

Keycards

● Function card options

Begin Date: The date this card start working

Expiry Date: The date this card not working any longer

From: Every day's specific period that this card works.

Name: The name of the staff who hold this card.

Override: Make the same but previous function card replaced by this new one.

Deadbolt override: Make this card available access the proper room even deadbolt be activated.

Passage On: Make this card available access the proper room and make it become to **Passage mode**.

Issue: Program this card.

Verify: Check this card's content

Elevator: Select floors of elevator to let this card go to. This option displays only when **elevator function** open.

● Floor card

The function card that access to the all rooms belong to a same floor.

Issue card > Floor card

Building: Select the correct buildings if there are more than 1 buildings

Floor: System allows user selecting Max 4 floors' rooms to access. If you need just select 1 floor, please fill the floor by 4 same number likes 3,3,3,3

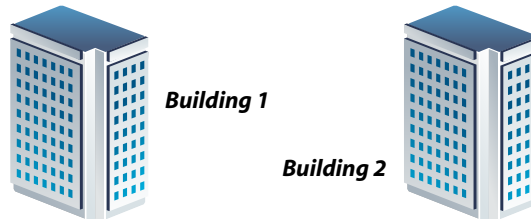


Before making use of this card, be sure that the all doors (locks) were initialized at correct floors. If a 506 room was set by floor 4 by mistake, it will not access able for the floor card of 5th floor.

● Building card

The function card that access to the all rooms belongs to one same building.

Issue card > Building card



Building: System allows user selecting Max 4 buildings' rooms to access in one card. If you need select just 1 floor, please fill the floor by 4 same number likes 3,3,3,3. It will show buildings' name if you custom it in **Building Setting**



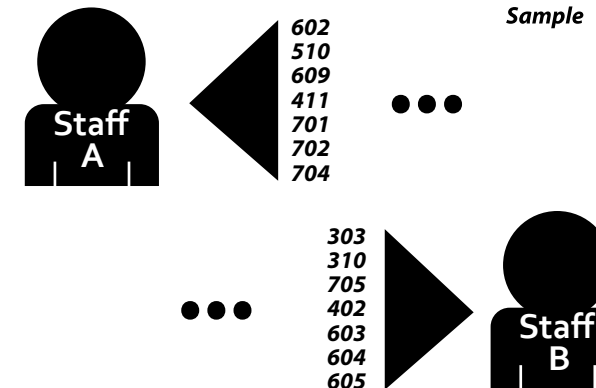
Before making use of this card, be sure that the all doors (locks) were initialized at correct buildings. If a 506 room was set by building 2 by mistake, it will not access able for the building card of building 1.

● Area card

The function card that access to the all rooms specified specially.

Area card offers a easy way to manage the staff's access by freedom selection.

Area(s): System allows user select Max 4 areas' room to access in one card. If you need just select 1 area, please fill the area by 4 same number likes 1,1,1,1.



Keycards



Before making use of this card, be sure that all doors (locks) were initialized at correct areas as you need. If a 506 room was set by area 2 by mistake, it will not be accessible for the area card at ID1.



Rooms Setting > Room details

Basic message

Building: 1

Floor: 7

Room: 705

Room name: 705

Area: 1

Room Type: Standard double ro

Type: Off Online

Room's area ID should be set/modified in **Basic message** comes from **Room setting** menu.

The area setting will be saved to lock when do initialization by **Setting card**.

One room should have only 1 area ID. Area ID range from 1-99. There is no limit for rooms quantity in one area.

Master card

The function card that access for all rooms.

Issue card > Master card

As the most important card in system, Master card could access to all rooms in any case.

To make it safe, when you program Master card, there is only a limit using term requires to be filled in.

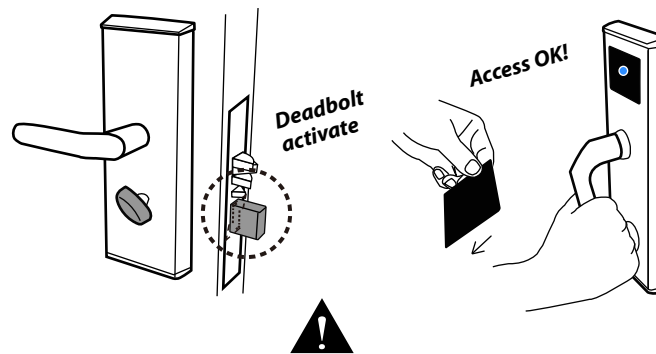
The default valid term is 1 year since the programming day. It is not suggest give it a longer term than 1 year because it is safe to update its using term usually.

Master card

Begin Date: Friday, May 3:45:28 PM

Expiry Date: Sunday, May 12:00:00 AM

Name: Jack Override



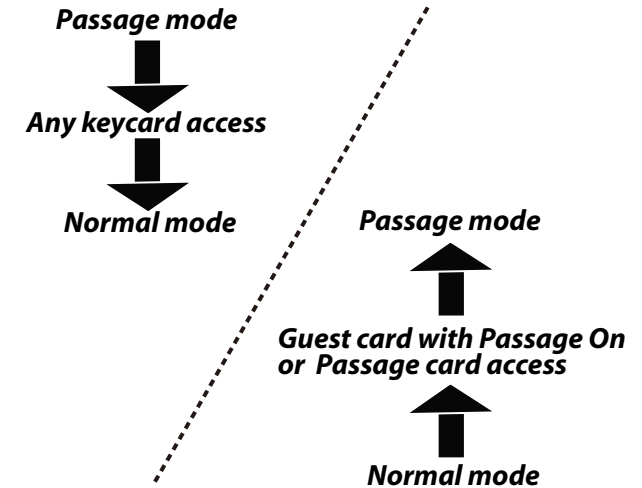
Master card should be used only in emergency event happens. Ordinary staff are not allowed to hold the card.

Master card should be saved very well, once it is lost, you must make loss-report or do override to all room(locks).

Passage card

The function card that make the lock turned On Passage or Off.

Issue card > Passage card



Its function is the same as the **Passage On** option of **Guest card**.

Emergency card

Issue card > Emergency card

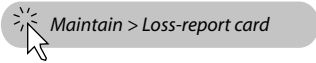
Same function as **Passage card**.

Keycards

● Loss-report card

The function card that loss-report to room(s). Loss-report card is not able access any room.

STEP 1



Loss-report card

Begin Date: Monday, May 2:16:28 PM

Expiry Date: Wednesday, May 12:00:00 AM

Name: Jack [Override]

Loss-report condition

0:By Card Type

1:By Card No.

Target Card Type: [Dropdown]

STEP 2 Select condition

Loss-report condition: There are 2 way to make loss-report card, you must select one to program this card.



A-Loss-report this type card
B-Loss-report this card (by No.)

lost Floor card

A- By Card Type: Select the function card type which lost,

Target Card Type:

- Authorized card
- Time card
- Emergency card
- Guest card
- Floor card**
- Area card
- Fail-safe card
- Building card
- Passage card
- Master card
- Setting card
- Loss-report card
- Data startup card

Sample

Staff Jack lost his 6th Floor card, you must select Floor card in the grid

Target Card Type

This way will make all 6th floor cards(if there are more than 1pc floor cards of 6th floor) not work after report loss on the doors.

B- By Card No.: Select the function card number from the issue card records.

Target Card

Card No.: [Input]

Voided

Not voided

Select...

Card Search

Card Type: All Type [Staff card only]

Issued on: Tuesday, May [Print(P)]

Card type	Card NO.	Name	Operator	Room	Room Name	Operating Tim
Floor card	9C16AECE	Jack	SYSTEM			5/24/2011 2:06:1
Area card	E293293E	Tom	SYSTEM			5/24/2011 2:07:1
Data startup ca	79C771EE	Amanda	SYSTEM			5/24/2011 2:08:0

Find out the Floor card by the issued date.

Target Card

Card No.: 9C16AECE

Voided

Not voided

Select...

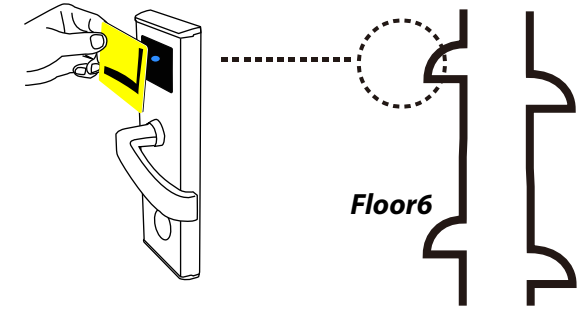
Select it and it display in Target Card No.

This is a blacklist similar function. After this card No. be report to any doors, that doors will make it to blacklist and not work for it.



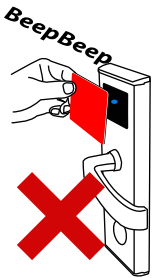
STEP 3 Program Loss-report card by click **Issue**

STEP4 Make loss-report on rooms(locks)
 If the lost Floor card is F6, please do it on each room Floor6



Report by A/B way to the all proper rooms (6th floor all rooms)

Somebody pick the lost floor card and try access on floor 6, the lock does not working for it



1. If you did not do the STEPE4, loss-report will not able work.
 Loss-report only works on the doors which done STEP4

2 It could make also other same type function card not work on the door report completed by Type A. You need re-program the all same type function cards by using fresh date.

3. The lost card always not work no matter it be re-program to what function cards by Type B.

To clear it from BLACKLIST, you need select Not Voided

Target Card

Card No.: 9C16AECE

Voided

Not voided

Select...

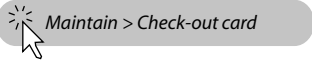
and do again the STEP 3-4

Keycards

● Check-Out card

The function card that make check-out rooms when necessary. If guests do not leave room and do not make **Stay Extend** while expiry date reach, staff could terminate the access of the Guest card without notify the guest.

STEP 1



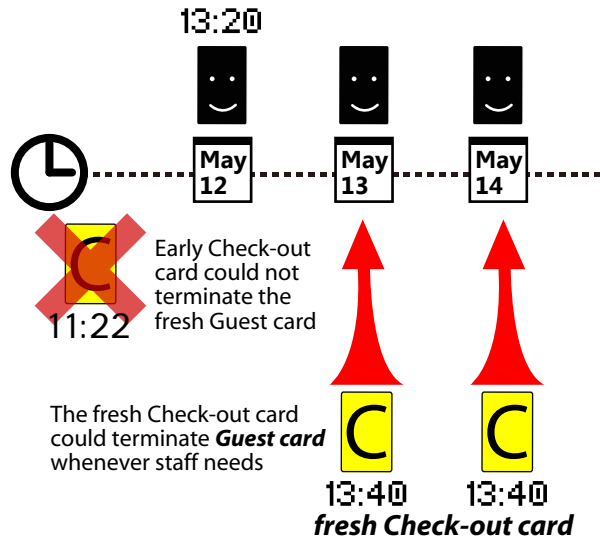
Check-Out card

Begin Date: Monday, May 2:16:28 PM

Expiry Date: Wednesday, May 12:00:00 AM

Name: Jack [dropdown] [button] Override

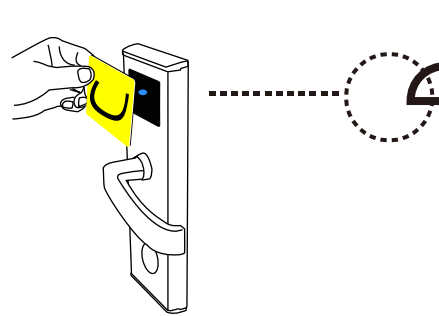
Check-Out card option does not require fill room number because it always work available for any guest card earlier date than it.



STEP 2 Program card

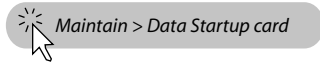
STEP 3 Read it on the room(lock) you want do check-out. Then it will not work for its current **Guest card**.

Check-Out card is not able access any room.



● Data Startup card

The function card that specially to boot the WDR/LMA Before using WDR/LMA on door, you need read it firstly to let the lock enter data program status.



Data Startup card

Begin Date: Monday, May 2:16:28 PM

Expiry Date: Wednesday, May 12:00:00 AM

Name: Jack [dropdown] [button] Override

Data Startup card is not able access any room.

● Time card

The function card that saves the time point. It is held by staff and made use of update the lock's clock.

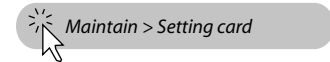


You should always use the fresh Time card. The past Time card may cause serious problem such as guest card not working. It can not be free to use. Any staff could change a lock's clock by it and cause the problem that guest card time not match the room's clock.

Time card is not able access any room.

● Room Setting card

The function card that saves single room's ID. It is held by staff and made use of update the single room's ID.



It can not be free to use because it could change room ID easily and cause the problem that Guest card's ID not match the room(not working)

Room Setting card is not able access any room.

● Authorized card

The Authorized card is not function card. It can not be made in system. User should get it from Xeeder.

Authorized card saves a unique hotel code.

It can not be free to use because it could set/revoke room's hotel code easily and cause the problem that function cards not working.

Each hotel holds only 1 Authorized card.

Authorized card is not able access any room.