

ePass, Hotel lock

Manager instructions

For your guests convenience the secure storage locker is fitted with a KG Group ePass Hotel function lock. Please read through instructions carefully before handling the secure storage locker. The pictured lock is for illustration purposes only, the KG Group ePass Hotel function lock can be fitted in all four mounting directions.

System components:

- 1: Thumb turn
- 2: Code digit buttons
- 3: LED
- 4: Battery compartment



Key to signs:

- ☀️🎵= LED and buzzer sound (every time a button is pressed lock will confirm with 1x ☀️🎵)
- ☀️☀️🎵= Double LED and buzzer sound (indicates correct code or manoeuvre)
- 🎵☀️→🎵☀️= Long LED and buzzer sound (indicates incorrect code or manoeuvre)

The ePass hotel system allows the guest to choose his/her own 4-digit code to lock the secure storage locker. The same 4-digit code is then used to open the locker (see separate guest instructions). The lock can also be opened with a 6-digit manager code should the guest forget the code or vacate room with the lock locked on his/her code. The manager default code is 1 2 3 4 5 6 when the lock is delivered and should be changed to a new code as soon as possible. For convenience we recommend that you keep the locks in all rooms (or at least all rooms on the same floor) to one manager code.

To change manager code (always with door open):

- Press and hold "0" until ☀️☀️🎵
- Enter old code, (delivery code is 1 2 3 4 5 6) ☀️☀️🎵
- Enter new (6-digit) code, ☀️☀️🎵
- Enter new code again to confirm, ☀️☀️🎵

If the thumb-turn (1) is turned to closed without first entering a 4-digit guest code the lock is closed but not locked and can be opened by pressing any one key (☀️☀️🎵) and then turn thumb-turn (1) to open within 3 seconds. If the ePass is locked and no guest code is known, open lock with manager code and leave open ready for next guest.

To open with manager code:

- Press and hold "1" until ☀️☀️🎵
- Enter manager code (☀️☀️🎵) and turn thumb-turn to open within 3 seconds

If the lock signals with 6x ☀️🎵 after locking or opening the battery need replacing. The ePass uses one 9V battery. Change battery by unscrewing the screw holding the battery compartment cover (4). Be careful when extracting old battery and do NOT pull it out by pulling on the battery cable as this might damage connectors. Replace battery and replace battery compartment cover. No codes are lost during battery change or if battery is completely depleted.

The lock is equipped with a manipulation protection counter device that will switch off the lock for five minutes if four consecutive incorrect opening attempts are made. During this time the lock will not be operable and any keystroke will result in a long LED/Buzzer sound (🎵☀️→🎵☀️). After the five minute penalty time two more incorrect attempts will re-start the 5 minute penalty shut-down.

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Guest instructions

For your convenience the secure storage locker is fitted with a KG Group ePass Hotel function lock. Please read through instructions carefully before using the secure storage locker. The pictured lock is for illustration purposes only, the KG Group ePass Hotel function lock can be fitted in all four mounting directions.

The ePass hotel system allows you to choose your own 4-digit code to lock the secure storage locker. The same 4-digit code is then used to open the locker when you want to retrieve your items.

System components:

- 1: Thumb turn
- 2: Code digit buttons
- 3: LED
- 4: Battery compartment



Key to signs:

- ☀️🎵 = LED and buzzer sound (every time a button is pressed lock will confirm with 1x ☀️🎵)
- ☀️☀️🎵 = Double LED and buzzer sound (indicates correct code or manoeuvre)
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Should the secure storage locker be closed and locked when you arrive at your room, or should you inadvertently close and lock the ePass without entering a 4-digit code, just press any one key (☀️☀️🎵) and then turn thumb-turn (1) to open within 3 seconds. If lock does not open contact staff to re-set lock for new guest.

- To use the secure storage locker, close the door and enter any 4-digit code (☀️☀️🎵) and turn thumb-turn (1) to locked position within 10 seconds.
- To open the secure storage locker, enter the same 4-digit code used to lock (☀️☀️🎵) and turn thumb-turn (1) to unlocked position within 3 seconds and open door. If lock signals one long LED/Buzzer (🎵☀️→🎵☀️) after entering your code you are not entering the same code that was used to lock. If you can not remember your code then contact staff. Remember to always leave door and lock in the open position when vacating your room.

If the lock signals with 6x ☀️🎵 after locking or opening contact staff to get batteries changed.

The lock is equipped with a manipulation protection counter device that will switch off the lock for five minutes if four consecutive incorrect opening attempts are made. During this time the lock will not be operable and any keystroke will result in a long LED/Buzzer sound (🎵☀️→🎵☀️). After the five minute penalty time two more incorrect attempts will re-start the 5 minute penalty shut-down.