

ALV2 SMALL SCREEN DTU Quick Reference Guide

ALV2

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Quick Reference Guide

Lock programming:

1. Programming a new guest door lock
 2. Programming a new lock as a common door
 3. Programming a new special door lock
 4. Programming a new non-guest door lock
 5. Clearing a lock sequence
 6. Uploading interrogation data to DTU
 7. Uploading error log to DTU
 8. Emergency open using DTU
 9. Perform lockout using the DTU
 10. Perform a lockout cancel on a door
 11. Open a lock after batteries have died
 12. Lock indicator lights
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LOCK PROGRAMMING

1. Programming a new guest door lock.

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Select F1 for Normal Mode
5. Select F4 for Data Mode
6. Room Type is 02 for guest doors, press Enter
7. Input the room number and press enter three times
8. Input the floor number and press enter three times.
9. Hold the DTU card to the lock, when you have orange LED, Aim unit at lock and press SEND/RCV
10. DTU will say "Try Connect" and "Loading Success" when finished

2. Programming a new lock as a common door.

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Select F1 for Normal Mode
5. Select F4 for Data Mode
6. Room type is 01 common doors, press the up arrow one time to select, press Enter three times
7. Input a Room Number to identify this door, press Enter three times
8. Input a Floor Number and press Enter three times
9. Input Room Range, type lowest room number and press Enter, then type highest room number and press Enter three times
10. Press Enter to bypass Special Number
11. Press Enter to bypass Non-Guest Number
12. Press Enter two times then input Guest Valid Time. Using military time type the time a card will start working in lock (i.e. 0600) the time card stops working in lock (i.e. 2100), type all eight numbers before pressing Enter three times
13. Input days of the week, (by default 1234567 should be on screen). Press Enter
14. If you want the door to stay open automatically, you will need to set a Time Zone, Option 01 should be Unset. If it is not, use the down arrow button to select Unset option.
15. Time Zone. Input the time you want the door to unlock and then the time you want door to lock. Example – 06002200 and press Enter three times. All zeros by default and the door is locked all the time
16. Hold the DTU card to the lock, when you have orange LED, Aim unit at lock and press SEND/RCV
17. DTU will say "Try Connect" and "Loading Success" when finished

3. Programming a new special door lock.

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Select F1 for Normal Mode
5. Use the down arrow button to select the number of room type for the special door. The number is designated in the Setup/Room Type on the PC. Select the number and press Enter three times
6. Input the room number and press enter three times
7. Input the floor number and press enter three times
8. Press Enter two times then input Guest Valid Time. Using military time type the time a card will start working in lock (i.e. 0600) the time card stops working in lock (i.e. 2100), type all eight numbers before pressing Enter three times
9. Input days of the week, (by default 1234567 should be on screen). Press Enter
10. If you want the door to stay open automatically, you will need to set a Time Zone, Option 01 should be Unset. If it is not, use the down arrow button to select Unset option.
11. Time Zone. Input the time you want the door to unlock and then the time you want door to lock. Example – 06002200 and press Enter three times. All zeros by default and the door is locked all the time
12. Hold the DTU card to the lock, when you have orange LED, Aim unit at lock and press SEND/RCV
13. DTU will say “Try Connect” and “Loading Success” when finished

4. Programming a new non-guest door lock.

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Select F1 for Normal Mode
5. Use the down arrow button to select the number of room type for the non-guest door. The number is designated in the Setup/Room Type on the PC. Select the number and press Enter three times
6. Input the room number and press enter three times
7. Input the floor number and press enter three times
8. If you want the door to stay open automatically, you will need to set a Time Zone, Option 01 should be Unset. If it is not, use the down arrow button to select Unset option.
9. Time Zone. Input the time you want the door to unlock and then the time you want door to lock. Example – 06002200 and press Enter three times. All zeros by default and the door is locked all the time
10. Hold the DTU card to the lock, when you have orange LED, Aim unit at lock and press SEND/RCV
11. DTU will say “Try Connect” and “Loading Success” when finished

5. Clearing a lock sequence:

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Select F1 for Normal Mode
5. Select F3 for Clear Mode
6. Use the DTU card, Aim DTU at lock and press SEND/RCV key. After a few moments you will see Loading Success on the screen. Press Enter
7. Press Enter to select the type of card sequence to clear. The first option is for all cards. Press the Clear button on the keypad
8. Hold the DTU card to the lock, when you have orange LED, Aim unit at lock and press SEND/RCV
9. Aim DTU at lock and press SEND/RCV key

6. Uploading Interrogation data to DTU: (As another option you can make an Interrogation Card)

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Press F3 for Log Menu
5. Press F2 for Interrogation.
6. Locate an Empty entry by using the down arrow button and press Enter. Use the DTU card, aim DTU at Lock and press SEND/RCV button
7. Use the DTU card, Aim DTU at lock and press SEND/RCV key. After a few moments you will see Loading Success on the screen. Press Enter
8. Press F1 for Interrogation. Type in the starting date range you want to view the data for and press Enter. Type in the ending date range you want to view and press Enter
9. Use up/down arrows to view the card or DTU usages on the lock

7. Uploading error data to DTU: (As an another option you can use an Error Card.)

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Press F3 for the Log Menu
5. Locate an Empty entry by using the down arrow button and press Enter.
6. Use the DTU card, Aim DTU at lock and press SEND/RCV key. After a few moments you will see Loading Success on the screen. Press Enter
7. Press F1 to view the error data



8. Select the date range to view
9. Use up/down arrows to view the card or DTU errors on the lock

8. Emergency open using the DTU: (You can use an emergency card as another option.)

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Press F4 for Special Menu
5. Press F2 to select Emergency Open
6. Use the DTU card, Aim DTU at lock and press SEND/RCV key
7. When you see green light on door, Open Door
8. Throw deadbolt on door out and back in to cancel emergency open

9. Perform lockout using the DTU: (you can use a lockout card as another option.)

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Press F4 for Special Menu
5. Press F3 or F4 to select Master Lockout or Housekeeping Lockout
6. Use the DTU card, Aim DTU at lock and press SEND/RCV key
7. Use will see Command Success when completed. Master Lockout locks out all cards, Housekeeping Lockout locks out current issued guest card

10. Perform lockout cancel using the DTU: (you can use a lockout cancel card as another option.)

1. Turn on the DTU
2. Sign in with your staff code and password, then press Enter
3. Press the #1 button for R/C
4. Press F4 for Special Menu
5. Press F5 for Lockout Cancel
6. Use the DTU card, Aim DTU at lock and press SEND/RCV key
7. Use will see Command Success when completed. This puts the lock into a working status

11. Opening a lock when batteries have died:

1. Connect the Emergency battery pack to the bottom of lock
2. Wait about 30 seconds and then use a valid management card
3. You do not want to slide a Guest card because you do not know the time and date on the lock
4. Open the door and change the batteries
5. Program the lock

12. 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
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