

AL5H K-Series Quick Reference Guide :

Table of contents :

- 1) System Overview
- 2) Adding New Staff
- 3) Issuing Authorization Keys
- 4) Data Entry for Sub-Master keys
- 5) Making Emergency keys
- 6) Making Master keys
- 7) Making Sub-Master keys
- 8) Making Duplicate Sub-Master keys
- 9) Making Lock Out Keys
- 10) Making Lock Out Cancel Keys
- 11) Making Stand By Keys
- 12) Making Daylight Savings Keys
- 13) Making Guest Keys
- 14) Making Multiple Room Guest keys
- 15) Reading guest and staff keys
- 16) Reading audit data from staff keys
- 17) Setting time on the FDU

Lock programming:

- 1) Programming a new lock as a guest door
- 2) Programming a new lock as a common door
- 3) Modifying an existing lock
- 4) Uploading Interrogation data
- 5) Uploading Error Log
- 6) Viewing Interrogation data and error log
- 7) Emergency open using DTU
- 8) Open a lock after batteries have died
- 9) Lock indicator lights and troubleshooting guide

1: MIWA AL5H K-SERIES SYSTEM OVERVIEW:

The MIWA AL5H K-Series Locking system is a dual technology locking system, which means that the system utilizes both magnetic cards and integrated circuit chip cards. Guest keys can be made using magnetic cards or IC cards and the staff keys are made with the IC cards. The magnetic keys cannot be audited but the IC cards can be audited. Within the system there are four Authorization levels which will allow for varying degrees of system access, these are; Supervisor, Manager, Front Desk and Staff. The Supervisor and Managers Authorization levels will let the designated users access all management and guest functions of the front desk unit. The Front Desk Authorization will allow the designated user to access only the guest functions of the front desk unit.

2: Adding New Staff Authorizations:

Authorizations allow new staff members to access designated functions of the AL5H K-Series front desk unit.

- a) Turn off front desk unit.
- b) Hold down arrow down and turn on front desk unit.
- c) Press up arrow twice and input staff code: 111111 and press the Enter button.
- d) Input the password: 3069 and press the F1 button.
- e) Press the #2 button for Default Setup.
- f) Press the #2 button for Master File Menu.
- g) Press the #7 button for Staff List.
- h) To add a new staff member; press the F1 button for Add.
- i) Input a staff code (note. Staff codes and passwords cannot be duplicated) of 6 digits and press enter.
- j) Press the F3 button to bring up the character keyboard and use the up and down arrows to scroll to the letter you want to input and press enter to print out the name of the person to be added. When finished, press the F3 button again to exit the character keyboard and then press the enter button.
- k) Input the 4 digit password and press the enter button.
- l) Press the F4 button to select the expiration date for the authorization and then press the down arrow.
- m) Input the expiration date and press the down arrow.
- n) Press the enter button to chose the authorization type and use the up and down arrows to scroll to the correct authorization and then press the enter button again.
- o) Press the F1 to finish.

To modify an authorization follow directions a-g then use the up and down arrows to scroll to the name you want to modify and press the F2 button.

To delete a staff member follow directions a-g then use the up and down arrows to scroll to the name you want to delete and press the F3 button then press the F1 button for ok. At the delete ok? Prompt press the F1 button for ok.

3: Issuing Staff Authorization Keys

- a) Turn on front desk machine normally.
- b) Input the staff code and password and press the F1 button.
- c) Press the F5 button to navigate to the Guest Card Menu.
- d) Press the F5 button to navigate to the Issue Card Menu.
- e) Press the #4 button for Management Card Menu.
- f) Press the #9 button Authorization Card.
- g) Use the up or down arrows to scroll to the person you want to issue a key for and press the F1 button for Issue.
- h) At prompt insert a smart card. FDU will say Now Writing.

To revoke an authorization follow directions a-f then press the F4 button to revoke.
(Revocations can only be done using a supervisor's authorization)

4: Data Entry For Staff Sub-Master Keys:

Staff Sub-Master Keys are door keys for staff members that have date and time restrictions. These keys are commonly used by Housekeeping and Maintenance. The Staff Sub-Master keys also have tracking numbers called levels, which allow the lock to record their specific data upon entry.

- a) Turn off FDU.
- b) Hold down arrow down.
- c) Turn on FDU.
- d) At Staff code prompt, release the down arrow, press the up arrow button twice and input the 6-digit staff code:111111 and press enter.
- e) At password prompt input the 4 digit code: 3069 and press the F1 button.
- f) Press the #2 button for Default setup.
- g) Press the #2 button for Master File Menu.
- h) Press the #6 button for Sub-Master Setup.
- i) Press F1 to Add a New Sub-Master Level.
- j) At SMS Group Name prompt Press the F3 button to bring up the character keyboard and use the up and down arrows to scroll to the selected letter and press enter.
- k) After entering SMS Group name press the F3 button again to disengage keyboard.
- l) Press the Down arrow 2 times to highlight SMS Level Number and input a number between 1-99 then press enter, the group number will always stay 01.
- m) Press Enter at group number.
- n) Input Starting month and press enter, input starting day and press enter, input starting year and press enter, input starting time and press enter.
- o) Input the ending month and press enter, input the ending day and press enter, input ending year and press enter, input ending time and press enter.
- p) Highlight all valid days of the week by using arrows to navigate to the days and the enter button to highlight them.
- q) Press the F2 button for option 1.
- r) Press the enter button to chose the command. Use up/dwn arrows to navigate list, highlight the selected command and press enter again, then press the down arrow to go to parameter 1.
- s) Input parameter 1 then down arrow to parameter 2 and input.
- t) Press the F2 button to add.
- u) Press the F1 button for ok.
- v) Press the F1 button for ok.

5: Making Emergency Keys:

Emergency keys will open any lock on the property at any time and will also override deadbolts on occupied rooms. This key is only to be used by Police, Fire and EMT personnel.

- a) Turn on machine and input staff code and password.
- b) Press F5 to get to the Guest card menu.
- c) Press F5 to get to the issue card menu.
- d) Press 4 to get to the Management Card Menu.
- e) Press 1 for Issue Emergency Card.
- f) Input number of cards needed and press F1 to issue.
- g) Insert a smart card.
- h) Machine will say "Now Writing".

6: Making Master Keys:

Master keys are for top management and owners, as they have no expiration dates. These keys must be made in a set and if lost or misplaced, must be remade as a new set.

- a) Turn on FDU and input staff code and password.
- b) Go to the management card menu.
- c) Press 2 to Issue Master Card.
- d) Use up/dwn arrows to scroll through staff list.
- e) To make a key for the staff member, Press the F4 button to blacken the box next to the person you wish to make a key for.
- f) Press F1 to issue.
- g) Insert 1st smart card.
- h) FDU will say "Now Writing", when 1st key is written remove smart card and then insert the next smart card and repeat process till finished.

7: Making A Sub-Master Card:

- a) Go to the Management Card Menu.
- b) Press 3 for Issue Sub-Master Key.
- c) Use up/dwn arrows to scroll to level number of the key that you want to make and press the F1 button for ok.
- d) Use the check screen to confirm the data.
- e) Press F1 to issue.
- f) Use up/dwn arrow to scroll the staff member authorizing the production of this key and press f4 to select.
- g) Press F1 to issue.
- h) Insert a smart card.

8: Issuing a Duplicate Sub-Master Key:

- a) Go to the Management Card Menu.
- b) Press 4 for Duplicate Sub-Master Card.
- c) Use up/dwn arrows to scroll to the level you wish to make a duplicate of and press F1 for ok.
- d) Press F1 for ok.
- e) Use up/dwn arrow to select staff member to authorize production, press f4 to select.
- f) Press F1 to issue.
- g) Insert a smart card.

9: Issuing a Lock Out Card:

Lock out cards can be issued as master or guest lockouts. Guest lock out cards will prevent guests with valid key cards from entering their room. Master lockouts will prevent any valid key card except the emergency key from entering a room.

- a) Go to the Management Card Menu.
- b) Press 5 for Issue Lock Out Card.
- c) Press F4 to select Master or Guest Lock Out.
- d) Press F1 to Issue.
- e) Insert Smart Card.
- f) Machine will say "Now Writing"

10: Issuing a Cancel Card:

Cancel Key cards will cancel the lock out cards.

- a) Go to the Management Card Menu.
- b) Press 6 for Issue Cancel Card.
- c) Input the number of cancel keys you need and press F1 to issue.
- d) Insert smart card.

11: Making Stand By Keys:

Stand by keys are master keys for each individual room and must be made to hand out in case of a failure of the FDU to make room keys. These keys have no expiration date so they must be returned to the front desk after use. If the key is not returned, make another stand by key for that specific room and use it in the lock to override the old stand by key.

- a) Go to the Management Card Menu.
- b) Press 7 for Issue Stand By Card.
- c) Input lowest hotel room number and press enter.
- d) Input highest hotel room number and press F1 to issue 1 key for each room in room range.
- e) Swipe first magnetic card.
- f) Continue until finished.

12: Making Daylight Savings Cards:

Daylight Savings Cards must be made for the property. The DS Reset card is for the fall to set the lock clocks back an hour, and the Set keys is for the Spring to set the lock clocks an hour ahead.

- a) Go to the Management Card Menu.
- b) Press 8 for Issue Daylight Savings Card.
- c) Press F4 to select Set or Reset Card.
- d) Press F1 to Issue.
- e) Insert a smart card.
- f) FDU will say "Now Writing".

13: Making Guest Keys:

- a) Turn on FDU and log in.
- b) Input room number and press the enter button.
- c) For a single room input the room number again and press enter.
- d) Input the number of stay days and press enter.
- e) Input the number of keys needed and press enter.
- f) Press F1 to issue.
- g) Press F1 to issue.
- h) Swipe magnetic room keys.

Duplicate Guest keys:

- a) Go to Guest Card Menu.
- b) Press 2 for Duplicate Guest Card.
- c) Enter Room Number and press enter.
- d) Input the number of keys needed and press enter.
- e) Press F1 to issue.
- f) Swipe magnetic key cards.

Replace lost card: (these keys will override any key for the room made prior to the time you make a replacement key)

- a) Go to the Guest Card Menu.
- b) Press 3 for Replace Lost Card.
- c) Input room number.
- d) FDU will automatically tell you how many keys to make.
- e) Press F1 to issue.
- f) Swipe keys.

Maintenance Card: (card is good only for a specific room and timed to expire quickly, they do not interfere with guest key cards)

- a) Go to Guest Card Menu.
- b) Press 4 for Issue Maintenance Card.
- c) Input the room number and press enter.
- d) Input second room number if needed and press enter.
- e) Input start date and time, press enter.
- f) Input end date and time, press enter.
- g) Input number of keys needed and press F1 to issue.
- h) Swipe magnetic keys as needed.

14: Making Multiple Room Guest Keys:

You can make a guest key that will work on multiple rooms.

- a) Go to Guest Card Menu.
- b) Press 1 for Issue Guest Card.
- c) Input Primary room number and press enter.
- d) Press F2 for option 1.
- e) Use F4 button to select magnetic or smart card.
- f) Use down arrow to highlight 1st secondary room #.
- g) Input second room number and press enter.
- h) Press F1 for ok.
- i) Press F1 to Issue.
- j) Press F1 to issue and swipe cards.

15: Reading Guest and Staff Keys:

The FDU has the ability to read any magnetic or smart card made by it. Manager's authorizations are needed to read management level cards. Front Desk level authorizations will read guest level cards only.

- a) Go to Guest Card Menu.
- b) Press 7 for Read Card.
- c) Use F4 button to select mag or smart card
- d) Press F1 for Read.
- e) Insert or swipe a card.
- f) View card info on screen.

15: Reading Audit Data on Staff Sub-Master and Master Keys:

Staff Sub-Master Keys and Master Keys can be audited to see which rooms the keys have opened and also what dates and times the keys opened the rooms. The Keys also record the battery strength of each lock.

- a) Go to the Guest Card Menu.
- b) Press 7 for Read Card.
- c) Press F4 to select Smart Card.
- d) Press F1 to read.
- e) Insert the smart card.
- f) Press F2 for Audit.
- g) View data, use up/dwn arrows to navigate.

17: Setting the time on the FDU:

You must set the time on the AL5H K-Series Front Desk Unit manually each spring and fall.

- a) Turn off the FDU.
- b) Hold the down arrow down and turn the FDU back on.
- c) At staff code prompt input: 111111 and press enter.
- d) At the password prompt input:3069 and press F1.
- e) Press 2 for Default Setup.
- f) Press 1 for Initial Set.
- g) Press 1 for Date Setting.
- h) Press 2 for Date Time Setup.
- i) Input Date.
- j) Input time.
- k) Press F1 to Set.

LOCK PROGRAMMING

Programming a new guest door lock.

- a) Turn off FDU.
- b) Remove the Data Transfer Unit from the base unit.
- c) Hold the down arrow down.
- d) Turn on the DTU.
- e) At the Staff Code and Password prompt release the down arrow and sign in with the staff code: 333333 and password: 3333 then press F1
- f) Go to 1. for Normal Mode.
- g) Go to 4. for Data Mode.
- h) Room Type is 02 for guest and press F1.
- i) Input the room number and press enter.
- j) Input the floor number, aim unit at lock and press the SEND/RCV key.
- k) At Hotel Code Error prompt press the ERROR RESET key.
- l) Press F1 for Retry Download.
- m) DTU will say "Now Loading" and "Loading End" when finished.

Programming a new lock as a common door.

- a) Follow steps a-g from above.
- b) Room type is 01 common and press enter.
- c) Press F1.
- d) Press F4 to edit.
- e) Input floor number and press down arrow.
- f) Press enter to highlight days of the week, (all days should be highlighted).
- g) Press F1.
- h) Press down arrow till you get to Room Range 1.
- i) Press F4 to edit.
- j) Input lowest room in range and press enter.
- k) Input highest room in range and press F1 for ok.
- l) Press F1 for ok.
- m) Aim unit at lock and press SEND/RCV.
- n) At Hotel Code Error prompt press the Error Reset button.
- o) Press F1 to Retry Download.
- p) Aim DTU at lock and press the SEND/RCV key.
- q) DTU will say "Now Loading" and "Loading End" when finished.

Modifying an existing lock:

- a) Turn on DTU normally and sign in.
- b) Press F1.
- c) Press 1 for Normal Mode.
- d) Press 2 for Write Mode.
- e) Aim DTU at lock and press SEND/RCV key.
- f) Press F4 to edit information. Use up/dwn arrows to navigate
- g) Press F1 when finished to set new info.
- h) Aim DTU at lock and press SEND/RCV key.

Uploading and Viewing Interrogation Data:

- a) Turn on DTU normally and sign in.
- b) Press F1.
- c) Press 2 for Log Menu.
- d) Press 1 for Error Log and Interrogation
- e) Press 1 for Log Upload.
- f) Aim DTU at Lock and press SEND/RCV button.
- g) DTU will say "Now Loading"
- h) Press 2 for Log View.
- i) Use up/dwn arrows to select room number of door in question and press F1 for interrogation data.
- j) Use up/dwn arrows to navigate, press F4 for detailed data of transaction.

Emergency open using the DTU:

- a) Turn on DTU and log in normally.
- b) Press 3 for Special Menu.
- c) Press F4 to select Emergency Open.
- d) Aim DTU at lock and press SEND/RCV button.
- e) Open Door.
- f) Throw deadbolt on door out and back in to cancel emergency open.

Opening a lock when Batteries Have Died:

- a) Turn off FDU.
- b) Remove DTU from Base.
- c) Attach power override cord to DTU on port that says PRINTER/LOCK.
- d) Attach other end of power override cord firmly into port in the bottom of the lock.
- e) Wait 5 seconds.
- f) Insert a valid key card into the lock.
- g) Open door and change batteries.

Lock Indicator Lights:

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