

ALV2

MIWA Hotel Cardlock System

Tablet Quick Reference Manual

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ALV2 DTU Tablet Manual Quick Reference Guide

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LOCK PROGRAMMING

1. Programming a guest door lock.

1. Press on the DTU software icon
2. Sign in with your staff code and password, then press Login
3. Select the IrDA/ NFC button and Press OK
4. Press Lock Initialization
5. Select Guest door and press OK
6. Enter Room No
7. Enter Floor No
8. Once the room no. and floor no. have been entered press Confirm
9. Pass the DTU card on the lock, when you see an orange LED, aim the tablet infrared stick at the lock and press SEND
10. DTU will show "Initialize lock succeeded"
11. Otherwise if the programming fails the DTU will show "Cannot connect"
12. To retry programming press SEND twice

2. Programming a lock as a common door.

1. Press on the DTU software icon
2. Sign in with your staff code and password, then press Login
3. Select the IrDA/ NFC button and Press OK
4. Press Lock Initialization
5. Select Common door and press OK
6. Input a Room Number to identify this door
7. Input a Floor Number
8. Input Guest Room Range, type the lowest room number in the row 1 column start and type highest room number in row 1 at column End and press OK
9. Input Guest card start time (using military time): type the time a card will start working in the lock (i.e. 0600) and press Enter
10. Input Guest card end time (using military time): type the time guest card will stop working in the lock (i.e. 2100) and press Enter
11. Select which week days the guest cards will be available to work on the lock
12. If you want the door to stay open automatically, you will need to set an Auto Time Zone. Input in the Start the time you want the door to unlock and the End the time you want the door to lock and Press OK (Example – Start:0600 End:2200)
13. Once the steps above are done press Confirm
14. Pass the DTU card on the lock, when you see an orange LED, aim the tablet infrared stick at the lock and press SEND
15. Otherwise if the programming fails the DTU will show "Cannot connect". To retry programming press SEND twice.

3. Programming a special door lock.

1. Click on DTU software icon
2. Sign in with your staff code and password, then press Login
3. Select IrDA or NFC button and Press OK
4. Press Lock Initialization
5. Press Special door, input special door number (refer to ALV2 pc software to get the room type no.), press Enter and OK
6. Input a Room Number to identify this door
7. Input the floor number
8. Input Guest card start time using military time type the time a card will start working in lock (i.e. 0600) and press Enter
9. Input Guest card end time the time guest card stops working in lock (i.e. 2100) and press Enter
10. Select week days the guest cards will be available to work on the lock
11. If you want the door to stay open automatically, you will need to set an Auto Time Zone. Input in Start the time you want the door to unlock and in End the time you want door to lock. Example – Start:0600 End:2200 and press OK.
12. Once the steps above are done press Confirm
13. Pass the DTU card on the lock, when you see an orange LED, aim the tablet infrared stick at the lock and press SEND
14. Otherwise if the programming fails the DTU will show “Cannot connect”. To retry programming press SEND twice

4. Programming a new non-guest door lock.

1. Click on DTU software icon
2. Sign in with your staff code and password, then press Login
3. Select IrDA or NFC button and Press OK
4. Press Lock Initialization
5. Press Non-guest door, input non-guest door number (refer to ALV2 pc software to get the room type no.) and press OK
6. Input the room number to identify this door
7. Input the floor number
8. If you want the door to stay open automatically, you will need to set an AutoTime Zone, Input in Start the time you want the door to unlock and in End the time you want door to lock. Example – Start:0600 End:2200 and press OK
9. Once the steps above are done press Confirm
10. Pass the DTU card on the lock, when you see an orange LED, aim the tablet infrared stick at the lock and press SEND
11. Otherwise if the programming fails the DTU will show “Cannot connect”. To retry programming press SEND twice

5. Clearing a lock sequence:

1. Click on DTU software icon
2. Sign in with your staff code and password, then press Login
3. Select IrDA or NFC button and Press OK
4. Press Clear Sequence menu

5. Select type of sequence you'd like to clear and press Confirm button
6. Pass the DTU card on the lock, when you see an orange LED, aim the tablet infrared stick at the lock and press SEND
7. Otherwise if the programming fails the DTU will show "Cannot connect". To retry programming press SEND twice

6. Set lock clock:

1. Click on DTU software icon
2. Sign in with your staff code and password, then press Login
3. Select IrDA or NFC button and Press OK
4. Press Set Clock menu
5. If the date or time are not right you can change them by pressing the DTU Set Time button, change date or time and press OK. Otherwise skip this step
6. Press confirm button
7. Pass the DTU card on the lock, when you see an orange LED, aim the tablet infrared stick at the lock and press SEND
8. Otherwise if the programming fails the DTU will show "Cannot connect". To retry programming press SEND twice

7. Interrogating a lock: (As another option you can make an Interrogation Card)

1. Click on DTU software icon
2. Sign in with your staff code and password, then press Login
3. Select IrDA or NFC button and Press OK
4. Press Lock Log menu
5. Press Retrieve button
6. Pass the DTU card on the lock, when you see an orange LED, aim the tablet infrared stick at the lock and press SEND
7. (Retrieving logs from the lock could will take a few seconds)
8. The screen will display the room no, the door type and date and time when the operation has been done
9. To see the details press room no. (i.e. 101) and choose the event you'd like to see

Note: The tablet will display the last 700 events on the lock and the interrogation card the last 153 events.

8. Lock Indicator Lights:

1. Green solid: Key is valid, lock will open
2. Flashing red: Deadbolt is thrown, room is occupied
3. Flashing green and red: Batteries are running low
4. No lights: Batteries are dead