



**HOISTLOCATEL**

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## **Support Manual**

HoistLocatel Electronic Locks



**HoistLocatel AB**

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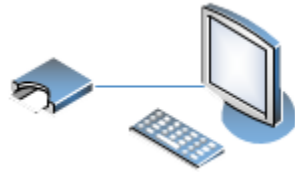
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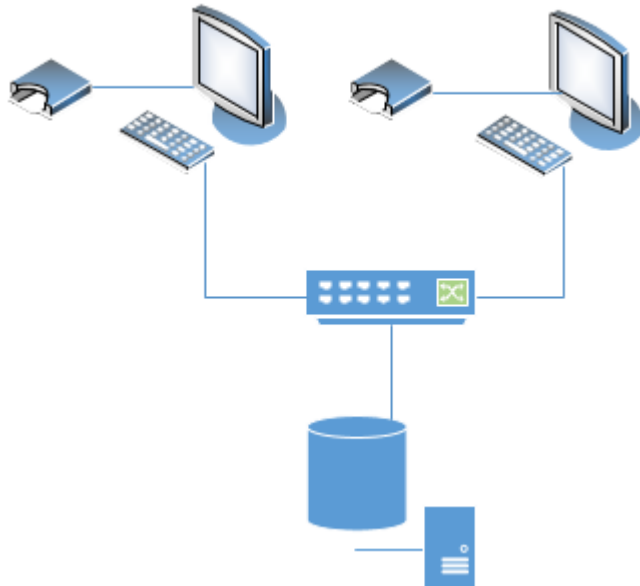
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## Installation Setup

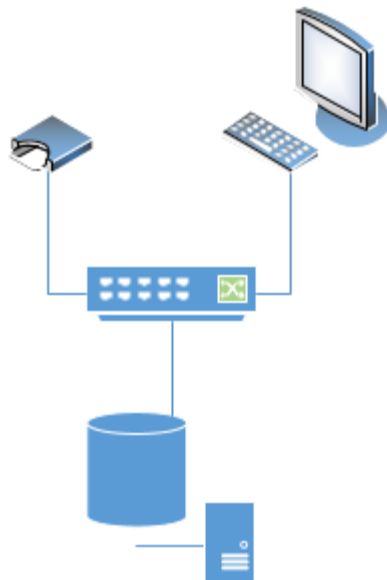
### Single USB encoder



### Multiple USB encoders



### Multiple IP encoders



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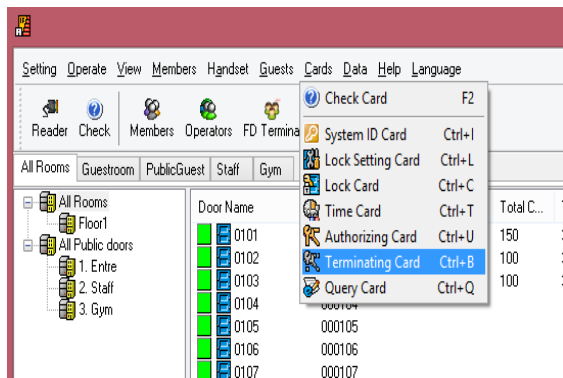
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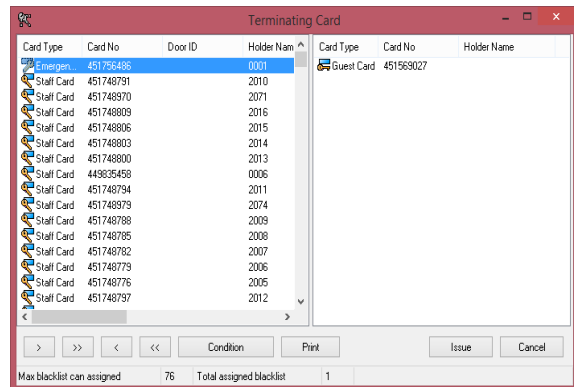
## Block Cards

1. S70, Create a Terminating Card for Cards → Terminating Card
2. Select the card you want to block, look among Card No. Then click on the single arrow pointing to the right to transfer the card number to the right column
3. Then click on Issue and OK.
4. Scan this card at all doors that the lost card has been granted access to, ex: entrance, hotel rooms, public doors ...

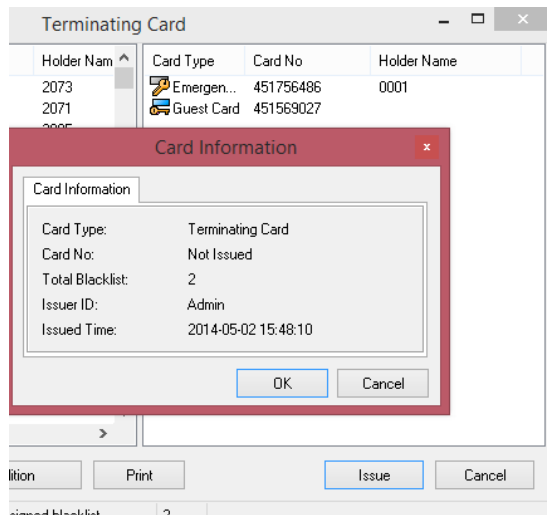
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2.

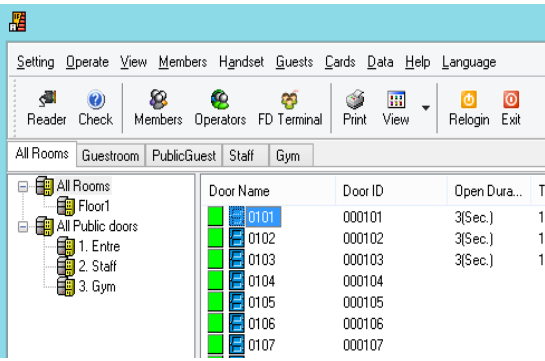
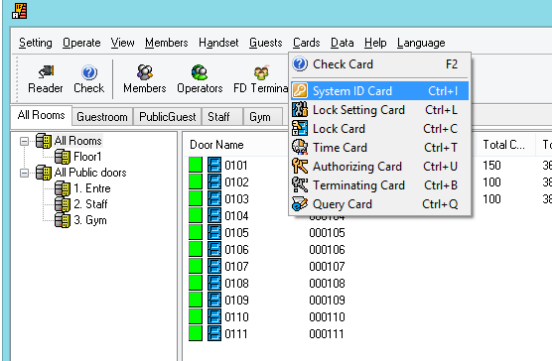


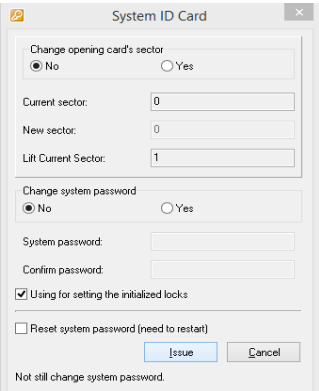
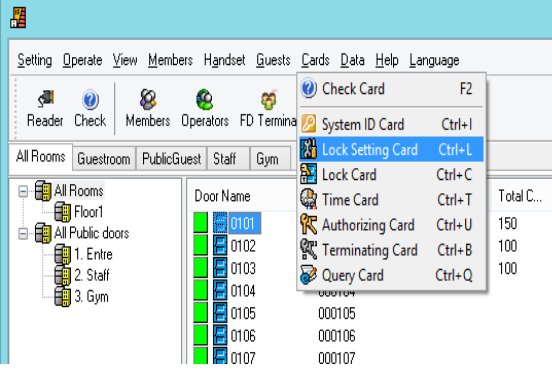
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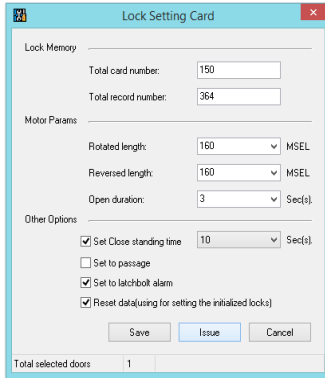
## Program the hotel door lock with key cards

1. Select the door that you want to program
2. S50, Creating a System ID Card from Cards → System ID Card
3. Check "Using for setting the initialized locks" and click on Issue and OK
4. S50, Creating a Lock Setting Card from Cards → Lock Setting Card
5. Check "Reset data (using for setting the initialized locks)" and click on Issue and OK
6. S70, Create a Time Card from Cards → Time Card
7. Select the correct Time selection (Standard 1), and then click Issue
8. Enter the number of minutes it takes to go from where the card reader is located, to the door, and click OK, and OK again
9. S 70, Create an Authorizing Card from Cards → Authorizing Card
10. Check the users, "Staff cards", for the room and click on Issue and OK after
11. Scan the cards on the lock in the following order;  
(1)System ID Card, (2)Lock Setting Card, (3)Time Card, (4)Authorizing Card

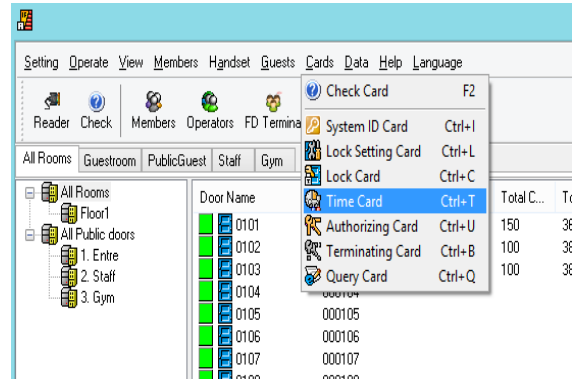
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3.  4. 

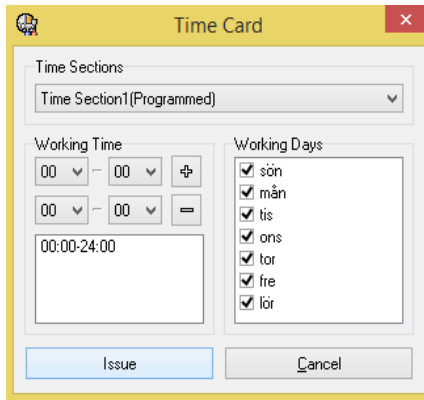
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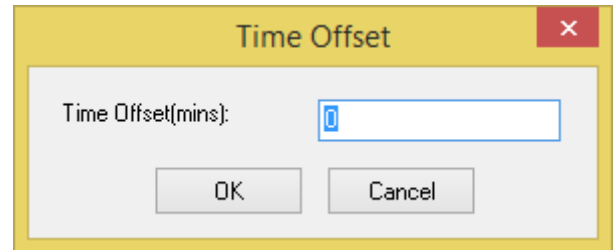
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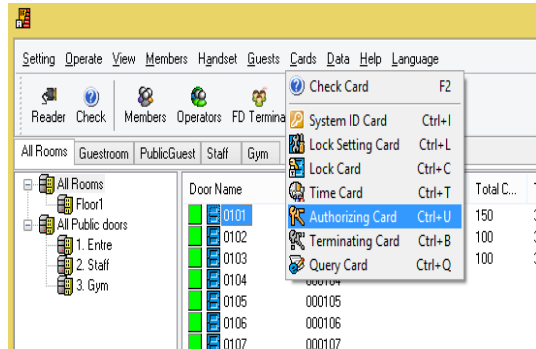
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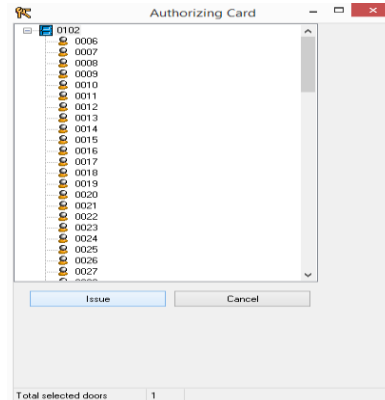
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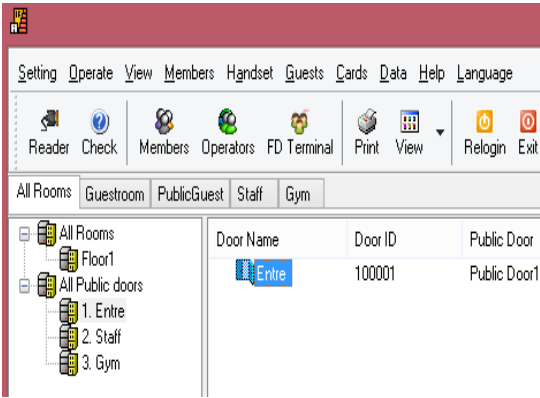


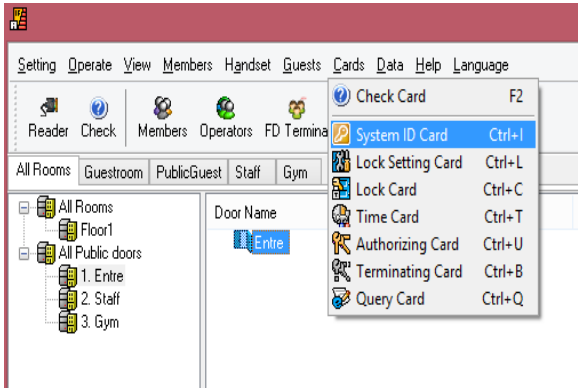
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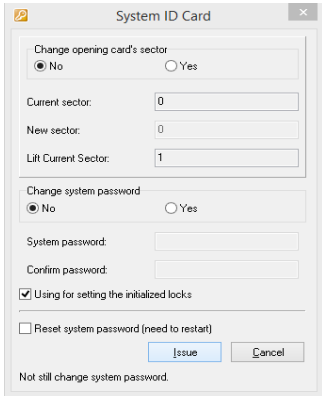


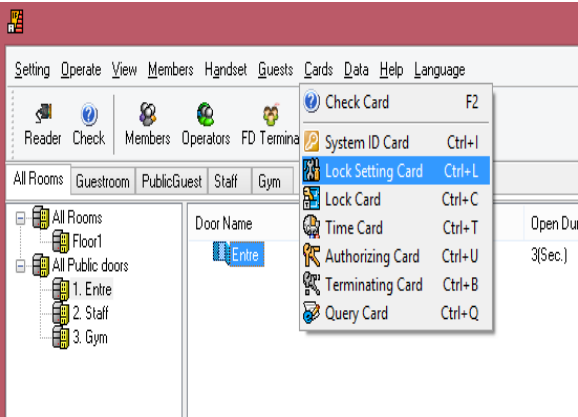
## Program the DCU

1. Select the door that you want to program
2. S50, Creating a System ID Card from Cards → System ID Card
3. Check "Using for setting the initialized locks" and click on Issue and OK
4. S50, Creating a Lock Setting Card from Cards → Lock Setting Card
5. Check "Reset data (using for setting the initialized locks)" and click on Issue and OK
6. S70, Create a Time Card from Cards → Time Card
7. Select the correct Time selection (Standard 1), and then click Issue
8. Enter the number of minutes it takes to go from where the card reader is located, to the door, and click OK, and OK again
9. Scan the cards on the lock in the following order;  
(1)System ID Card, (2)Lock Setting Card, (3)Time Card

1. 

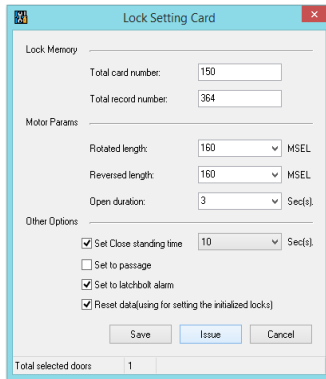
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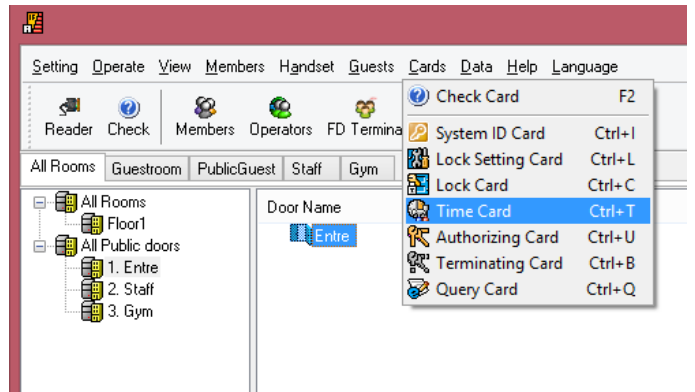
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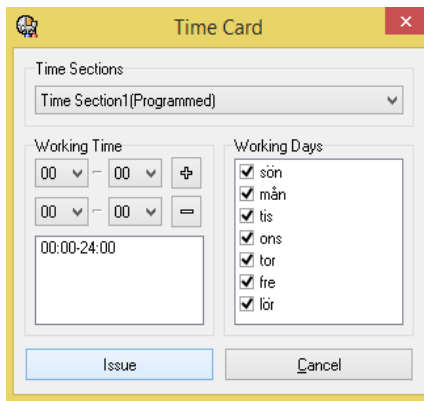
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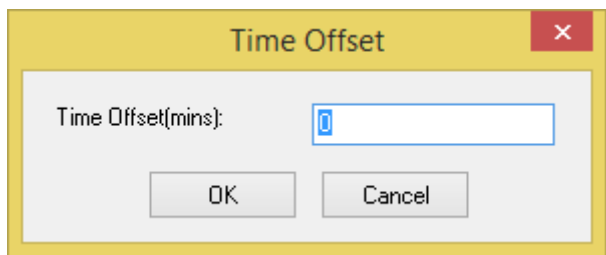
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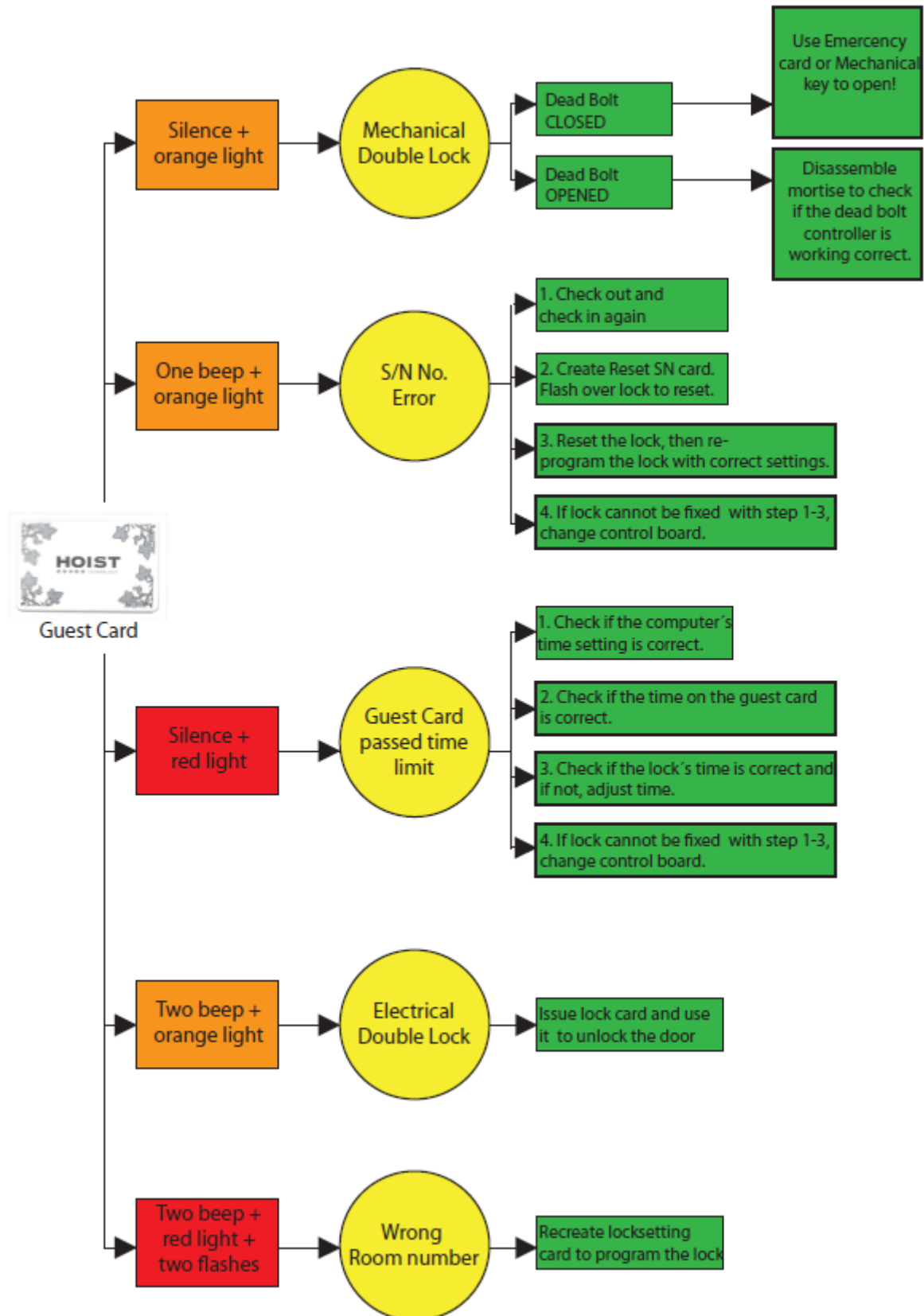




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## Error code description - Guest Card

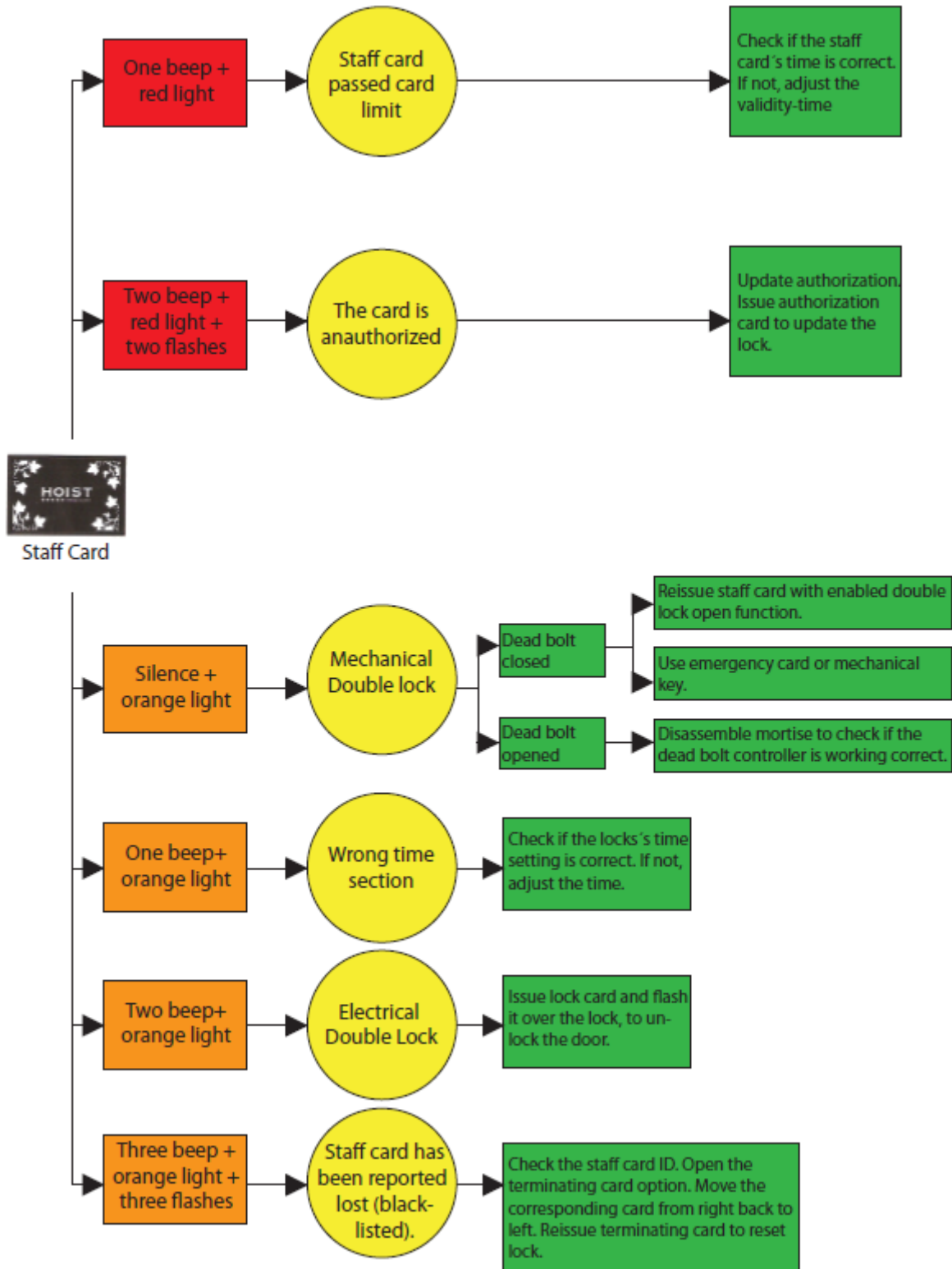




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## Error code description - Staff Card



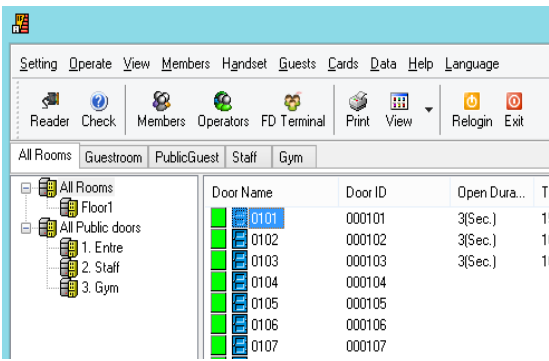
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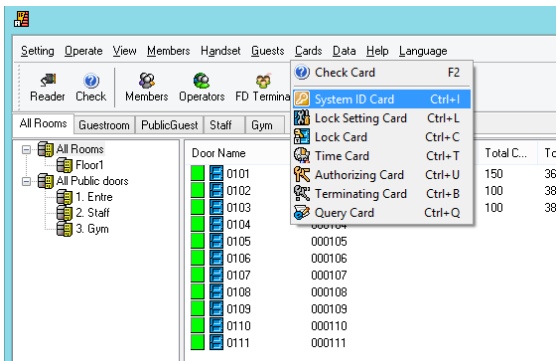
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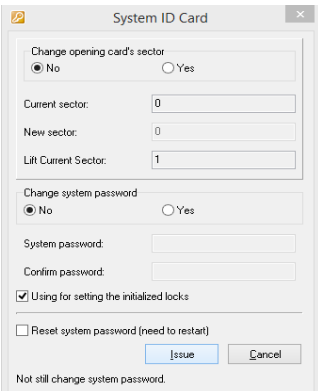
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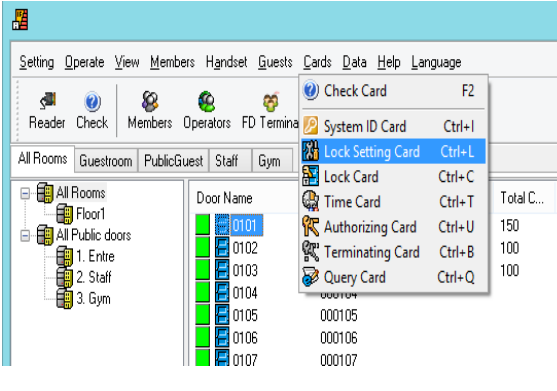
## Reset and reprogram the lock

- 1) Select the door that you want to program
- 2) S50, Creating a System ID Card from Cards → System ID Card
- 3) Check "Using for setting the initialized locks" and click on Issue and OK
- 4) S50, Creating a Lock Setting Card from Cards → Lock Setting Card
- 5) Check "Reset data (using for setting the initialized locks)" and click on Issue and OK
- 6) S70, Create a Time Card from Cards → Time Card
- 7) Select the correct Time selection (Standard 1), and then click Issue
- 8) Enter the number of minutes it takes to go from where the card reader is located, to the door, and click OK, and OK again
- 9) S 70, Create a Authorizing Card from Cards → Authorizing Card
- 10) Check the users, "Staff cards", for the room and click on Issue and OK after
- 11) Turn the master key to the right until the latch is all the way into the lock and turn the key back to the left to put the door in a reset mode, and beeps once.  
NOTE: Holding the latch inside for more than 3 seconds, the door beeps 3 times and you have to start again.
- 12) Scan the cards on the lock in the following order;  
**(1)**System ID **(2)**Locksetting Card **(3)**Time Card **(4)** Authorizing Card

1. 

2. 

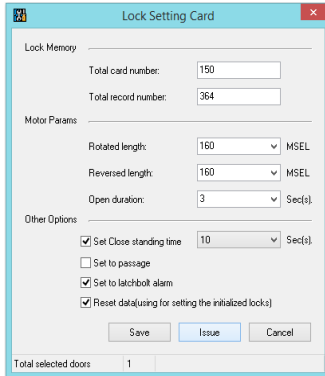
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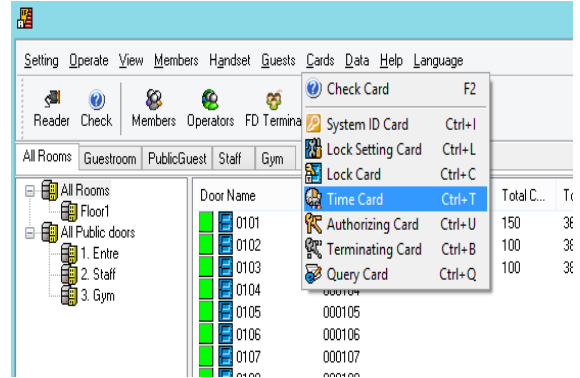
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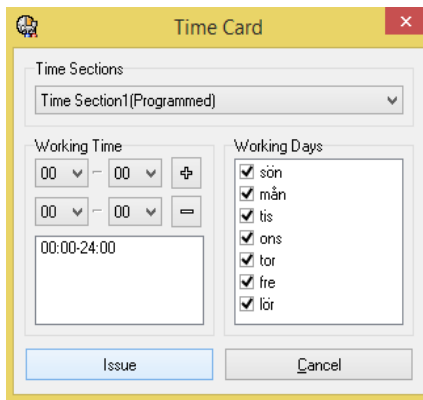
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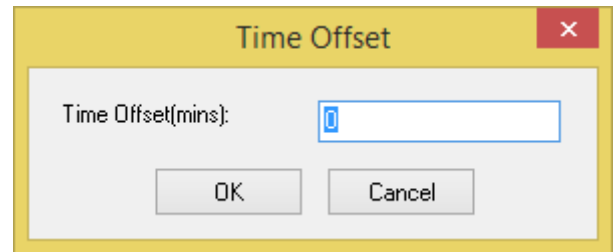
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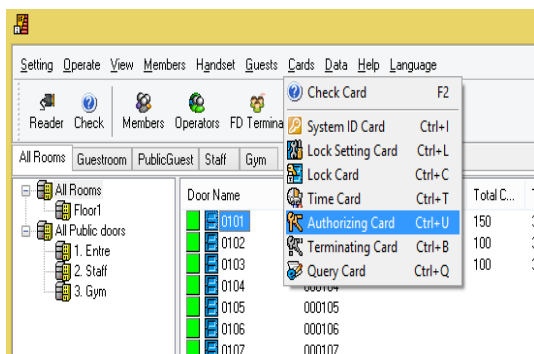
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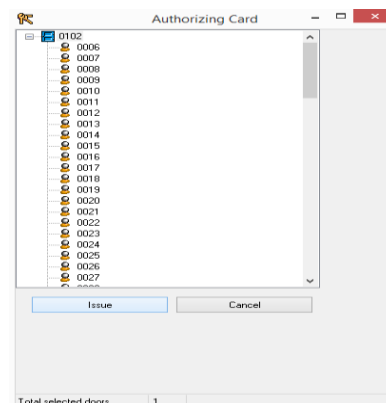
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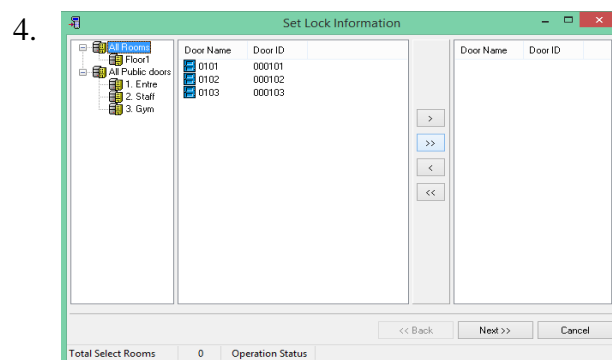
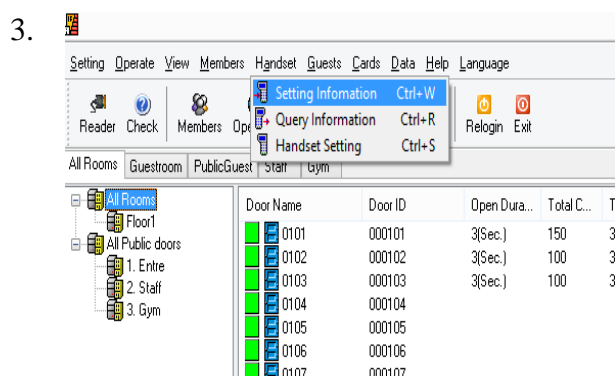


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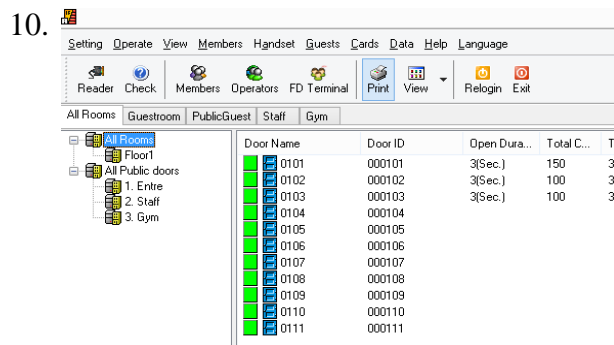
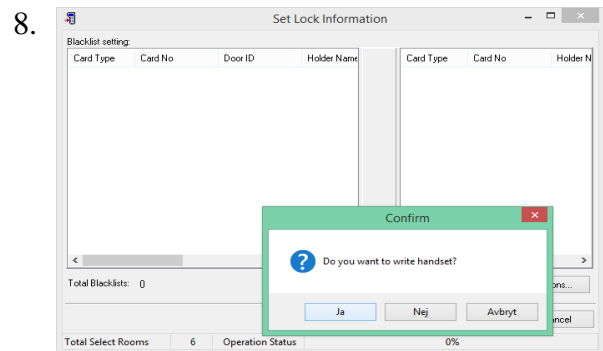
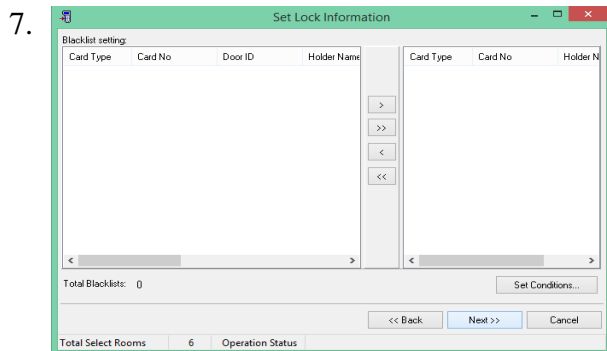
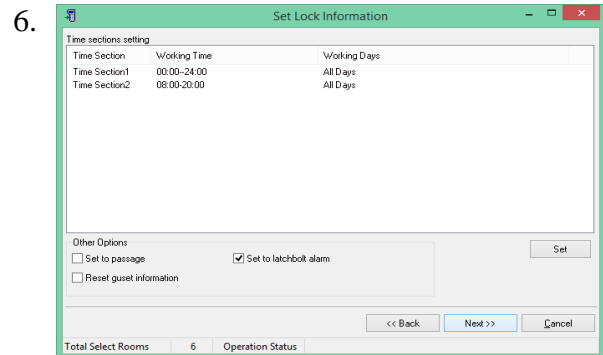
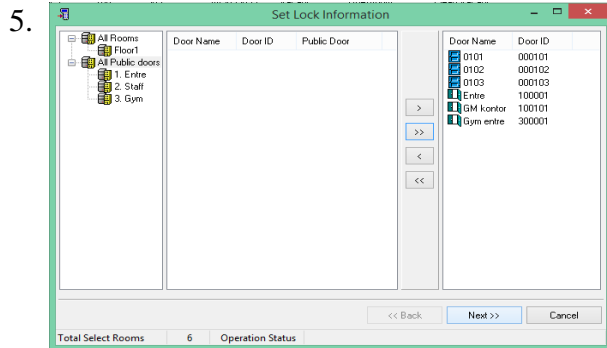


## Programming with the handset

- 1) Start the handset, press OK and enter the security code Standard: 123456
- 2) Connect the handset to the computer and go into Menu # 2, "Communicate with PC", round filled circles will appear on the handset screen
- 3) Select "Setting Information" on the Hoist program, under Handset → Setting Information
- 4) Mark All Rooms and move them to the right column
- 5) Mark All Public doors and move them to the right column and click Next
- 6) Double check the Time Selections, and check "Set to latchbolt alarm". Click Next
- 7) Add or remove key cards from the blacklist, if it is OK then click on Next
- 8) Click "Yes" on the question "Do you want to write handset?"
- 9) Wait until the Operate status goes to 100%. Notice that the rounded filled rings on the handset has changed to filled squares, it dose that when it is under active communication.
- 10) Mark All Rooms and press the "Print", a list with room numbers and the database number will appear for the hotel room doors.
- 11) Mark All Public doors and press the Print button to bring up the list of room numbers and database number for the public doors
- 12) Go to the room that is to be programmed, and plug the handset into the USB port on the bottom of the lock
- 13) Go to menu 4, "Setup lock's Info".
- 14) Enter the Door ID number from the list with 2 "00" (**ZERO**) at the end, you got the list when you pressed Print. Press OK then the door beeps 1 time when communication starts, and the two times when the programming of the door is finished.



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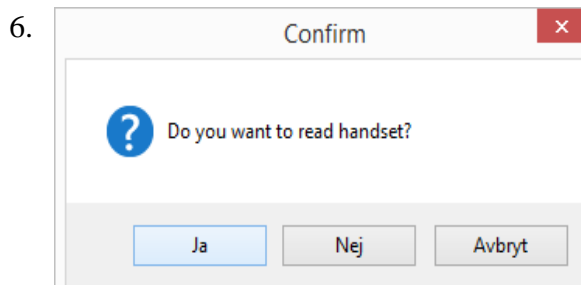
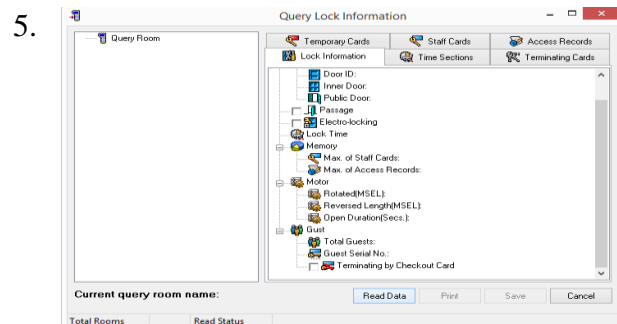
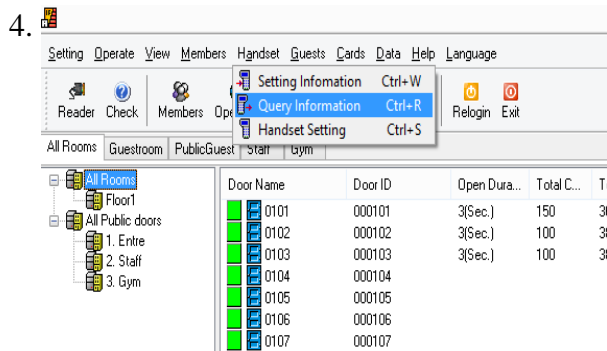


11.

Door Name	Door ID	Open Duration	Total Cards	Total Records	Guest SM
0101	000101	3(Sec.)	150	364	4515690
0102	000102	3(Sec.)	100	389	4498390
0103	000103	3(Sec.)	100	389	4501986
0104	000104				4501987
0105	000105				4501989
0106	000106				
0107	000107				
0108	000108				
0109	000109				
0110	000110				
0111	000111				

## Get records out of the lock with the handset

- 1) Start the handset, press OK and enter the security code Standard: 123456
- 2) Connect the handset to the lock and go into Menu # 8, "Download lock's info". The handset will connect with the lock and start downloading the lock information.
- 3) After its done, connect the handset to the computer and select Meny # 2, "Communicade with PC", round filled circles will appear on the handset screen
- 4) Select "Query Information" on the Hoist program, under Handset → Query Information
- 5) Klick on "Read Data" and wait until the Read Status goes to 100%. Notice that the rounded filled rings on the handset has changed to filled squares, it dose that when it is under active communication.
- 6) Click "Yes" on the question "Do you want to read handset?"



## **Changing the battery**

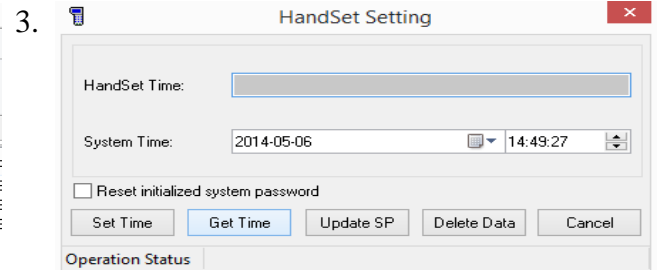
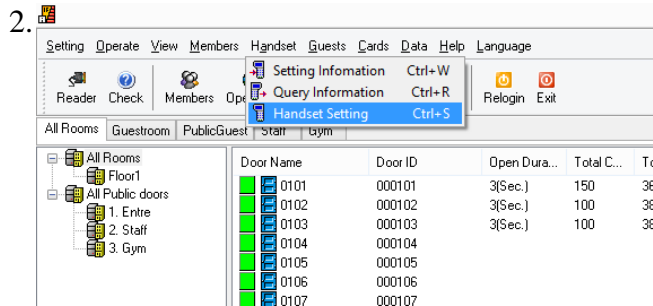
- 1) Dismount the Battery case of the lock, its located on the top of the lock
- 2) Dismount the security case by pressing out the safety pins to the side
- 3) Change the 4 AA batteries
- 4) Assemble the battery case and mount it on the lock

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## Check the time on the handset

- 1) Connect the handset to the computer and select Meny # 2, "Communicade with PC", round filled circles will appear on the handset screen
- 2) Select "Handset Setting" under Handset → Handset Setting
- 3) Klick on "Get Time"



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## **Check the time on the lock**

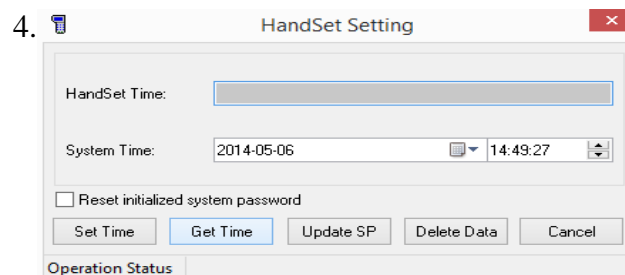
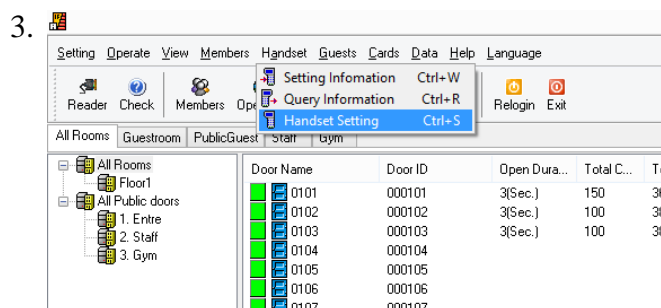
- 1) Start the handset, press OK and enter the security code Standard: 123456
- 2) Connect the handset to the lock and go into Menu # 5, "Check lock's time".

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## Change the time on the lock with the handset

- 1) Start the handset, press OK and enter the security code Standard: 123456
- 2) Connect the handset to the computer and select Meny # 2, "Communicade with PC", round filled circles will appear on the handset screen
- 3) Select "Handset Setting" on the Hoist program, under Handset → Handset Setting
- 4) Klick on "Get Time"
- 5) Connect the handset to the lock and go into Menu # 6, "Adjust lock's time".



## Change the time on the lock with key cards

1. S70, Create a Time Card from Cards → Time Card
2. Select the correct Time selection (Standard 1), and then click Issue
3. Enter the number of minutes it takes to go from where the card reader is located, to the door, and click OK, and OK again
4. Scan the key card on the lock to change the time.

**Notice** that the time on the key card will not change, if you made the card at 10:10 PM and it goes 15 minutes, the time will not go to 10:25 PM but still be at 10:10 if you scan it on the lock. So every 10 minutes you have to make a new card, if you have many doors that has to be changed

