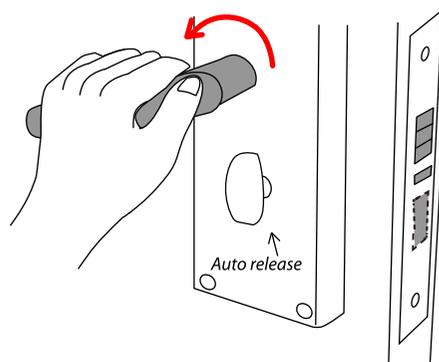
1. Close door



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

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

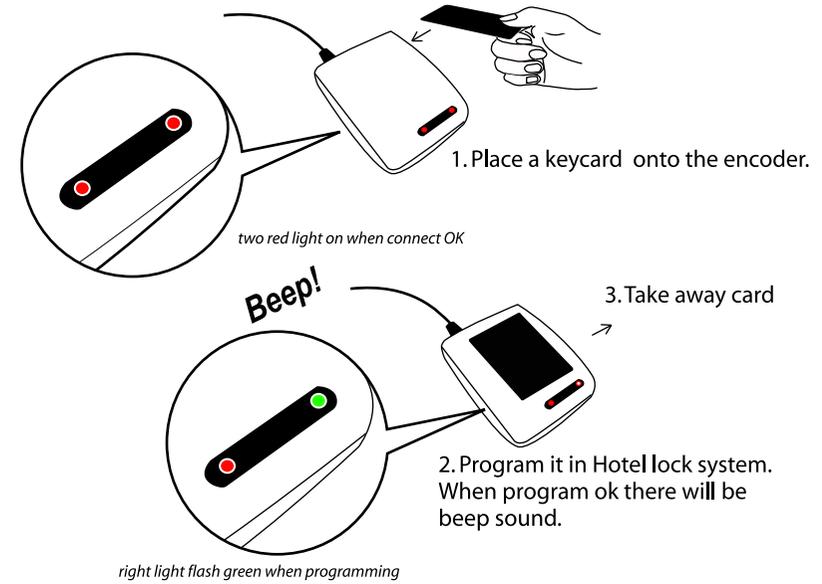
## ● Unlock from inside



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

## ● Read/Program keycard

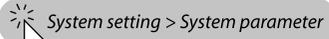
It is same action that read or program keycards.

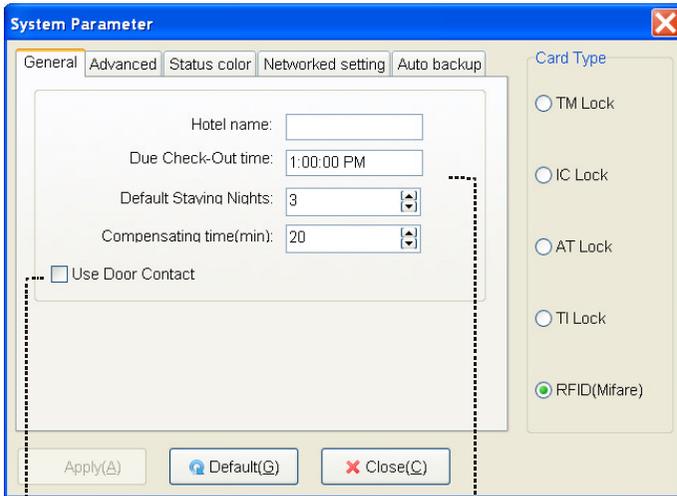


**⚠ WARNING**  
Read/Program card must be done one by one card.

# Register Software

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

2.  System setting > System parameter



### Use door contact

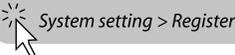
Door contact is a magnetic switch that installed between the door (window) and the frame to detect the close/opening of door(window). If you equipped door contact please select it.

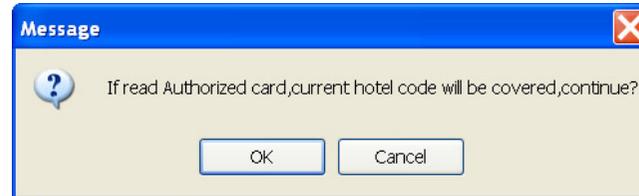
Fill your **hotel name** and adjust the **default check out time** as your hotel's rule. **Default Staying Days** is 1 day. If your hotels' guest usually choose 2 days, please change it to '2'. It will makes your operating easily when issue card to guests.

### Compensating time(min)

This is a minute value that manage the keycards valid time. If keep zero, the soft will give no additional minutes while make check in. If put 20 here, the soft will give 20 minutes additionally based on the check in and check out time. It makes guest can use card early 20 min than the check in time and use 20 minutes more than the check out time.

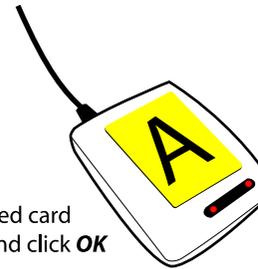
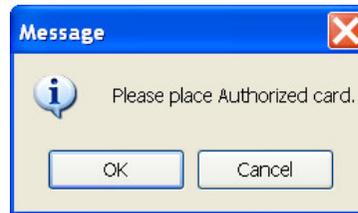
3. When you finished the above click **Save**. Soft will off automatically. Re-start and login Hotel lock system.

4.  System setting > Register



It is for prevent user's mistake operate. For a new installed system, click **OK** to go on.

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

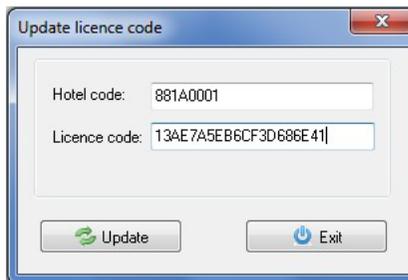


4.2. Put an Authorized card on the encoder and click **OK**

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

**Beep!**

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



4.4. Licence code update window jumped asking input licence code. Fill in the licence code given by Xeeder and click **Update**.



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.



\*For normal using, software must be registered version otherwise you will meet 'Operate not support!' message and you could not use all functions.

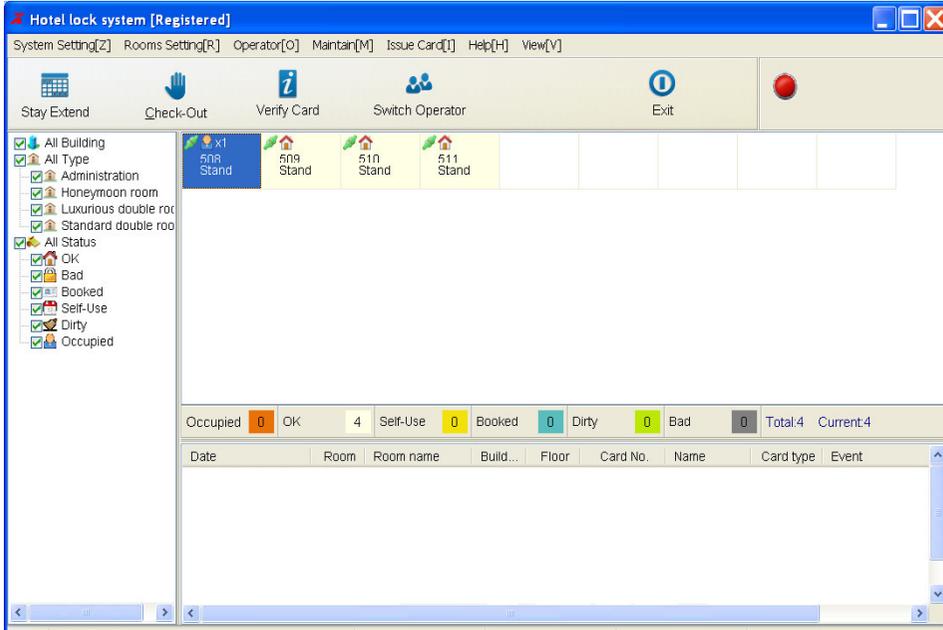
\*Hotel code (Authorized card) should be hold for only 1 hotel. 1pc Authorized card could not initialize for 2 hotels. **881A0001** is just the test hotel code(Authorized card)

\*Licence code has expiry date function. Please note your valid date of using soft.

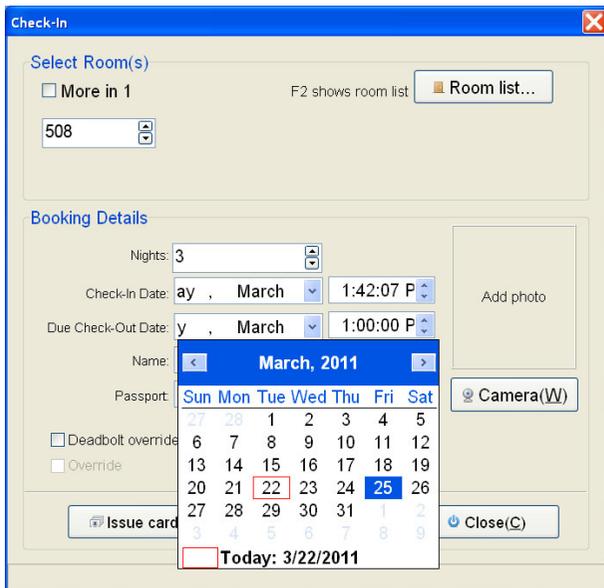
\*Hotel code (Authorized card) is based on Xeeder security rule of Xeeder hotel lock product. User have no right do modify on it. None-Xeeder Authorized card & licence code could not support this system.

# Make check in

1. Put a blank card on encoder

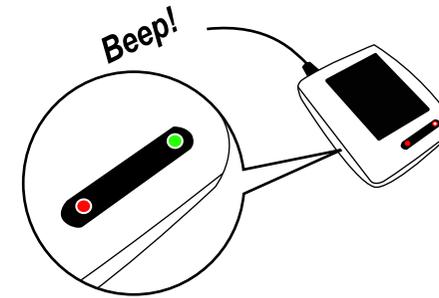


2. Ask guest and select a proper room for him. Double click the room icon.



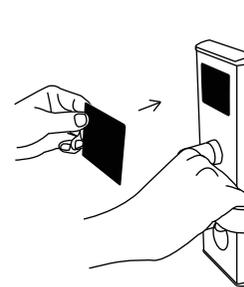
- More room in 1
- soft allows 4 rooms access by 1 card Max
- Nights
- the night guest stay in
- Check In Date
- usually it is current date
- Check-Out Date
- the day guest departure
- Name
- guest name
- Passport
- guest's passport ID
- Camera
- take picture of guest if camera equipped
- Deadbolt override
- 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.

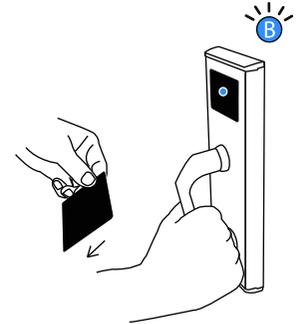
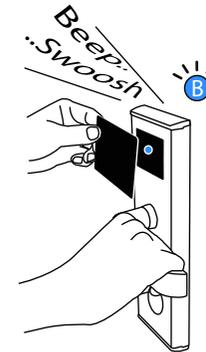


4 Submit it to guest

## ● Open lock



1. Place a keycard near to the sensor window



2. Remove card and shake the handle.

 These are the basic functions  
 Xeeper 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.

# Light Guide

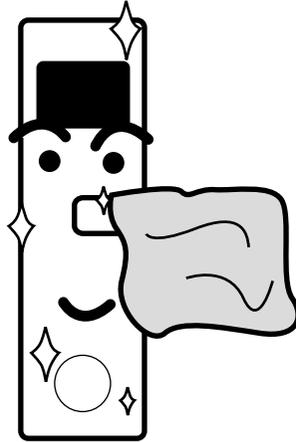
Card type Light after read	Guest card/ Floor card/Building card/ Area card	Master card	Passage/ Emergency card	Loss-report
	1. Card's Room No./floor/building/Area is not match the lock's. 2. Lock was been report the loss or lock had been read Check out card. Card had been report lost and refused			
 + 	Dead bolt is on. Refuse card.	Dead bolt is on. Refuse card.	—	Recover (unvoided) the lost card OK!
 +  + 	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 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!

# Maintenance

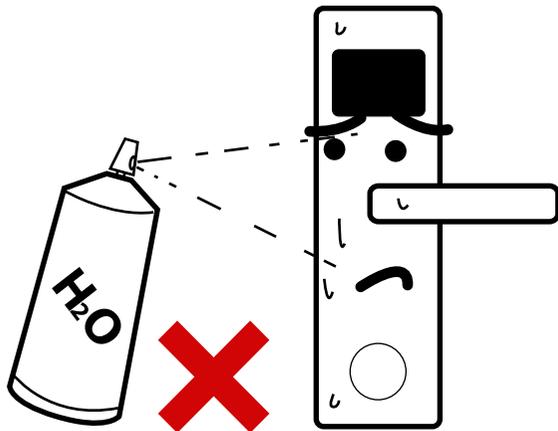
## ● Clean



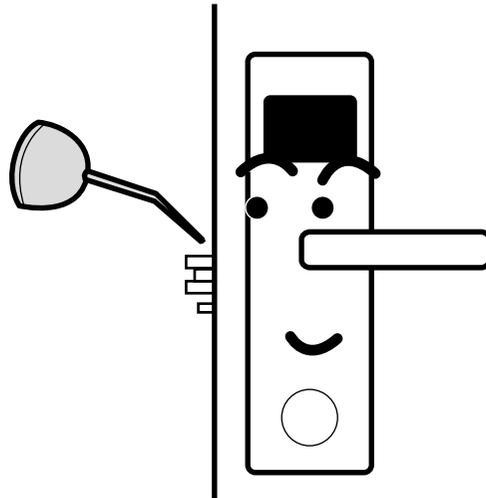
Can not clean by hard brush, sand paper or any sharp item



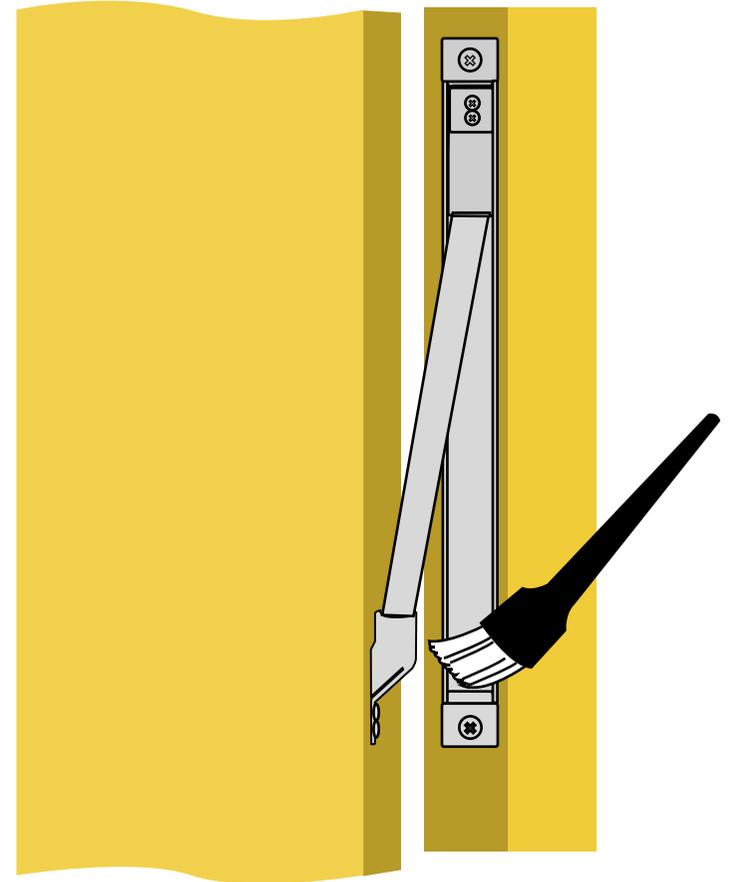
Clean by dry and soft cloth. You can add little machine oil on cloth.



Can not clean by water, acidity liquid and alcohol



Every 6 months add little machine oil to latch



Please keep the door loop slot clean so that the door could be closed always very well.

Please check the screws on door loop every 3 months to make sure it always fix on door tightly



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

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Email: [sales@xeeder.com](mailto:sales@xeeder.com)