

Electric lock system ALV3

ALV3 PC server software

Operation Manual

Ver.1.0

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MIWA LOCK Co.,

LTD.

Introduction

Thank you for using MIWA lock products.

Hotel Electric lock system ALV3 (hereinafter referred to as "the System") is a card lock system capable of responding to various hotel operation needs.

Position of This Document

This document is an operation manual intended to provide information on control and operation of the System's card issuance control software "ALV3 PC server software" (hereinafter referred to as "the Software"). For information on overall system configuration and initial settings optimized for the hotel environment, card types and control of other related devices, please refer to the following manuals provided separately upon necessity.

"Setup Manual"

"CCA Operation Manual"

"DTU Operation Manual"

"Maintenance Manual for Card Issuing Device with Printing Function and Stacker"

"Maintenance Manual for Card Issuing Device with Printing Function and without Stacker"

Premise Knowledge of Operation

This document is intended for administrators who are responsible to control the Software and operate the system. It therefore assumes that the administrators have knowledge of the following matters. Please also note that the Software runs on Windows 10. When reading this document, administrators are suggested to refer to practical guides pertaining to the matters below upon necessity.

- Basic knowledge of personal computers and Windows
- Sufficient knowledge of the related system

About this document

- Unauthorized reproduction of whole or any part of the contents of this document is strictly prohibited.
- The screen shots used in the document are provided for the purpose of explaining the image. Please note that they may be different from actual screens displayed in the software. Also note that contents herein are subject to change without notice.
- Should you have any questions, please contact us.
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Precautions

Do not install any anti-virus software or other applications on the PC used for the System, for they may affect the operation of the Software. Please understand in advance that if any other application than the Software is installed on the PC, such case is not covered under warranty of the product.

Following is an explanation of the articles enclosed in box with an icon.

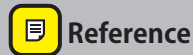


- Description of matters which may cause serious disability to the System. Make sure to check it.



- Description of matters which may affect the System. Make sure to check it.

1 Specific purpose of the operation is shown in this style.



- Reference information and supplemental explanation for the operation are provided. You are recommended to read it.

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1 Overview

This software is installed on ALV3 PC Server of Hotel Electric Lock ALV3 System. It allows to issue, manage, and operate cards.

Hotel Electric Lock ALV3 System is designed to provide the best suited system for the hotel operation style. The configuration and settings of devices therefore differ by hotels, however, operation procedure of this software is basically common to all hotels.

 **Reference**

- **For the configuration of the card issuance system, consult your system administrator or MIWA Lock sales representative.**
- **For handling of the devices constituting the system, refer to the Setup Manual and respective devices' instruction manual.**

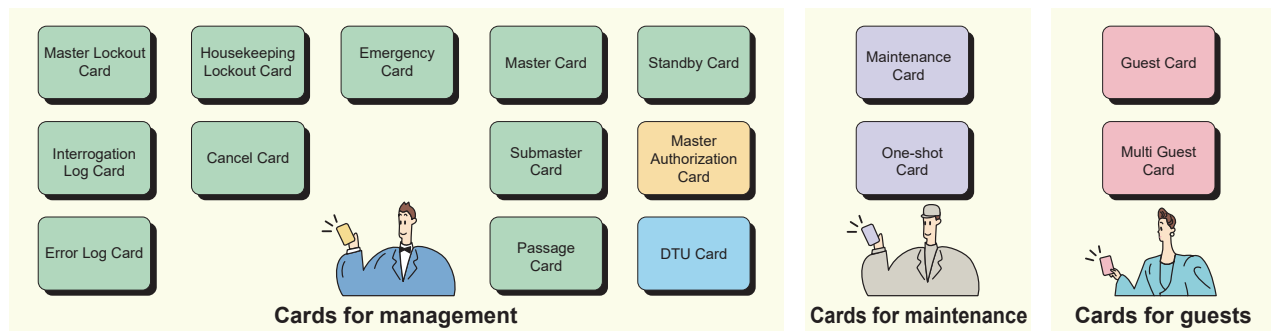
1.1 Definition of Terms

Terms used in this document are defined below.

Term	Definition
Hardware	
Computer for ALV3 Lock Server	PC on which this software is installed.
USB R/W	USB connected card encoder RFID reader/writer used to read/write data from/into cards.
CCA	Curbside checkin Application A portable device used to encode the guest cards. CCA is the abbreviation for Curbside Check-in Application.
DTU	Data Transfer Utility Portable device used for maintenance of hotel door lock. DTU is the abbreviation for Data Transaction Utility.
DCR	Serial Communication Card Encoder Device used to read/write data from/into cards. DCR is the abbreviation for Desktop Card Reader/Writer.
USB-BLE encoder (USB dongle for BLE encoder)	BLE Encoder for mobile key Device used to issue guest cards for smart phones via BLE communication. BLE is the abbreviation for Bluetooth Low Energy.

Term	Definition
External system	
PMS	<p>Hotel management system. PMS is used to manage lodging reservation of hotels.</p> <p>PMS is the abbreviation for Property Management System.</p> <p>For linking with ALV3 system, consult your system administrator or MIWA Lock sales representative.</p>
POS system	<p>System to record goods sales information in stores and use its totaled results data for inventory management.</p> <p>POS is the abbreviation for Point Of Sales.</p> <p>For linking with ALV3 system, consult your system administrator or MIWA Lock sales representative.</p>
Others	
Sequence	<p>Number recorded on the cards that staff use. If a card is reissued for reasons like loss of card, a new number is recorded on the new card as its sequence. Door lock reads and records the sequence of the card that is held over it. After it reads and records the sequence of a new card, it no longer allows the lost card with the old sequence to release the lock.</p>
Second room	<p>Besides the room number (of the main room) to enter when issuing a guest card, a second room is used when you want the card to serve as a key to unlock another room as well. Up to 5 second rooms can be set to GU.</p>
Mifare classic 1K Card	<p>Mifare classic 1K Card Used as a guest card. (Usable cards: GU, MT, OS, ST, GM1 to 4)</p>
Mifare classic 4K Card	<p>Mifare classic 4K Card Used as a management card. (Usable cards: EM, MS, SMS, HLO, MLO, CL, IR, EL, PS)</p>
Mifare plus 2K Card	<p>Mifare plus 2K Card Used as a guest card. (Usable cards: GU, MT, OS, ST) It can not be used for multi-guest cards (GM1 to 4).</p>
Mifare plus 4K Card	<p>Mifare plus 4K Card Used as a management card. (Usable cards: EM, MS, SMS, HLO, MLO, CL, IR, EL, PS)</p>
Smart phone	<p>Used as a guest card. (Used card: GU)</p>

1.2 Card type



Card type	Card owner	Card medium	Function for door lock
Emergency Card (EM)	Hotel (Manager)	4K	This card allows to switch all the locks in the hotel to continuously unlocked state in the case of fire or other emergency. The lock recovers from the continuous-unlocking-mode by turning the thumb-turn on the indoor side.
Master Card (MS)	Hotel (Manager)	4K	Card with a function to release all the locks in the hotel. * With the audit trail function, it can save approx. 130 records of its unlocking history.
Submaster Card (SMS)	Hotel (Manager/maid)	4K	Card with a function to release locks within the predefined scope of rooms and time. * With the audit trail function, it can save approx. 130 records of its unlocking history.
Housekeeping Lockout Card (HLO)	Hotel (Manager)	4K	Card used to invalidate the cards taken away by guests after check-out. Lockout status (The lockout status will be canceled when a new guest-type card is held over the reader.)
Master Lockout Card (MLO)	Hotel (Manager)	4K	Card that invalidates all cards in use. Master lockout status (The master lockout status will be canceled when a cancel card is used.)
Cancel Card (CL)	Hotel (Manager)	4K	A card to cancel the lockout status and master lockout status.
Interrogation Log Card (IR)	Hotel (Manager)	4K	This card allows to obtain the latest 150 records out of the maximum 600 records of operation history (interrogation log) saved in the door lock. By having a personal computer read this card, you can confirm the operation history on the PC. (Only 1 room per card)

Card type	Card owner	Card medium	Function for door lock
Error Log Card (EL)	Hotel (Manager)	4K	This card allows to obtain all the maximum 100 records of error history (error log) saved in the door lock. By having a personal computer read this card, you can confirm the operation history on the PC. (Only 1 room per card)
Passage Card (PS)	Hotel (Manager) & guest	4K	This card allows to switch the lock of a particular room to the continuous-unlocking-mode. It is used for banquet halls, etc. rented by the hour. * It can not be used for ALV3JR/ALV3JT type.
Standby Card (ST)	Hotel (Manager)	1K/2K	Card to be passed in place of a guest card in situations where cards can not be issued due to troubles like power failure.
Maintenance Card (MT)	Hotel (Maintenance provider)	1K/2K	Card to be passed to maintenance providers for purposes like room repair.
One-shot Card (OS)	Hotel (Maintenance provider) & guest	1K/2K	Card with a function to release lock of the specified door only once. It is issued for the guests who forgot something in the room after checkout.
Guest Card (GU)	Guest	1K/2K/Smart phone	Card for general guests. It can be used only during the period predefined at the time of issuance.
Multi Guest Card (GM1/GM2/GM3/GM4)	Guest	1K/2K only	Guest card with a function to release lock of multiple guest rooms. It can be used as a card held by teachers on a school trip.

Authorization card (Issuance permission card)

Card type	Card owner	Card medium	Function for door lock
Master Authorization Card (MA)	Hotel (Staff)	4K	This card provides the authority to issue various types of cards. (Issuance permission card) It is used as an ID card when issuing cards, and requires a passcode to use it.

* This card is not used for door lock.

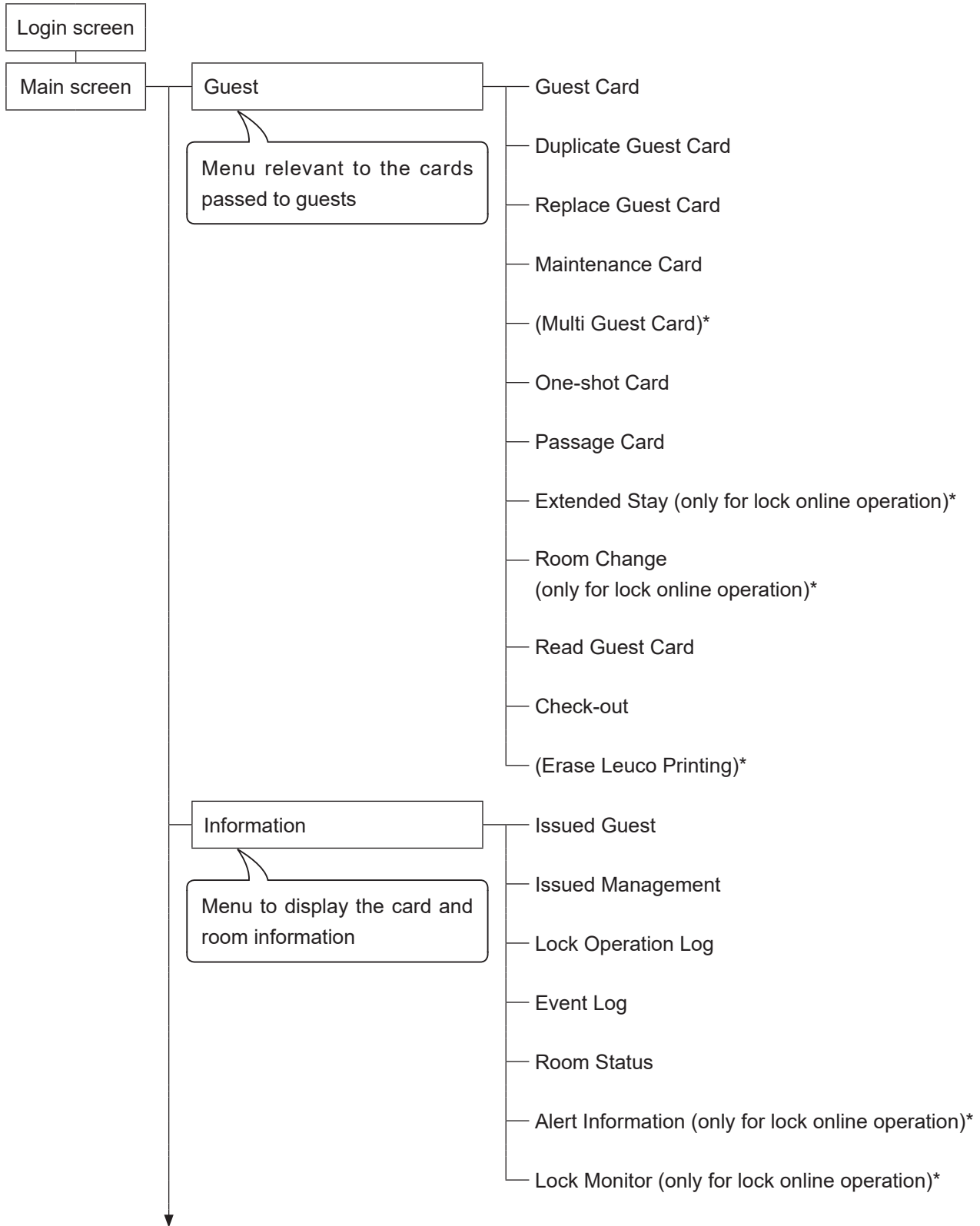
DTU Card

Card type	Card owner	Card medium	Function for door lock
DTU Card (DTU)	Hotel (Manager)	4K	It is used for DTU operations to perform data check and modification of the door lock as well as to collect history data. (It switches the door lock to DTU mode.)

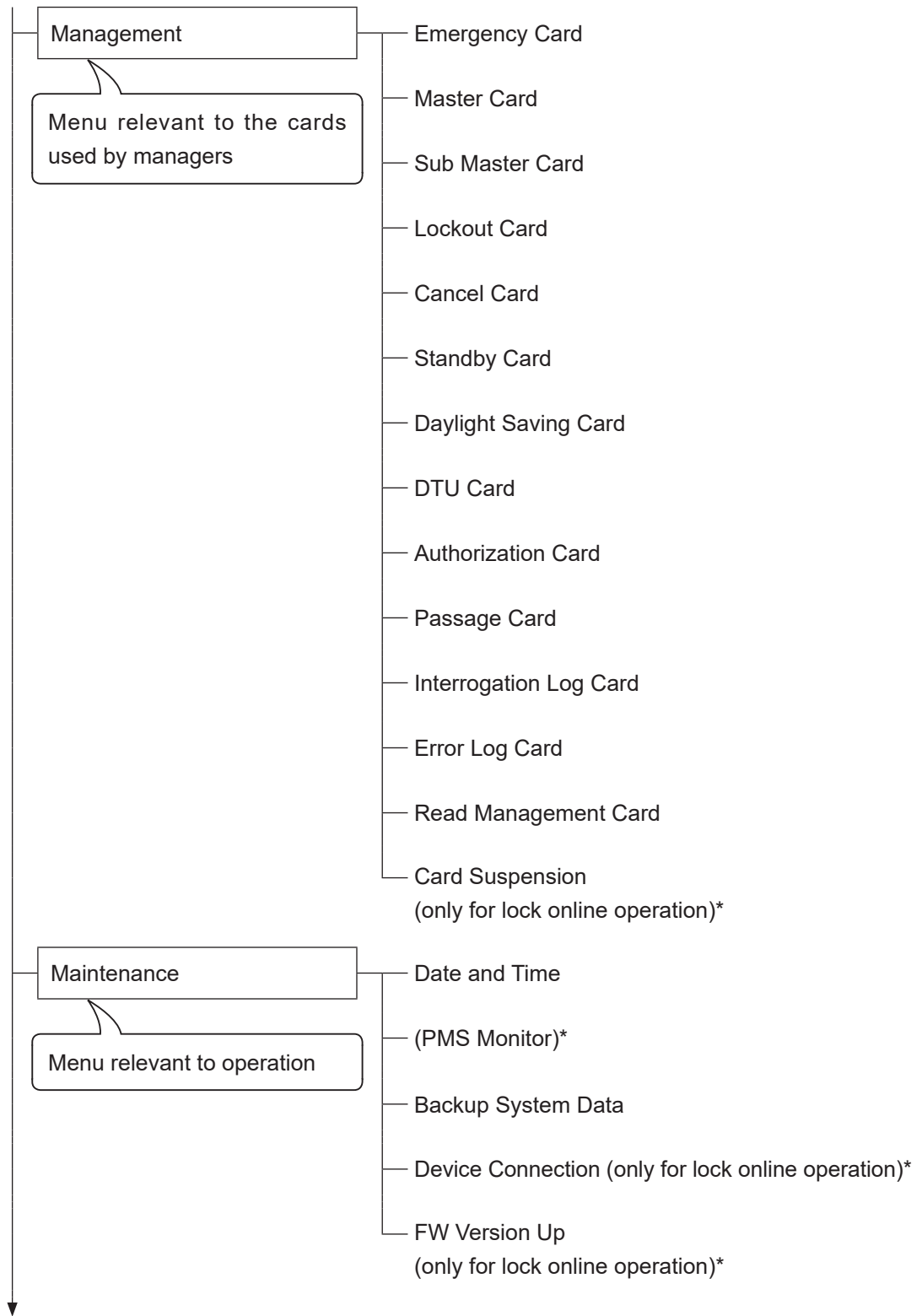
1.3 Menu Constitution

The figure below illustrates the constitution of menus of this software.

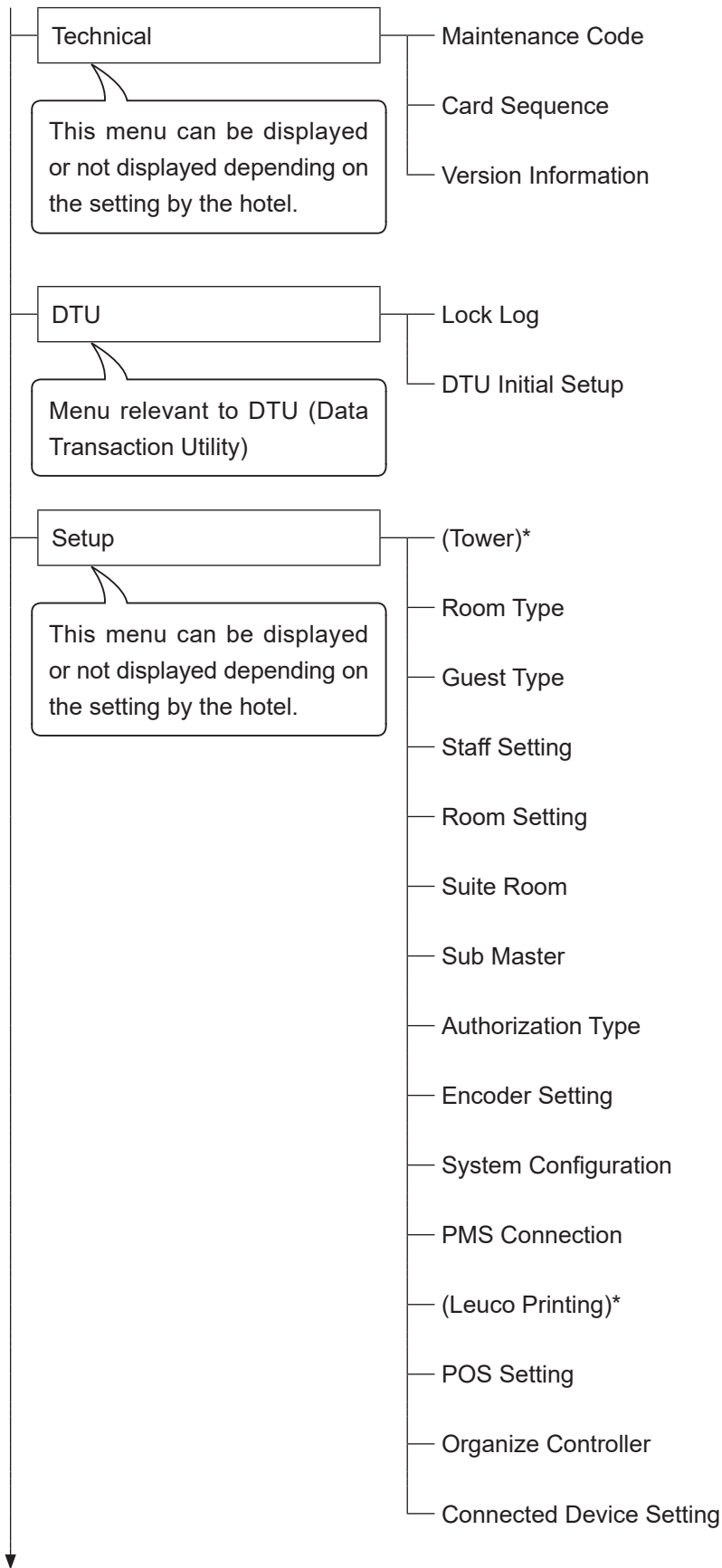
Different menus are displayed according to the system configuration and authority given to each user (person logged-in).



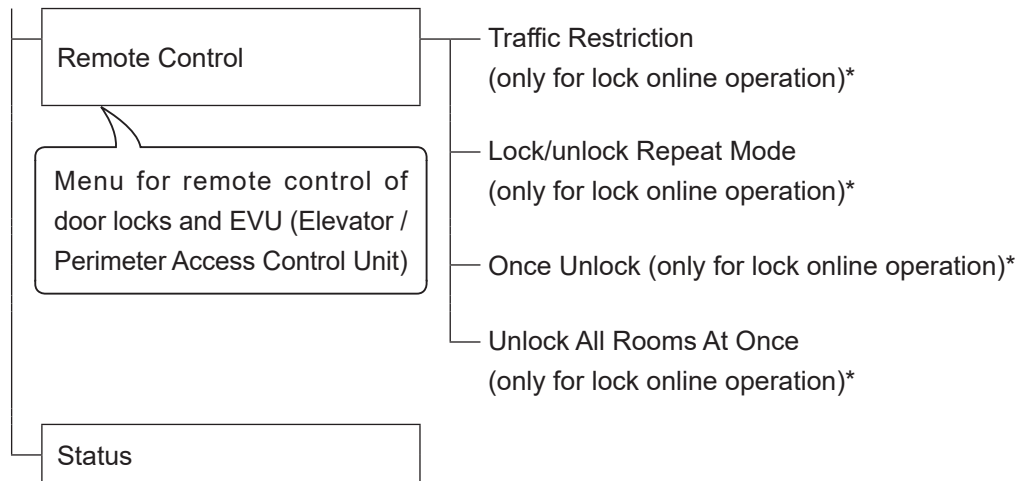
* It may not be displayed depending on the initial status (before setting) or settings.



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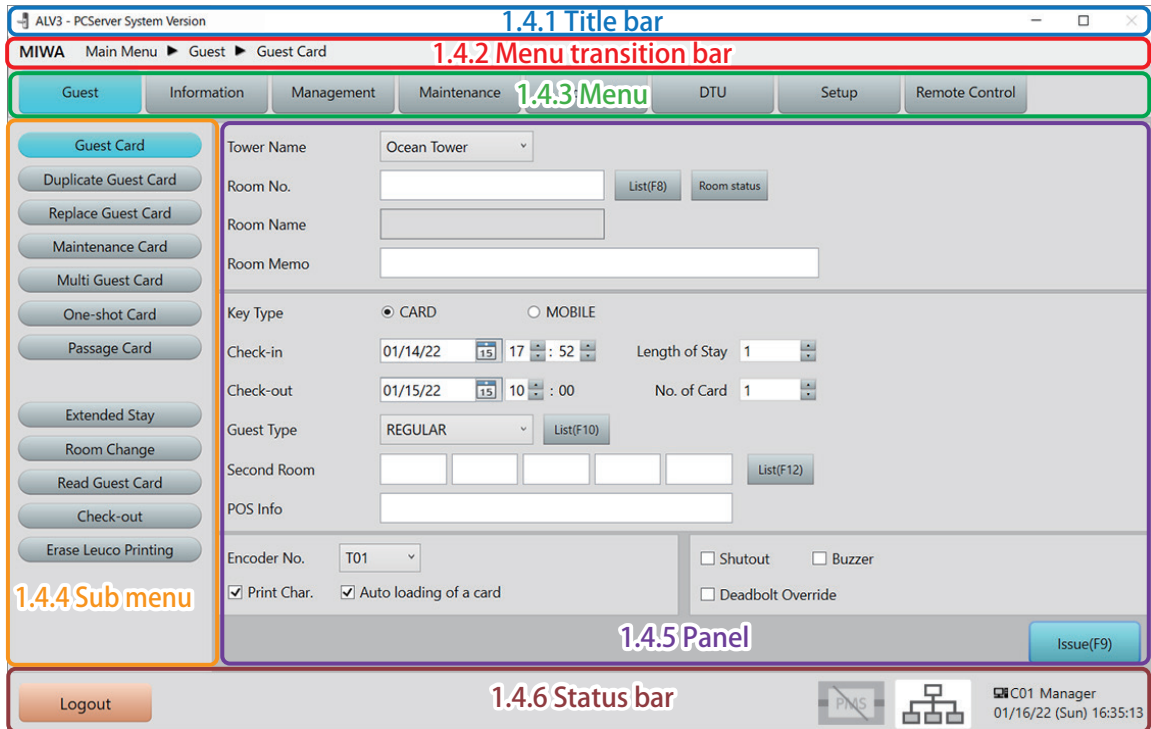


* It may not be displayed depending on the initial status (before setting) or settings.

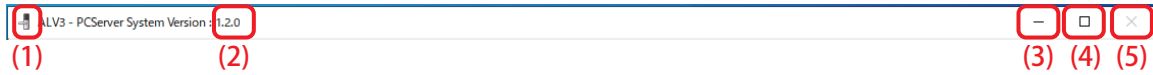
1.4 Explanation of screen components

This section discusses the basic screen constitution of this software, using the screen for issuing a guest card as an example.

The screen consists of "Title bar", "Menu transition bar", "Menu", "Sub menu", "Panel", and "Status bar". The following pages explain each of these components.

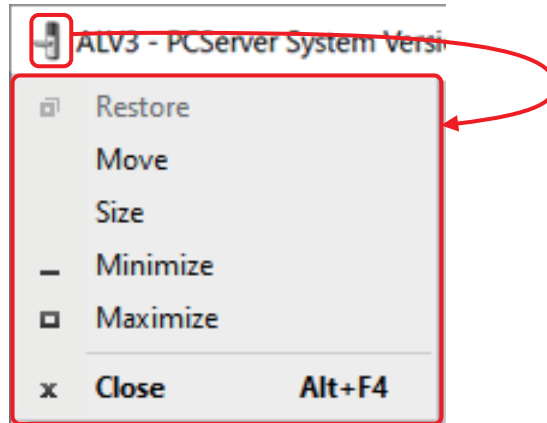


1.4.1 Title bar



(1) Icon

When an icon is clicked, sub menus like the screen shot below show up.



(2) Version number

Version number of this system (card issuance control software) is displayed here.

(3) Minimize button

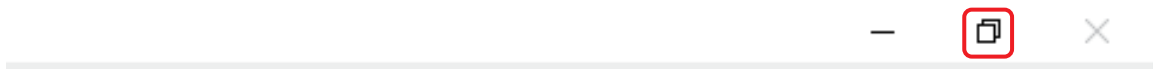
Minimizes the window.

To restore to the original size, redraw the screen from the Windows task bar.

(4) Maximize button

Maximizes the window.

To restore to the original size, click on the "Restore (minimize)" button at the top right corner of the maximized window.



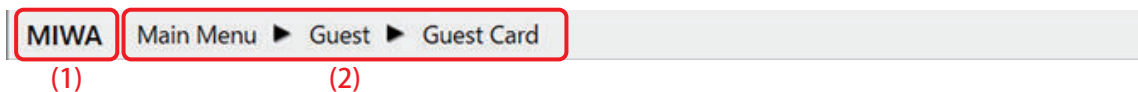
(5) Close button

It can not be used for this software.


To close (exit) this software, you need to "Logout" and "Shut down".

For details, see "2 Basic Operation".

1.4.2 Menu transition bar



- (1) **Hotel name**
Name of the hotel which operates this system is displayed here.
The hotel name to be displayed is specified in setup.
- (2) **Menu transition display**
Menus and sub menus are displayed in the order of selection.


 **Reference**

- In this document, the steps to select menus are represented as follows, in line with the menu transition bar.
[Main Menu] > [Guest] > [Guest Card]

1.4.3 Menu



Shown above are the menus. Selecting one of them displays the corresponding sub menus.
For information of the menu constitution, see "1.3 Menu Constitution".

 **Check**

- Some menus are not displayed depending on the user logged in.

- (1) **Guest**
Menu to issue various types of cards to be used by guests.
It can also reissue, add, read, and checkout cards.
Issuance for smart phones is also available here.
For details, see "3 [Guest] menu".
- (2) **Information**
Menu to reference card issuance history in this system and logs (records) of this system.
You can also reference the room availabilities.
For details, see "4 [Information] menu".
- (3) **Management**
Menu to issue cards to be used by hotel staff or managers.
It can also issue cards used for emergency as well as cards with a function to unlock all rooms.
For details, see "5 [Management] menu".

(4) Maintenance

Menu to configure settings of this system and to manage operations.

It allows to set the time, back up operation data, and reference the number of cards issued on a daily basis. For details, see "6 [Maintenance] Menu".

(5) Technical

Menu used for maintenance of this system.

It provides functions to maintain the system, such as password change. For details, see "7 [Technical] menu".

(6) DTU

Menu to use "Data Transaction Utility (DTU)".

It allows to reference the initial settings of DTU and the "lock use history" transmitted from DTU. For details, see "8 [DTU] menu".

(7) Setup

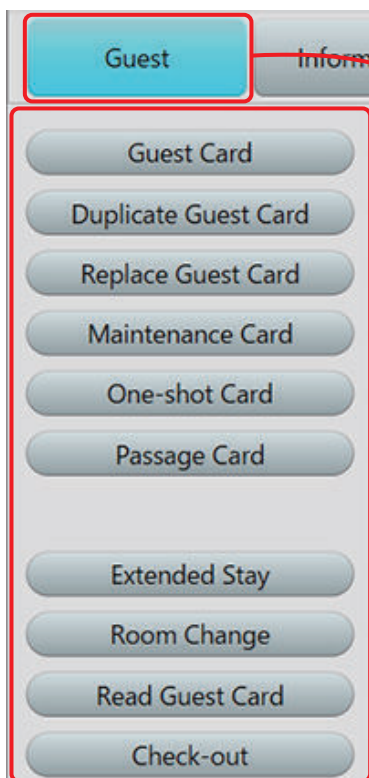
Menu used to configure the operation settings of this system.

It allows you to set various hotel information including room and staff data. It is also used to specify the system configuration. For details, see "9 [Setup] menu" and a separate volume "Setup Manual".

(8) Remote Control

Menu for remote control of door locks and EVU (Elevator / Perimeter Access Control Unit).

This menu allows you to restrict traffics, set the locking/unlocking repeat mode, and unlock doors. For details, see "10 [Remote Control] menu".

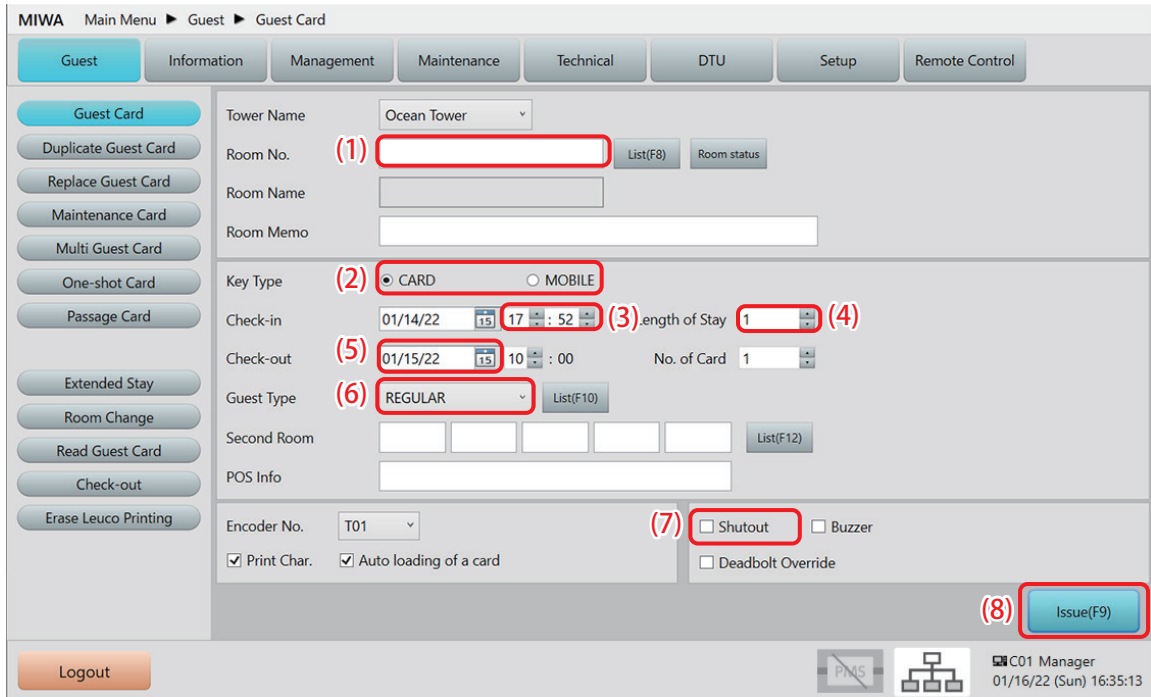
1.4.4 Sub menu

Clicking on a menu displays the corresponding sub menus. For information of the menu constitution, see "1.3 Menu Constitution".

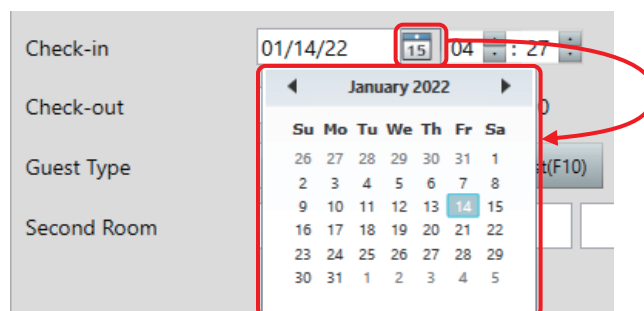
* The left figure is an example of sub menu shown by selecting [Guest] menu.

1.4.5 Panel

This section takes [Guest] screen as an example to explain what you see on a screen.



- (1) **Entry box**
Field to enter a number or a character string.
- (2) **Radio buttons**
Click to select a radio button. Make sure you select one of them. You can not select more than one buttons.
- (3) **Time**
Click on ▲/▼ on the right side of the field to set the time.
You can also select the time/minutes text part in the field to enter the time directory.
- (4) **Up/down control**
Click on ▲/▼ on the right side of the field to set the value. You can also enter a value directory in the field.
- (5) **Calender**
Click the icon on the right side of the month-date-year field to display the calender. Then, click on a date in the calender to specify the date.
You can also select the month-date-year text part in the field to enter the date directory.



(6) Pull-down menu

Click on the V sign on the right to display the options.

(7) ✓(Check) box

Click on the on the left side of the option to make ✓ appear in the box to indicate that the option is enabled.

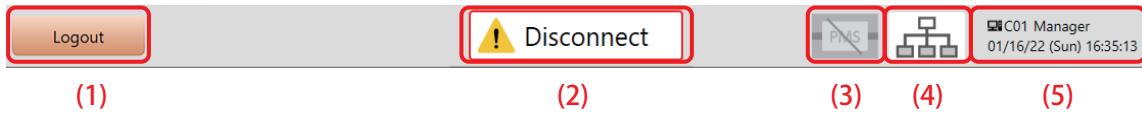
Click on the on the left side of the option again to make ✓ disappear from the box to indicate that the option is disabled.

(8) Execute button

Click this button to execute the process or move to a different screen.

If characters like (F5) is shown on the button, pressing the corresponding function key on the keyboard causes the same behavior as clicking on the button.

1.4.6 Status bar



(1) [Logout] button

Click on this button to terminate the function currently displayed, and log out of the software. For details, see "2.2.3 Logout".

(2) Server disconnected state display

If your PC is specified as a client, this message is displayed when it is not connected to the server. If the operation is based on the client/server configuration, a "Disconnect" message is displayed on the client screen in the event of network failure or server breakdown. If this happens, check the server status immediately.

(3) PMS connection state display

This section shows the state of connection with PMS (Property Management System), the hotel's management system.

A blue icon is displayed when PMS is connected and a gray icon is displayed when it is not connected. If a gray icon is displayed, check the connection to the PMS.

Reference

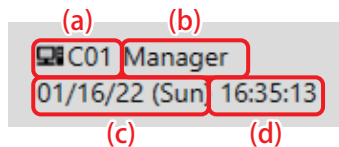
- The left icon appears when the connection with PMS is successful, and the right icon appears when PMS is disconnected or the connection state has an error.

(4) [Status] button

Click on this button to display the status screen. For details, see "11 Status".

(5) Information display

Information of operation of this software is displayed here.



(a) Automatic controller number: This part displays the number assigned to your PC that is specified in setup.

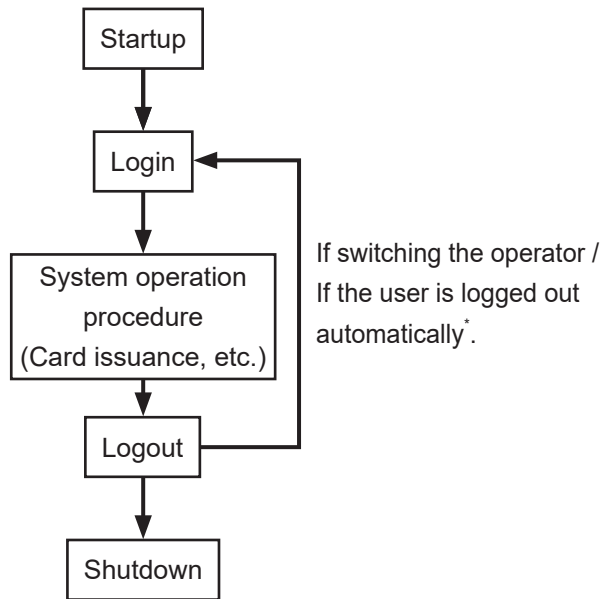
(b) Logged-in staff name: Displays the name of the staff currently logged in.

(c) System date: Displays the date (day of week) of this system.

(d) System clock: Displays the system clock of this system.

2 Basic Operation

Operation flow of the Software is illustrated below.

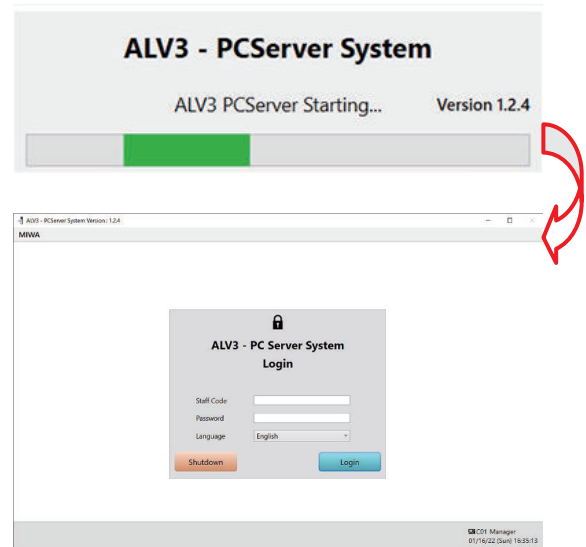


- * If the Software has not been operated for a defined period of time, the user is logged out automatically. The time period before the logout can be defined in the [Setup] menu. The initial value is set to 30 minutes.

2.1 Startup and Shutdown

2.1.1 Startup

Turn on the ALV3 PC Server. When Windows starts up, the Software is also started up automatically. When startup process of the Software is commenced, the following progress bar is displayed. Once the Software is started up successfully, the [Login] screen shows up.



- * The progress bar continues to display the movement from left to right during the process.

Caution

- The Software is registered in the Windows Startup. Do not delete the Software from the Startup because it will disable automatic startup.

When you need to **manually start** the Software such as for restart after shutdown, use either of the following two methods to start it.

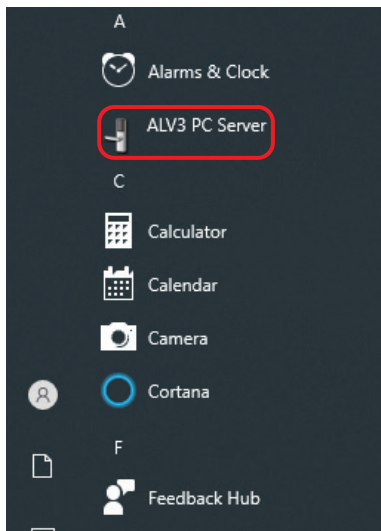
Method 1: Startup using short-cut

Double-click the short-cut icon of the Software on the desktop.



Method 2: Startup from the Start menu

Select [ALV3 PC Server] from the Windows Start menu (lower-left corner of the screen).



2.1.2 Shutdown

You can shut down the Software from the [Login] screen.

If you are already logged in, click the [Logout] button to display the [Login] screen.

! Check

- You need the shutdown authority to shut down the Software. Make sure to check the authority of the user who will perform the shutdown operation.

📄 Reference

- Depending on the setting, operation on the [Login] screen requires either entry of a staff code or a Master Authorization Card (MA). For details, see "2.2 Login and Logout".

1 Exit (shut down) the Software from the login screen

- 1 Enter a staff code, or place a Master Authorization Card (MA) on the card reader.
 - * The figure below shows an example of staff code entry.
- 2 Enter your password.
- 3 Click the [Shutdown] button.
- 4 All the windows of the Software are closed and the Software is shut down.

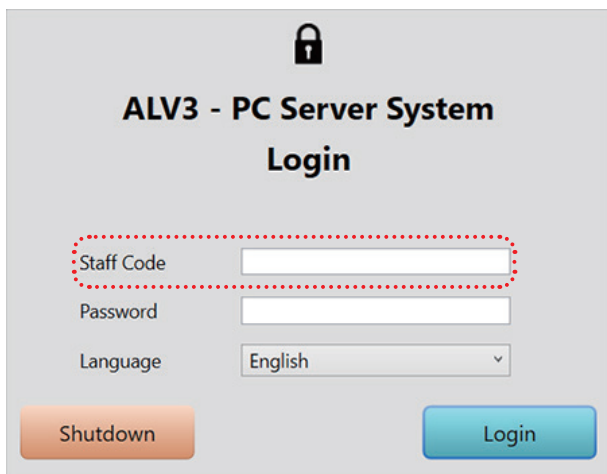


2.2 Login and Logout

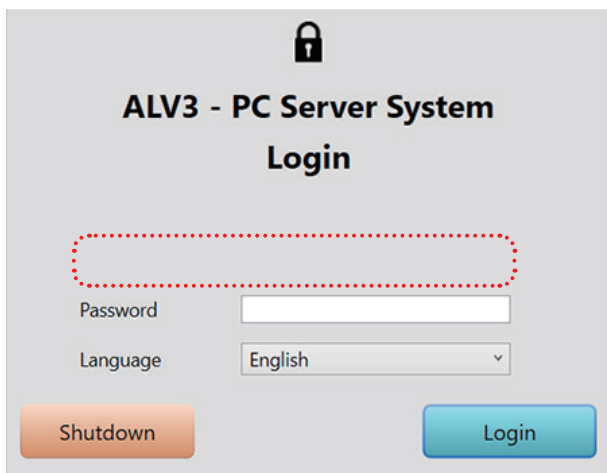
You can log in to the Software either by entering a staff code or using a Master Authorization Card (MA). To learn how to set the login method, see "9 [Setup] menu".

Difference in the Login screen

Login screen for staff code entry




Login screen for using Master Authorization Card (MA)



The [Login] screen is displayed in English in the initial state (before configuring settings). To switch it to Japanese display, select [Japanese] from the [Language] pull-down menu.



 **Caution**

- The selection of display language on the [Login] screen is a temporary setting. In order to always display screens in a predefined language (English or Japanese), you need to configure the setting from the [Setup] > [System Configuration] > [Local Setting] tab. For the setting procedure, see "9 [Setup] menu".

2.2.1 Login using a staff code

1 Login

- 1 Enter a staff code (6-digit number).
- 2 Enter your password (4-digit number).
- 3 Click the [Login] button.



- 4 If the login succeeds, the following [Main Menu] screen appears.



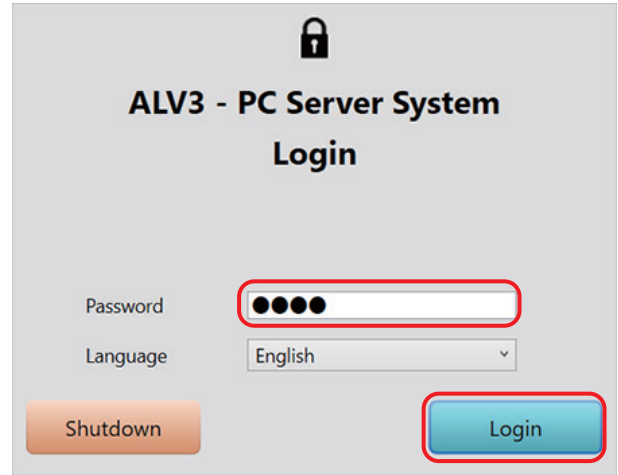
! Check

- The displayed screen may be different depending on the authority and setting of the user logged in.

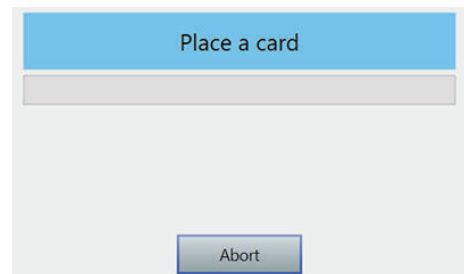
2.2.2 Login using a Master Authorization Card (MA)

1 Login

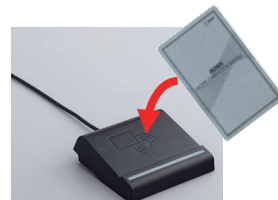
- 1 Enter your password (4-digit number).
- 2 Click the [Login] button.



- 3 [Card Reading] screen shows up, and the message "Place a card" is displayed.

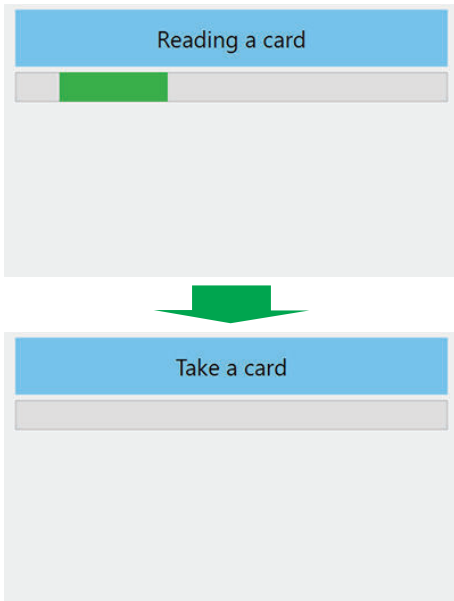


- 4 Place (Insert) the Master Authorization Card (MA) of the person logging in to the card issuing device.

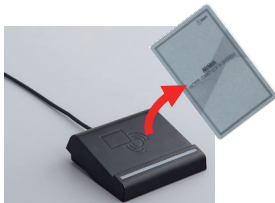


* This picture is an example.

- 5 The message "Reading a card" appears, then changes to "Take a card".



- 6 Take the Master Authorization Card (MA) from the card issuing device.

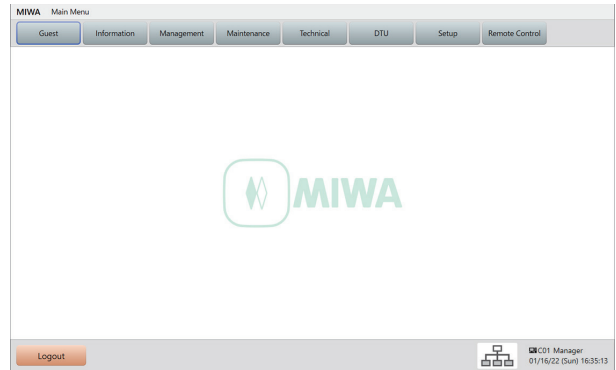


* This picture is an example.

! Check

- The card issuing device used for card reading is the terminal selected for "Controlled Encoder No.(Card)" in the [Setup] > [System Configuration] > [Local Setting] Tab.

- 7 If the login succeeds, the following [Main Menu] screen appears.



! Check

- Some menus may not be displayed depending on the authority and setting of the user logged in.

2.2.3 Logout

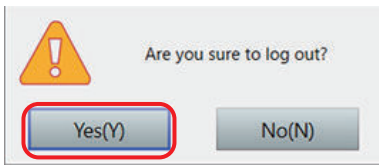
Logout procedure is performed in the same way regardless of whether the user logged in using a staff code or a Master Authorization Card (MA).

1 Logout

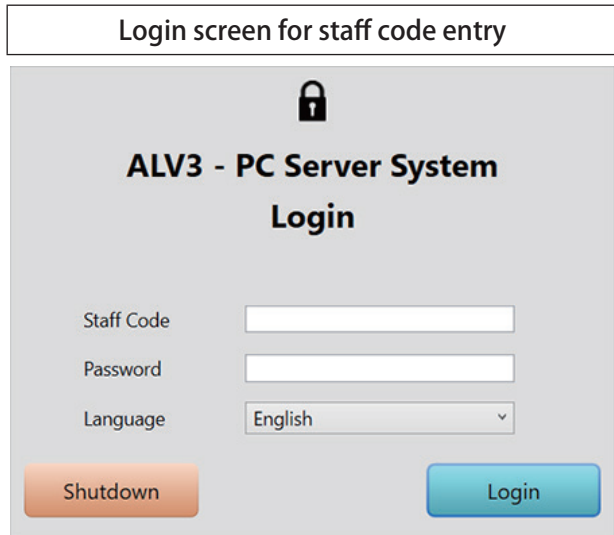
- 1 Click the [Logout] button at the lower-left corner of the [Main Menu] screen.



2 A confirmation dialog box appears. Click [Yes(Y)].



3 When you are logged out, the [Login] screen is displayed.



Login screen for using Master Authorization Card (MA)



2.3 Card Issuance (Card-issuing operation common to the Software)

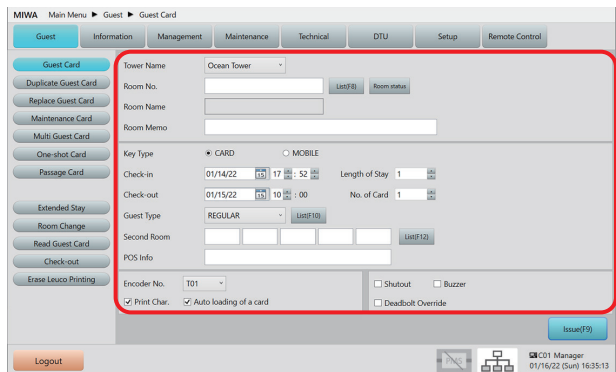
The main purpose of the Software is to issue various kinds of cards. We will take an example of guest card issuance here to explain the operation flow of card issuance. The main operation procedure is common to different kinds of cards issued. For types of card, see "1.2 Card type". For information about the types of card-issuing terminal, refer to a separate volume "Setup Manual" or consult your MIWA Lock sales representative.

1 Issue a card or a digital card for smart phones

1 Click [Guest] in the main menu, then click [Guest Card] in the sub menu.



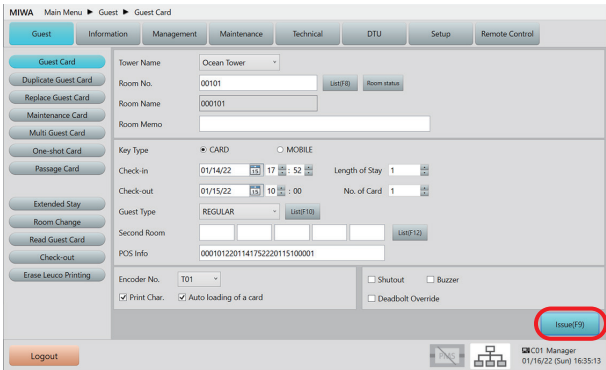
2 Specify the information to write into the card.



! Check

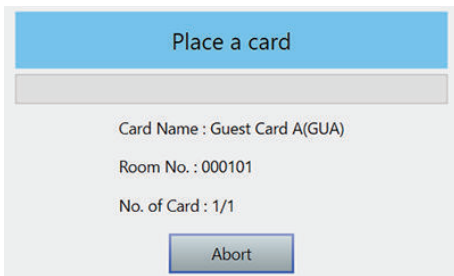
- The information that can be specified differ by the type of card issued as well as the authority of the user logged in and the system settings.

- Click the [Issue(F9)] button. (Pressing the [F9] key on the keyboard causes the same operation.)

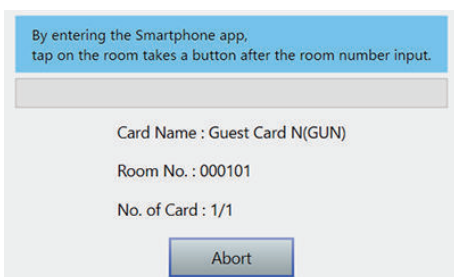


● When issuing a card

- The information of the card to be issued is shown, and the message "Place a card" is displayed.



In the case of a smart phone, the message "By entering the Smartphone app, tap on the room takes a button after the room number input." is displayed.



Caution

- If you try to issue a card with no connection to the online server, the following message will appear. Cards issued in this state cannot be used for online operation. Please make sure that the system is connected to the online server, and then issue the card again.

- Place (insert) a card on (into) the card issuing device.



* This picture is an example.

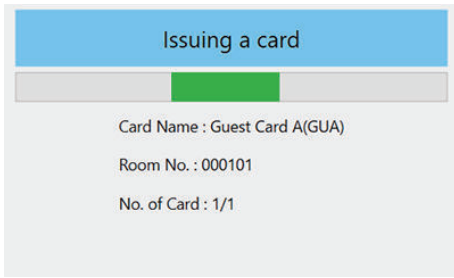
If the card is being issued for a smart phone, proceed to step 10.

Caution

- Using a card medium of the type not appropriate for the card to be issued causes an error.

If an error message like the figure below is displayed, take the card, click the [Retry] button, and follow the messages to try the operation again, or press the [Abort] button to start the issuance operation from the beginning with an appropriate card medium.

6 The message "Issuing a card" is displayed.



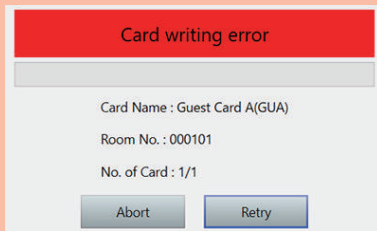
Caution

- If you are using a card issuing device of the type to place a card on it, do not move the card while issuing a card. Moving the card may cause an error.

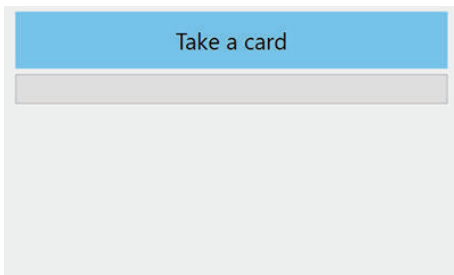


* This picture is an example.

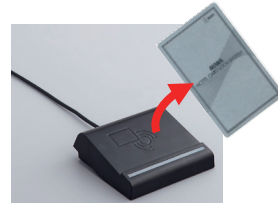
If an error message like the figure below is displayed, take the card, click the [Retry] button, and follow the messages to try the operation again, or press the [Abort] button to start the issuance operation from the beginning.



7 The message "Take a card" is displayed.



8 Take the card from the card issuing device.



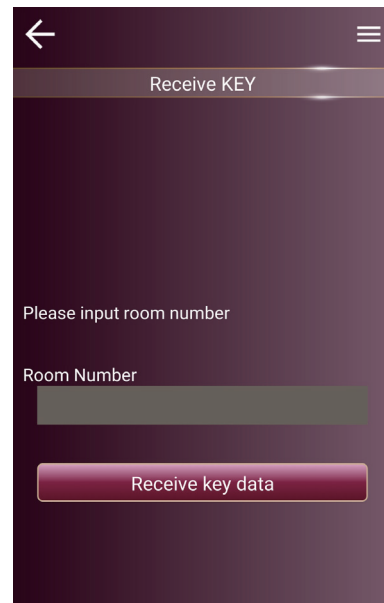
* This picture is an example.

9 The message disappears and the card issuance is completed.

● When using a smart phone

10 Start [KEYMO CARD LOCK (BLE)] on the smart phone.

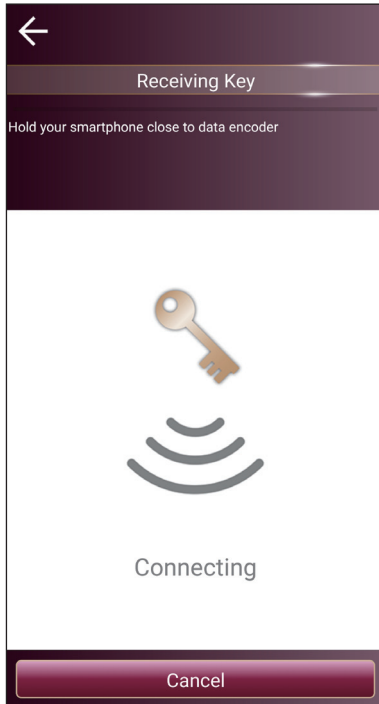
11 Enter the room number.



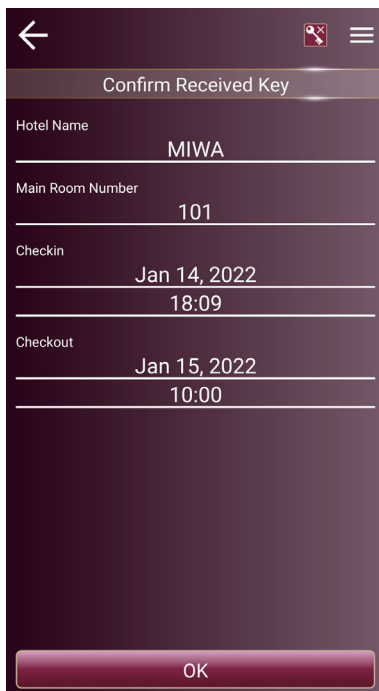
12 Tap the [Receive key data] button near the USB-BLE.



- 13 The message "Hold your smartphone close to data encoder" is displayed.



- 14 Check the information of the received key data.



The Image is for illustration purposes.

Caution

- If the key is issued for a smartphone, be sure to check that the key data has been received successfully.
- The KEYMO HOTEL CARD LOCK (BLE) can only be used when the door lock is ALVB.

2.4 File Output (File output operation common to the Software)

The Software also allows to output a list of data such as setting values into a file. This section explains the basic operation to output a file, taking an example of a list of [Issued Guest] under the [Information] menu. The main operation procedure is common to different output data.

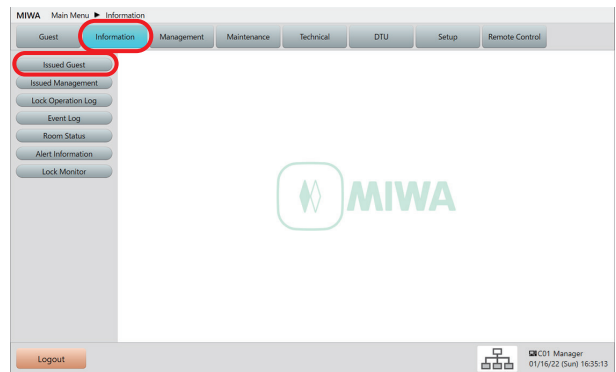
The file is output in CSV format.

Check

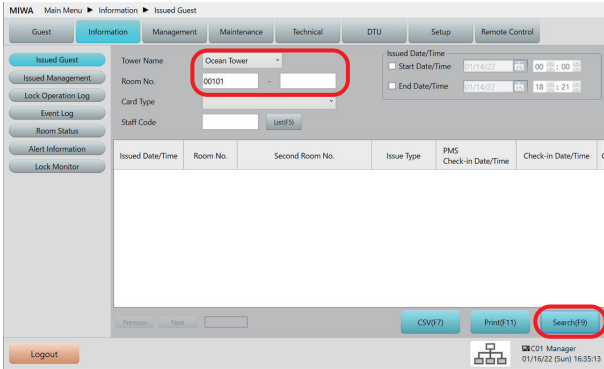
- Data that can be output are those displayed with the [CSV(F7)] button on the screen. When the [CSV(F7)] button is not displayed, the data can not be output.

1 Display the data to output, and click the [CSV(F7)] button.

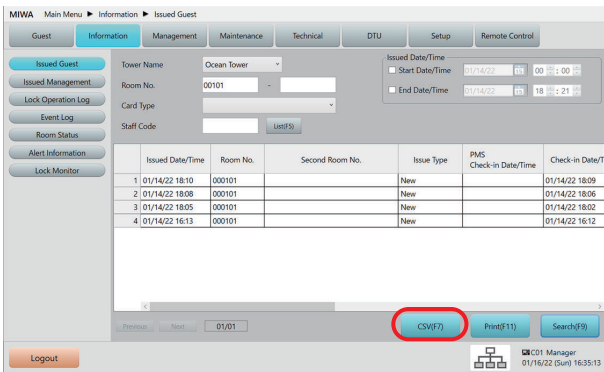
- 1 Click [Information] in the main menu, then click [Issued Guest] in the sub menu.



- Specify the room for which you want to display the guest card issuance history, and click the [Search(F9)] button to display the issuance history. (For details, see "4.1 Issued Guest".)



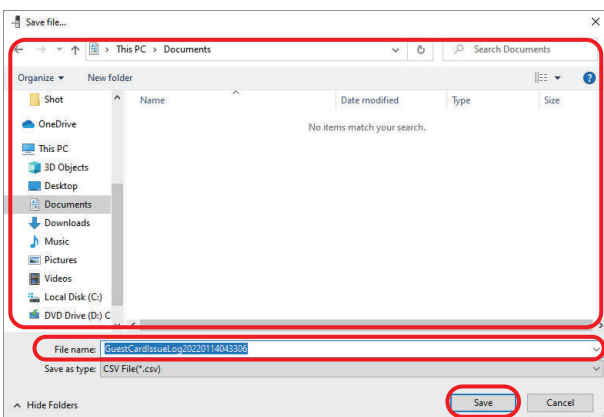
- With the list displayed, click the [CSV(F7)] button. (Pressing the [F7] key on the keyboard causes the same operation.)



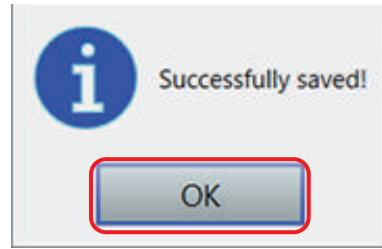
- The [Save file as...] dialog appears.

2 Save the file with a destination specified.

- Specify a destination and a file name, then click the [Save] button.



- A confirmation message is displayed. Click the [OK] button.



- The file has been saved successfully.

! Check

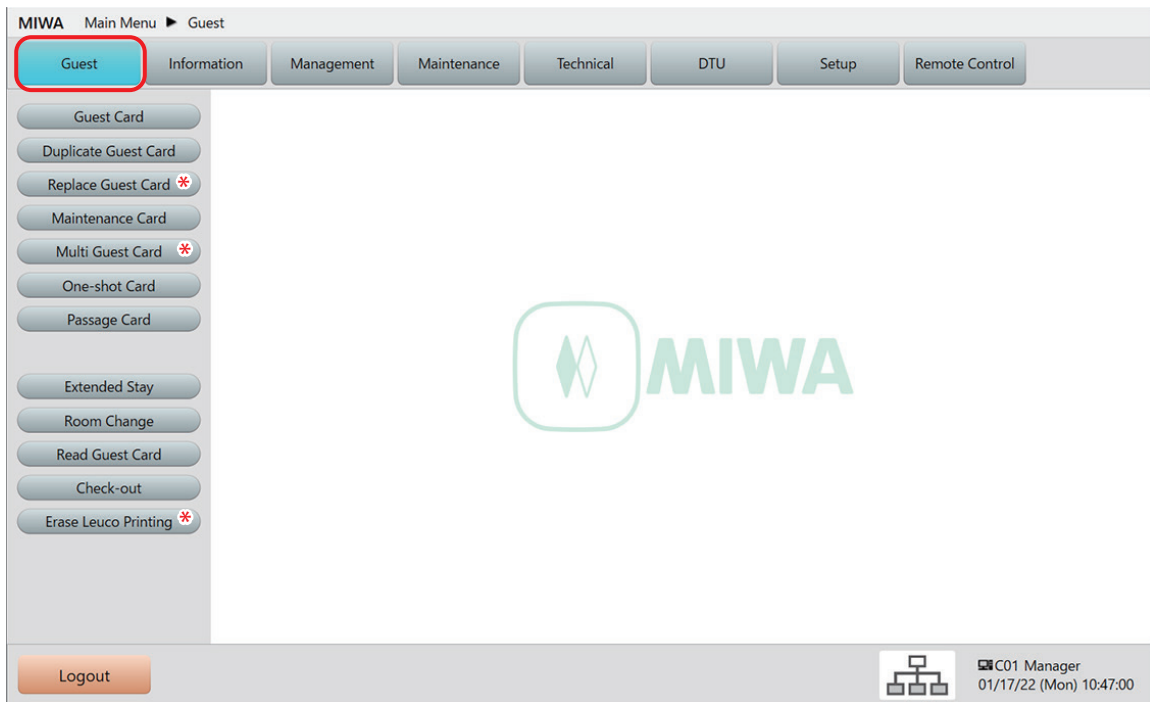
- Data saved in the file are in comma-separated CSV format. Please use Microsoft Excel or other application to view the list. (The character code used is UTF-8. To browse it using a tool like Notepad of Windows 10, set the character code to UTF-8.)

	A	B	C	D
1	*** Issued Guest ***		2022/01/14 18:24:14	
2	Tower Name : Ocean Tower			
3	Room No. : 00101-			
4	Card Type :			
5	Staff Code :			
6	Issued Date/Time : -			
7				
8	'Issued De'	'Room No.'	'Second R'	'Issue Typ'
9	'01/14/22'	'000101'	'	'New'
10	'01/14/22'	'000101'	'	'New'
11	'01/14/22'	'000101'	'	'New'

Example of a list opened in Microsoft Excel (image)

3 [Guest] menu

Clicking [Guest] in the main menu displays the corresponding sub menus.



! Check

● Sub menus with * may not be displayed, depending on the setting.

● Guest Card

Issues a guest card (card used by a guest).
Issuance for smart phones is also available.

● Duplicate Guest Card

Issues an additional guest card which is the same as the one already issued.
It is a card used for the needs to pass an additional card to a person who shares the room.
Issuance for smart phones is also available.

● Replace Guest Card (*)

Issues a new guest card for a room for which a guest card has already been issued.
It is used for cases where an issued card is lost.
Once the card is reissued, the older card issued previously becomes invalid.
Issuance for smart phones is also available.

● Maintenance Card

Issues a maintenance card (temporary card issued for maintenance providers).

- **Multi Guest Card (*)**

Issues a multi guest card (card with multiple room numbers specified for use. Individual cards are issued as well in the case of group card.)
The multi guest card is passed to the group leader (e.g. a teacher accompanying students).
Individual cards are passed to the individual persons who will use the room (e.g. students).
- **One-shot Card**

Issues a one-shot card (card which allows to enter the room only once).
This card is passed to a guest who, for example, forgot his/her belonging in the room.
- **Passage Card**

Issues a passage card (card which switches the lock to the continuously unlocked state). A 4K card (card for management) is used for this type of card.
- **Extended Stay (*)**

You can use this menu to change the check-out date and time to extend the stay.
- **Room Change (*)**

You can use this menu to set up room changes.
- **Read Guest Card**

Reads a card and displays the information recorded in it.
- **Check-out**

Switches a room for which a guest card was issued to the vacant status. You can also delete the card information as well.
- **Erase Leuco Printing (*)**

Erases the characters printed on the Leuco rewritable card. This process does not delete the data in the card.
(To delete the data as well, you need to perform the card check-out process separately. For details, see "3.11 Check-out (Change the room status to vacant)".

3.1 Guest Card (Issuance of a card or a digital card for smart phones to be used by guests)

Specify the "Room No.", "Check-in and Check-out", etc. to allow unlocking, and issue a guest card to pass to a guest.

You can enable a single guest card to unlock multiple rooms. Also, you can issue multiple guest cards at once. You can also issue cards for smart phones.

*Cards for smart phones are equivalent to guest cards (Mifare Classic 1K/Mifare Plus 2K cards).

1 Display the [Guest Card] screen.

- 1 Click [Guest] in the main menu, then click [Guest Card] in the sub menu to display the [Guest Card] screen.

The screenshot displays the MIWA Guest Card issuance interface. The top navigation bar includes 'Main Menu', 'Guest', and 'Guest Card'. The 'Guest' menu is expanded, showing 'Guest Card' as the selected option. The main content area is divided into several sections: 'Tower Name' (Ocean Tower), 'Room No.' (with a 'List(F8)' button and 'Room status' link), 'Room Name', 'Room Memo', 'Key Type' (radio buttons for 'CARD' and 'MOBILE', with 'CARD' selected), 'Check-in' (01/17/22 10:18) and 'Length of Stay' (1), 'Check-out' (01/18/22 10:00) and 'No. of Card' (1), 'Guest Type' (REGULAR, with a 'List(F10)' button), 'Second Room' (with a 'List(F12)' button), 'POS Info', 'Encoder No.' (T01), and checkboxes for 'Print Char.' (checked), 'Auto loading of a card' (checked), 'Shutout', 'Buzzer', and 'Deadbolt Override'. An 'Issue(F9)' button is located at the bottom right. The bottom status bar shows 'Logout', a tree icon, 'C01 Manager', and the date/time '01/17/22 (Mon) 10:47:00'.

Reference

- Information specified for a guest card is significantly relevant to the settings. Settings of guest cards can be configured in the [Setup] > [System Configuration] > [System Operation Setting] tab. For details, see the separate volume "Setup Manual".

2 Specify the guest card information.

1 Specify the information for the guest card in the [Guest Card] screen.

The screenshot shows the 'Guest Card' issuance interface with the following fields and options highlighted by red boxes and numbered callouts:

- (1) Tower Name * (Dropdown menu: Ocean Tower)
- (2) Room No. (Text input field)
- (3) Room Name * (Text input field)
- (4) Room Memo (Text input field)
- (5) Key Type (Radio buttons: CARD, MOBILE)
- (6) Check-in (Date and time picker: 01/17/22 10:18)
- (7) Length of Stay (Spinner: 1)
- (8) Check-out (Date and time picker: 01/18/22 10:00)
- (9) No. of Card (Spinner: 1)
- (10) Guest Type * (Dropdown menu: REGULAR)
- (11) Second Room * (Text input field)
- (12) POS Info * (Text input field)
- (13) Encoder No. (Dropdown menu: T01)
- (14) Print Char. * (15) Auto loading of a card * (16) Shutout (17) Buzzer (18) Deadbolt Override *

Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Tower Name *

Select the tower (building) in which the room to issue the guest card is located.
If the rooms are not managed on a tower basis, this item is not displayed.

(2) Room No.

Specify the room number to issue the guest card for.
Room numbers are 6-digit figures at maximum. If the rooms are managed on a tower basis, they are 5-digit figures at maximum.
A maximum of five second rooms can be assigned to a single guest card. (1K card: up to 5 rooms)
You can also specify multiple rooms and issue cards for them at one time.

Check

- When issuing cards for multiple room numbers at once, the [Room Name] and [Second Room] will not be displayed.
You can not specify [Second Room] in this case.

There are 3 methods to specify room numbers:

Room No. Assignment Method 1. Enter a number directly in the entry box.

Use the numeric keys to enter a room number.



! Check

- If you enter an invalid number, such as a room number not available in the setting, then the following error message is displayed.



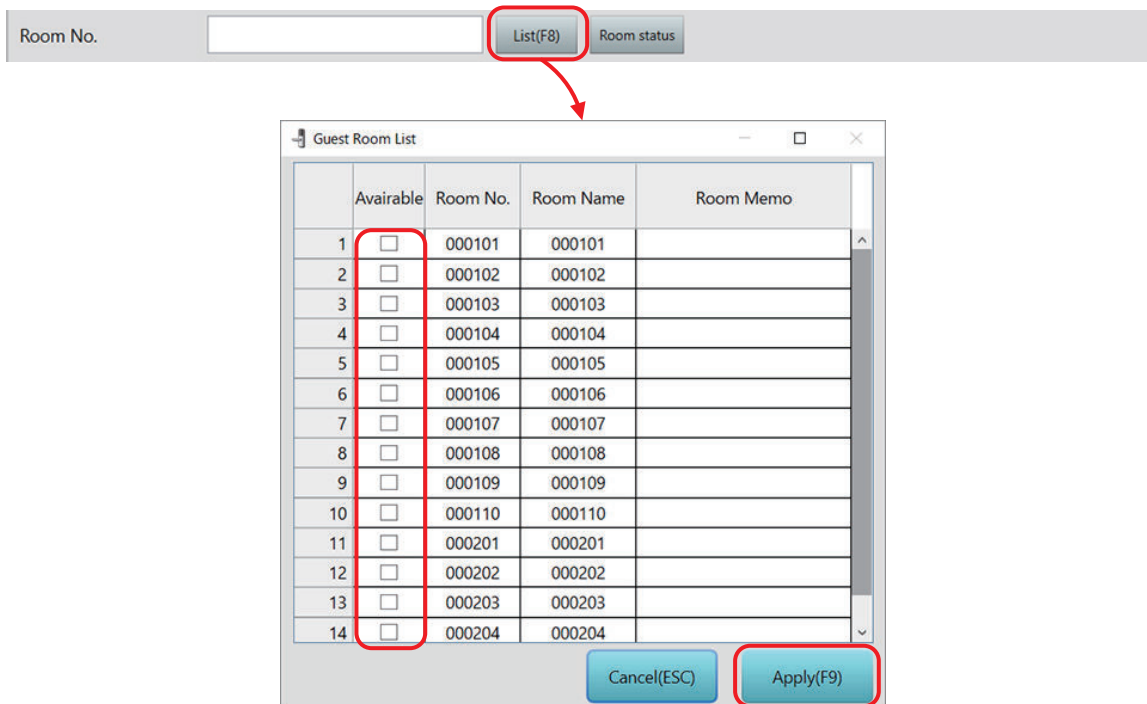
Click the [OK] button, and reenter a valid room number.

📄 Reference

- When you need to specify multiple room numbers, use the following methods to enter them. Specify the room numbers separated by commas.
e.g.) To specify "101", "102", and "103";
Enter the numbers sequentially with commas in between, like "101,102,103".
If you enter numbers of less than 6 digits (5 digits), "0" is automatically added to the higher-order digits to fill in the gaps.
Specify the range using a hyphen.
e.g.) To specify "101" and the numbers from "201" to "205";
Enter numbers with a hyphen between the beginning and ending room numbers to specify a range, like "101,201-205".
Even if the range includes a room number that does not exist, it is automatically excluded before registration.
A maximum of five second rooms can be assigned to a single guest card. (1K card: up to 5 rooms)
You can also specify multiple rooms and issue cards for them at one time.

Room No. Assignment Method 2. Click the [List(F8)] button to select room numbers from the [Guest Room List].

- 1 Click the [List(F8)] button.
- 2 In the [Guest Room List] displayed, select the checkbox of the rooms to specify. You can select multiple rooms.
- 3 Clicking the [Apply(F9)] button assigns the selected room numbers and closes the [Guest Room List].



Room No. Assignment Method 3. Click the [Room status] button to specify the rooms from the [Room status] screen.

- 1 Click the [Room status] button.
- 2 In the [Room status] screen displayed, select the number of a room in [No card] status, and double-click it. (If the rooms are managed on a tower basis, select the tower first.)
- 3 The [Room status] screen is closed, and the double-clicked room number is assigned.

Room No. List(F8) **Room status**

Room status

Tower Name: Ocean Tower

Start Date/Time: 01/17/22 15 10 : 38

End Date/Time: 01/18/22 15 10 : 00

No card
 Issued Card
 Pre-issued Card

000101 000102 000103 000104 000105 000106 000107 000108 000109 000110 000201 000202 000203 000204

	Room Type	Check-in Date/Time	Check-out Date/Time	Card Type	No. of Card	Issued Staff Code	Issued Date/Time
1	GUEST	01/17/22 10:35	01/18/22 10:00	GU	1	101001	01/17/22 10:35

Room No. Return(ESC) Search(F9)

Reference

- You can not specify multiple room numbers in the [Room status] screen.
- Room numbers with the room status [Issued Card] can not be specified even if they are double-clicked.
- You can select room numbers with the room status [Pre-issued Card]. When you issue a card for the room, however, you need to make sure that the Check-in Date/Time and Check-out Date/Time do not overlap those of the pre-issued card.

(3) Room Name *

If you specify a room number, the predefined [Room Name] is displayed.

Check

- If multiple rooms are specified, the [Room Name] is not displayed.
- It is also not displayed if the [Room Name] is configured not to be displayed.

(4) Room Memo

You can make a note of the room's characteristics or precautions here.

If you enter and issue a memo, the entered content is displayed when a card is issued for the same room number (at the time the room number is entered).

* The memo is displayed only if a single main room is used.

(5) Key Type

Select the type of guest card to be issued.

Select either "Card": Guest Card (Mifare Classic 1K/Mifare Plus 2K card) or "Mobile": Guest Card (Smart Phone).

The number of [Second Rooms] that you can specify differ by the card type. Up to 5 second rooms can be set to GU. Also, a guest card (smart phone) cannot be used to write POS information.

**Reference**

- For details about the type of card, see "1.2 Card type".

(6) Check-in

Specify the date and time when the guest card to be issued becomes valid.

Default values displayed are either current date and time, predefined date and time, or previously entered values.

**Check**

- Settings of default values displayed can be selected or specified in the [Setup] > [System Configuration] > [System Operation Setting] tab. To change the default values, consult your system administrator.

(7) Length of Stay

Enter the length of stay (number of nights).

**Reference**

- When the length of stay is entered, the subsequent item [Check-out] is automatically changed.

(8) Check-out

Specify the date and time when the issued guest card becomes invalid.

Default values displayed are either current date and time, predefined date and time, or previously entered values.

**Check**

- Settings of default values displayed can be selected or specified in the [Setup] > [System Configuration] > [System Operation Setting] tab. To change the default values, consult your system administrator.

(9) No. of Card

Select the number of guest cards to be issued. Up to 255 cards can be issued for a room.

(10) Guest Type *

Guest type is a setting of the type of stay combined with pre-registered special rooms (e.g. pool, fitness room, etc.).

You can select individual special rooms or all of them. Click the [List(F10)] button, and select special rooms from the [List of special room].

The screenshot shows the main interface with the 'Guest Type' dropdown set to 'REGULAR' (a) and the 'List(F10)' button highlighted (b). A dialog box titled 'List of special room' is open, showing a table of special rooms. The 'Select all' checkbox (c) is unchecked. The table has columns for 'Available', 'No.', and 'Name of Special Room'. The rows are numbered 1 to 5, with checkboxes in the 'Available' column (d) for each row. The 'Apply(F9)' button (e) is highlighted at the bottom right of the dialog box.

	Available	No.	Name of Special Room
1	<input type="checkbox"/>	11	Gym
2	<input type="checkbox"/>	12	Pool
3	<input type="checkbox"/>	13	Business Tower
4	<input type="checkbox"/>	14	Lounge
5	<input type="checkbox"/>	15	Spa

(a) Guest Type selection: Select the specified guest type.

(b) [List(F10)] button: The [List of special room] is displayed.

(c) Select all checkbox: Check this box to select all the special rooms.

(d) Individual checkbox: Check these boxes to select individual special rooms.

(e) [Apply(F9)] button: When the selection of special rooms is completed, click this button to close the [List of special room].

! Check

- The [Guest Type] items may not be displayed, depending on the setting. They are displayed if the "Use special room with guest card" option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.
- Guest type can be set from [Setup] > [Guest Type].
- Special room can be configured from [Setup] > [Room Type].

**Check**

- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

(11) Second Room *

Specify the room numbers which the card is enabled to unlock besides the main room.

The number of second rooms that you can specify differ by the card type. Up to 5 second rooms can be set to GU. If multiple rooms are specified as main rooms, this item is grayed out and can not be specified.

**Check**

- The second room number item may not be displayed, depending on the setting. It is displayed if the "Use second room with guest card" option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

(12) POS Info *

If the settings are configured to write POS data in guest cards, the POS data specified in this text box is displayed.

**Check**

- POS data can be configured from [Setup] > [POS Setting].
- To learn more about settings and [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator or MIWA Lock sales representative.

(13) Encoder No.

Select the number of the card issuing device used to issue the guest card.

If the card issuing device is MCR2 or SMCR, you can print characters on Leuco rewritable cards.

(14) Print Char. *

This item is displayed if you select a terminal set to MCR2 or SMCR. If you tick this checkbox, room number(s) and length of stay are printed on the card when the guest card is issued.

(15) Auto loading of a card *

This item is displayed if you select a terminal set to SMCR. If you tick this checkbox, the card is loaded automatically when the guest card is issued.

(16) Shutout

If you tick this checkbox, you can prohibit use of the following cards for the specified room number during the validity period of the guest card to be issued.

- Submaster Card (SMS)
- Maintenance Card (MT)
- Housekeeping Lockout Card (HLO)
- Master Lockout Card (MLO)
- Cancel Card (CL)
- Daylight Saving Card (DS)
- Standby Card (ST)
- Passage Card (PS)
- One-shot Card (OS)

**Reference**

- For details about the type of card, see "1.2 Card type".

(17) Buzzer

If you tick this checkbox, the lock issues the buzzer sound when the issued guest card is used.

(18) Deadbolt Override *

If you tick this checkbox, the issued guest card is enabled to unlock the room even if it is in a double-locked state with the deadbolt (bolt) protruded.

**Check**

- The [Deadbolt Override] item may not be specified, depending on the setting. It is displayed if the "Allow setting of deadbolt override on the guest card" option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.
- To display this option already checked by default, in addition to the above setting, check the [Add deadbolt override option on the guest card] option in the [Setup] > [System Configuration] > [System Operation Setting] tab.
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

3 Issue a guest card.

- 1 Once you have completed specifying details of the guest card to be issued, click the [Issue(F9)] button to issue the guest card.

The screenshot shows the 'MIWA Main Menu > Guest > Guest Card' interface. On the left is a sidebar with buttons: Guest Card, Duplicate Guest Card, Replace Guest Card, Maintenance Card, Multi Guest Card, One-shot Card, Passage Card, Extended Stay, Room Change, Read Guest Card, Check-out, and Erase Leuco Printing. The main area contains the following fields and controls:

- Tower Name: Ocean Tower (dropdown)
- Room No.: 00101 (text input) with List(F8) and Room status buttons
- Room Name: 000101 (text input)
- Room Memo: (empty text input)
- Key Type: CARD, MOBILE
- Check-in: 01/17/22 10:45 (calendar and time pickers)
- Length of Stay: 1 (spinner)
- Check-out: 01/18/22 10:00 (calendar and time pickers)
- No. of Card: 1 (spinner)
- Guest Type: REGULAR (dropdown) with List(F10) button
- Second Room: (empty text input) with List(F12) button
- POS Info: 0001012201171045220118100001 (text input)
- Encoder No.: T01 (dropdown)
- Print Char: (checkbox)
- Auto loading of a card: (checkbox)
- Shutout: (checkbox)
- Buzzer: (checkbox)
- Deadbolt Override: (checkbox)

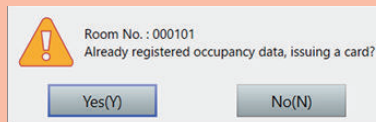
A red box highlights the 'Issue(F9)' button at the bottom right. The bottom of the interface includes a 'Logout' button, a tree icon, and the text 'C01 Manager 01/17/22 (Mon) 10:47:00'.

Reference

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

Check

- When you click the [Issue(F9)] button, if any card issuance information already exists for the specified room number, the following alerting message is displayed. To retry specifying, click [No(N)] to return to the previous page. If you want to issue a card anyway, click [Yes(Y)] to continue the issuing operation. (You can choose not to display this message by changing the setting.)



3.2 Duplicate Guest Card (Issuance of additional cards or digital cards for smart phones to be used by guests)

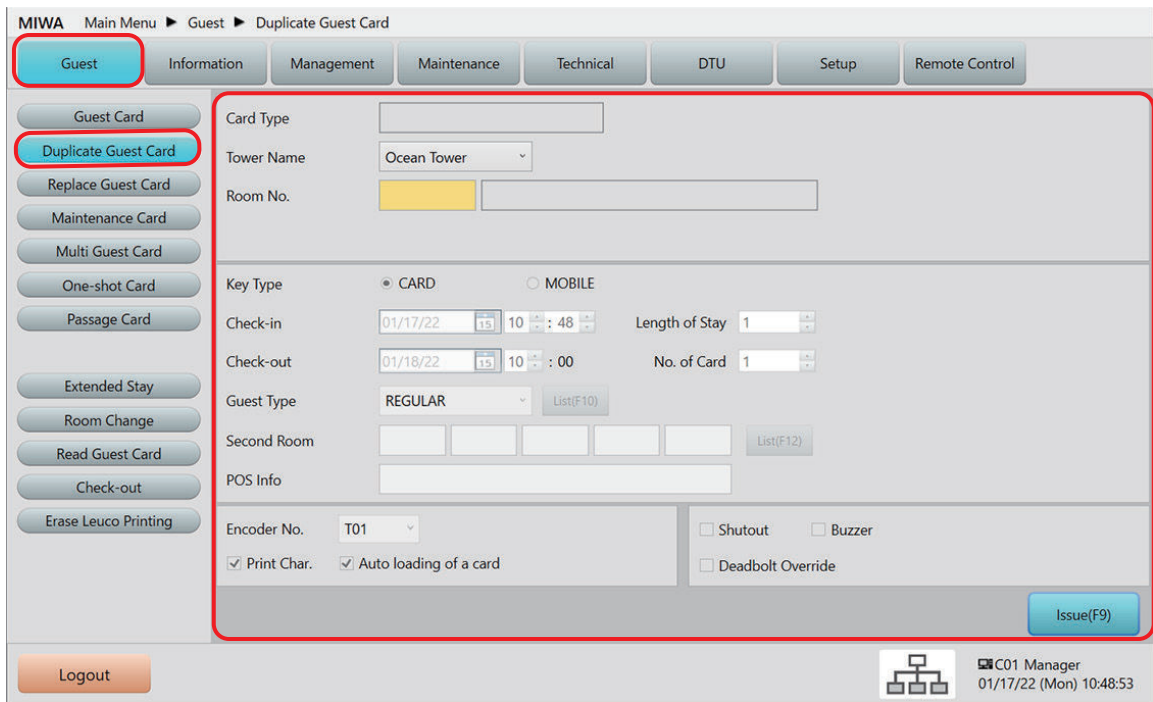
Duplicate Guest Card is a function to issue additional guest cards for those who share the room when they arrive later. The additionally issued guest cards can be used like the one issued on ahead.

You can also issue cards for smart phones.

*Cards for smart phones are equivalent to guest cards (Mifare Classic 1K/Mifare Plus 2K cards).

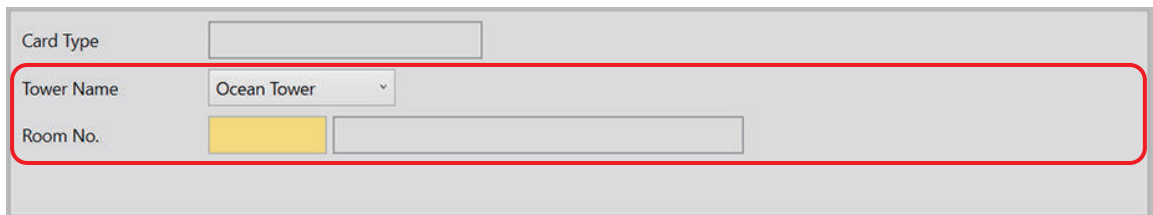
1 Display the [Duplicate Guest Card] screen.

- 1 Click [Guest] in the main menu, then click [Duplicate Guest Card] in the sub menu to display the [Duplicate Guest Card] screen.



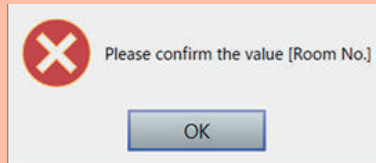
2 Specify the room number to issue the additional guest card.

- 1 Use the numeric keys to enter the room number to issue the additional guest card for. If the rooms are managed on a tower basis, specify the tower first.



! Check

- If you enter an invalid number, such as a room number for which no card has been issued yet, then the following error message is displayed.



Click the [OK] button, and reenter a valid room number.

☰ Reference

- For the procedure to check the issuance status of guest cards, see "4 [Information] menu".

2 If you specify a room number, the issued guest card information is displayed.

! Check

- If there are multiple cards issued for the specified room number, such as when multiple guest cards with non-overlapping stay periods have been issued for the room, or when multi cards have been issued for the room, then you are required to select which card you want to issue the additional card for. See "Case where multiple guest cards have been issued" in the next page.

☰ Reference

- For details about the card information, see "3.1 Guest Card (Issuance of a card or a digital card for smart phones to be used by guests)".
- For information of multi card, see "3.5 Issuance of multi card (card with multiple room numbers assigned)".

3 Issue additional guest cards.

- 1 Click the [Issue(F9)] button to issue additional guest cards.

Encoder No. T01

Print Char. Auto loading of a card

Shutout Buzzer

Deadbolt Override

Issue(F9)

Reference

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

Case where multiple guest cards have been issued

There are two kinds of cases where multiple issued guest cards exist for the same room number:

- (1) Guest cards whose stay period do not overlap with each other have been issued.

- (2) Multi cards has been issued.

In either case, to issue additional cards, you need to select card of which condition you want to duplicate among the multiple existing cards.

- (1) If multiple guest cards with non-overlapping stay periods have been issued:
If you specify a room number for which guest cards with non-overlapping stay periods have been issued, you will be presented with the text "Select Info", together with the number of info items and [<<] and [>>] select buttons.


The screenshot shows a software interface for issuing a guest card. The interface is divided into several sections. At the top, there are fields for Card Type (Guest Card (GU)), Tower Name (Ocean Tower), and Room No. (00101). A 'Select Info' button and '<<'/'>>' navigation buttons are highlighted with a red box. Below this, there is a section for Key Type (CARD) and MOBILE. The Check-in date and time are 01/17/22 10:37, and the Length of Stay is 1. The Check-out date and time are 01/18/22 10:00, and the No. of Card is 1. The Guest Type is REGULAR, and there is a 'List(F10)' button. The Second Room field is empty, and there is a 'List(F12)' button. The POS Info field contains the number 0001012201171037220118100001. At the bottom, there is an Encoder No. field (T01) and checkboxes for Print Char., Auto loading of a card, Shutout, Buzzer, and Deadbolt Override.

- 1 Initially, the card with the latest effective date is displayed.
- 2 To issue additional cards, use the [<<] and [>>] buttons to display the information of the guest card which you want to duplicate, then issue the cards.

(2) If multi cards has been issued:

If you specify a room number for which multi cards has been issued, you will be presented with the radio buttons to select either [Multi Card] or [Individual Card] at the upper right of the screen.

- 1 In the initial display, [Multicard] is selected. To issue an additional multi card, confirm the card information and issue a card as is.
- 2 To issue additional individual cards, click the [Individual Card] radio button, specify the room numbers to issue individual cards in the [Room Range] box, and issue cards.

 Reference

- For information of multi card, see "3.5 Issuance of multi card (card with multiple room numbers assigned)".
- If you want to specify only one room, enter the room number in the left field of the range.

3.3 Replace Guest Card (Reissuance of a card or a digital card for smart phones to be used by guests)

Replace Guest Card is a function to issue a new guest card in a case where the previously issued guest card is lost.

If a card is reissued during lock online operation, the old lost card automatically becomes invalid.

You can also issue cards for smart phones.

*Cards for smart phones are equivalent to guest cards (Mifare Classic 1K/Mifare Plus 2K cards).

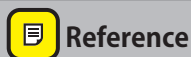
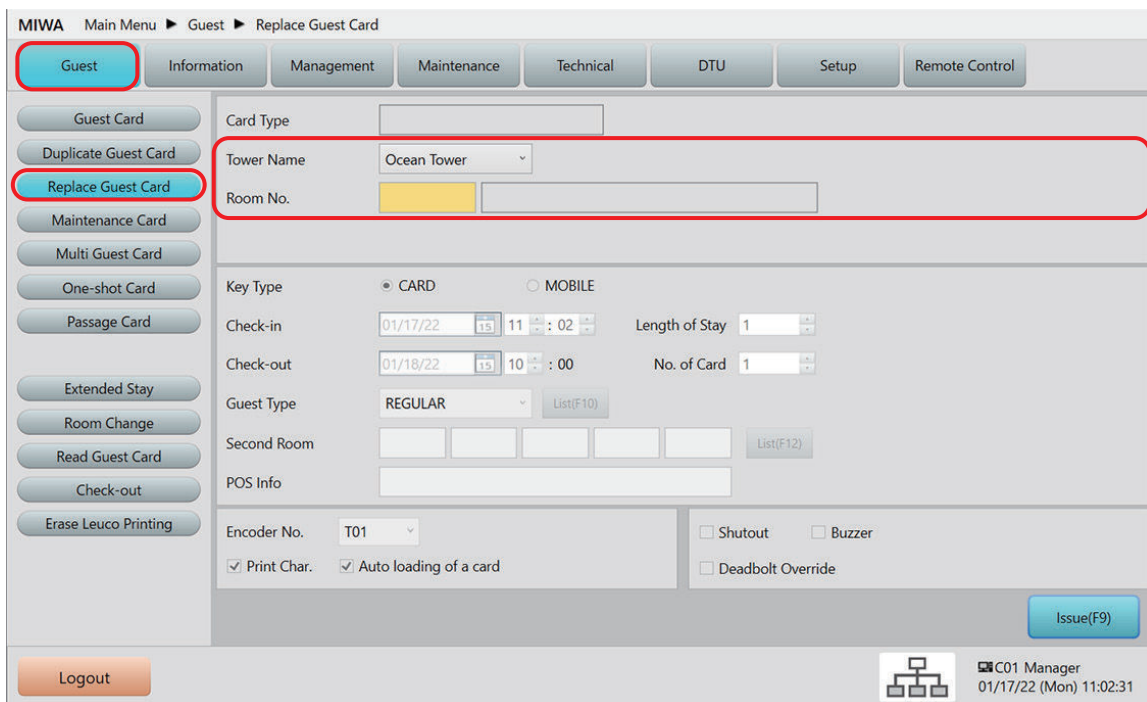


Check

- [Replace Guest Card] sub menu may not be displayed, depending on the setting. It is not displayed if the [Change second room No. when duplicate guest card] option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.

1 Display the [Replace Guest Card] screen.

- 1 Click [Guest] in the main menu, then click [Replace Guest Card] in the sub menu to display the [Replace Guest Card] screen.



Reference

- The subsequent procedure is the same as that of [Duplicate Guest Card]. See "3.2 Duplicate Guest Card (Issuance of additional cards or digital cards for smart phones to be used by guests)".

3.4 Issuance of Maintenance Card (card for maintenance providers)

Maintenance card is a (temporary) card to pass to maintenance providers or employees who work on repairs and maintenance of guest rooms. The card is valid only from the specified [Start Date/Time] to [End Date/Time].

1 Display the [Maintenance Card] screen.

- 1 Click [Guest] in the main menu, then click [Maintenance Card] in the sub menu to display the [Maintenance Card] screen.

MIWA Main Menu ▶ Guest ▶ Maintenance Card

Guest Information Management Maintenance Technical DTU Setup Remote Control

Guest Card Duplicate Guest Card Replace Guest Card **Maintenance Card** Multi Guest Card One-shot Card Passage Card

Extended Stay Room Change Read Guest Card Check-out Erase Leuco Printing

Logout

Tower Name: Ocean Tower

Room No. [List(F5)]

Special Room [List(F8)]

Start Date/Time: 01/17/22 11:02

End Date/Time: 01/17/22 12:02

No. of Card: 1

Encoder No.: T01

Print Char. Auto loading of a card

Issue(F9)

C01 Manager 01/17/22 (Mon) 11:03:01

2 Specify the maintenance card information.

1 Specify the information for the maintenance card in the [Maintenance Card] screen.

The screenshot shows a form for issuing a maintenance card. The fields are as follows:

- (1) Tower Name *: Ocean Tower (dropdown)
- (2) Room No.: 00101 (text input) with a [List(F5)] button
- (3) Special Room *: List(F8) (dropdown)
- (4) Start Date/Time: 01/17/22 (calendar) 11 : 02 (time)
- (4) End Date/Time: 01/17/22 (calendar) 12 : 02 (time)
- (5) No. of Card: 1 (spin box)
- (6) Encoder No.: T01 (dropdown)
- (6) Print Char. * Auto loading of a card *



Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Tower Name *

Select the tower (building) in which the room to issue the maintenance card is located. If the rooms are not managed on a tower basis, this item is not displayed.

(2) Room No.

Specify a number of the room that can be unlocked by the maintenance card.

Room numbers are 6-digit figures at maximum. If the rooms are managed on a tower basis, they are 5-digit figures at maximum.

Only 1 room number can be specified.

To specify a room number, directly enter it in the entry box, or click the [List(F5)] button and select one from the "Guest Room List".



Reference

- The procedure is the same as Room No. Assignment Method 1 and 2 for specifying guest cards, except that you can not specify multiple room numbers here.

(3) Special Room *

You can enable a maintenance card to unlock special rooms (such as pool, fitness rooms, etc.).
Click the [List(F8)] button to select from the "List of special room" displayed.

 **Check**

- The special room items may not be displayed, depending on the setting. They are displayed if the "Use special room with guest card" option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.

 **Reference**

- The displayed "List of special room" is the same as the list used for specifying (10) Guest Type at the time of guest card issuance. The way to assign the room is the same as well.

(4) Start Date/Time / End Date/Time

Specify the validity period of the maintenance card to be issued.
The default validity period is set to 60 minutes from the point of date/time the card is issued.

 **Check**

- The default validity period can be configured by selecting the [Setup] > [System Configuration] > [System Operation Setting] tab, and entering values in minutes for "Validated D/T of Maintenance Card(min.)". It can be configured in the range of 1 to 65535 minutes.
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

(5) No. of Card

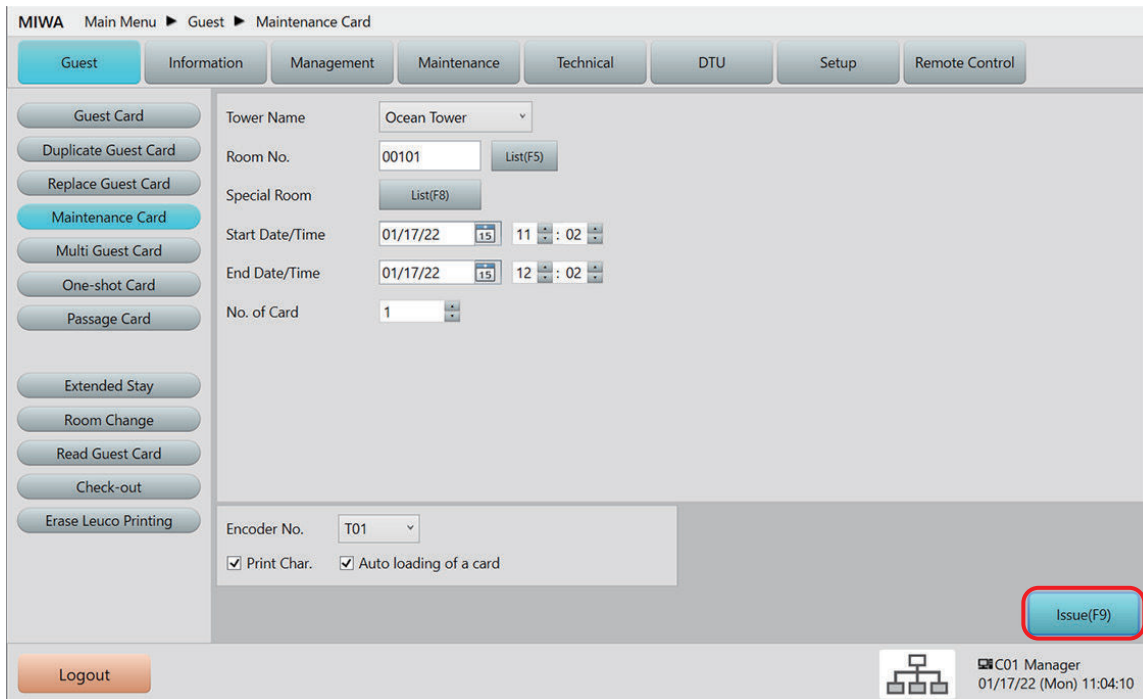
Specify the number of maintenance cards to be issued. Up to 255 cards can be specified.

(6) Encoder No.

Select the number of the card issuing device used to issue the maintenance card.
If the card issuing device is MCR2 or SMCR, you can print characters on Leuco rewritable cards.
Just as in specification of guest card issuance, [Print Char.] checkbox is displayed if the selected encoder has a printing function while the [Auto loading of a card] checkbox is displayed if it has a function to auto-load a card. Select the checkboxes as required.

3 Issue a maintenance card.

- 1 Once you have completed specifying details of the card, click the [Issue(F9)] button to issue the maintenance card.



Reference

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

3.5 Issuance of multi card (card with multiple room numbers assigned)

A multi card is a guest card with multiple room numbers specified. It is suitable for use by a leader of a group of guests.

Multiple room numbers can be specified by listing individual room numbers like "101,102", or specifying a range of rooms like "110-120", or by combination of them.

Also, there are 2 types of procedure to issue a multi card; one for independent guests and one for a group of guests. In the case of issuance for a group of guests, you can issue a multi card (for the group leader) that allows to unlock all the specified rooms, and additionally issue guest cards (for individual members of the group) that allow to unlock respective rooms.



Caution

- Mifare Plus 2K cards cannot be used with multi cards.

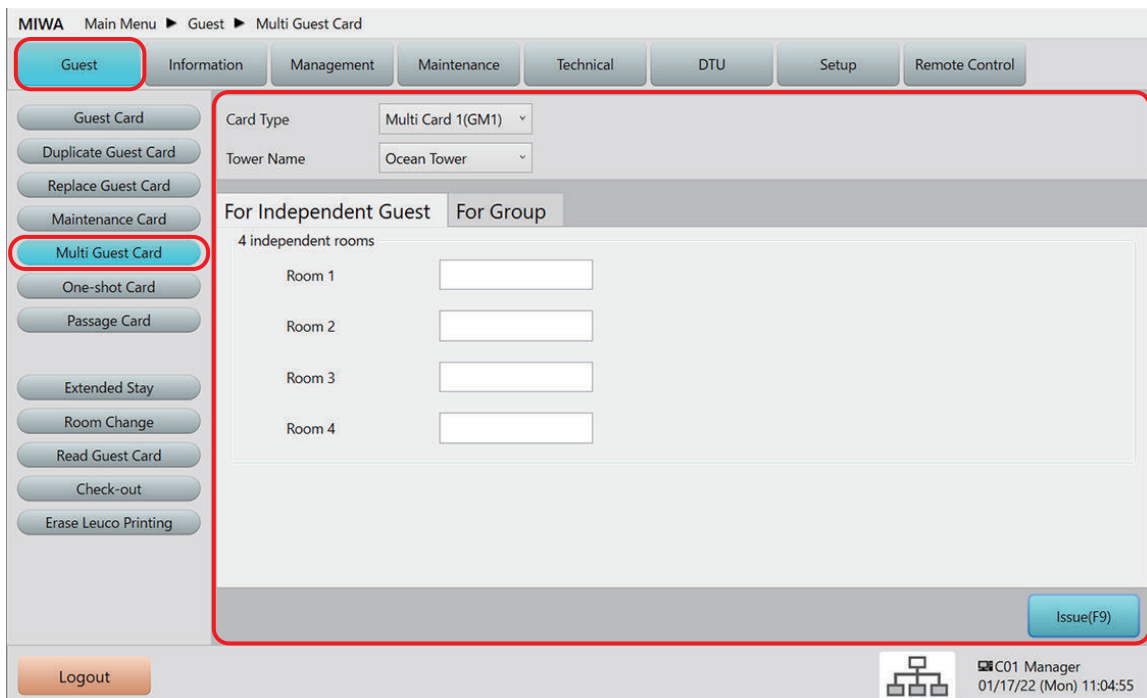


Check

- [Multi Guest Card] sub menu may not be displayed, depending on the setting. It is displayed only if the [Use multi card] option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.

1 Display the [Multi Guest Card] screen.

- 1 Click [Guest] in the main menu, then click [Multi Guest Card] in the sub menu to display the [Multi Guest Card] screen.



2 Specify the type of multi card and the room numbers.

- 1 In the [Multi Guest Card] screen, specify the [Card Type], select either [For Independent Guest] or [For Group], then specify the room numbers to allow unlocking.

The screenshot shows a software interface for issuing a multi-guest card. It features several input fields and buttons:

- (1)** A dropdown menu for "Card Type" with "Multi Card 1(GM1)" selected.
- (2)** A dropdown menu for "Tower Name *" with "Ocean Tower" selected.
- (3)** Two tabs: "For Independent Guest" (selected) and "For Group".
- (4)** A section titled "4 independent rooms" containing four rows, each with a room label (Room 1 to Room 4) and an empty text input field.
- (5)** A blue button labeled "Issue(F9)" in the bottom right corner.

! Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Card Type

Select the type of multi card to be issued. There are 4 types of multi card that you select from the pull-down menu.

- Multi Card 1(GM1)
Allows to specify "4 independent rooms".
- Multi Card 2(GM2)
Allows to specify "2 rooms and 1 room range".
- Multi Card 3(GM3)
Allows to specify "2 room ranges".
- Multi Card 4(GM4)
Allows to specify "1 conference room and 3 independent rooms".

📄 Reference

- Selecting the card type automatically changes the display of (4) room number assignment.

(2) Tower Name *

Select the tower (building) in which the room to issue the multi card is located. If the rooms are not managed on a tower basis, this item is not displayed.

(3) For Independent Guest/For Group

Selecting this tab changes the subsequent procedure to issue multi cards.

For Independent Guest: Issues only a multi card for the specified room numbers.

For Group: Issues individual guest cards after issuing a multi card for the specified room number. For example, if you select [Multi Card 1(GM1)] and specify 4 rooms, issue a multi card that is enabled to unlock all the 4 rooms, then issue individual guest cards for each of the 4 rooms.

 **Check**

- **(4) room number assignment fields are common to both tabs.**
- **If you select the [For Group] tab, the message "Note: Multi & Individual cards must use for all the available rooms" is displayed. After issuance of the cards, you need to have all of them touch the door lock of the specified room.**

(4) Room No. assignment

Allows to assign the room numbers to issue the multi card for.

Use the numeric keys to specify the room number for each of the displayed field.

(5) [Issue(F9)] button

You can proceed to the next step of multi card issuance by pressing it.

 **Check**

- **Unlike issuance of other types of cards, card issuance operation is not performed at this stage yet in the case of multi card issuance. Actual issuance of card is performed in the next step.**

3 Issue a multi card.

- 1 Check the selected card type and the assigned room numbers, specify other information (such as check-in and check-out date and time), then issue a multi card.

The screenshot shows a multi-step form for issuing a multi card. It is divided into three main sections:

- (1) Multi card information:** Includes fields for Issue Type (Issue Individual Multicard), Card Type (Multi Card 1(GM1)), Tower Name (Ocean Tower), and Room Range (00101,00102,00103,00104).
- (2) Specification of Other information:** Includes Check-in (01/17/22 11:09), Length of Stay (1), Check-out (01/18/22 10:00), No. of Card (1), Guest Type (REGULAR), and POS Info (0001012201171109220118100001).
- (3) Encoder and options:** Includes Encoder No. (T01), checkboxes for Print Char. (checked), Auto loading of a card (checked), Shutout, Buzzer, and Deadbolt Override (unchecked).

At the bottom right, there are two buttons: **(4) Return(Esc)** and **(5) Issue(F9)**.

Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Multi card information

This section displays information such as the Issue Type, Card Type, and Room Range specified in the previous step.

(2) Specification of Other information

You can specify the check-in date and time, length of stay, check-out date and time, etc. to apply to the issued multi card here.

Reference

- The procedure to specify other information (such as check-in and check-out date/time) is the same as "3.1 Guest Card (Issuance of a card or a digital card for smart phones to be used by guests)".

Check

- Second rooms can not be set for a multi card.

(3) Specification of encoder/supplementary functions for issued card

You can select the card issuing terminal and specify the supplementary functions (such as shutout and buzzer) applied to the issued multi card.

**Reference**

- The procedure to specify the encoder and the supplementary functions applied to the issued cards is the same as "3.1 Guest Card (Issuance of a card or a digital card for smart phones to be used by guests)".

(4) [Return(Esc)] button

Click this button or press the [Esc] key to return to the previous screen.

(5) [Issue(F9)] button

Click this button or press the [F9] key to issue a card.

**Check**

- If you selected [For Independent Guest], you will return to the previous [Multi Guest Card] screen with the details unselected and unentered when issuance of this multi card is completed.
- If you selected [For Group], you will proceed to the screen to issue the next individual card when issuance of this multi card is completed.

**Reference**

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

4 Issue individual guest cards. (Only if [For Group] is selected)

- 1 After a multi card is issued, issue individual guest cards for respective rooms. Specification of other information (such as check-in and check-out date/time) is the same as the multi card just issued.

The screenshot shows a multi-step form for issuing individual guest cards. It is divided into several sections:

- (1) Multi card information:** This section contains four input fields: 'Issue Type' (set to 'Issue Group Multicard'), 'Card Type' (set to 'Multi Card 1(GM1)'), 'Tower Name *' (set to 'Ocean Tower'), and 'Room Range' (set to '00101,00102,00103,00104').
- (2) Specification of individual cards:** This section contains two input fields: 'Issued Room No.' (with a range separator '-') and 'No. of Card' (set to '1').
- (3) Encoder and options:** This section contains an 'Encoder No.' dropdown menu (set to 'T01') and three checkboxes: 'Shutout', 'Buzzer', and 'Deadbolt Override'.
- (4) Return button:** A button labeled 'Return(Esc)'.
- (5) Issue button:** A button labeled 'Issue(F9)'.

! Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Multi card information

This section displays information such as the Issue Type, Card Type, and Room Range specified in the previous step.

(2) Specification of individual cards

Specify the room numbers to issue the individual cards for, and the number of cards to issue.

📄 Reference

- Other information not displayed here (such as check-in and check-out date/time) is the same as the multi card issued earlier.

(3) Specification of encoder/supplementary functions for issued card

You can select the card issuing terminal and specify the supplementary functions (such as shutout and buzzer) applied to the issued multi card.

**Reference**

- The procedure to specify the encoder and the supplementary functions applied to the issued cards is the same as "3.1 Guest Card (Issuance of a card or a digital card for smart phones to be used by guests)".

(4) [Return(Esc)] button

Click this button or press the [Esc] key to return to the previous screen.

(5) [Issue(F9)] button

Click this button or press the [F9] key to issue a card.

**Reference**

- If you specified a range of room numbers, individual guest cards are issued for each of the room number within the specified range.

The room number is displayed during the issuance process so that you can check which room's individual guest card is currently being issued.

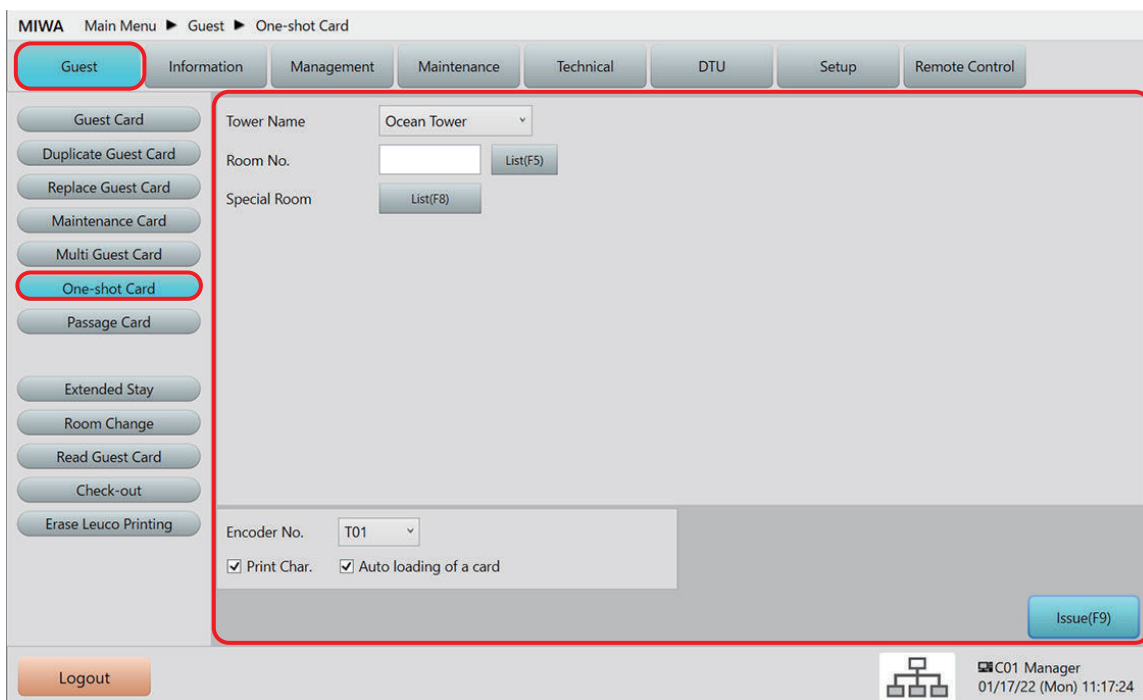
- When you issue individual guest cards, the card issuance screen continues to be displayed until the system completes issuing cards for all the room numbers within the specified range.
- Once issuance of all the individual cards is completed, you will return to the screen to specify individual guest cards.
- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

3.6 Issuance of one-shot card (card for guests who forgot their belonging)

One-shot card is a card enabled to unlock a specified room only once. This card is issued for guests who need to enter the room to pick up their belonging after checkout, or for staff who need to enter the room only once to provide a room service.

1 Display the [One-shot Card] screen.

- 1 Click [Guest] in the main menu, then click [One-shot Card] in the sub menu to display the [One-shot Card] screen.



2 Specify the one-shot card information.

- 1 Specify the information for the one-shot card in the [One-shot Card] screen.

The screenshot shows the [One-shot Card] screen with the following fields and options:

- (1) Tower Name *: Ocean Tower (dropdown menu)
- (2) Room No.: [] (text input) and List(F5) (button)
- (3) Special Room *: List(F8) (button)
- (4) Encoder No.: T01 (dropdown menu)
- Print Char. *
- Auto loading of a card *



Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Tower Name *

Select the tower in which the room to issue the one-shot card is located.
If the rooms are not managed on a tower basis, this item is not displayed.

(2) Room No.

Specify a number of the room that can be unlocked by the one-shot card.

Room numbers are 6-digit figures at maximum. If the rooms are managed on a tower basis, they are 5-digit figures at maximum.

Only 1 room number can be specified.

To specify a room number, directly enter it in the entry box, or click the [List(F5)] button and select one from the "Guest Room List".



Reference


- The procedure is the same as Room No. Assignment Method 1 and 2 for guest cards, except that you cannot specify multiple rooms and issue cards for them all at once. For details on how to assign room numbers, see "3.1 Guest Card (Issuance of a card or a digital card for smart phones to be used by guests)".

(3) Special Room *

You can enable a one-shot card to unlock special rooms (such as pool, fitness rooms, etc.).
Click the [List(F8)] button to select from the "List of special room" displayed.

 **Check**

- The special room items may not be displayed, depending on the setting. They are displayed if the "Use special room with guest card" option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.

 **Reference**

- The displayed "List of special room" is the same as the list used for specifying (10) Guest Type at the time of guest card issuance. The way to assign the room is the same as well. For more information about the list, see "(10) Guest Type" in "3.1 Guest Card (Issuance of a card or a digital card for smart phones to be used by guests)".

(4) Encoder No.

Select the number of the card issuing device used to issue the one-shot card.
If the card issuing device is MCR2 or SMCR, you can print characters on Leuco rewritable cards.
Just as in specification of guest card issuance, [Print Char.] checkbox is displayed if the selected encoder has a printing function while the [Auto loading of a card] checkbox is displayed if it has a function to auto-load a card. Select the checkboxes as required.

3 Issue a one-shot card.

- 1 Once you have completed specifying details of the card, click the [Issue(F9)] button to issue the one-shot card.

The screenshot shows the MIWA software interface for issuing a one-shot card. The breadcrumb trail is "MIWA Main Menu > Guest > One-shot Card". The "Guest" menu item is selected. The interface includes a sidebar with buttons for "Guest Card", "Duplicate Guest Card", "Replace Guest Card", "Maintenance Card", "Multi Guest Card", "One-shot Card" (highlighted in blue), "Passage Card", "Extended Stay", "Room Change", "Read Guest Card", "Check-out", and "Erase Leuco Printing". The main area contains the following fields and controls:

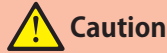
- Tower Name: Ocean Tower (dropdown)
- Room No.: 00101 (text input) with a "List(F5)" button
- Special Room: (text input) with a "List(F8)" button
- Encoder No.: T01 (dropdown)
- Print Char.: (checkbox)
- Auto loading of a card: (checkbox)
- Issue(F9) button (highlighted with a red circle)
- Logout button (orange)
- System status: C01 Manager, 01/17/22 (Mon) 11:18:26

Reference

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

3.7 Issuance of Passage Card (Card to set rooms to continuously unlocked state)

A passage card is a card that can force "specified one room" to be kept continuously unlocked for "specified period". Once unlocked, unlocked condition will be kept for the specified period, and during that time, anyone can enter the room without a card. This function is suitable for banquet halls, etc. rented by the hour. You can lock the room by using a passage card in this unlocked state. Also, when the specified period has elapsed and ended, the room is automatically locked.

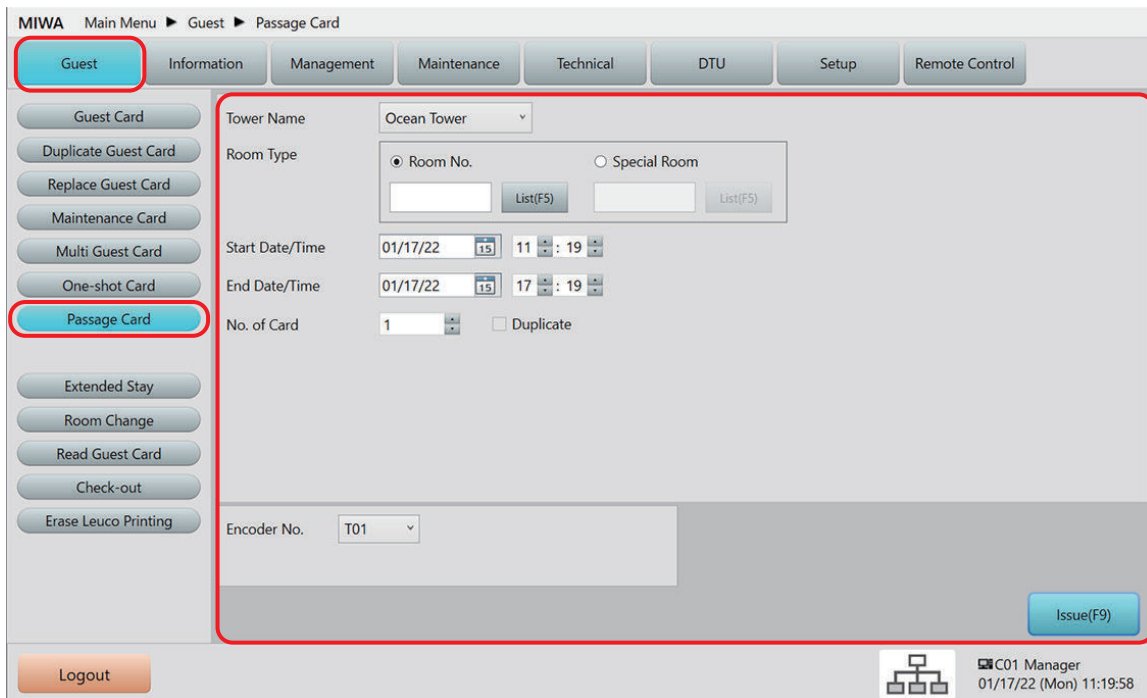


Caution

- This function cannot be used for the door lock model "ALV3JR/ALV3JT".
For information on the door lock model that you are using, please consult sales representative of MIWA Lock.
- This card uses a Mifare Classic 4K/Mifare Plus 4K card.

1 Display the [Passage Card] screen.

- 1 Click [Guest] in the main menu, then click [Passage Card] in the sub menu to display the [Passage Card] screen.



2 Specify the passage card information.

- 1 Specify the information for the passage card in the [Passage Card] screen.

The screenshot shows the [Passage Card] configuration screen. Five red boxes highlight the following fields:

- (1) Tower Name *: Ocean Tower (dropdown menu)
- (2) Room Type: Room No. (radio button selected), Special Room * (radio button), and two List(F5) buttons.
- (3) Start Date/Time: 01/17/22 11:19 (calendar and time pickers)
- (3) End Date/Time: 01/17/22 17:19 (calendar and time pickers)
- (4) No. of Card: 1 (numeric input), Duplicate (checkbox)
- (5) Encoder No.: T01 (dropdown menu)

! Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Tower Name *

Select the tower (building) in which the room to issue the passage card is located.
If the rooms are not managed on a tower basis, this item is not displayed.

(2) Room Type

Select either [Room No.] radio button or [Special Room] radio button to specify the room that can be unlocked with the passage card. Selecting one of them grays out the other item and disables to specify it. Both [Room No.] and [Special Room] can be specified either by directly entering the number with the numeric keys, or by clicking the [List(F5)] button and selecting from the [Guest Room List] screen or the [List of special room] screen.

You can specify only one guest room or special room.

! Check

- The special room item may not be displayed, depending on the setting. It is displayed if the "Use special room with guest card" option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

(3) Start Date/Time / End Date/Time

Specify a period during which the room can be unlocked by the passage card.

The default validity period is set to 360 minutes from the point of date/time the card is issued.

 **Check**

- **The default validity period can be configured by selecting [Setup] > [System Configuration] > [System Operation Setting] tab, and entering values in minutes for "Validated D/T of Passage Card(min.)". It can be configured in the range of 1 to 65535 minutes.**
- **To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.**

(4) No. of Card

Specify the number of passage cards to be issued. Up to 255 cards can be specified. Also, if you want to issue an additional card with the same conditions as the issued passage card, tick the [Duplicate] checkbox and issue the card.

 **Reference**

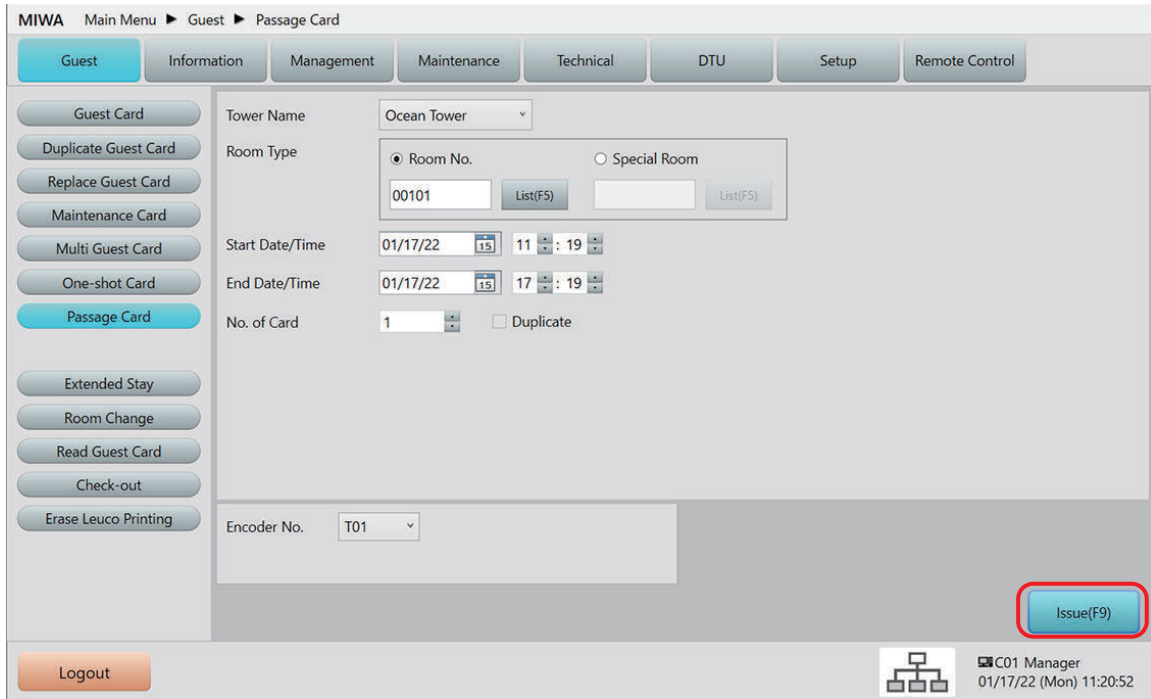
- **Passage cards issued from the [Guest] menu cannot be configured with a staff, but have the Duplicate function. Passage card can be issued from the [Management] menu as well, however, a passage card issued from the [Management] menu have staff specification and can not be duplicated. About issuing Passage Card from the [Management] menu, see "5.10 Issuance of Passage Card (Card to set rooms to continuously unlocked state)".**

(5) Encoder No.

Select the number of the card issuing device to be used for issuing the passage card.

3 Issue a passage card.

- 1 Once you have completed specifying details of the card, click the [Issue(F9)] button to issue the passage card.



Reference

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

3.8 Extended Stay (only for lock online operation)

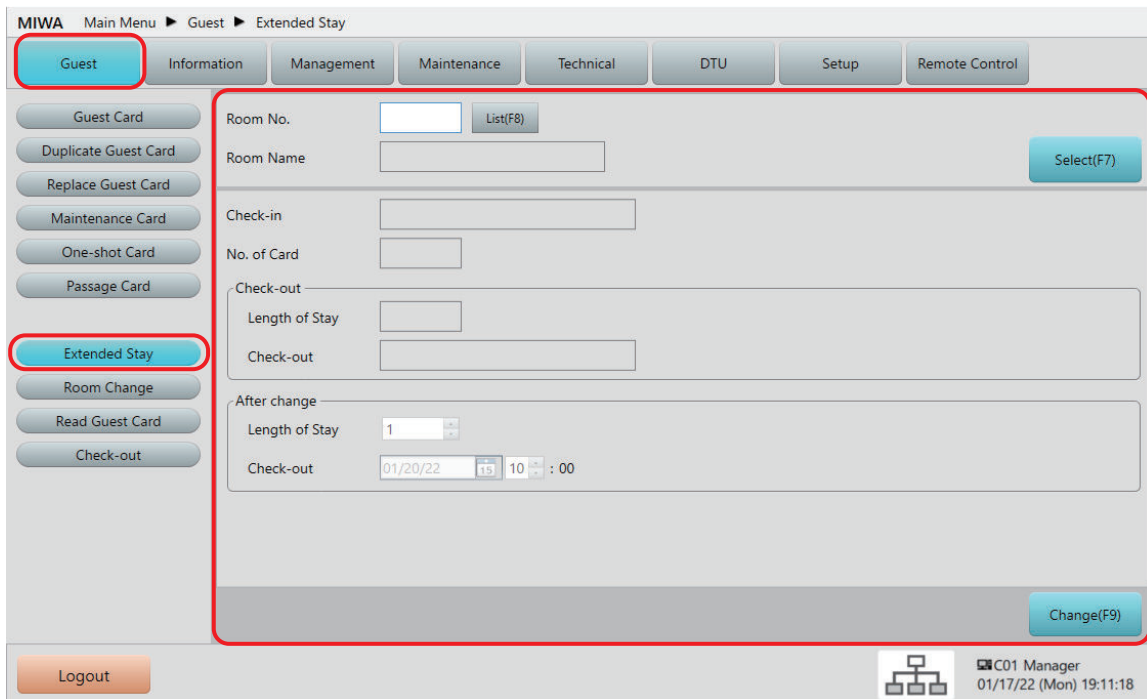
You can use this menu to change the check-out date and time to extend the stay.

 **Caution**

- If the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.

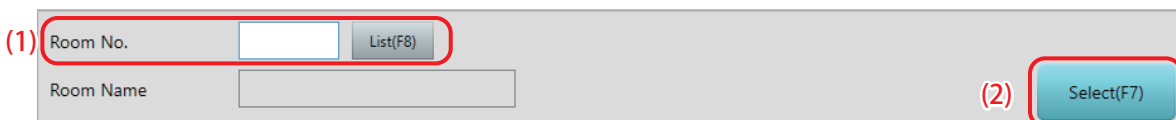
1 Display the [Extended Stay] screen.

- 1 Click [Guest] in the main menu, then click [Extended Stay] in the sub menu to display the [Extended Stay] screen.



2 Specify the room to extend the stay and change the length of stay.

- 1 Select the room number and the date and time of the stay before the change.



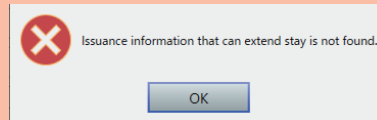
- (1) **Room No.**
Use the numeric keys to enter a room number. You can also select a room number in the [Guest Room List] that appears by clicking the [List(F8)] button.

(2) [Select(F7)] button

Enter the room number and click the [Select(F7)] button to open the [Selection of extended stay target] window.

! Check

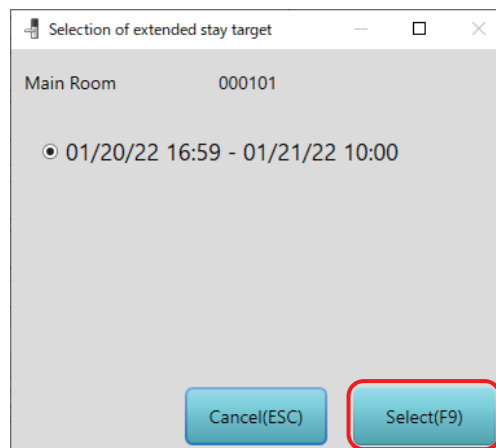
- If there is no issuance information available, the following error message will be displayed.



Click the [OK] button and confirm the issuance information.

If there are multiple reservations, select the date and time to extend the stay, and click the [Select(F9)] button.

To re-select the room number, click the [Cancel(ESC)] button.



On the [Extended Stay] screen, you will see the current check-in and check-out date and time, the number of cards issued, and the length of stay (number of nights to stay).

2 Enter the new length of stay or check-out date and time, then click the [Change(F9)] button.

Check-in	01/20/22 16:59
No. of Card	1
Check-out	
Length of Stay	1
Check-out	01/21/22 10:00
After change	
Length of Stay	1
Check-out	01/21/22 10 : 00
(4) Change(F9)	

(3) Length of Stay / Check-out

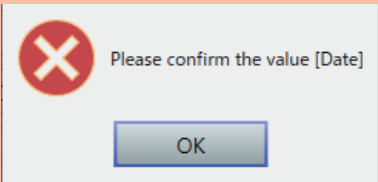
Enter the new length of stay (number of nights) or check-out date and time. If you change one of them, the other will also be changed.

(4) [Change(F9)] button

Confirm the updated information, and click the [Change(F9)] button.

! Check

● **If the length of stay has not been changed, or if you enter a past date and time for the check-out date and time, the following error message will be displayed.**

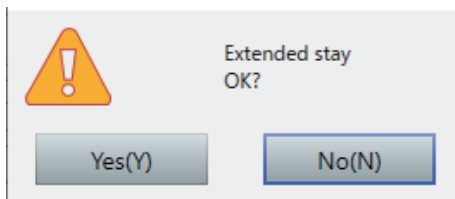


Click the [OK] button and enter the correct length of stay or check-out date and time.

3 A confirmation message will be displayed.

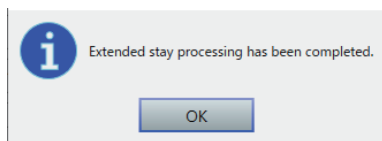
Click the [Yes(Y)] button to finalize the stay extension.

Click the [No(N)] button to return to the previous screen without finalizing the stay extension.



4 You will see a message indicating that the stay extension process is complete.

Click the [OK] button to finish the stay extension process.



3.9 Room Change (only for lock online operation)

You can use this menu to set up room changes.



Caution

- If the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.

1 Display the [Room Change] screen.

- 1 Click [Guest] in the main menu, then click [Room Change] in the sub menu to display the [Room Change] screen.

2 Specify the room to be changed and change the room number.

- 1 Select the room number before the change and the date and time of the stay.

(1) Room No.


Use the numeric keys to enter a room number. You can also select a room number in the [Guest Room List] that appears by clicking the [List(F8)] button.

(2) [Select(F7)] button

Enter the room number and click the [Select(F7)] button to open the [Selection of room change target] window.

! Check

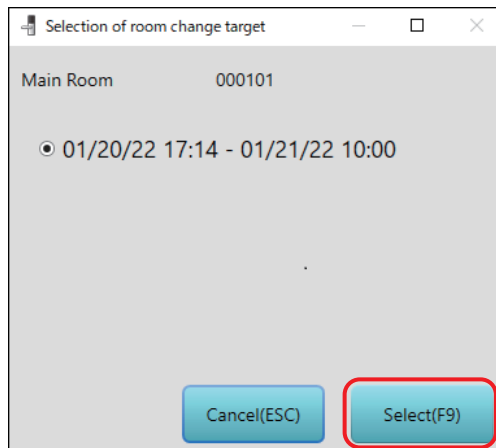
● **If there is no issuance information available, the following error message will be displayed.**

 Issuance information that can change the room is not found.

Click the [OK] button and confirm the issuance information.

If there are multiple reservations, select the date and time to change the room, and click the [Select(F9)] button.

To re-select the room number, click the [Cancel(ESC)] button.



On the [Room Change] screen, you will see the current check-in and check-out date and time and the room information.

2 Enter the new main room number and second room number, then click the [Change(F9)] button.

Check-in

Check-out

Before change

Main Room

Second Room

After change

(3) Main Room

Second Room

(4)

(3) Main Room / Second Room

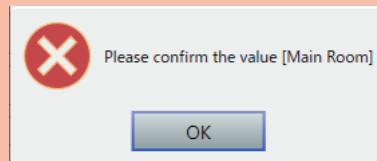
Enter the new main room number. You can also set second rooms.

(4) [Change(F9)] button

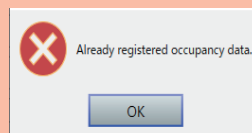
Confirm the updated information, and click the [Change(F9)] button.

! Check

- If the information entered for the new main room is not correct, the following error message will be displayed. Click the [OK] button and enter the correct main room information.

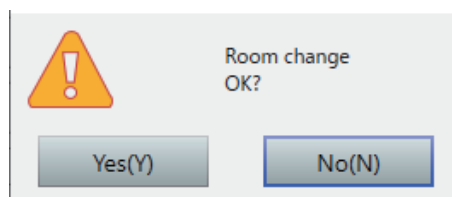


- If the room number you entered for the new main room has already been checked in, the following error message will be displayed. Click the [OK] button, confirm the room number, and try again. If you want to change the room to a room number that is already checked in, you need to perform the check-out operation of that room.

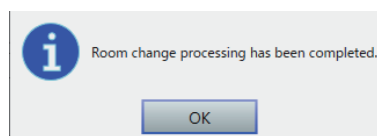
**3** A confirmation message will be displayed.

Click the [Yes(Y)] button to finalize the room change.

Click the [No(N)] button to return to the previous screen without finalizing the room change.

**4** You will see a message indicating that the room change process is complete.

Click the [OK] button to finish the room change process.



3.10 Read Guest Card (Display contents of guest-type cards)

Read the issued guest-type cards and display their contents. In this sub menu, contents of the following guest-type cards (cards issued from the sub menus selected from the [Guest] menu) can be displayed:

Guest Card, Maintenance Card, Multi Guest Card, One-shot Card, Passage Card

For other cards (management cards), use the [Read Management Card] sub menu under the [Management] menu.

Smart phones cannot be used to read cards.

! Check

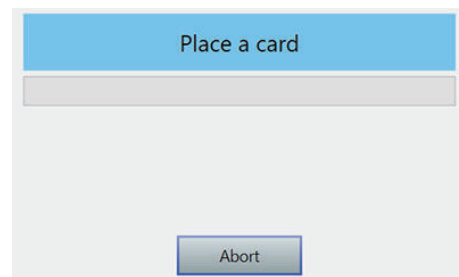
- The card issuing device used for card reading is the terminal selected for "Controlled Encoder No.(Card)" in the [Setup] > [System Configuration] > [Local Setting] Tab.
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.
- When you read a management card, only the card type is displayed, not other contents.

1 Select the [Read Guest Card] sub menu.

- 1 Click [Guest] in the main menu, then click [Read Guest Card] in the sub menu.

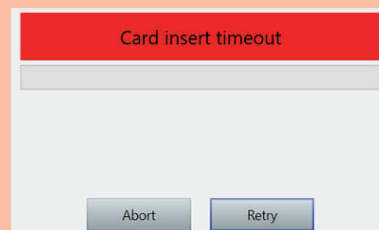


- 2 The message "Place a card" is displayed.



! Check

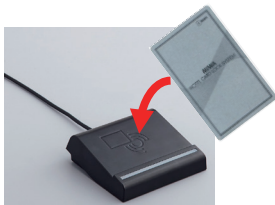
- If a card is not placed (inserted) within the defined time duration after the message "Place a card" appears, it will time out and you will see the message "Card inser timeout" as shown below.



! Check

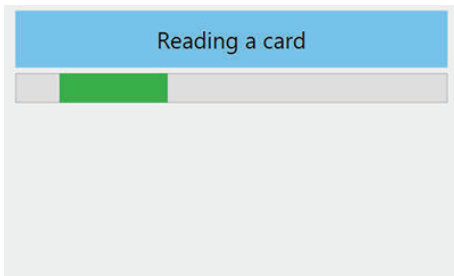
- If the operation times out, click the [Retry] button to return to the "Place a card" message screen, and place (insert) a card.
- The timeout period is initially set to 30 seconds.
- The timeout period can be specified in "Insert Card Timeout(sec.)" that can be accessed from the [Setup] > [System Configuration] > [System Operation Setting] tab. The timeout period can be configured in the range of 10 to 180 seconds.

3 Place (insert) a card on (into) the card issuing device.



* This picture is an example.

4 The message "Reading a card" is displayed.



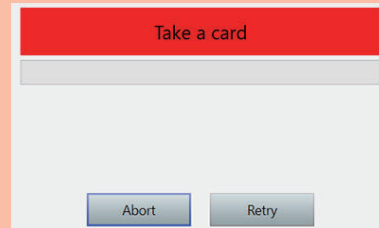
! Caution

- If you are using the type of card issuing device onto which a card should be placed for reading card information, do not move the card while it is being read. Moving the card may cause an error.

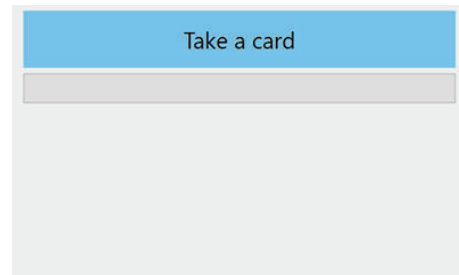


* This picture is an example.

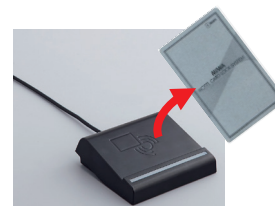
- If an error message like the figure below is displayed, take the card, click the [Retry] button, and follow the messages to try the operation again, or press the [Abort] button to start the reading operation from the beginning.



5 The message "Take a card" is displayed. (only if using a card issuing device of the type to place a card on it.)



6 Take the card from the card issuing device.

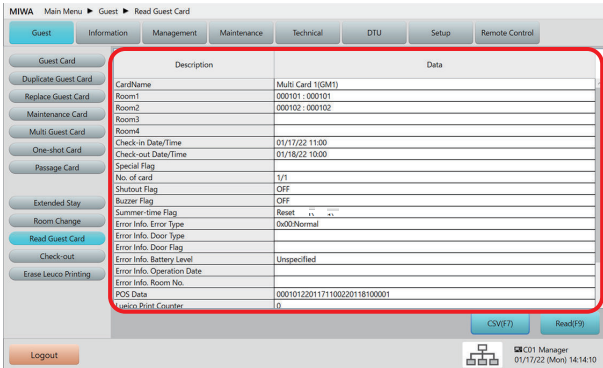


* This picture is an example.

7 The message disappears and the read guest card operation is completed.

2 Review the read card information.

1 Review the card information that was read.



Reference


- Displayed contents differ by the card type. In the case of a guest card, for example, information like [CardName], [Room No. (and room name)], [Check-in Date/Time], [Check-out Date/Time], and [No. of card] are displayed.

2 Now the "Read Guest Card" process is completed.

3.11 Check-out (Change the room status to vacant)

This is a function to delete the issuance information from this software, and to change the room status to vacant. New guest cards can be issued for the rooms that came into the vacant status.

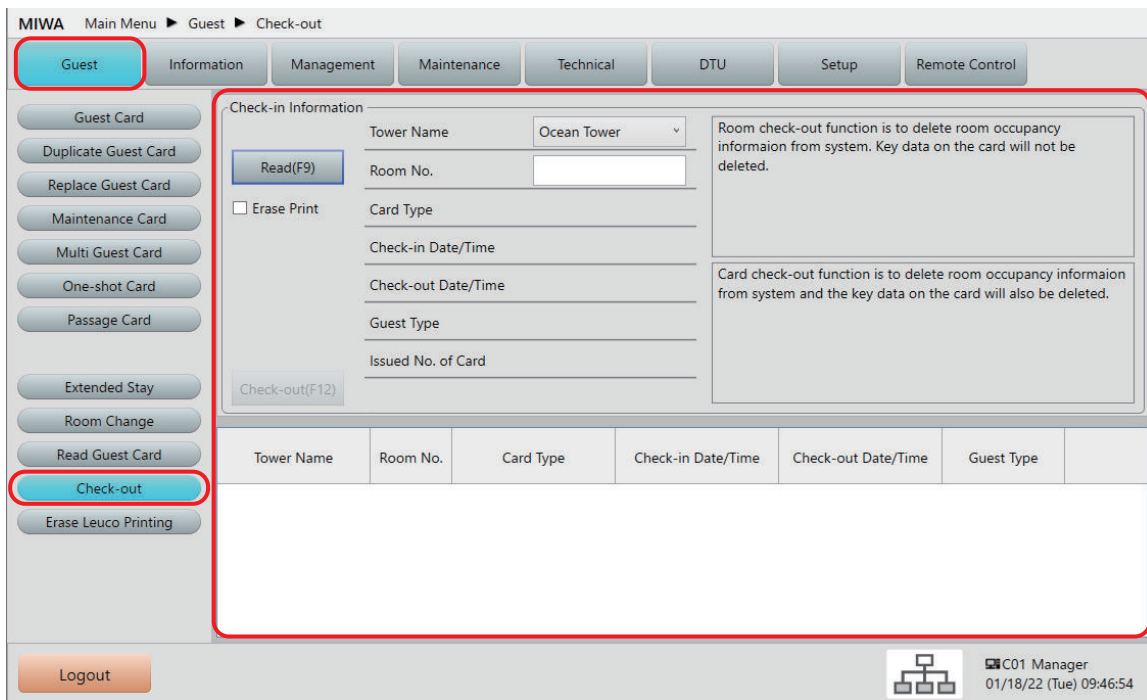
There are two ways of check-out; "room check-out" that is processed by specifying the room number (without using the issued card), and "card check-out" that is processed by reading the issued card.

 **Caution**


- Even if "room check-out" is processed, the issued card is valid until the scheduled check-out date and time. Therefore, for check-out operation, you are recommended to perform "card check-out" that disables the cards at the time of check-out.
- Card check-out operation can not be performed from a smart phone.

1 Display the [Check-out] screen.

1 Click [Guest] in the main menu, then click [Check-out] in the sub menu to display the [Check-out] screen.



2 To perform room check-out, enter the [Room No.] as the next step.
To perform card check-out, perform [Read] as the next step.

 **Caution**

- In the case of room check-out, the issued card stays valid during the preset validity period even after check-out, which requires attention.
- In the case of card check-out, you can not check out without the issued card.

2 Case of room check-out

- In the [Check-out] screen, use the numeric keys to specify the room number to check out.
If the rooms are managed on a tower basis, select the tower of the room number to check out first.

Check-in Information

Read(F9)

Erase Print

Check-out(F12)

Tower Name * Ocean Tower

Room No.

Card Type

Check-in Date/Time

Check-out Date/Time

Guest Type

Issued No. of Card

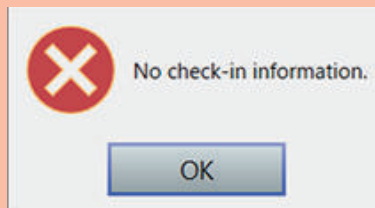
Room check-out function is to delete room occupancy information from system. Key data on the card will not be deleted.

Card check-out function is to delete room occupancy information from system and the key data on the card will also be deleted.

Tower Name	Room No.	Card Type	Check-in Date/Time	Check-out Date/Time	Guest Type

! Check

- Items with * may not be displayed, depending on the system configuration and setting.
- If you specify a room number which does not have check-in information, the following error message is displayed. Click the [OK] button, and specify a valid room number.



- 2 Review the information of the issued card for the specified room number, and click the [Check-out(F12)] button.

(a) Issuance information

The issued guest card information for the specified room number is displayed.

If there are multiple sets of information, the one selected in the list in the lower section is displayed.

(b) Issuance information list

If there are multiple sets of issued card information for the specified room number, they are displayed in the list.

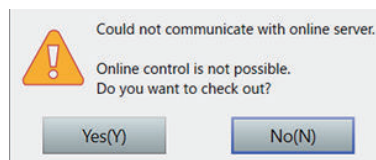
Click the row of the information to check out.

(c) [Check-out(F12)] button

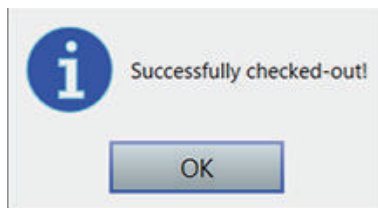
- 3 The checkout confirmation message is displayed.

Click [Yes(Y)] to process check-out.

Click [No(N)] to return to the previous screen without processing check-out.

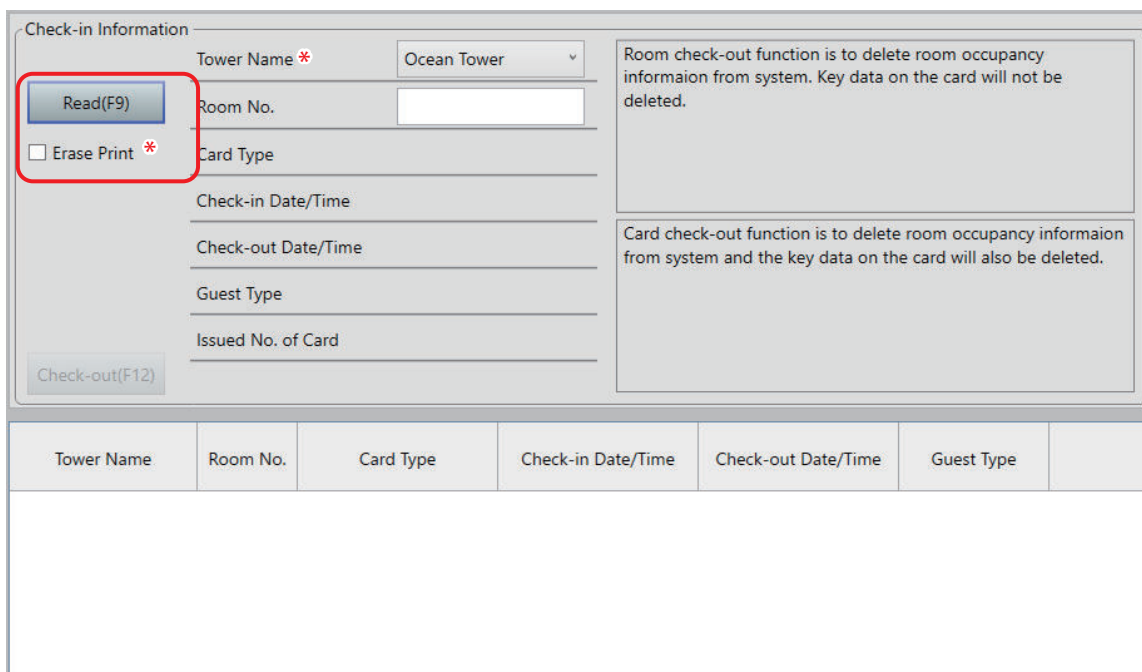


- 4 The checkout completion message is displayed.
Click the [OK] button to complete the room check-out.



3 Case of card check-out

- 1 Click the [Read(F9)] button in the [Check-out] screen.
In order to erase the printing at the time of check-out, tick the [Erase Print] checkbox before processing the check-out.

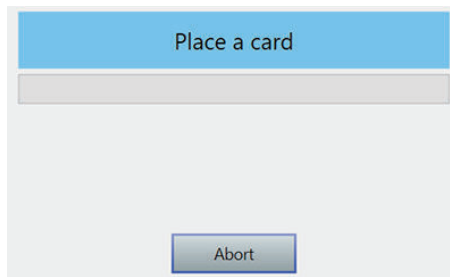


Tower Name	Room No.	Card Type	Check-in Date/Time	Check-out Date/Time	Guest Type	

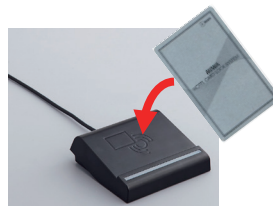
! Check

- Items with * may not be displayed, depending on the system configuration and setting.
- The card issuing device used for card reading is the terminal selected for "Controlled Encoder No.(-Card)" in the [Setup] > [System Configuration] > [Local Setting] Tab.
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

2 The message "Place a card" is displayed.

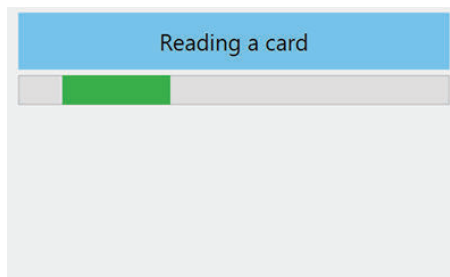


3 Place (insert) a card on (into) the card issuing device.



* This picture is an example.

4 The message "Reading a card" is displayed.



5 When the message "Reading a card" disappears, the card information is displayed.

MIWA Main Menu ▶ Guest ▶ Check-out

Guest Information Management Maintenance Technical DTU Setup Remote Control

Guest Card Duplicate Guest Card Replace Guest Card Maintenance Card Multi Guest Card One-shot Card Passage Card Read Guest Card **Check-out** Erase Leuco Printing

Check-in Information

Abort(F9)

Tower Name	Ocean Tower
Room No.	00101
Card Type	Guest Card A(GUA)
Check-in Date/Time	01/17/22 14:33
Check-out Date/Time	01/18/22 10:00
Guest Type	REGULAR
Issued No. of Card	1

Room check-out function is to delete room occupancy information from system. Key data on the card will not be deleted.

Card check-out function is to delete room occupancy information from system and the key data on the card will also be deleted.

Check-out(F12)


	Tower Name	Room No.	Card Type	Check-in Date/Time	Check-out Date/Time	Guest Type
1	Ocean Tower	00101	Guest Card A(GUA)	01/17/22 14:33	01/18/22 10:00	REGULAR

Logout

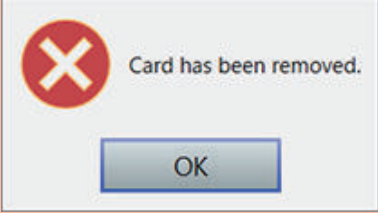
C01 Manager 01/17/22 (Mon) 14:34:01

 **Caution**

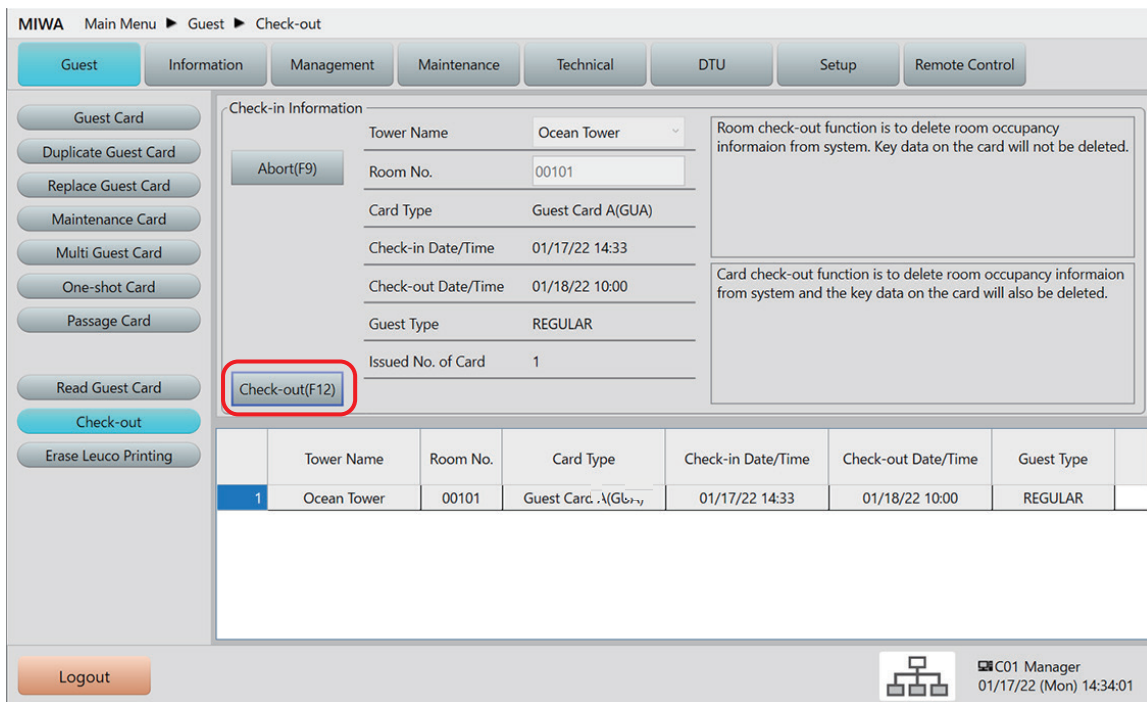
- Even if the card information is displayed, do not take the card yet and keep it as it is.
* If using a card issuing device of the type to place a card on it.

 **Check**

- After reading the card information, if you remove the card before completing check-out, the following message is displayed. Click the [OK] button, and start from the card reading process again.



6 Review the displayed card information, and click the [Check-out(F12)] button.



The screenshot shows the MIWA software interface for the 'Check-out' process. The 'Check-in Information' section includes fields for Tower Name (Ocean Tower), Room No. (00101), Card Type (Guest Card A(GUA)), Check-in Date/Time (01/17/22 14:33), Check-out Date/Time (01/18/22 10:00), Guest Type (REGULAR), and Issued No. of Card (1). A 'Check-out(F12)' button is highlighted with a red box. Below this is a table with columns: Tower Name, Room No., Card Type, Check-in Date/Time, Check-out Date/Time, and Guest Type. The table contains one row of data.

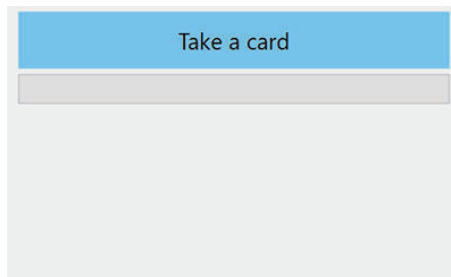
	Tower Name	Room No.	Card Type	Check-in Date/Time	Check-out Date/Time	Guest Type
1	Ocean Tower	00101	Guest Card A(GUA)	01/17/22 14:33	01/18/22 10:00	REGULAR

7 The checkout confirmation message is displayed. Click [Yes(Y)] to process check-out. Click [No(N)] to return to the previous screen without processing check-out.

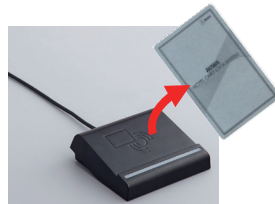


The dialog box contains a warning icon and the following text: "Could not communicate with online server. Online control is not possible. Do you want to check out?". There are two buttons: "Yes(Y)" and "No(N)".

- 8 The message "Take a card" is displayed.

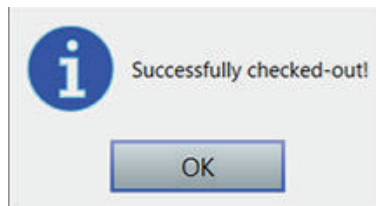


- 9 Take the card from the card issuing device.



* This picture is an example.

- 10 The checkout completion message is displayed. Click the [OK] button to complete the card check-out.



3.12 Erase Leuco Printing (erase the printed characters from the Leuco rewritable card)

If you are using a system with an encoder which has the function to print characters on the Leuco rewritable card, you can erase the printed characters from the Leuco rewritable card.

This function is used for cards whose printing was not erased at the time of check-out, or for erasing printing from a bunch of cards at once.

! Check

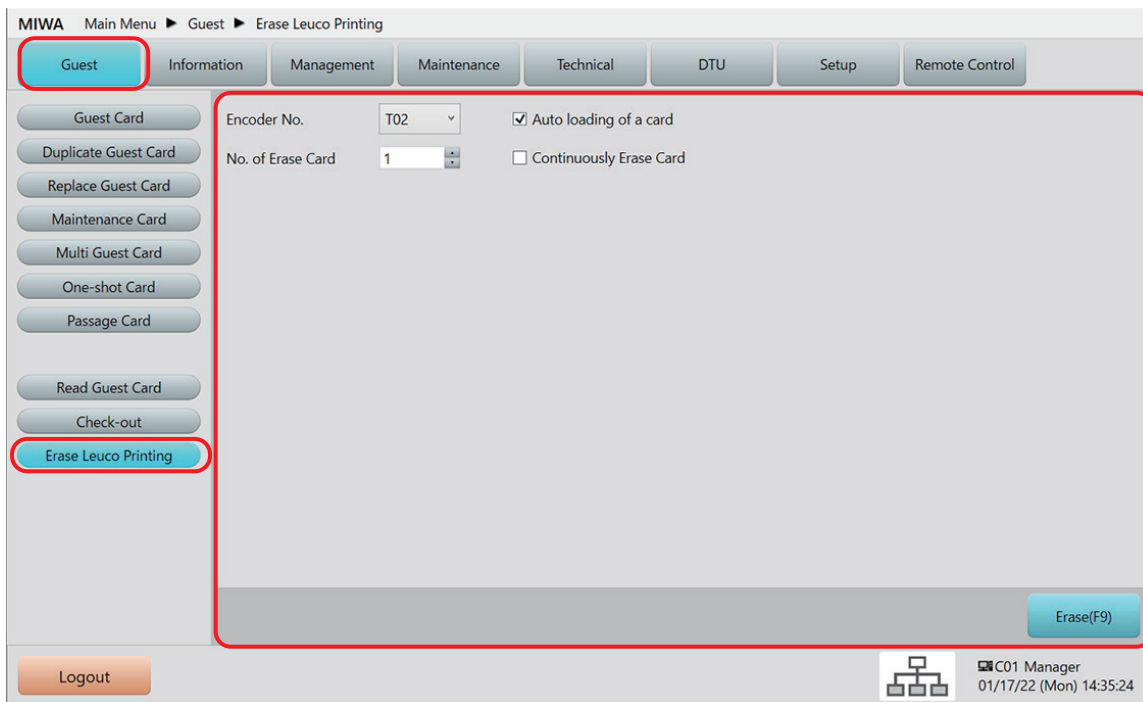
- [Erase Leuco Printing] sub menu may not be displayed, depending on the setting.
- It is displayed only if a terminal with the Leuco rewritable card printing function is specified in [Setup] > [Encoder Setting].
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

📄 Reference

- For details about the type of card, see "1.2 Card type".

1 Display the [Erase Leuco Printing] screen.

- 1 Click [Guest] in the main menu, then click [Erase Leuco Printing] in the sub menu to display the [Erase Leuco Printing] screen.



2 Specify the details of erasing.

- Specify the details of erasing in the [Erase Leuco Printing] screen.

The screenshot shows two rows of configuration options, each highlighted with a red box and a red number:

- (1) Encoder No. (dropdown menu showing 'T02') and Auto loading of a card *
- (2) No. of Erase Card (spin box showing '1') and Continuously Erase Card

Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Encoder No.

Select the encoder to use for erasing.

[Auto loading of a card] checkbox is displayed if you selected a card issuing device with SMCR set for the encoder. Tick this checkbox if you want to use the function for auto loading of a card.

Reference

- For the configuration of the card issuance system, consult your system administrator or MIWA Lock sales representative.
- For handling of the devices constituting the system, refer to the Setup Manual and respective devices' instruction manual.

(2) Number of Erased Cards

Select the number of cards to erase the printing.

If you tick the [Continuously Erase Card] checkbox, the system continues to erase printing on cards until the [Abort] button is clicked, without having to specify the number of cards to erase.

Caution

- Continuously erasing printing on more than 50 cards may cause temperature rise inside the machine or slow down of operating speed. The temperature drops to the normal range and the operation speed recovers in a couple of minutes after stopping.

3 Erase

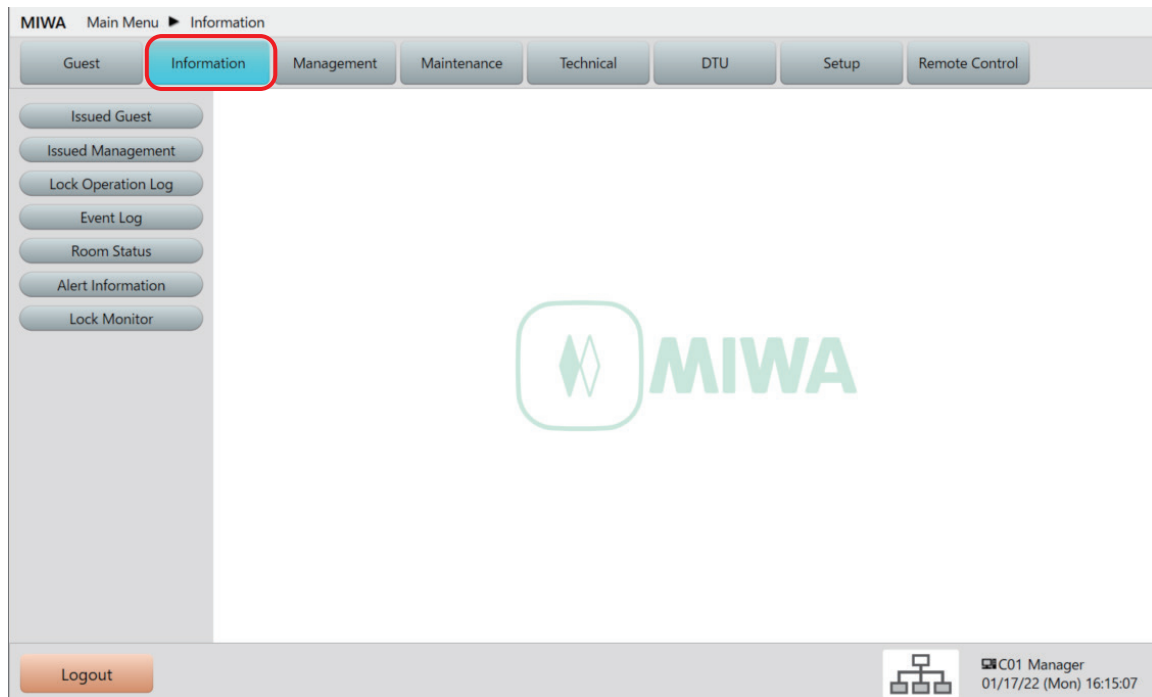
- Click the [Erase(F9)] button to start erasing.



- If you specified the [Number of Erased Cards], the system automatically exits after erasing the specified number of cards. If you do not specify the No. of erase card, click the [Abort] button to exit.

4 [Information] menu

Clicking on the [Information] button in the main menu displays the corresponding sub menus.



! Check

- Some menus may not be displayed depending on the authority and setting of the user logged in.

- **Issued Guest**
You can browse the issuance history of guest cards (including smart phones).
- **Issued Management**
You can browse the issuance history of management cards.
- **Lock Operation Log**
You can browse the record of the lock operation date and time, operation type, error type, etc.
- **Event Log**
You can browse the record of events (system startup, login, card issuance operation, etc.) that occurred in the Software.
- **Room Status**
You can browse full/vacancy status of each room.
- **Alert Information**
You can browse the alert information (battery level, door opening, door pry, authentication error, connection error) sent from each device.
- **Lock Monitor**
You can browse the status of the locks and the EVU (Elevator / Perimeter Access Control Unit) readers.

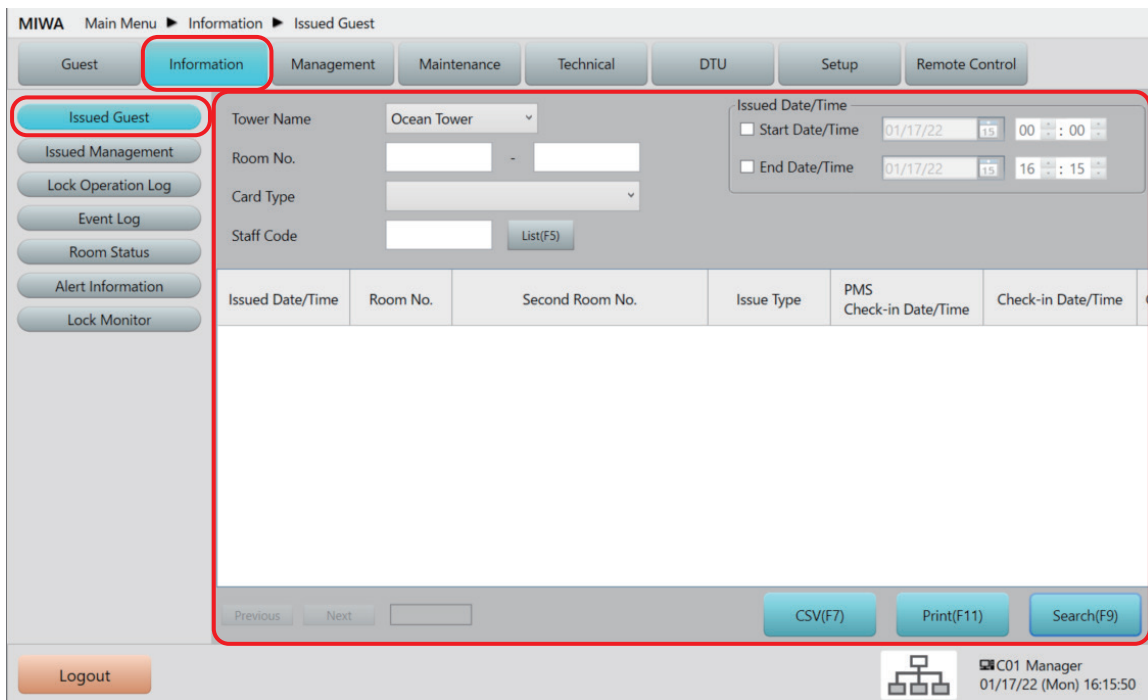
4.1 Issued Guest

You can specify room numbers, date/time and staff who issued the card to search for, and browse the issuance history of guest cards (including smart phones).

The history can be searched in the data range of the latest 10,000 records, but only a maximum of 100 records can be displayed at once per page. You can switch the display using the [Previous] and [Next] buttons.

1 Display the [Issued Guest] screen.

- 1 Click [Information] in the main menu, then click [Issued Guest] in the sub menu to display the [Issued Guest] screen.



2 Specify search conditions and perform search.

1 Specify search conditions in the [Issued Guest] screen, and click the [Search(F9)] button.

Issued Date/Time	Room No.	Second Room No.	Issue Type	PMS Check-in Date/Time	Check-in Date/Time	C

! Check

- Items with * may not be displayed, depending on the system configuration and setting.

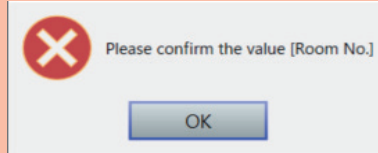
📄 Reference

- You can also perform search without specifying search conditions.

- (1) **Tower Name ***
 Select the tower of the room number to search for.
 If the rooms are not managed on a tower basis, this item is not displayed.
- (2) **Room No.**
 Specify the room number to search for.
 If you leave the field blank, search is performed for all the room numbers.
 If you want to search for only 1 room, enter the room number in the left field.

! Check

- If you enter an invalid number, such as a room number not available in the setting, then the following error message is displayed.



Click the [OK] button, and reenter a valid room number.

(3) Card Type

Select the type of guest card to be searched.

If you leave the field blank, search is performed for all types of guest cards.

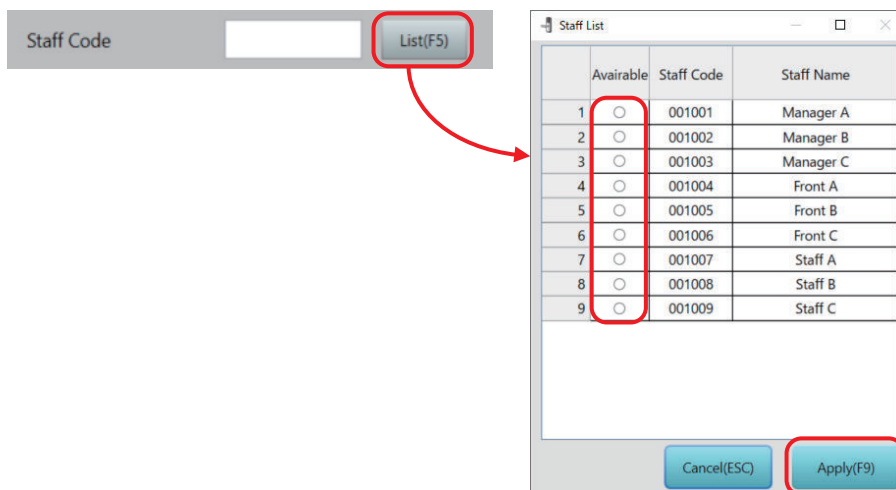
(4) Staff Code

Specify the staff who issued the card and perform search.

If you leave the field blank, search is performed for all the staff.

The staff code can also be specified by clicking the [List (F5)] button and selecting from the [Staff List].

Select the checkbox of the staff to specify in the [Staff List], then click the [Apply(F9)] button.



(5) Issued Data/Time

You can specify the range of date and time when the issuance operation was performed.

If you leave the options unselected (with both of the Start Date/Time and End Date/Time checkboxes unselected), search is performed for all time duration.

By default, the current date from 00:00 to the current time is displayed in gray in the date and time fields.

If this range is OK for you, just tick the checkboxes for Start Date/Time and End Date/Time.

To change the date and time, specify the date in the calendar and the time. The checkbox is then turned on automatically.

! Check

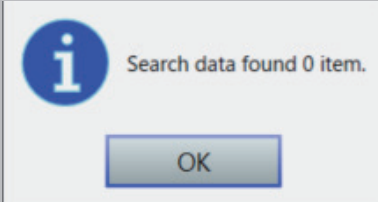
- Please note that you are not supposed to specify the check-in/check-out date and time of the issued guest card here.

(6) [Search(F9)] button

Confirm the specified search conditions, then click the [Search(F9)] button to perform search.

Reference

- If there is no information that satisfies the specified search conditions, the following message is displayed.



Click the [OK] button and exit the Issued Guest confirmation, or specify the search conditions again and retry searching.

3 Browse the search results.

1 Browse the displayed search results. You can output them as CSV files, or print them as well.

Tower Name: Ocean Tower

Room No.: 00101

Card Type: [dropdown]

Staff Code: [input] List(F5)

Issued Date/Time

Start Date/Time: 01/17/22 15:00:00

End Date/Time: 01/17/22 15:16:15

	Issued Date/Time	Room No.	Second Room No.	Issue Type	PMS Check-in Date/Time	Check-in Date	
(1)	1	01/17/22 14:33	000101		New		01/17/22 14:33
	2	01/17/22 14:31	000101		Room Check Out		01/17/22 14:31
	3	01/17/22 14:31	000101		New		01/17/22 14:31
	4	01/17/22 14:30	000101		Room Check Out		01/17/22 14:30
	5	01/17/22 14:30	000101		New		01/17/22 14:30
	6	01/17/22 14:18	000101		Room Check Out		01/19/22 10:54
	7	01/17/22 14:17	000101	000101,000102,000103,000104	Room Check Out		01/17/22 11:13
	8	01/17/22 11:13	000101	000101,000102,000103,000104	New		01/17/22 11:13
	9	01/17/22 11:12	000101	000101,000102,000103,000104	New		01/17/22 11:11
	10	01/17/22 11:00	000101	000101,000102	New		01/17/22 11:00

(2) Previous Next 01/01

(3) CSV(F7) (4) Print(F11) Search(F9)

(1) Search results

Search results are displayed in the [Issued Guest] list.

To view the hidden area of the list, use right/left, up/down scroll bar to scroll the list.

Clicking on the item name portion allows you to sort the data based on that column. Also, If you move the cursor over a boundary line between the items, the shape of the cursor changes. Dragging the cursor in that state to the right and left changes the width of respective items.

Following is the information displayed in the [Issued Guest] list.
(Items with no corresponding information are displayed as blank.)

Item name	Displayed contents																				
Issued Date/Time	Date and time when the card was issued																				
Room No.	Main room number specified when the card was issued																				
Second Room No.	Second room number specified when the card was issued																				
Issued Type	New/Add/Replaced/Extend Stay/Room Change																				
PMS Check-in Date/Time	Check-in date and time specified by PMS																				
Check-in Date/Time	Check-in date and time set when the card was issued																				
Check-out Date/Time	Check-out date and time set when the card was issued																				
Card Type (abbreviation)	GU/GM1/GM2/GM3/GM4/MT/OS/PS																				
Encoder No.	Issuance instruction (controller No.) / Name of card issuing device (terminal No.) <table border="1" data-bbox="507 815 1439 1375"> <tbody> <tr> <td rowspan="3">Issuance instruction</td> <td>PC</td> <td>Issuance instruction was given by the Software (PC server)</td> </tr> <tr> <td>CCA</td> <td>Issuance instruction was given by CCA</td> </tr> <tr> <td>PMS</td> <td>Issuance instruction was given by PMS</td> </tr> <tr> <td rowspan="5">Name of card issuing device</td> <td>DCR</td> <td>Serial Communication Card Encoder</td> </tr> <tr> <td>USB RW</td> <td>USB connected card encoder</td> </tr> <tr> <td>CCA</td> <td>Curbside checkin application</td> </tr> <tr> <td>MCR2</td> <td>Card issuing device with printing function and without stacker * "CCU" is displayed if connected via CCU.</td> </tr> <tr> <td>SMCR</td> <td>Card issuing device with printing function and stacker * "CCU" is displayed if connected via CCU.</td> </tr> <tr> <td>USB-BLE</td> <td>BLE Encoder for mobile key</td> </tr> </tbody> </table>	Issuance instruction	PC	Issuance instruction was given by the Software (PC server)	CCA	Issuance instruction was given by CCA	PMS	Issuance instruction was given by PMS	Name of card issuing device	DCR	Serial Communication Card Encoder	USB RW	USB connected card encoder	CCA	Curbside checkin application	MCR2	Card issuing device with printing function and without stacker * "CCU" is displayed if connected via CCU.	SMCR	Card issuing device with printing function and stacker * "CCU" is displayed if connected via CCU.	USB-BLE	BLE Encoder for mobile key
Issuance instruction	PC		Issuance instruction was given by the Software (PC server)																		
	CCA		Issuance instruction was given by CCA																		
	PMS	Issuance instruction was given by PMS																			
Name of card issuing device	DCR	Serial Communication Card Encoder																			
	USB RW	USB connected card encoder																			
	CCA	Curbside checkin application																			
	MCR2	Card issuing device with printing function and without stacker * "CCU" is displayed if connected via CCU.																			
	SMCR	Card issuing device with printing function and stacker * "CCU" is displayed if connected via CCU.																			
USB-BLE	BLE Encoder for mobile key																				
Issued No.	Issued branch No./Total issued No.																				
Staff Code	Code of staff who issued the card (000000 is displayed if issued by PMS)																				
POS Data ON/OFF	Blank: No setting (writing) Auto: Written in the specified POS format User: Written by user instruction PMS: Written by PMS instruction																				
Special Room	Room No. is displayed, such as the special room specified in the guest type of guest card and guest room or special room specified in the room type of passage card.																				
Summer-time	Set: Summer time applied Reset: Summer time not applied Blank: N/A card * This is used only in areas where summer time can be applied. It is fixed to Reset in Japan.																				
Check-out Type	Daily process: Validity period has passed. Card check-out: Processed by card checkout. Room check-out: Processed by room checkout. Reissue: New card was issued.																				

Item name	Displayed contents
Issuing Method	Off-line: Card issuance instruction is given by the software (PC server) or CCA. PMS: Card issuance instruction is given by PMS

(2) [Previous] button / [Next] button


If the search results include more than 100 records, they are shown in multiple pages (Max. 100 records per page).

"Displayed page / Total No. of pages" is displayed to the right of the buttons.


Click the buttons to switch the displayed page.

(3) [CSV(F7)] button

Export the search results in a CSV file.

 **Reference**


- See "2.4 File Output (File output operation common to the Software)" for exporting instructions.

 **Caution**

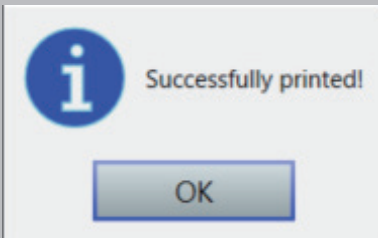
- Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.

(4) [Print(F11)] button

Print the search results. Printing is performed using the printer specified as "default printer" in the printing preferences of Windows.

 **Reference**


- If the results are shown in multiple pages, only the currently displayed page is printed. Display the page you want to print before performing print.
- Printing is performed automatically. You can not configure the print settings.
- The following message is displayed when the software completes sending the print data to the printer. Click the [OK] button to finish the process.



4.2 Issued Management

You can specify room numbers, date/time and staff who issued the card to search for, and browse the issuance history of management cards.

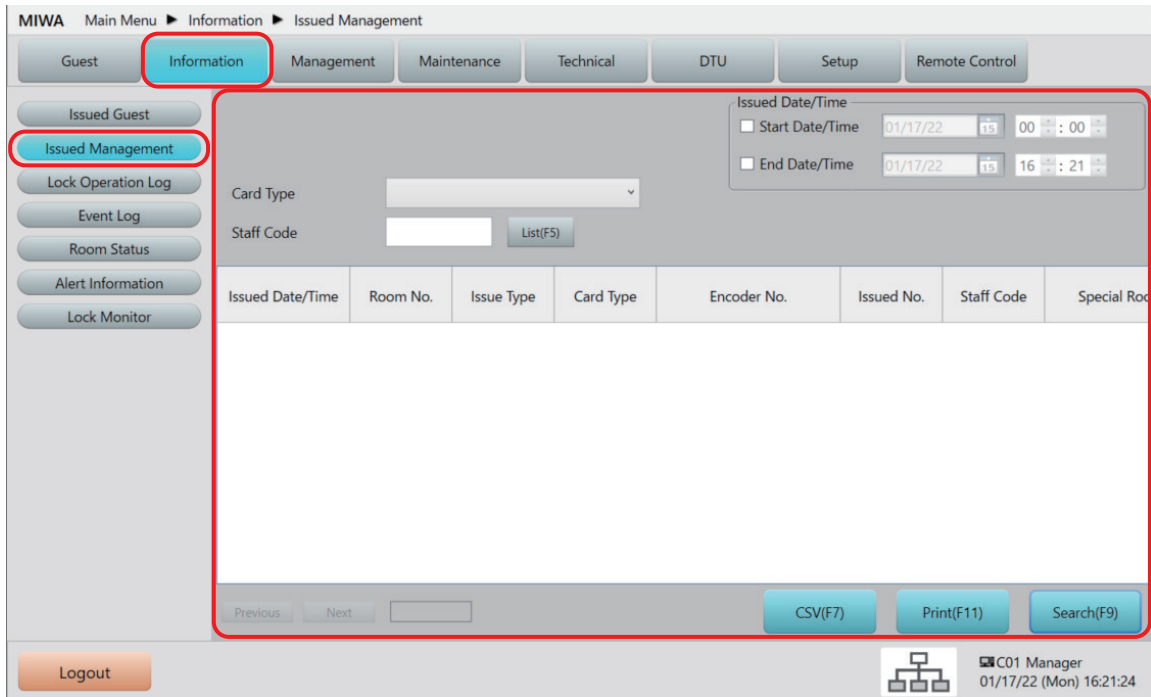
The history can be searched in the data range of the latest 10,000 records, but only a maximum of 100 records can be displayed at once per page. You can switch the display using the [Previous] and [Next] buttons.

 **Reference**

● For information of management card, see "5 [Management] menu".

1 Display the [Issued Management] screen.

- 1 Click [Information] in the main menu, then click [Issued Management] in the sub menu to display the [Issued Management] screen.



2 Specify search conditions and perform search.

- 1 Specify search conditions such as card type to search for in the [Issued Management] screen, and click the [Search(F9)] button.

The screenshot shows a search interface with the following elements:

- (1)** Tower Name *: Ocean Tower
- (2)** Room No. (two input fields)
- (3)** Card Type: Standby Card (ST)
- (4)** Staff Code (input field) and List(F5) button
- (5)** Issued Date/Time filters:
 - Start Date/Time: 01/17/22 00:00
 - End Date/Time: 01/17/22 16:21
- (6)** Search(F9) button

Issued Date/Time	Room No.	Issue Type	Card Type	Encoder No.	Issued No.	Staff Code	Special Room

! Check

- Items with * may not be displayed, depending on the system configuration and setting.
- Tower Name selection and Room No. specification are displayed only if you select "Standby Card (ST)" or "Passage Card (PS)" in the Card Type selection.

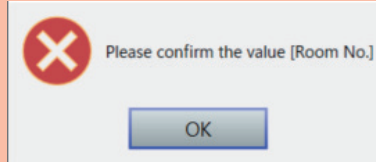
☰ Reference

- You can also perform search without specifying search conditions. In that case, the latest 1,000 records are shown from all the history.

- (1) Tower Name ***
 Select the tower of the room number to search for.
 This item is displayed if you select "Standby Card (ST)" or "Passage Card (PS)" in the Card Type selection, but is not displayed if the rooms are not managed on a tower basis.
- (2) Room No.**
 Specify the room number to search for.
 This item is displayed if you select "Standby Card (ST)" or "Passage Card (PS)" in the Card Type selection.
 If you leave the field blank, search is performed for all the room numbers.
 If you want to search for only 1 room, enter the room number in the left field.

! Check

- If you enter an invalid number, such as a room number not available in the setting, then the following error message is displayed.



Click the [OK] button, and reenter a valid room number.

(3) Card Type

Select the type of management card to be searched.

If you leave the option unselected, search is performed for all types of management cards.

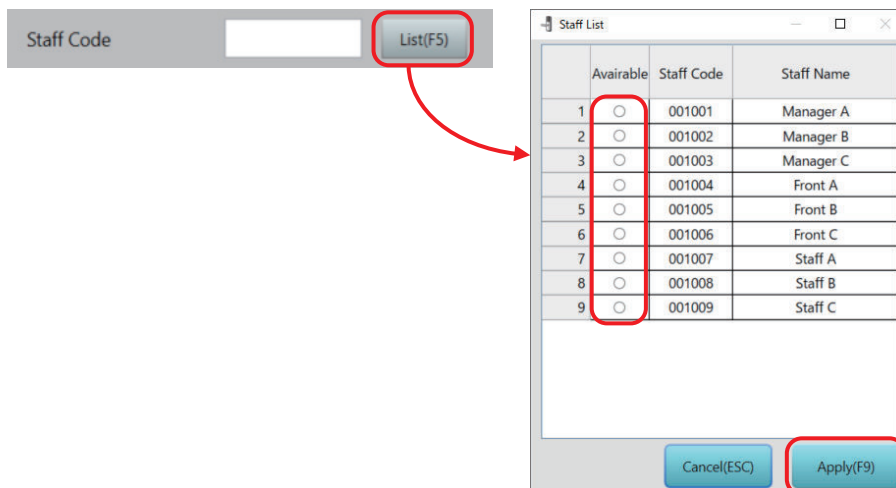
(4) Staff Code

Specify the staff who issued the card and perform search.

If you leave the field blank, search is performed for all the staff.

The staff code can also be specified by clicking the [List(F5)] button and selecting from the [Staff List].

Select the checkbox of the staff to specify in the [Staff List], then click the [Apply(F9)] button.



(5) Issued Data/Time

You can specify the range of date and time when the issuance operation was performed.

If you leave the options unselected (with both of the Start Date/Time and End Date/Time checkboxes unselected), search is performed for all time duration.

By default, the current date from 00:00 to the current time is displayed in gray in the date and time fields.

If this range is OK for you, just tick the checkboxes for Start Date/Time and End Date/Time.

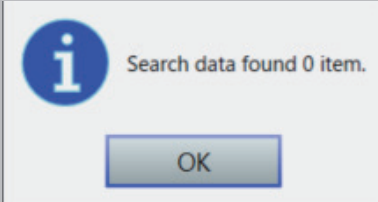
To change the date and time, specify the date in the calendar and the time. The checkbox is then turned on automatically.

(6) [Search(F9)] button

Confirm the specified search conditions, then click the [Search(F9)] button to perform search.

Reference

- If there is no information that satisfies the specified search conditions, the following message is displayed.



Click the [OK] button and exit the Issued Guest confirmation, or specify the search conditions again and retry searching.

3 Browse the search results.

1 Browse the displayed search results. You can output them as CSV files, or print them as well.

Card Type

Staff Code List(F5)

Issued Date/Time

Start Date/Time 01/17/22 15 00 : 00

End Date/Time 01/17/22 15 16 : 21

	Issued Date/Time	Room No.	Issue Type	Card Type	Encoder No.	Issued No.	Staff Code	Sp
1	01/14/22 16:28		New	MA	PC(C01)/USBRW(T01)	1/1	101001	
2	01/14/22 16:28		New	MS	PC(C01)/USBRW(T01)	1/1	101001	
3	01/14/22 16:27		New	MA	PC(C01)/USBRW(T01)	1/1	101001	
4	01/14/22 16:26		New	MS	PC(C01)/USBRW(T01)	1/1	101001	
5	01/14/22 16:25		New	MA	PC(C01)/USBRW(T01)	1/1	101001	
6	01/14/22 16:19		New	MS	PC(C01)/USBRW(T01)	1/1	101001	
7	01/14/22 16:07		New	MA	PC(C01)/USBRW(T01)	1/1	001001	
8	01/14/22 16:07		New	MA	PC(C01)/USBRW(T01)	1/1	001001	
9	01/14/22 16:07		New	MA	PC(C01)/USBRW(T01)	1/1	001001	

Previous Next 01/01

CSV(F7) Print(F11) Search(F9)

(1) Search results

Search results are displayed in the [Issued Management] list.

To view the hidden area of the list, use right/left, up/down scroll bar to scroll the list.

Clicking on the item name portion allows you to sort the data based on that column. Also, If you move the cursor over a boundary line between the items, the shape of the cursor changes. Dragging the cursor in that state to the right and left changes the width of respective items.

Following is the information displayed in the [Issued Management] list.
(Items with no corresponding information are displayed as blank.)

Item name	Displayed contents		
Issued Data/Time	Date and time when the card was issued		
Room No.	Room number specified when the card was issued		
Issued Type	New/Add		
Card Type (abbreviation)	MA/MS/SMS/HLO/MLO/CL/DS/EM/DTU/ST/IR/EL/PS		
Encoder No.	Issuance instruction (controller No.) / Name of card issuing device (terminal No.)		
	Issuance instruction	PC	Issuance instruction was given by the Software (PC server)
	Name of card issuing device	DCR	Serial Communication Card Encoder
		USB RW	USB connected card encoder
		CCA	Curbside checkin application
MCR2		Card issuing device with printing function and without stacker * "CCU" is displayed if connected via CCU.	
SMCR	Card issuing device with printing function and stacker * "CCU" is displayed if connected via CCU.		
Issued No.	Issued branch No./Total number issued		
Staff Code	Code of staff who issued the card		
Special Room	Room type number or special room/non-guest room number for the room number specified when the card was issued.		
SMS Group	Submaster group name specified when the submaster card was issued.		
SMS Level No.	Submaster level specified when the submaster card was issued.		
Room Range 1	Room range 1 specified when the submaster card was issued.		
Room Range 2	Room range 2 specified when the submaster card was issued.		
User Staff Code	Staff code of the user specified when the card was issued.		
User Staff Name	Staff name set to the staff code specified above.		
Summer-time	Set: Summer time applied Reset: Summer time not applied Blank: N/A card * This is used only in areas where summer time can be applied. It is fixed to Reset in Japan.		

Check

- Some items are not applicable and displayed as blank, depending on the system configuration, settings and card type.

(2) [Previous] button / [Next] button

If the search results include more than 100 records, they are shown in multiple pages (Max. 100 records per page).
"Displayed page / Total No. of pages" is displayed to the right of the buttons.
Click the buttons to switch the displayed page.

(3) [CSV(F7)] button

Export the search results in a CSV file.

**Reference**

- See "2.4 File Output (File output operation common to the Software)" for exporting instructions.

**Caution**

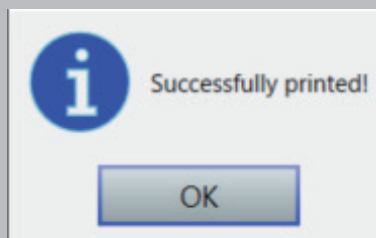
- **Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.**

(4) [Print(F11)] button

Print the search results. Printing is performed using the printer specified as "default printer" in the printing preferences of Windows.

**Reference**

- If the results are shown in multiple pages, only the currently displayed page is printed. Display the page you want to print before performing print.
- Printing is performed automatically. You can not configure the print settings.
- The following message is displayed when the software completes sending the print data to the printer. Click the [OK] button to finish the process.



4.3 Lock Operation Log

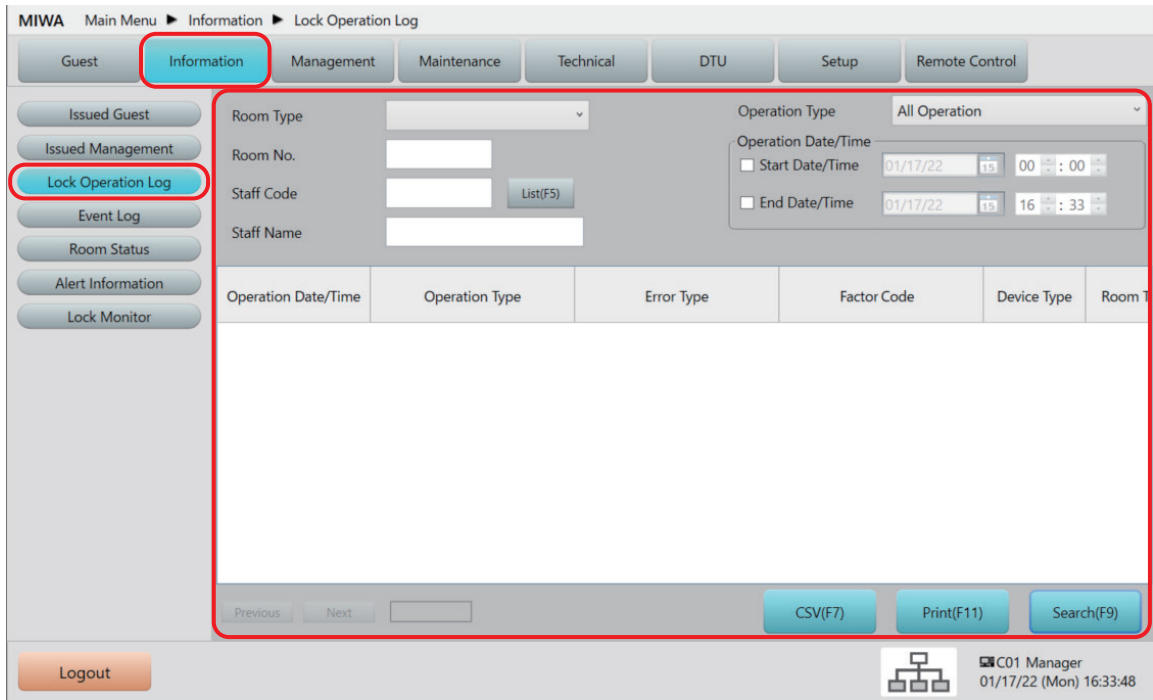
You can browse the record of the lock operation date and time, operation type, error type, etc. The history can be searched in the data range of the latest 10,000 records, but only a maximum of 100 records can be displayed at once per page. You can switch the display using the [Previous] and [Next] buttons.

 **Caution**

- Only during lock online operation, if the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.

1 Display the [Lock Operation Log] screen.

- 1 Click [Information] in the main menu, then click [Lock Operation Log] in the sub menu to display the [Lock Operation Log] screen.



2 Specify search conditions and perform search.

- 1 Specify search conditions such as operation type to search for in the [Lock Operation Log] screen, and click the [Search(F9)] button.

The screenshot shows the search interface for the Lock Operation Log. It features several input fields and buttons. Red boxes and numbers (1-7) highlight the following elements:

- (1) Room Type dropdown menu.
- (2) Room No. text input field containing '000101'.
- (3) Staff Code text input field with a 'List(F5)' button to its right.
- (4) Staff Name text input field.
- (5) Operation Type dropdown menu set to 'All Operation'.
- (6) Operation Date/Time section containing checkboxes for 'Start Date/Time' and 'End Date/Time', each with a date and time picker.
- (7) Search(F9) button at the bottom right.

Below the search fields is a table with the following headers: Operation Date/Time, Operation Type, Error Type, Factor Code, Device Type, and Room T. The table body is currently empty. At the bottom of the interface are buttons for 'Previous', 'Next', 'CSV(F7)', 'Print(F11)', and 'Search(F9)'.

- (1) **Room Type**
Specify the room type to search for. If you leave the field blank, search is performed for all the rooms.
- (2) **Room No.**
Specify the room number to search for. If you leave the field blank, search is performed for all the rooms. If you want to search for only 1 room, enter the room number in the left field.
- (3) **Staff Code**
Specify the staff member who performed the operation and perform search. If you leave the field blank, search is performed for all the staff.
The staff code can also be specified by clicking the [List(F5)] button and selecting from the [Staff List]. Select the checkbox of the staff to specify in the [Staff List], then click the [Apply(F9)] button.
- (4) **Staff Name**
Specify the staff member who performed the operation and perform search. If you leave the field blank, search is performed for all the staff.
- (5) **Operation Type**
Specify the operation performed on the lock and perform search.

(6) Operation Date/Time

You can specify the range of date and time when the lock operation was performed.

If you leave the options unselected (with both of the Start Date/Time and End Date/Time checkboxes unselected), search is performed for all time duration.

By default, the current date from 00:00 to the current time is displayed in gray in the date and time fields. If this range is OK for you, just tick the checkboxes for Start Date/Time and End Date/Time.

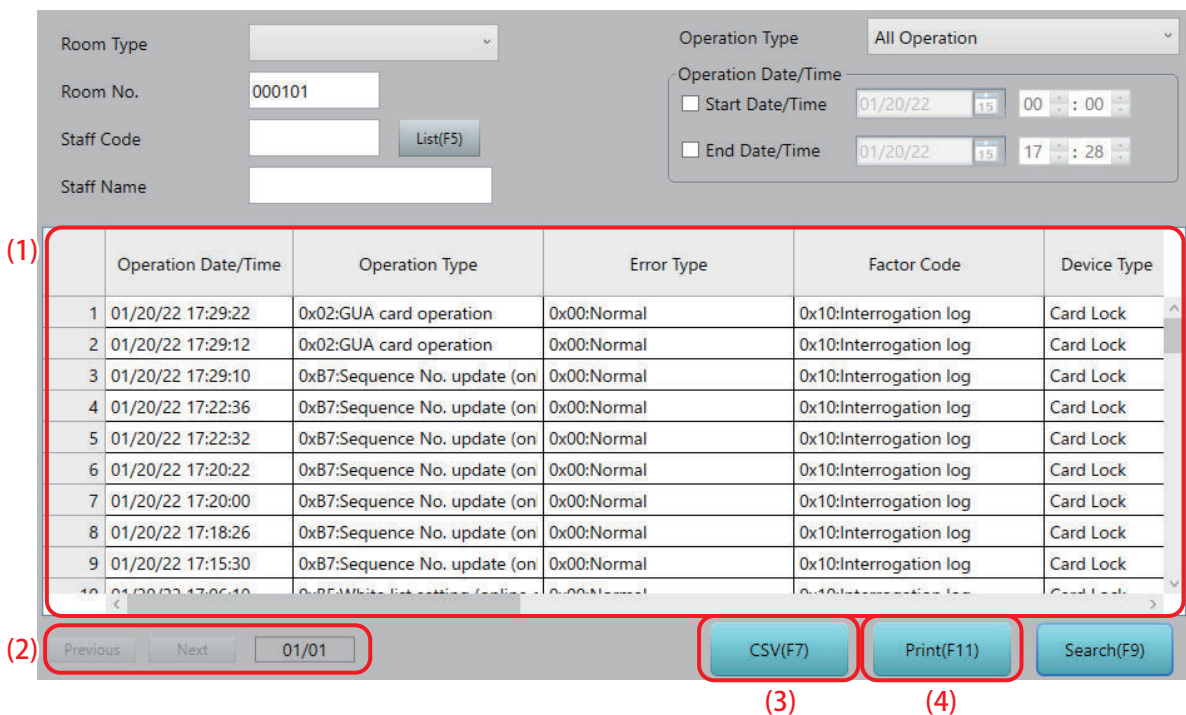
To change the date and time, specify the date in the calendar and the time. The checkbox is then turned on automatically.

(7) [Search(F9)] button

Confirm the specified search conditions, then click the [Search(F9)] button to perform search.

3 Browse the search results.

1 Browse the displayed search results. You can output them as CSV files, or print them as well.



(1) Search results

Search results are displayed in the [Lock Operation Log] list.

To view the hidden area of the list, use right/left, up/down scroll bar to scroll the list.

Clicking on the item name portion allows you to sort the data based on that column. Also, If you move the cursor over a boundary line between the items, the shape of the cursor changes. Dragging the cursor in that state to the right and left changes the width of respective items.

Following is the information shown in the [Lock Operation Log] list.

(Items with no corresponding information are displayed as blank.)

Item name	Displayed contents
Operation Date/Time	Date and time of the lock operation
Operation Type	Description of the lock operation performed


Item name	Displayed contents
Error Type	Description of the result of the operation
Factor Code	Code of the operation log
Device Type	Name of the device model used for the operation
Room Type	Room type of the room for which the lock operation was performed
Room No.	Room number of the room for which the lock operation was performed
Room Name	Room name of the room for which the lock operation was performed
EVU No.	Number of the EVU (Elevator / Perimeter Access Control Unit) for which the lock operation was performed
EVU Name	Name of the EVU (Elevator / Perimeter Access Control Unit) for which the lock operation was performed
Reader No.	Number of the reader that was used for the lock operation
Reader Name	Name of the reader that was used for the lock operation
Staff Code	Code of the staff member who performed the lock operation
Staff Name	Name of the staff member who performed the lock operation
Lock Status	Online/Offline
Electric lock Status	Status of the electric lock (deadbolt, etc.)

(2) [Previous] button / [Next] button


If the search results include more than 100 records, they are shown in multiple pages (Max. 100 records per page). "Displayed page / Total No. of pages" is displayed to the right of the buttons. Click the buttons to switch the displayed page.

(3) [CSV(F7)] button

Export the search results in a CSV file.

 **Reference**


- See "2.4 File Output (File output operation common to the Software)" for exporting instructions.

 **Caution**

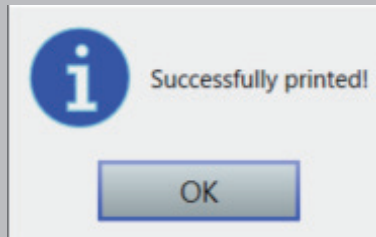
- Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.

(4) [Print(F11)] button

Print the search results. Printing is performed using the printer specified as "default printer" in the printing preferences of Windows.

 Reference

- If the results are shown in multiple pages, only the currently displayed page is printed. Display the page you want to print before performing print.
- Printing is performed automatically. You can not configure the print settings.
- The following message is displayed when the software completes sending the print data to the printer. Click the [OK] button to finish the process.



4.4 Event Log (Display of use history of the software and error information)

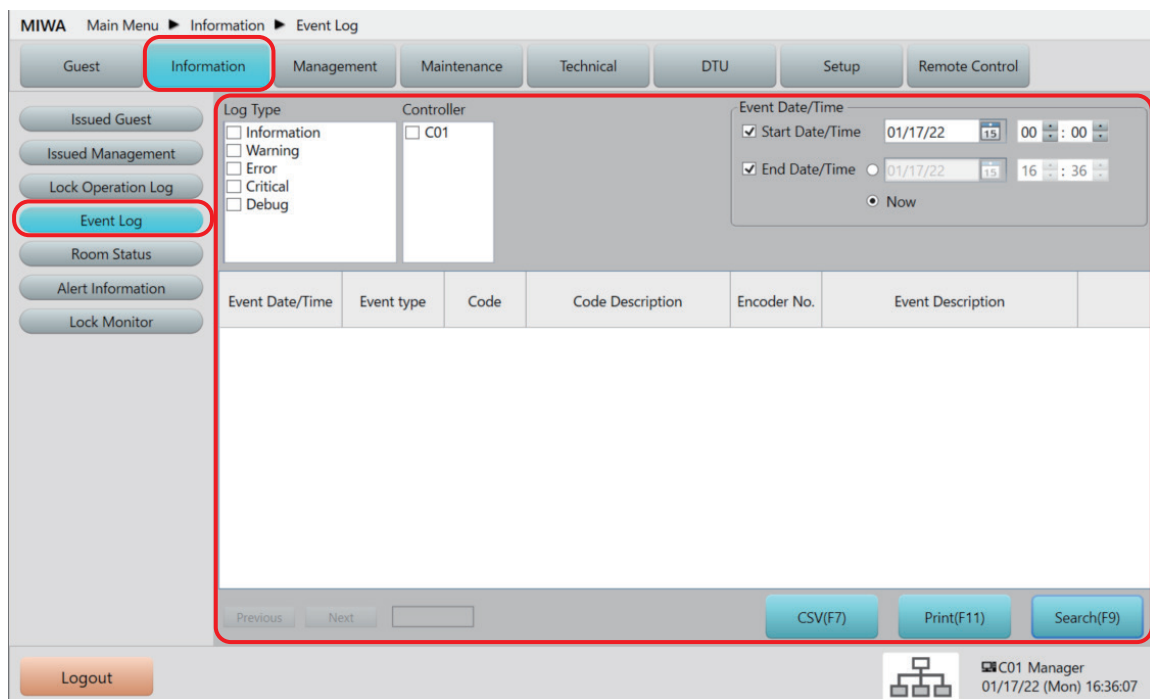
You can search for and browse use history and error information of the Software by specifying the date/time and information level (type).

The history can be searched in the data range of the latest 10,000 records, but only a maximum of 100 records can be displayed at once per page. You can switch the display using the [Previous] and [Next] buttons.

Target of the search for event log is only the information stored in the PC on which the Software is installed.

1 Display the [Event Log] screen.

- 1 Click [Information] in the main menu, then click [Event Log] in the sub menu to display the [Event Log] screen.



2 Specify search conditions and perform search.

- 1 Specify search conditions in the [Event Log] screen, and click the [Search(F9)] button.

Reference

- You can also perform search without specifying search conditions. In that case, the latest 1,000 records are shown from all the history.

(1) Log Type

Select the information level (type) of the event log to search for.
If the level is not selected, search is performed for all the levels.
Following are the levels available.

- Information: Information of operation, etc.
- Warning: Information of cases where abnormality occurred, but it will cause no operational problems.
- Error: Information of cases where abnormality due to setting failure, etc. occurred.
- Critical: Information of cases where unexpected abnormality such as forced termination occurred.
- Debug: Information for maintenance

(2) Controller

Select the card issuance controller to search for.
If the controller is not selected, search is performed for all the controllers.

(3) Event Date/Time

You can specify the range of date and time when the event occurred.

By default, the current date from 00:00 to the current time is displayed in the date and time fields (with the [Now] radio button selected), and the checkboxes are selected.

To change the date and time, specify the date in the calendar and the time.

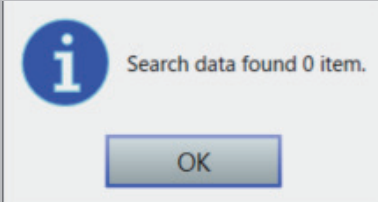
To change the End Date/Time, first select the radio button to the left of the date field.

(4) [Search(F9)] button

Confirm the specified search conditions, then click the [Search(F9)] button to perform search.

Reference

- If there is no information that satisfies the specified search conditions, the following message is displayed.



Click the [OK] button and exit the Issued Guest confirmation, or specify the search conditions again and retry searching.

3 Browse the search results.

1 Browse the displayed search results. You can output them as CSV files, or print them as well.

Log Type

 Information
 Warning
 Error
 Critical
 Debug

Controller

 C01

Event Date/Time

 Start Date/Time 01/17/22 15:00:00
 End Date/Time 01/17/22 16:36:00
 Now

	Event Date/Time	Event type	Code	Code Description	Encoder No.	Event Description	
(1)	1	01/17/22 16:36	Information	50013001	Display	C01	[Event log]
	2	01/17/22 16:36	Information	50013002	Finishing display	C01	[Lock operation history]
	3	01/17/22 16:35	Information	50013002	Finishing display	C01	[Staff list dialog] Setting
	4	01/17/22 16:35	Information	50013001	Display	C01	[Staff list dialog]
	5	01/17/22 16:33	Information	50013001	Display	C01	[Lock operation history]
	6	01/17/22 16:33	Information	50013002	Finishing display	C01	[Management card issue history]
	7	01/17/22 16:21	Information	50013001	Display	C01	[Management card issue history]
	8	01/17/22 16:21	Information	50013002	Finishing display	C01	[Guest card issue history]
	9	01/17/22 16:20	Information	50233003	Print guest card issue log	C01	GuestIssueLog Success staffCode:1010
	10	01/17/22 16:18	Information	50013002	Finishing display	C01	[Staff list dialog] Cancel

(2) Previous Next 01/10

(3) CSV(F7) (4) Print(F11) Search(F9)

(1) Search results

Search results are displayed in the [Event Log] list.

To view the hidden area of the list, use right/left, up/down scroll bar to scroll the list.

Clicking on the item name portion allows you to sort the data based on that column. Also, If you move the cursor over a boundary line between the items, the shape of the cursor changes. Dragging the cursor in that state to the right and left changes the width of respective items.

Following is the information displayed in the [Event Log] list, for your reference.

Item name	Displayed contents
Log No.	Number assigned automatically to event logs
Event Date/Time	Date and time when the event occurred.
Event type	Information type of the event log
Code	Event log code
Code Description	Description of the event log code
Encoder No.	No. of the controller where the event occurred (not a card issuing terminal)
Event Description	Detailed description of the event

(2) [Previous] button / [Next] button

If the search results include more than 100 records, they are shown in multiple pages (Max. 100 records per page).

"Displayed page / Total No. of pages" is displayed to the right of the buttons.

Click the buttons to switch the displayed page.

(3) [CSV(F7)] button

Export the search results in a CSV file.



Reference

- See "2.4 File Output (File output operation common to the Software)" for exporting instructions.



Caution

- Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.


(4) [Print(F11)] button

Print the search results. Printing is performed using the printer specified as "default printer" in the printing preferences of Windows.

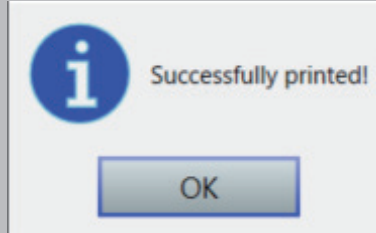


Reference

- If the results are shown in multiple pages, only the currently displayed page is printed. Display the page you want to print before performing print.
- Printing is performed automatically. You can not configure the print settings.

 Reference

- The following message is displayed when the software completes sending the print data to the printer. Click the [OK] button to finish the process.

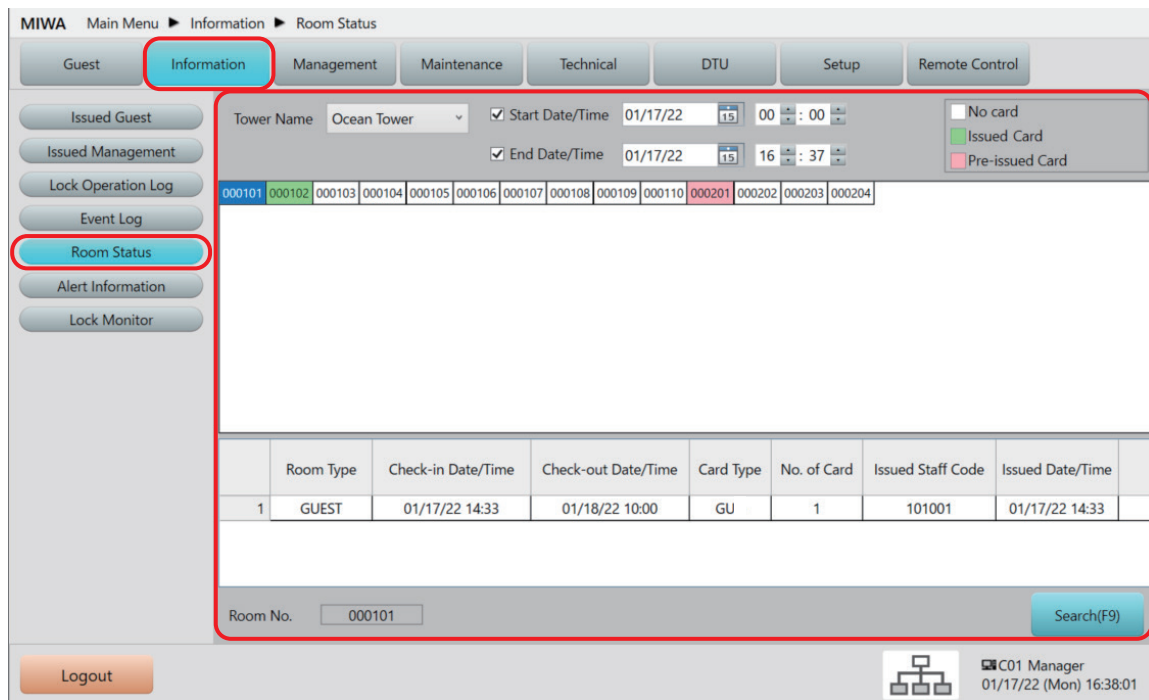


4.5 Room Status (Display of guest card/smart phone issuance status)

You can display the guest card/smart phone issuance status for each room number.

1 Display the [Room Status] screen.

- 1 Click [Information] in the main menu, then click [Room Status] in the sub menu to display the [Room Status] screen.



2 Confirm the "Room Status".

1 Display the [Room Status] screen.

If the rooms are managed on a tower basis, the room status information is displayed for the respective tower. Select the tower you want to check. (Simply selecting a tower displays the room status information of the selected tower.)

By default, the Software displays the room status information of the current date from 00:00 to the current time. If you want to check the room status of other time and date, specify the desired range of date/time to display the information and click the [Search(F9)] button.

The screenshot shows the Room Status interface with the following elements highlighted:

- (1) Tower Name dropdown menu (set to "Ocean Tower").
- (2) Start Date/Time and End Date/Time fields with checkboxes.
- (3) Card status legend: No card, Issued Card, Pre-issued Card.
- (4) Tower selection bar with room numbers 000101 through 000204.
- (5) Data table with columns: Room No., Room Type, Check-in Date/Time, Check-out Date/Time, Card Type, No. of Card, Issued Staff Code, Issued Date/Time.
- (6) Room No. input field.
- (7) Search(F9) button.

Room No.	Room Type	Check-in Date/Time	Check-out Date/Time	Card Type	No. of Card	Issued Staff Code	Issued Date/Time
1	GUEST	01/17/22 14:33	01/18/22 10:00	GU	1	101001	01/17/22 14:33

! Check

- Items with * may not be displayed, depending on the system configuration and setting.

📄 Reference

- This is the same screen as "the [Room status] screen" displayed when you click the [Room Status] button in specifying the room number for issuing a guest card.

(1) Tower Name *

Select the tower of the room number to display the status.

If the rooms are not managed on a tower basis, this item is not displayed.

(2) Start Date/Time / End Date/Time

You can specify the range of date and time that you want to check the room status.

By default, the current date from 00:00 to the current time is displayed in the date and time fields, and the checkboxes are selected. To change the range to display, specify the date and time and click the [Search(F9)] button.

(3) Room Status Explanatory Note

This section provides explanation of the background colors of the room numbers in the room number list. Guest card issuance status of each room within the range from Start Date/Time to End Date/Time is displayed with either of these colors. See the table below for explanation of respective colors.

Color	Status	Explanation of the status
White	No Card	The room is vacant. There is no check-in information for the room.
Green	Issued Card	The room is occupied. There is some check-in information for the room in the time between the Start Date/Time and the End Date/Time.
Pink	Pre-issued Card	The room is reserved. There is some check-in information for the room after the End Date/Time. In this regard, however, if you specified only the Start Date/Time (with the Start Date/Time checkbox selected and the End Date/Time checkbox unselected), rooms with a card issued on or after the Start Date/Time are all displayed as "Issued Card" (green), and not displayed in this color.

(4) Room No. List

Registered room numbers are displayed in a list, with the room status shown with respective colors.

To view the hidden area of the list, use right/left, up/down scroll bar to scroll the list.

If you click a room number in the "Issued Card/ Pre-issued Card" status (green or pink), information of the issued guest cards is displayed in the [Issued Card Information] field below.

**Reference**

- Room numbers for each set floor number are displayed in a row.

(5) Issued Card Information

This section displays information of the guest cards issued for the room number clicked in the room number list. See the table below for the displayed contents.

Item name	Displayed contents
Room Type	Room type name
Check-in Date/Time	Check-in date and time specified when the card was issued
Check-out Date/Time	Check-out date and time specified when the card was issued
Card Type	GU/GM1/GM2/GM3/GM4
No. of Card	Displays the number of cards issued.
Issued Staff Code	Displays the code of staff who issued the card.
Issued Data/Time	Displays the date and time when the card was issued.

**Reference**

- If multiple types of cards were issued for a single room number, the issued card information is displayed for each card type in separate rows. For example, if multi guest cards were issued, the information is displayed in two rows; one for multi card and the other for individual cards.

(6) Room No.

Displays the room number for which the issued card information is currently displayed.

(7) [Search(F9)] button

If you changed the date and time range to display the room status, clicking this button refreshes the displayed contents to reflect the newly specified range.


4.6 Alert information (only for lock online operation)

You can browse the alert information (battery level, door opening, door pry, authentication error, connection error) sent from each device.

Caution

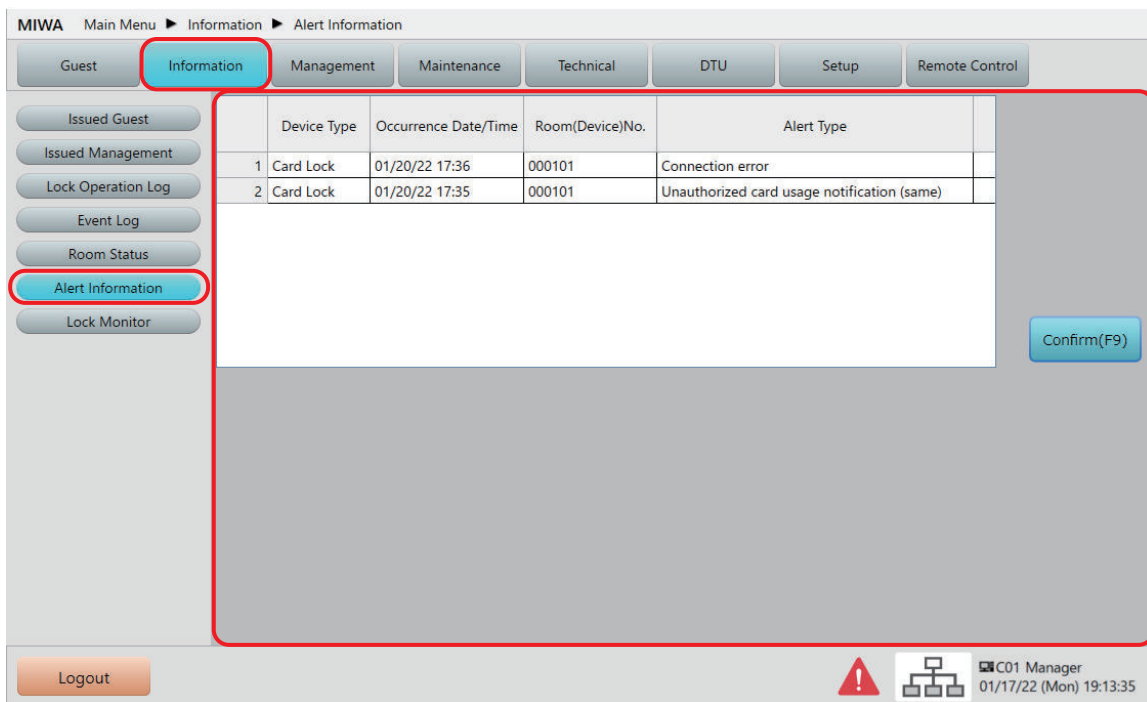
- If the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.

Check

- When alert information is notified, an alert icon () will flash at the bottom right of the screen.
- The alert icon will not disappear until you confirm the detailed information. Follow the steps below to confirm the detailed information and take the necessary action.

1 Display the [Alert Information] screen.

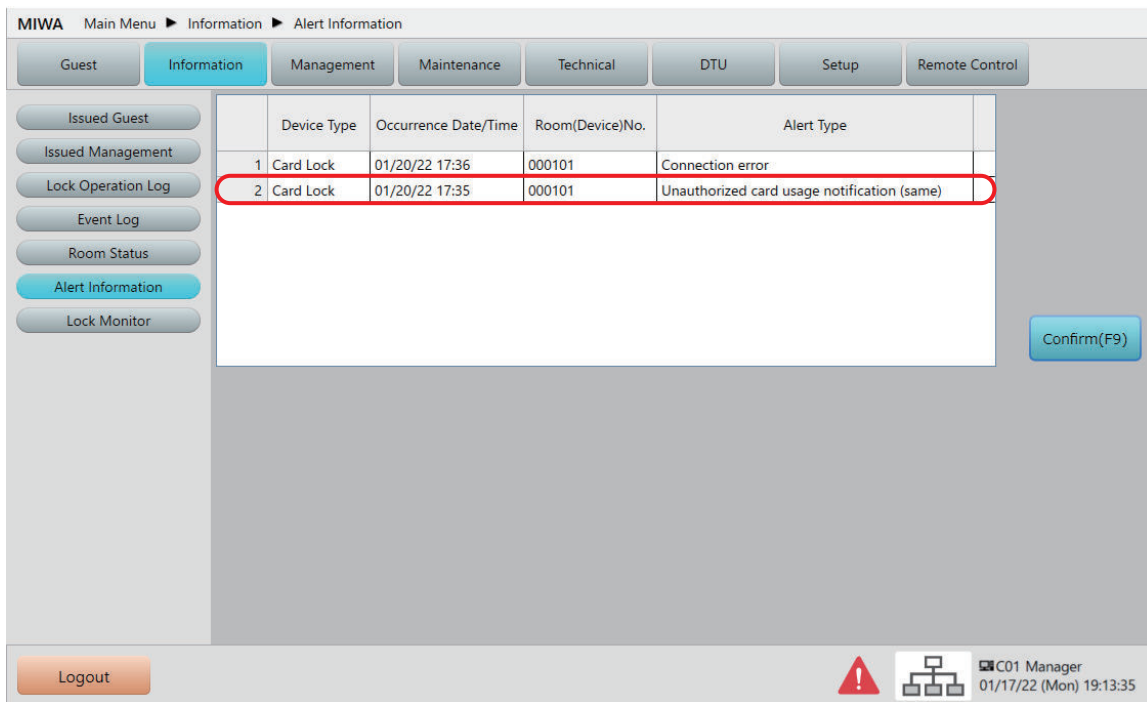
- 1 Click [Information] in the main menu, then click [Alert Information] in the sub menu to display the [Alert Information] screen.



Reference

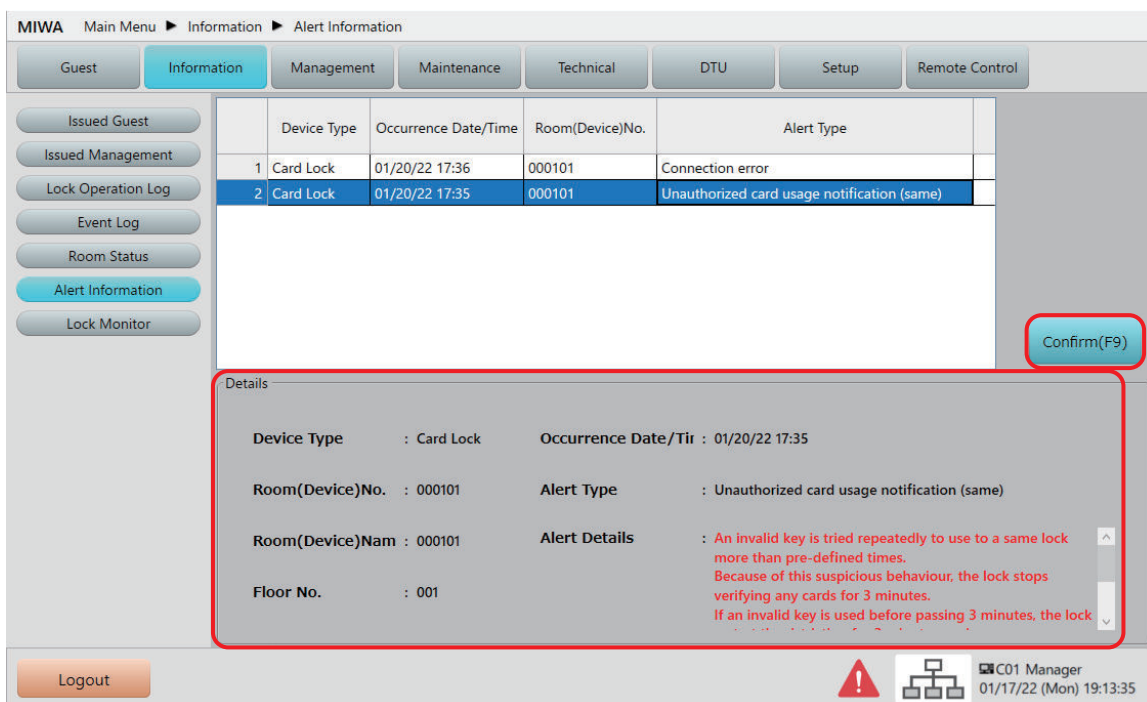
- You can also click on the alert icon to display the [Alert Information] screen.

2 Select the alert information displayed in the [Alert Information] screen.



Detailed information about the alert will be displayed at the bottom of the screen.

3 Check the detailed information and click [Confirm(F9)].



The alert icon will disappear.



Check

- If there are multiple items of alert information displayed, the alert icon will not disappear until you check the detailed information of all the alerts.

4.7 Lock Monitor (only for lock online operation)

You can browse online the door status, battery level, and connection status of locks and EVU (Elevator / Perimeter Access Control Unit) readers.

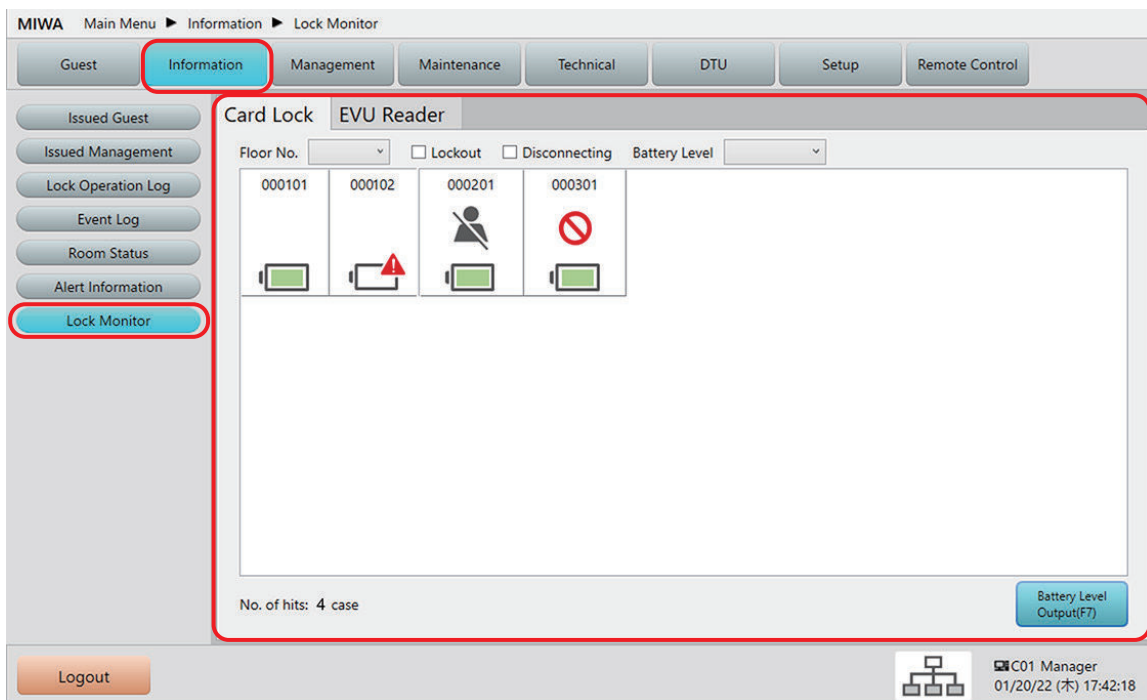


Caution

- If the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.

1 Display the [Lock Monitor] screen.

- 1 Click [Information] in the main menu, then click [Lock Monitor] in the sub menu to display the [Lock Monitor] screen.



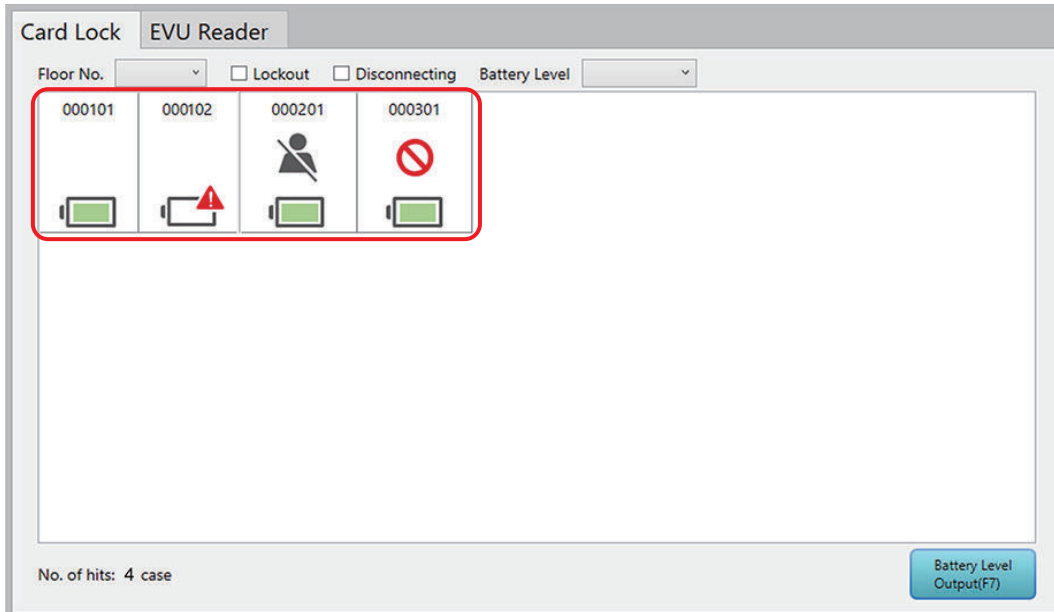
Reference

- The icons displayed on the screen represent the following, respectively. For details on the lockout status, see "10.1 Traffic Restriction (only for lock online operation)".

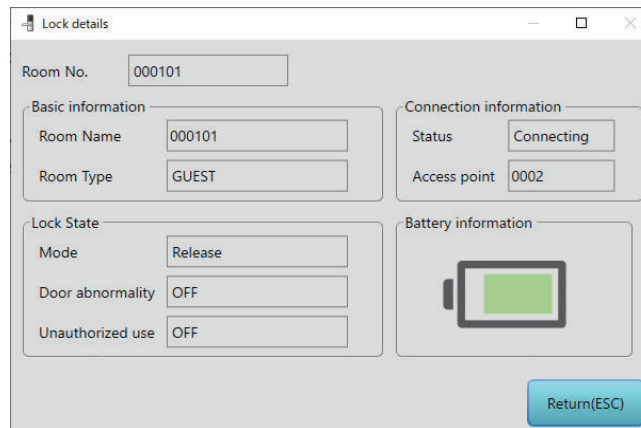
	Battery level OK
	Battery level low
	Guest lockout status
	Master lockout status

- You can also narrow down the list by selecting from pull-down menus for [Floor No.] and [Battery Level], and by selecting the checkboxes for [Lockout] and [Disconnecting]. (Only [Lockout] and [Disconnecting] are available for EVU (Elevator / Perimeter Access Control Unit) readers.)


2 Click the door lock whose status you want to check.



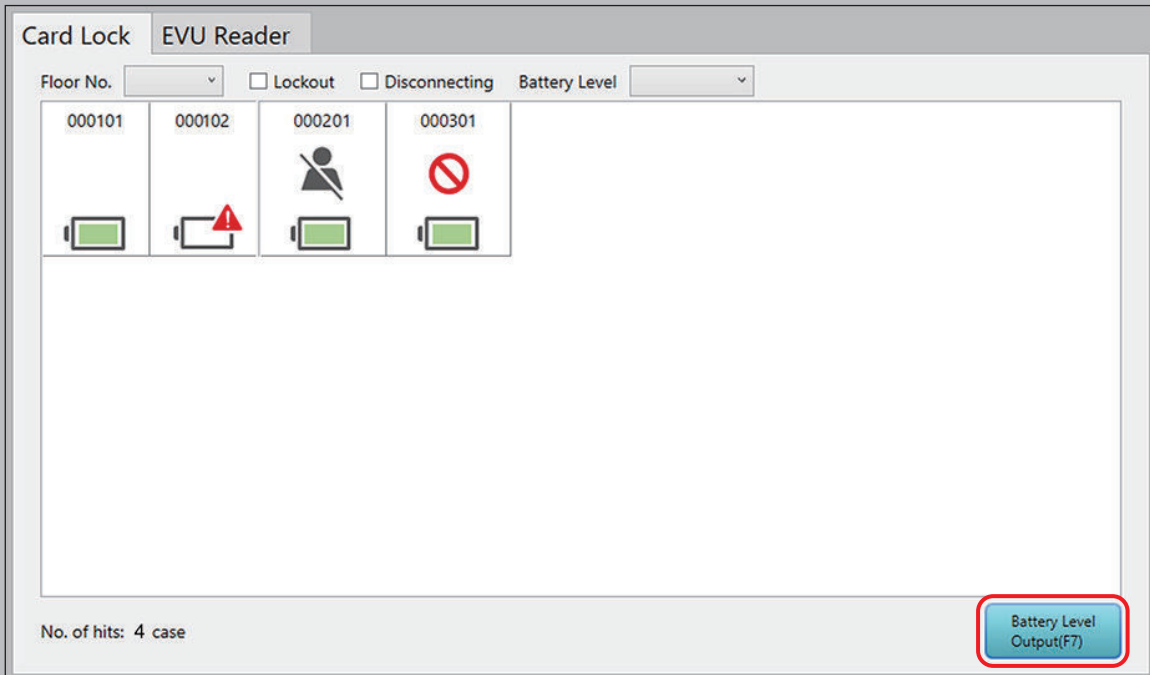
- 1 Detailed information about the door lock will be displayed, allowing you to check the battery level and other information in the list.



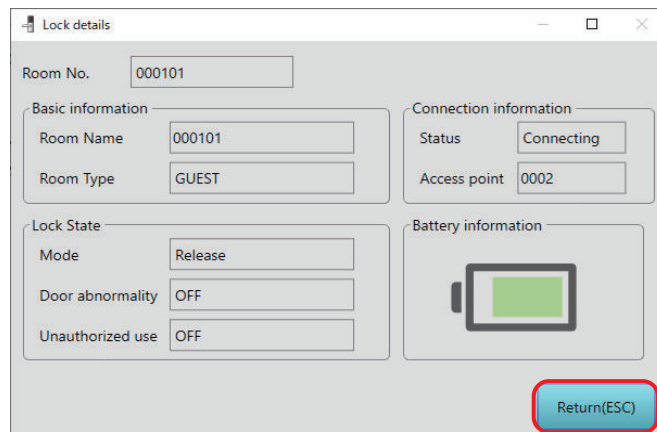
Item name	Displayed contents
Room No.	Displays the room number.
Room Name	Displays the room name.
Room Type	Displays the room type.
Mode	Displays the lock status of the door lock (unlocked, guest lockout, master lockout, housekeeping lockout).
Door abnormality	Displays the door state error as ON or OFF. "ON" is displayed when a status error occurs.
Unauthorized use	Displays the fraud card use restriction status as ON or OFF. "ON" is displayed when the fraud card use restriction is in effect.
Status	Displays the connection status (connected or unconnected) of the door lock.
Access point	Displays the device name of the gateway to which the door lock is connected. If the device name of the gateway has not been set, the device number will be displayed.
Battery information	Displays the remaining battery level with an icon.

 Reference

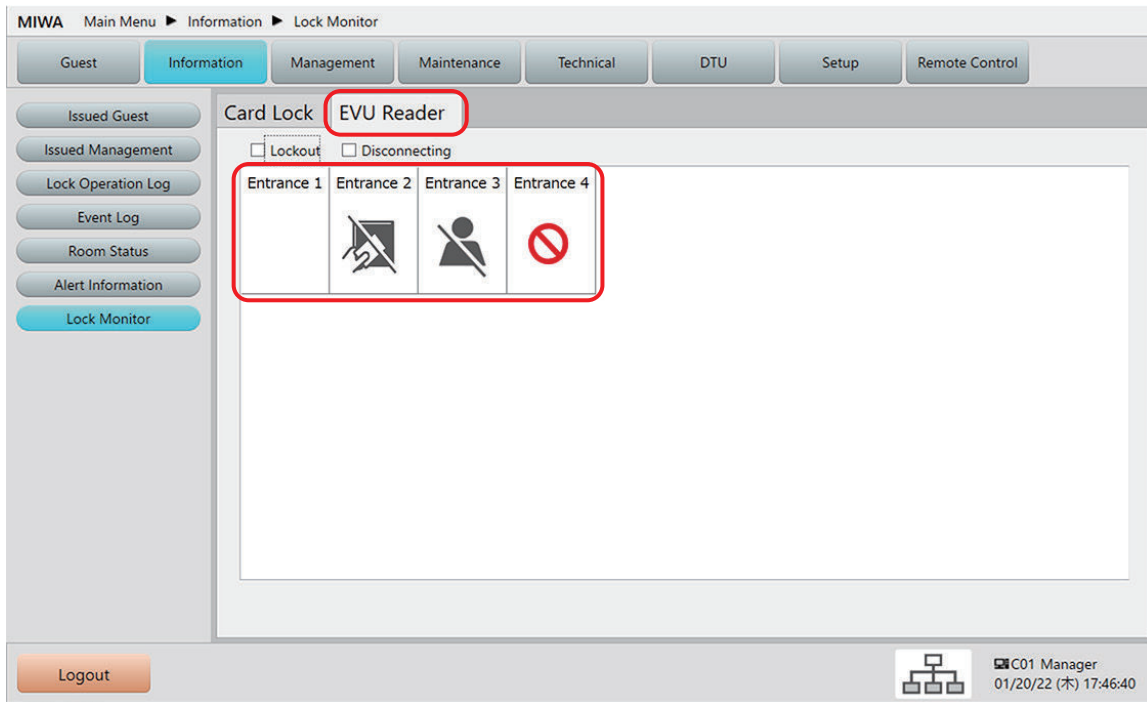
- The room name can be changed from [Setup] > [Connected Device Setting]. For details, see the separate volume "Setup Manual".
- Click the [Battery Level Output(F7)] button on the [Lock Monitor] screen to save the list of remaining battery level for each lock currently online as a CSV file.




2 Click [Return(ESC)].






3 Select the [EVU Reader] tab, and click on the EVU (Elevator / Perimeter Access Control Unit) reader whose status you want to check.

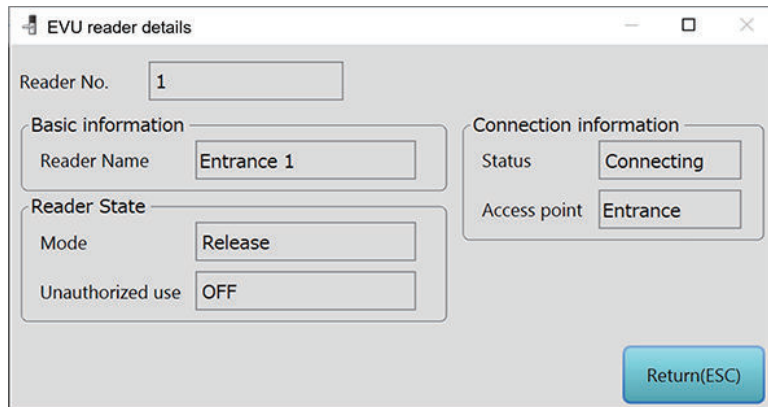


 Reference

- The icons displayed on the screen represent the following, respectively. For details on the lockout status, see "10.1 Traffic Restriction (only for lock online operation)".

No icon	Connected
	Unconnected
	Guest lockout status
	Master lockout status

1 Detailed information about the EVU (Elevator / Perimeter Access Control Unit) reader will be displayed.

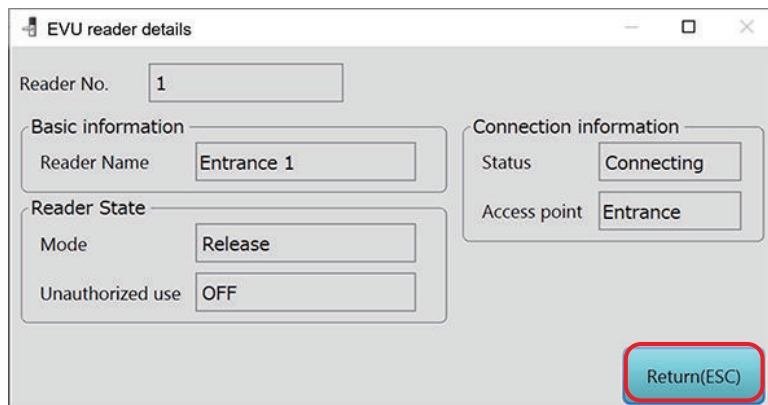


Item name	Displayed contents
Reader No.	Displays the reader number.
Reader Name	Displays the reader name.
Mode	Displays the lock status of the EVU (Elevator / Perimeter Access Control Unit) reader (unlocked, guest lockout, master lockout, housekeeping lockout).
Unauthorized use	Displays the fraud card use restriction status as ON or OFF. "ON" is displayed when the fraud card use restriction is in effect.
Status	Displays the connection status (connected, error, or unconnected) of the EVU (Elevator / Perimeter Access Control Unit) reader.
Access point	Displays the device name of the EVU (Elevator / Perimeter Access Control Unit) to be connected. If the device name of the EVU (Elevator / Perimeter Access Control Unit) has not been set, the device number will be displayed.

 Reference

- The device name and reader name of the EVU (Elevator / Perimeter Access Control Unit) can be changed from [Setup] > [Connected Device Setting]. For details, see the separate volume "Setup Manual".

2 Click [Return(ESC)].



5 [Management] menu

Menu to issue "Management Card" that is used by hotel staff.

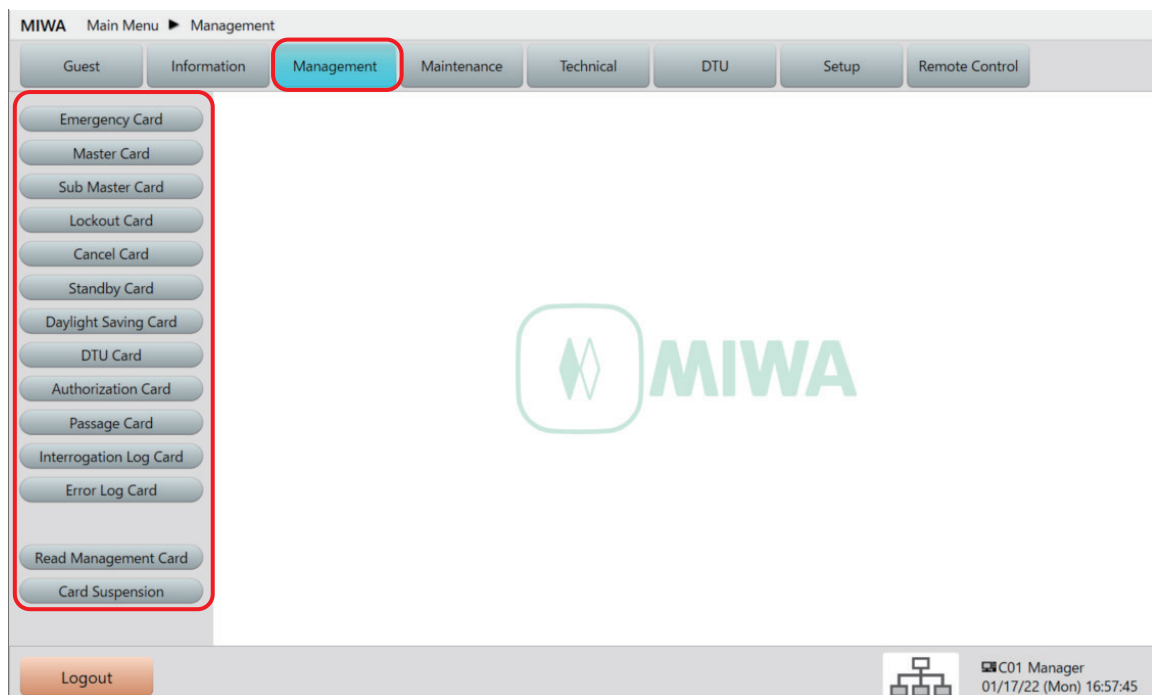
Caution

- Please make sure to issue required number of Management Cards at the same time. Issuing one card at a time might disable previously issued cards.
- To add total number of Master Card (MS) and Submaster Card (SMS), a new staff must be registered. For details, see the separate volume "Setup Manual".

Check

- The [Management] menu will not always be displayed, depending on a privilege of a person logged in, or system configuration.
- Further menus are intended for personnels in charge of the system management; therefore, general instructions such as how to navigate to each screen or procedures other than key operations are not described.

Clicking on the [Management] button in the main menu displays the corresponding sub menus. A "Management Card" with a sub menu name can be issued.



- **Emergency Card**
A card for an emergency that can unlock all the registered rooms. Unlocked locks using this card will be kept at continuously unlocked status and will not be automatically re-locked.
- **Master Card**
A card that can unlock all the registered rooms.

- **Sub Master Card**
A card that can flexibly be configured with unlocking conditions such as for separate floors or for a range of rooms.
- **Lockout Card**
 - Master Lockout Card: Card to disable cards other than the Emergency Card.
 - Housekeeping Lockout Card: Card to disable guest cards.
- **Cancel Card**
Card to unlock the locked out condition.
- **Standby Card**
Card to be used to substitute a guest card under conditions such as power outage when guest cards cannot be issued. There are no usage limitation for this card.
- **Daylight Saving Card**
Card to switch between summer/winter time. Not used in Japan. (Cards are locked with Standard time)
- **DTU Card**
Card to set the door lock to DTU communication mode.
- **Authorization Card**
Master Authorization Card (MA) to be used for logging into this Software.
- **Passage Card**
Card to set rooms to continuously unlocked condition.
- **Interrogation Log Card**
Card to acquire unlock history information from a door lock.
- **Error Log Card**
Card to acquire error history information from a door lock.
- **Read Management Card**
Read the above listed management cards to display those saved data.
- **Card Suspension**
Temporarily disable the use of the above management cards.

5.1 Emergency Card (Card to force unlock all rooms)

"Emergency Card (EM)" can be issued under an emergency condition in order to force unlock all the rooms of the hotel. After operating this card, guest rooms will not be re-locked automatically and enter into continuous unlocked condition.



Caution

- To make the rooms back to auto-lock condition, turn the thumb turn (dial to double-lock the key) of the door lock, or control the DTU. For entrance/elevator access card reader, control DTU to revert to the auto-lock condition. For details about DTU operation, see the separate volume "DTU Instruction Manual".

1 Display the [Emergency Card] screen.

- 1 On main menu, click on [Management], then click on [Emergency Card] of the sub menu to display the [Emergency Card] screen.

2 Specify required conditions and issue an card.

MIWA Main Menu ► Management ► Emergency Card

Guest Information Management Maintenance Technical DTU Setup Remote Control

Emergency Card (1) No. of Card 1 Duplicate (2)

Master Card (3) Encoder No. T01

Sub Master Card (4) POS Info * 2201171703

Lockout Card

Cancel Card

Standby Card

Daylight Saving Card

DTU Card

Authorization Card

Passage Card

Interrogation Log Card

Error Log Card

Read Management Card

Card Suspension

(5) Issue(F9)

Logout

C01 Manager 01/17/22 (Mon) 17:04:19



Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) No. of Card

Specify number of cards to be issued. Up to 255 cards can be specified.

When issuing Emergency Cards (EM), please make sure to issue required number of the cards at the same time. Issuing one card at a time will disable previously issued cards.

 **Caution**

- **The maximum number of cards issued is the total number of cards issued. Please note that the sum total of the initial and additional number of cards issued is 255.**

 **Check**

- **Up/down buttons can only specify the upper limit of the numbers that can be set as of that moment.**

(2) Duplicate

Check this item when already issued Emergency Card (EM) is damaged, or when adding to the total number of the cards.

 **Caution**

- **If duplicated without checking this item, it will disable the previously issued cards.**

(3) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

(4) POS Info *


Configured POS information is displayed if the software is set up to write POS data.

 **Check**

- **POS data can be configured from [Setup] > [POS Setting].**
- **For linking with ALV3 system, consult your system administrator or MIWA Lock sales representative.**

(5) [Issue(F9)] button

Click to issue a card.

 **Reference**

- **See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.**

5.2 Master Card (Card that can unlock all rooms)

Issue a "Master Card (MS)" that can lock all rooms of the hotel.

Master Card (MS) issuance consists of the following two types.

- 1 Issue with a staff specified
- 2 Issue without a staff specified



Check

- The issuance type of Master Card (MS) will be "Issue with a staff specified", if [Designate staff and issue MS] option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.

5.2.1 Issue with a staff specified

A Staff Code will be registered for a Master Card (MS) that is issued with a staff specified.

1 Display the [Master Card] screen.

- 1 Click [Management] in the main menu, then click [Master Card] in the sub menu to display the [Master Card] screen.

2 Issue with a staff and condition specified.

MIWA Main Menu ► Management ► Master Card

Guest Information **Management** Maintenance Technical DTU Setup Remote Control

Emergency Card Duplicate (3) Current Sequence 4

Master Card (4) Encoder No. T01 No. of Issued 1

	Issue (1)	Deadbolt Override (2)	Staff Code	Staff Name	Expire	Authorization Type	Issued Date/Time	Issued Sequence
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	001001	Manager A	01/13/23	MANAGER	01/17/22 17:06	4
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	001002	Manager B	01/13/23	MANAGER	01/14/22 16:26	2
3	<input type="checkbox"/>	<input type="checkbox"/>	001003	Manager C	01/13/23	MANAGER	-	-

Issued Not Issued View only issued staff (5)

CSV(F7) Issue(F9)

Logout C01 Manager 01/17/22 (Mon) 17:11:11

**Check**

- **Only staffs with MS (Issue Master Card) checked during staff registration process are displayed on the list. For details about registering a staff, see the separate volume "Setup Manual".**

(1) [Issue] checkbox

Check the staff who will issue a Master Card (MS).

The staff to whom the card is already issued will be displayed in light blue. To view the hidden area of the list, use right/left, up/down scroll bar to scroll the list.

If, at least one of the already issued Master Cards (MS) is lost, all of that issued Master Cards (MS) including the cards for the staff shown in light blue should be re-issued. These previously issued Master Cards (MS) will be disabled.

**Reference**

- **Configured POS information will be written if the software is configured to write POS data. The whole list can be reviewed by scrolling it.**

(2) [Deadbolt Override] checkbox

Tick this checkbox to enable unlock function even when a deadbolt is out.

**Caution**

- **It should be noted that, if a card is issued with this checkbox ticked, the room can be unlocked while a guest is in the room, even it is double locked.**

(3) [Duplicate] checkbox

Tick this checkbox when the issued card is damaged, and issue a new card only for the staff of the damaged Master Card (MS).

In order to increase the total number of cards, first, register a new staff and tick this checkbox before issuing a card only for the newly registered staff. A card that can be shared with other already issued cards will be issued.

**Check**

- **If a card issued without ticking the [Duplicate] checkbox is used for the door lock, previously issued card will become unavailable.**

(4) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

(5) [Issue(F9)] button

Click to issue a card.

**Reference**

- **See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.**

5.2.2 Issue without a staff specified

A staff code will not be registered for a Master Card (MS) that is issued without a staff specified.

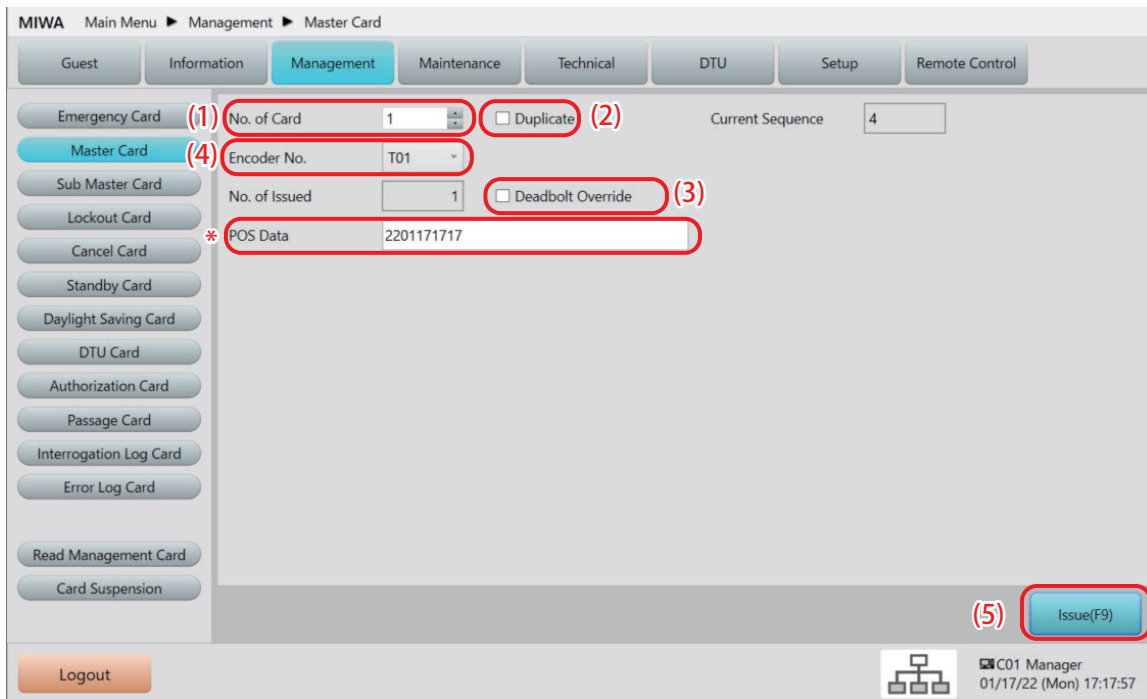
 **Caution**


- Master Card (MS) "without a staff specified" cannot identify a user from the unlock log.

1 Display the [Master Card] screen.


- 1 Click [Management] in the main menu, then click [Master Card] in the sub menu to display the [Master Card] screen.

2 Specify conditions and issue an card.



 **Check**

- Items with * may not be displayed, depending on the system configuration and setting.

 **Reference**

- Configured POS information will be written if the software is configured to write POS data.

(1) No. of Card

Specify the number of Master Card (MS) to be issued.

Please make sure to issue all required number of cards at the same time. Issuing one card at a time will disable previously issued cards.

If, at least one of the already issued Master Cards (MS) is lost, the same number with the previously issued number of the Master Card (MS) should be re-issued. These previously issued Master Cards will be disabled.

**Caution**

- **Maximum number of issuable cards is 255. Please note that, even when you select [Duplicate], the total number of cards will be 255, including the previously issued cards.**

(2) [Duplicate] checkbox

Tick this checkbox when an issued card is damaged, and issue same number of new card with the number of the damaged Master Card (MS).

In order to increase the total number of cards, tick this checkbox before issuing a card. A card that can be shared with already issued cards will be issued.

**Check**

- **If a card is issued without ticking the [Duplicate] checkbox, previously issued cards will become unavailable.**

(3) [Deadbolt Override] checkbox

Tick this checkbox to enable unlock function even when a deadbolt is out.

**Caution**

- **It should be noted that, if a card is issued with this checkbox ticked, the room can be unlocked while a guest is in the room, even it is double locked.**

(4) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

(5) [Issue(F9)] button

Click to issue a card.

**Reference**

- **See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.**

5.3 Sub Master Card (Card that can unlock a specified range of rooms)

Issues a "Submaster Card (SMS)" that can flexibly be configured with a range to unlock the locks, such as for different floors or room ranges.

Setup of unlocking range can be controlled from [Setup] > [Sub Master]. For details about setup, see the separate volume "Setup Manual".

Check

- This software can be registered with up to 500 patterns of Sub Master levels (Sub Master group).
- If one of the Submaster Card (SMS) is lost, all the cards of the same Sub Master level should be re-issued and be used as door locks for the affected rooms. These previously issued cards will become unavailable.
- Cards that will be disabled are the ones of the same Sub Master level only. Sequences (issuing cycles) of Submaster Cards (SMS) is managed by each Sub Master level; therefore, other Sub Master levels will not be affected.

Submaster Card (SMS) issuance consists of the following two types.

- 1 Issue with a staff specified
- 2 Issue without a staff specified

Check

- The issuance type of Submaster Card (SMS) will be "Designate staff and issue SMS", if [Designate staff and issue SMS] option is checked in the [Setup] > [System Configuration] > [System Operation Setting] tab.

5.3.1 Issue with a staff specified

A staff code will be registered for a Submaster Card (SMS) that is issued with a staff specified.

1 Display the [Sub Master Card] screen.

- 1 Click [Management] in the main menu, then click [Sub Master Card] in the sub menu to display the [Sub Master Card] screen.

2 Specify a staff and condition.

	SMS Level	Staff Code	Staff Name	Validity	Unlimited	Validity							220117		
						Date	Time	End	Mo	Tu	We	Th		Fr	Sa
1	<input checked="" type="checkbox"/>	001007	Staff A	<input checked="" type="checkbox"/>	01/13/23	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	220117
2	<input type="checkbox"/>	001008	Staff B	<input type="checkbox"/>	01/13/23	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	220117
3	<input checked="" type="checkbox"/>	001009	Staff C	<input checked="" type="checkbox"/>	01/13/23	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	220117
4	<input type="checkbox"/>	001004	Front A	<input type="checkbox"/>	01/13/23	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	220117
5	<input type="checkbox"/>	001005	Front B	<input type="checkbox"/>	01/13/23	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	220117
6	<input type="checkbox"/>	001006	Front C	<input type="checkbox"/>	01/13/23	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	220117

! Check

- Only staffs whose SMS (Issue Submaster Card) are checked during staff registration process are displayed on the list. For details about registering a staff, see the separate volume "Setup Manual".
- This screen is for issuing only - grayed out areas of the list are just for review. Edits such as configuration change cannot be performed. Also, about individual setups, it can be viewed by clicking the [Detail(F5)] button.
- For details about setup procedures, see the separate volume "Setup Manual".

(1) [New Issue] checkbox

Check the staff who will issue a Submaster Card (SMS).

The checkbox background of the staff to whom the card is already issued will be displayed in light blue. To view the hidden area of the list, use right/left, up/down scroll bar to scroll the list.

If at least one of the already issued Submaster Card (SMS) is lost, previously issued Submaster Cards (SMS) of the same submaster level for all the staffs should be re-issued, and be used as door locks for the affected rooms.

These previously issued cards of the same SMS level will be disabled.

**Reference**

- **When the New Issue checkbox is ticked, other checkboxes of the same SMS level will also be ticked at the same time. Turn off the checkboxes as required.**
- **Configured POS information will be written if the software is configured to write POS data. The list can be scrolled to the left/right.**

(2) [Deadbolt Override] checkbox

Tick this checkbox to enable unlock function even when a deadbolt is out.

**Caution**

- **It should be noted that, if a card is issued with this checkbox ticked, the room can be unlocked while a guest is in the room, even it is double locked.**

(3) [Not Unlock Battery Near End] checkbox

If checked, unlock function is disabled and buzzer will be activated when the lock's battery is running out.

If it is not checked, unlock can be operated even if the lock's battery is running out. In this case, the lock's LED will blink and buzzer will be activated.

(4) [Duplicate Issue] checkbox

Tick this checkbox when an issued card is damaged, and issue a new card only for the staff of the damaged Submaster Card (SMS).

In order to increase the total number of cards, first, register a new staff and tick this checkbox before issuing a card only for the newly registered staff. Cards that can be shared with other issued cards of the same SMS level can be issued.

**Check**

- **If a card is issued without ticking the [Duplicate Issue] checkbox, previously issued cards of the same SMS will be disabled.**

(5) [Issue(F9)] button

Clicking this button will open the [Check issued sub master card] window.

! Check

- If no staff is specified to issue the card, the Confirmation window will not be displayed. Please check the specified details.

3 Confirm the issuance details to issue a card.

Check issued sub master card

Deadbolt Override

Not unlock when battery near end

Duplicate

No. of Issued: 0

POS Data: 2201171720

SMS Level: 1

Staff: 001007:Staff A

Current Sequence: 0

Encoder No.: T01

No. of Card: 1

Cancel(ESC) Issue(F9)

📄 Reference

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

5.3.2 Issue without a staff specified

A staff code will not be registered for a Submaster Card (SMS) that is issued without a staff specified.

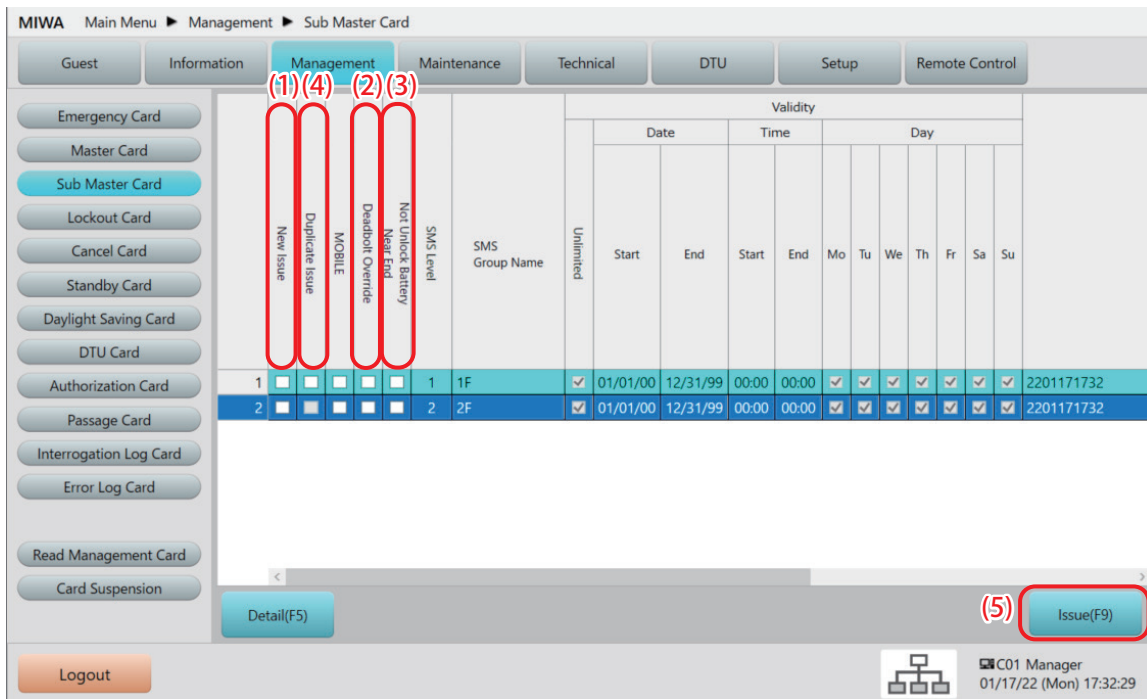
 **Caution**


- Submaster Card (SMS) "without a staff specified" cannot identify a user on the unlocking history.

1 Display the [Sub Master Card] screen.

- 1 Click [Management] in the main menu, then click [Sub Master Card] in the sub menu to display the [Sub Master Card] screen.

2 Specify a Submaster Group and conditions.



 **Check**

- On the list, Submaster group configured from [Setup] > [Sub Master] (without a staff specified) will be displayed. For details about Submaster group setup, see the separate volume "Setup Manual".
- This screen is for issuing only - grayed out areas of the list are just for review. Edits such as configuration change cannot be performed. Also, about individual setups, it can be viewed by clicking the [Detail(F5)] button.
- For details about setup procedures, see the separate volume "Setup Manual".

Following items are the same with "5.3.1 Issue with a staff specified".

- (1) [New Issue] checkbox
- (2) [Deadbolt Override] checkbox
- (3) [Not Unlock Battery Near End] checkbox
- (4) [Duplicate Issue] checkbox
- (5) [Issue(F9)] button

3 Confirm the issuance details to issue a card.

Check issued sub master card

Deadbolt Override

Not unlock when battery near end

Duplicate

No. of Issued: 1

POS Data: 2201171731

SMS Level: 1

Group Name: 1F

Current Sequence: 1

Encoder No.: T01

No. of Card: 1

Cancel(ESC) Issue(F9)

Reference

- Not like "Issue with a staff specified", number of card can be specified.
- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

5.4 Lockout Card (Card to prohibit entrance to a room)

A Lockout Card that will disable specific cards after placing this card over a door lock can be issued. Lockout Card consists of the following two types that can prohibit functions of other cards.

Housekeeping Lockout Card (HLO)

It can prohibit unlocking operations with the following guest-type cards taken away by guests after check-out.

- Guest Card (GU)
- Multi Guest Card (GM1/GM2/GM3/GM4)
- Maintenance Card (MT)
- Standby Card (ST)
- One-shot Card (OS)
- Smart Phone (GU)

Master Lockout Card (MLO)

It can prohibit/disable unlocking operations with the following cards in use. Cards other than Emergency Card (EM) will be prohibited.

- Guest Card (GU)
- Multi Guest Card (GM1/GM2/GM3/GM4)
- Maintenance Card (MT)
- Standby Card (ST)
- One-shot Card (OS)
- Housekeeping Lockout Card (HLO)
- Submaster Card (SMS)
- Master Card (MS)
- Smart Phone (GU)



Reference

- A cancel card or DTU is required to restore the original state of a door lock that has been set to the unlock-prohibited state with a lockout card (to cancel the prohibited state). See "5.5 Cancel Card (a card to cancel a prohibited condition)".



Caution

- If a new guest card is used during HLO, the HLO state will be canceled.

1 Display the [Lockout Card] screen.

- 1 Click [Management] in the main menu, then click [Lockout Card] in the sub menu to display the [Lockout Card] screen.

2 Issue a card by selecting the card type, number, and Encoder No. of the card to be issued.

The screenshot shows the MIWA Management Lockout Card interface. The sidebar on the left lists various card types: Emergency Card, Master Card, Sub Master Card, Lockout Card (highlighted), Cancel Card, Standby Card, Daylight Saving Card, DTU Card, Authorization Card, Passage Card, Interrogation Log Card, Error Log Card, Read Management Card, and Card Suspension. The main form area contains the following fields and controls:

- Card Type:** Radio buttons for "Housekeeping Lockout" (selected) and "Master Lockout".
- No. of Card:** A text input field containing "1".
- Duplicate:** A checkbox labeled "Duplicate".
- Encoder No.:** A dropdown menu showing "T01".
- Issue(F9):** A blue button at the bottom right of the form.

(1) Card Type

Select a type of the Lockout Card to be issued by clicking an intended radio button.

(2) No. of Card

Specify number of cards to be issued.

Please make sure to issue all required number of cards at the same time. Issuing one card at a time will disable previously issued cards.

! Caution

- **Maximum number of issuable cards is 255. Please note that, even when you select [Duplicate], the total number of cards will be 255, including the previously issued cards.**

(3) [Duplicate] checkbox

In order to increase the total number of cards, tick this checkbox before issuing a card. A card that can be shared with other already issued cards will be issued.

! Check

- **If a card is issued without ticking the [Duplicate] checkbox, previously issued cards will become unavailable.**

(4) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

- (5) [Issue(F9)] button
Click to issue a card.



Reference

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

5.5 Cancel Card (a card to cancel a prohibited condition)

Issue a Cancel Card (CL) to cancel the room entrance prohibition status controlled by the Lockout Card. Cancel Card (CL) consists of one type and can be used for both Housekeeping Lockout Card (HLO) and Master Lockout Card (MLO) for canceling the prohibited condition.

1 Display the [Cancel Card] screen.

- 1 Click [Management] in the main menu, then click [Cancel Card] in the sub menu to display the [Cancel Card] screen.

2 Issue a card by specifying number and Encoder No. of the card to be issued.

The screenshot shows the MIWA interface for the 'Cancel Card' screen. The breadcrumb trail is 'MIWA Main Menu > Management > Cancel Card'. The top navigation bar includes 'Guest', 'Information', 'Management' (selected), 'Maintenance', 'Technical', 'DTU', 'Setup', and 'Remote Control'. On the left, a vertical menu lists various card types, with 'Cancel Card' highlighted in blue. The main content area has the following fields: 'No. of Card' (input field with '1' and a red circle (1)), 'Duplicate' (checkbox with a red circle (2)), and 'Encoder No.' (dropdown menu with 'T01' and a red circle (3)). At the bottom right, there is an 'Issue(F9)' button with a red circle (4). A 'Logout' button is at the bottom left. The bottom right corner shows a tree icon, 'C01 Manager', and the date/time '01/17/22 (Mon) 17:34:05'.

(1) No. of Card

Specify number of cards to be issued.

Please make sure to issue all required number of cards at the same time. Issuing one card at a time will disable previously issued cards.



Caution

- Maximum number of issuable cards is 255. Please note that, even when you select [Duplicate], the total number of cards will be 255, including the previously issued cards.

(2) [Duplicate] checkbox

In order to increase the total number of cards, tick this checkbox before issuing a card. A card that can be shared with other already issued cards will be issued.

 **Check**


- **If a card is issued without ticking the [Duplicate] checkbox, previously issued cards will become unavailable.**

(3) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

(4) [Issue(F9)] button

Click to issue a card.

 **Reference**

- **See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.**

5.6 Standby Card (a card to be used as a substitution for Guest Card)

Standby cards (ST) are issued to customers instead of guest cards when guest cards cannot be issued, such as during power outages.



Caution

- There are no limit for the Standby Card (ST)'s period of use. Make sure to issue this card for all the room numbers when initiating operation of the System and securely keep the issued cards.
- Among the management cards, only this card is not a Mifare Classic 4K/Mifare Plus 4K card.

1 Display the [Standby Card] screen.

1 Click [Management] in the main menu, then click [Standby Card] in the sub menu to display the [Standby Card] screen.

2 Issue a card with intended conditions specified.

MIWA Main Menu ► Management ► Standby Card

Guest Information Management Maintenance Technical DTU Setup Remote Control

Emergency Card (1) Tower * Ocean Tower

Master Card (2) Room 00101

Sub Master Card (3) Guest Type REGULAR List(F8)

Lockout Card (4) No. of Card 1 Duplicate (5)

Cancel Card (6) Encoder No. T01 * Print Char. * Auto loading of a card

Daylight Saving Card (7) Sequence * 01/17/22 17:40

DTU Card (8) Deadbolt Override

Authorization Card (9) POS Info 2201171740

Passage Card

Interrogation Log Card

Error Log Card

Read Management Card

Card Suspension

(10) Issue(F9)

Logout C01 Manager 01/17/22 (Mon) 17:40:37



Check

- Items with * may not be displayed, depending on the system configuration and setting.



Reference

- There are no Check-in or Check-out; however, setup items are the same with the Guest Card.

(1) Tower *

Select a Tower (building) to which a Standby Card will be issued.
If the rooms are not managed on a tower basis, this item is not displayed.

(2) Room

Specify a room number to which a Standby Card will be issued.
If a room range is specified, individual card will be issued for each room number.
When only one room is to be specified, enter a value in the left field.

 **Check**

- **When a special room is configured for the specified room number, that special room also can be unlocked with this card. For details about room configuration, see the separate volume "Setup Manual".**

(3) Guest Type

A Guest Type can be selected.
You can select individual special rooms or all of them. Click the [List(F8)] button to select from the "List of special room".

 **Reference**

- **Guest type can be set from [Setup] > [Guest Type].**
- **Special room can be configured from [Setup] > [Room Type].**

(4) No. of Card

Specify number of cards to be issued.

 **Check**

- **It is recommended to issue 2-3 Standby Cards for each card, including some spares.**

 **Caution**

- **Maximum number of issuable cards is 255, for each room number. Please note that, even when you select [Duplicate], the total number of cards will be 255, including the previously issued cards.**

(5) [Duplicate] checkbox

When some cards are already issued, in order to increase the total number of cards, tick this checkbox before issuing a card. A card that can be shared with other already issued cards will be issued.

 **Caution**

- **If a card issued without ticking the [Duplicate] checkbox is inserted into the door lock, previously issued card will be disabled.**

(6) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

(7) Sequence *

For normal operation, do not change the indicated initial value (current date/time).

If the date is changed to a new date and the card with this new date is used, already issued cards will become unavailable.

This item is displayed (editable) only when room numbers are individually specified.

(8) [Deadbolt Override] checkbox

Tick this checkbox to enable unlock function even when a deadbolt is out.

(9) POS Info *

If the settings are configured to write POS data in guest cards, the POS data specified in this text box is displayed.

**Check**

- POS data can be configured from [Setup] > [POS Setting].
- For linking with ALV3 system, consult your system administrator or MIWA Lock sales representative.

(10) [Issue(F9)] button

Click to issue a card.

**Reference**

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

5.7 Daylight Saving Card (card to switch to summer time)

Issues two types of Daylight Saving Card (DS) to switch door lock's internal clock - Set card to switch to summer time, and Reset card to standard time. (Not used in Japan.)

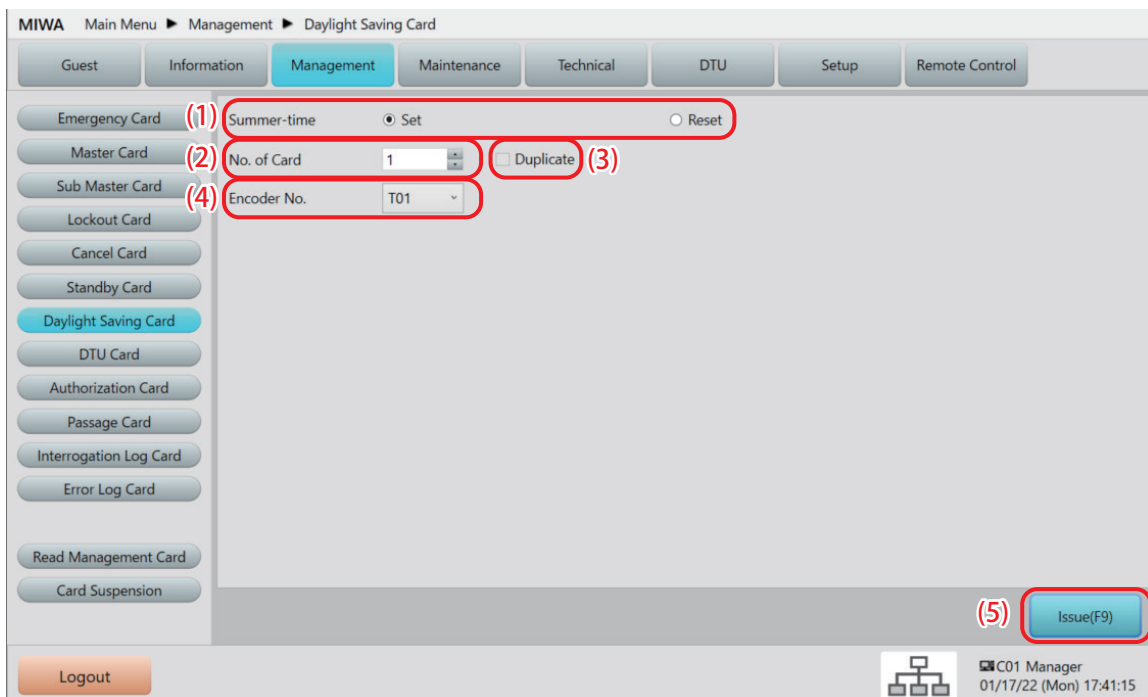
Caution

- When issuing Daylight Saving Card, make sure to always issue a pair of Set card and Reset card. In issuing the cards, after issuing the Set card, please always tick the [Duplicate] checkbox and issue Reset card.

1 Display the [Daylight Saving Card] screen.

- 1 Click [Management] in the main menu, then click [Daylight Saving Card] in the sub menu to display the [Daylight Saving Card] screen.

2 Issue the Set card.



(1) Summer-time

Select Daylight Saving Card (DS) to be issued.

Set: Card to switch to summer time. Put the door lock's internal clock forward by one hour.

Reset: Card to switch (revert) to standard time.

When issuing these cards for the first time, select [Set].

(2) No. of Card

Specify number of cards to be issued. Please always issue required number of cards at the same time. Issuing one card at a time will disable previously issued cards.

 **Caution**

- **Maximum number of issuable cards is 255. Please note that, even when you select [Duplicate], the total number of cards will be 255, including the previously issued cards.**

(3) [Duplicate] checkbox

When some cards are already issued, in order to increase the total number of cards, tick this checkbox before issuing a card. A card that can be shared with other already issued cards will be issued.

 **Check**

- **If a card is issued without ticking the [Duplicate] checkbox, previously issued cards will become unavailable.**

(4) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

(5) [Issue(F9)] button

Click to issue a card.

 **Reference**

- **See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.**

3 Issue the Reset card.

- 1 From [Summer time], select [Reset] radio button.
- 2 Set [No. of Card] to the same number of the set.
- 3 Tick [Duplicate] checkbox.
- 4 Click the [Issue(F9)] button to issue the card.

 **Caution**

- **When issuing Daylight Saving Card, make sure to always issue a pair of Set card and Reset card. In issuing the cards, after issuing the Set card, please always tick the [Duplicate] checkbox and issue Reset card.**

5.8 DTU Card (Card to set the door lock function to DTU communication mode)

Issue a DTU Card (DTU) that can switch the door lock to DTU communication mode.

The door lock will be waiting-IR-from-DTU status (LED lights in orange) (DTU=data communication equipment) for 7 seconds, after the DTU Card (DTU) is placed. Only during this time duration, the door lock and DTU can communicate.

1 Display the [DTU Card] screen.

- 1 Click [Management] in the main menu, then click [DTU Card] in the sub menu to display the [DTU Card] screen.

2 Issue the DTU Card.

MIWA Main Menu ► Management ► DTU Card

Guest Information Management Maintenance Technical DTU Setup Remote Control

Emergency Card (1) No. of Card 1 Duplicate (2)

Master Card (3) Encoder No. T01

Sub Master Card

Lockout Card

Cancel Card

Standby Card

Daylight Saving Card

DTU Card

Authorization Card

Passage Card

Interrogation Log Card

Error Log Card

Read Management Card

Card Suspension

Issue(F9) (4)

Logout

C01 Manager 01/17/22 (Mon) 17:41:54

(1) No. of Card

Specify number of cards to be issued. Please always issue required number of cards at the same time. Issuing one card at a time will disable previously issued cards.



Caution

- Maximum number of issuable cards is 255. Please note that, even when you select [Duplicate], the total number of cards will be 255, including the previously issued cards.

(2) [Duplicate] checkbox

When some cards are already issued, in order to increase the total number of cards, tick this checkbox before issuing a card. A card that can be shared with other already issued cards will be issued.

 **Check**


- **If a card is issued without ticking the [Duplicate] checkbox, previously issued cards will become unavailable.**

(3) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

(4) [Issue(F9)] button

Click to issue a card.

 **Reference**

- **See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.**

5.9 Authorization Card (card for logging in)

Issue Master Authorization Card (MA) to be used for logging into this Software.

This card can be issued for the predefined staffs only. Also, this card cannot be used for unlocking the rooms.

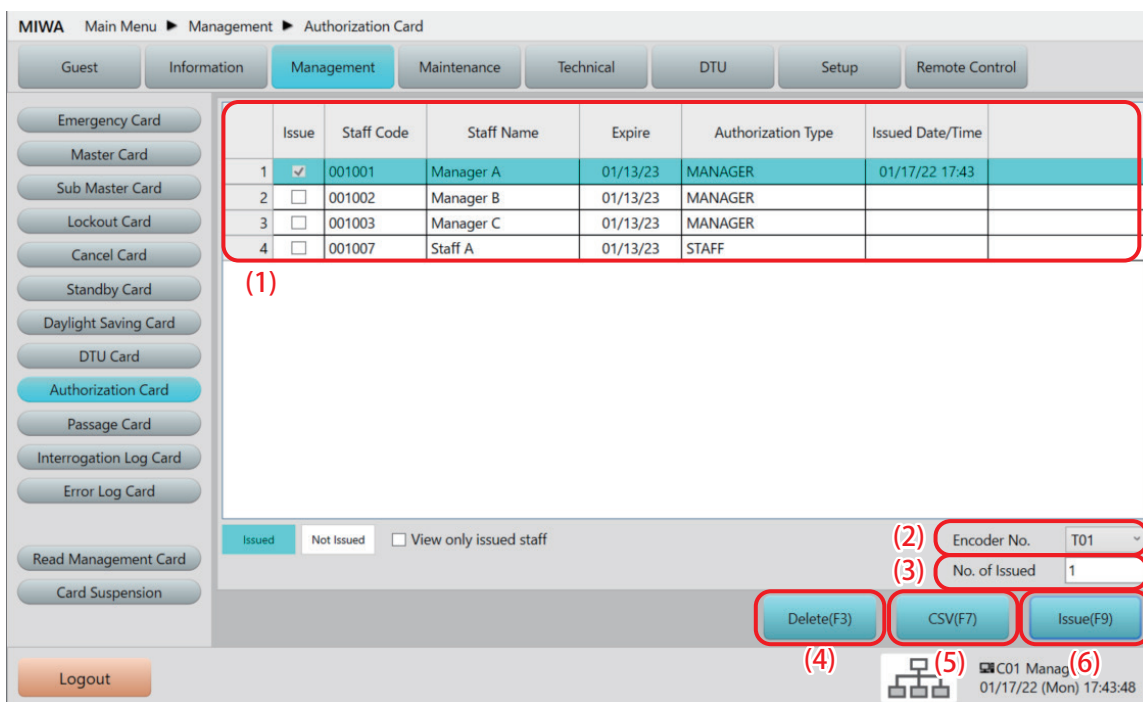
! Check

- To use the Master Authorization Card (MA) to log in to the Software, select the [Use MA] option in the [Setup] > [System Configuration] > [System Operation Setting] tab. For details about setup, see the separate volume "Setup Manual".

1 Display the [Authorization Card] screen.

- 1 Click [Management] in the main menu, then click [Authorization Card] in the sub menu to display the [Authorization Card] screen.

2 Issue with a staff and condition specified.



! Check

- Only staffs with MA (Master Authorization Card) checked during staff registration process are displayed on the list. For details about registering a staff, see the separate volume "Setup Manual".

(1) Staff List

Check the staff who will issue a Master Authorization Card (MA).

The staff to whom the card is already issued will be displayed in light blue. To view the hidden area of the list, use right/left, up/down scroll bar to scroll the list.

(2) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

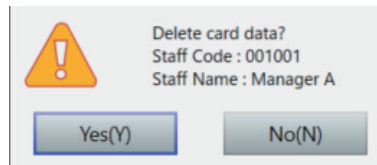
(3) No. of Issued

Displays the number of cards that have been issued.

(4) [Delete(F3)] button

Disable Master Authorization Card (MA) of the staff selected from Staff List. No card is needed for this operation. Logging into this Software using this disabled staff's Master Authorization Card (MA) will be disabled.

By clicking this button, following message is displayed. Click [Yes(Y)] after confirming the staff code to be deleted.

**(5) [CSV(F7)] button**

Export the Staff List in the form of CSV file.

 **Reference**

- See "2.4 File Output (File output operation common to the Software)" for exporting instructions.

 **Caution**

- Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.

(6) [Issue(F9)] button

Click to issue a card.

 **Reference**

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

5.10 Issuance of Passage Card (Card to set rooms to continuously unlocked state)

Passage Card issued from Management Card menu is the card that can force "specified one room" to be kept continuously unlocked for "specified period". Different from Passage Card for guests, Non-guest room or common room can be specified for this card. Also, this card can be issued for individual staff, since this card can be configured with a card user.

Once unlocked, unlocked condition will be kept for the specified period, and during that time, anyone can enter the room without a card. This function is suitable for banquet halls, etc. rented by the hour.

You can lock the room by using the passage card again. Also, when the specified period has elapsed and ended, the room is automatically locked.

Caution

- This function cannot be used for the door lock model "ALV3JR/ALV3JT".
For information on the door lock model that you are using, please consult sales representative of MIWA Lock.

Reference

- Passage cards issued from the [Management] menu have a staff designation, and do not allow for additional issuance. Passage cards can also be issued from the [Guest] menu, but the passage cards issued from the [Guest] menu have no staff designation and allow for additional issuance. About issuing passage cards from the [Guest] menu, see "3.7 Issuance of Passage Card (Card to set rooms to continuously unlocked state)".

1 Display the [Passage Card] screen.

- 1 Click [Guest] in the main menu, then click [Passage Card] in the sub menu to display the [Passage Card] screen.

2 Specify the passage card information.

1 Specify the information for the passage card in the [Passage Card] screen.

MIWA Main Menu ► Management ► Passage Card

Guest Information Management Maintenance Technical DTU Setup Remote Control

Emergency Card (1) Tower Name * Ocean Tower

Master Card (2) Room Type

Sub Master Card

Lockout Card

Cancel Card

Standby Card

Daylight Saving Card (3) Staff 001001:Manager A

DTU Card (4) Start Date/Time 01/17/22 17 : 44

Authorization Card End Date/Time 01/17/22 23 : 44

Passage Card (5) No. of Card 1

Interrogation Log Card

Error Log Card

Read Management Card

Card Suspension

Encoder No. (6) T01

(7) Issue(F9)

Logout

C01 Manager 01/17/22 (Mon) 17:44:57



Check

- Items with * may not be displayed, depending on the system configuration and setting.

(1) Tower Name *

Select the tower (building) in which the room to issue the passage card is located.
If the rooms are not managed on a tower basis, this item is not displayed.

(2) Room Type

Specify a room that can be unlocked by Passage Card.

When specifying guest rooms, directly enter a room number, or click the [List(F5)] button and select from the displayed "Guest Room List".

Special Room and Non-guest room numbers can also directly be entered; or, they can be selected from the [Special/Non-guest Setup] screen by clicking the [List(F5)] button.

When Common Door is selected, this selection will apply to all the Common doors.

(3) Staff

A staff who can use Passage Card can be specified. ▼Clicking this button will display all the registered staffs in a pull-down menu. Select one of them to specify.

(4) Start Date/Time / End Date/Time

Specify a period during which the room can be unlocked by the passage card.

The default validity period is set to 360 minutes from the point of date/time the card is issued.

 **Check**

- The default validity period can be configured by selecting the [Setup] > [System Configuration] > [System Operation Setting] tab, and entering values in minutes for [Validated D/T of Passage Card(min.)]. It can be configured in the range of 1 to 65535 minutes.
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

(5) No. of Card

Specify the number of passage cards to be issued. Up to 255 cards can be specified.

(6) Encoder No.

Select the number of the card issuing device to be used for issuing the passage card.

(7) [Issue(F9)] button

Click to issue a card.

 **Reference**

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

5.11 Interrogation Log Card (Card to acquire unlock history from a door lock)

This is a card to read and acquire unlock log (operation history) from a door lock. Once used (i.e. unlock history is read), the card will become unavailable till it is reissued (overwritten).



Check

- With one Interrogation Log Card, information of only one room can be acquired. In order to obtain information of multiple rooms, required number of cards need to be issued.
- Information acquired using Interrogation Log Card can be loaded through [Management] menu > [Read Management Card] sub menu, and then viewed from [DTU] menu > [Lock Log] sub menu.
- While up to 600 interrogation logs can be saved on a door lock, Interrogation Log Card can obtain up to recent 150 informations. When more information (up to 600) need to be acquired, DTU must be used. For details about obtaining information through DTU, see the separate volume "DTU Manual".
- This card does not have a sequence. This card is for obtaining log and sending data to PC only.
- Interrogation log acquired by placing the card on the lock will be transferred to ALV3 PC Server via reading process described in "5.13 Read Management Card". The card that transferred the log once can repeatedly acquire other logs.

1 Display the [Interrogation Log Card] screen.

- 1 Click [Management] in the main menu, then click [Interrogation Log Card] in the sub menu to display the [Interrogation Log Card] screen.

2 Issue an Interrogation Log Card.

MIWA Main Menu ► Management ► Interrogation Log Card

Guest Information Management Maintenance Technical DTU Setup Remote Control

Emergency Card (1) No. of Card 1

Master Card (2) Encoder No. T01

Sub Master Card

Lockout Card

Cancel Card

Standby Card

Daylight Saving Card

DTU Card

Authorization Card

Passage Card

Interrogation Log Card

Error Log Card

Read Management Card

Card Suspension

(3) Issue(F9)

Logout

C01 Manager
01/17/22 (Mon) 17:45:23

(1) No. of Card

Specify number of cards to be issued. Up to 255 cards can be specified.

(2) Encoder No.

Select the number of the card issuing device to be used for issuing cards.

(3) [Issue(F9)] button

Click to issue a card.

**Reference**

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

5.12 Error Log Card (Card to acquire error history of door lock)

This is a card to read and acquire error history data from a door lock. Once used (i.e. error history is read), the card will become unusable till it is reissued (overwritten).

! Check

- With one Error Log Card, information of only one room can be acquired. In order to obtain information of multiple rooms, required number of cards need to be issued.
- Information acquired using Error Log Card can be loaded through [Management] menu > [Read Management Card] sub menu, and then viewed from [DTU] menu > [Lock Log] sub menu.
- UP to recent 100 logs can be acquired from the door lock using Error Log Card.
- This card does not have a sequence. This card is for obtaining log and sending data to PC only.
- Error log acquired by placing the card on the lock will be transferred to ALV3 PC Server via reading process described in "5.13 Read Management Card". The card that transferred the log once can repeatedly acquire other logs.

1 Display the [Error Log Card] screen.

- 1 Click [Management] in the main menu, then click [Error Log Card] in the sub menu to display the [Error Log Card] screen.

2 Issue an Error Log Card.

MIWA Main Menu ► Management ► Error Log Card

Guest Information Management Maintenance Technical DTU Setup Remote Control

Emergency Card (1) No. of Card 1

Master Card (2) Encoder No. T01

Sub Master Card

Lockout Card

Cancel Card

Standby Card

Daylight Saving Card

DTU Card

Authorization Card

Passage Card

Interrogation Log Card

Error Log Card

Read Management Card

Card Suspension

(3) Issue(F9)

Logout

C01 Manager
01/17/22 (Mon) 17:45:53

- (1) **No. of Card**
Specify number of cards to be issued. Up to 255 cards can be specified.
- (2) **Encoder No.**
Select the number of the card issuing device to be used for issuing cards.
- (3) **[Issue(F9)] button**
Click to issue a card.

**Reference**

- See "2.3 Card Issuance (Card-issuing operation common to the Software)" for instructions of the card issuance.

5.13 Read Management Card (Display contents of management cards)

Read the issued management card and display its contents. In this sub menu, contents of the following management cards (cards issued from the sub menus selected from the [Management] menu) can be displayed.

However, contents acquired from the door locks by using "Interrogation Log Card" or "Error Log Card" cannot be viewed from this menu. Read contents through this menu can be reviewed from [DTU] menu > [Lock Log] sub menu.

Caution

- "Interrogation Log Card" and "Error Log Card" can only control the read operation, and cannot display the contents. Read contents through this menu can be reviewed from [DTU] menu > [Lock Log] sub menu.

Check

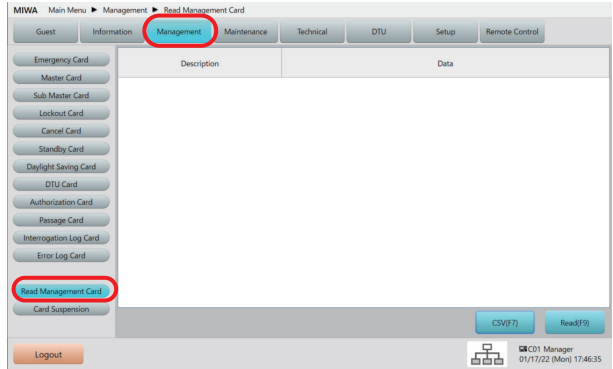
- The card issuing device used for card reading is the terminal selected for "Controlled Encoder No.(Card)" in the [Setup] > [System Configuration] > [Local Setting] Tab.
- To learn more about settings and the [Setup] menu, see the separate volume "Setup Manual" or consult your system administrator.

Reference

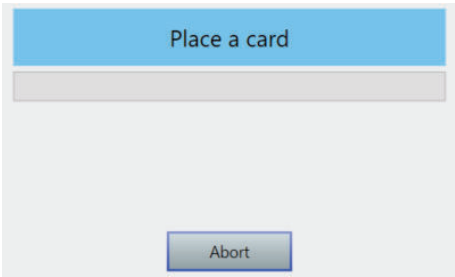
- The operation procedures are the same with the operation of [Read Guest Card] function of [Guest] menu. See "3.10 Read Guest Card (Display contents of guest-type cards)".

1 Select the [Read Management Card] sub menu

1 Click [Management] in the main menu, then click [Read Management Card] in the sub menu.

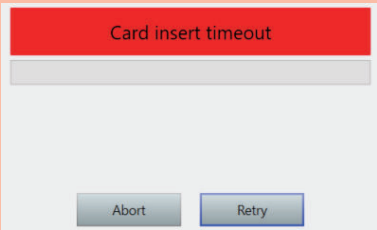


2 The message "Place a card" is displayed.



Check

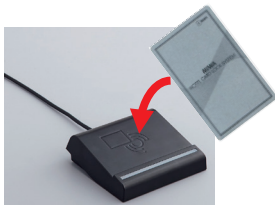
- If a card is not placed (inserted) within the defined time duration after the message "Place a card" appears, it will time out and you will see the message "Card insert timeout" as shown below.



! Check

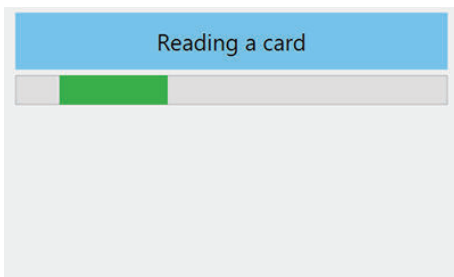
- If the operation times out, click the [Retry] button to return to the "Place a card" message screen, and place (insert) a card.
- The timeout period is initially set to 30 seconds.
- The timeout period can be specified in "Insert Card Timeout(sec.)" that can be accessed from the [Setup] > [System Configuration] > [System Operation Setting] tab. The timeout period can be configured in the range of 10 to 180 seconds.

3 Place (insert) a card on (into) the card issuing device.



* This picture is an example.

4 The message "Reading a card" is displayed.



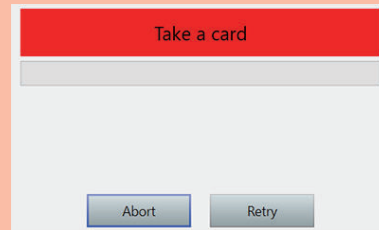
! Caution

- If you are using the type of card issuing device onto which a card should be placed for reading card information, do not move the card while it is being read. Moving the card may cause an error.

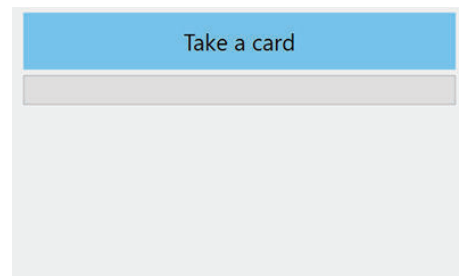


* This picture is an example.

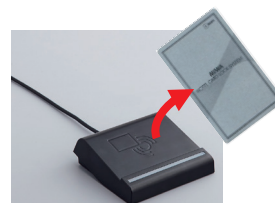
- If an error message like the figure below is displayed, take the card, click the [Retry] button, and follow the messages to try the operation again, or press the [Abort] button to start the reading operation from the beginning.



5 "Take a card" or "Take out a card" message will be displayed.



6 Take the card from the card issuing device.

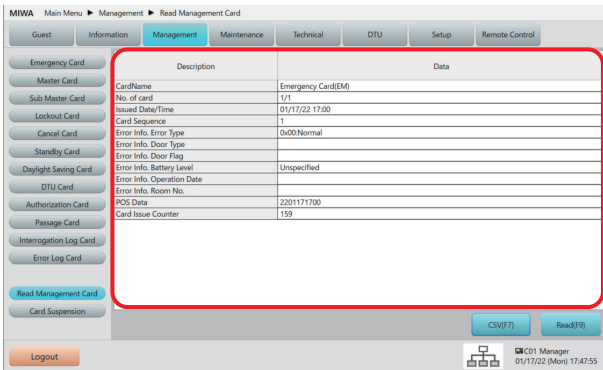


* This picture is an example.

7 The message disappears and the read guest card operation is completed.

2 Review the read card information

1 Review the card information that was read.



Reference

- Displayed contents differ by the card type. For example, for Master Card (MS), displayed contents include "CardName", "No. of card", "Card Sequence", "Staff Code", and "Staff Name".

2 Now the "Read Guest Card" process is completed.

5.14 Card Suspension (only for lock online operation)

Temporarily disable the use of issued management cards (SMS, MS).



Caution

- If the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.

1 Display the [Card Suspension] screen.

- 1 Click [Guest] in the main menu, then click [Card Suspension] in the sub menu.

MIWA Main Menu ► Management ► Card Suspension

Guest Information **Management** Maintenance Technical DTU Setup Remote Control

Emergency Card
Master Card
Sub Master Card
Lockout Card
Cancel Card
Standby Card
Daylight Saving Card
DTU Card
Authorization Card
Passage Card
Interrogation Log Card
Error Log Card
Read Management Card
Card Suspension

Card Type: [Dropdown]
Staff Code: [Text] List(F5)
Staff Name: [Text]
SMS Level: [Text]

Issued Date/Time
 Start Date/Time: 01/20/22 00 : 00
 End Date/Time: 01/20/22 18 : 00

Search(F9)

Card Type	Staff Code	Staff Name	SMS Level	Issued Date/Time	State
-----------	------------	------------	-----------	------------------	-------

Previous Next [Text] Select(F7)

Logout C01 Manager 01/17/22 (Mon) 19:11:18

2 Specify search conditions and perform search.

- 1 Specify search conditions such as operation type to search for in the [Card Suspension] screen, and click the [Search(F9)] button.

(1) Card Type [Dropdown]
(2) Staff Code [Text] List(F5)
(3) Staff Name [Text]
(4) SMS Level [Text]

(5) Issued Date/Time
 Start Date/Time: 01/20/22 00 : 00
 End Date/Time: 01/20/22 18 : 00

(6) Search(F9)

(1) Card Type

Select the type of management card (SMS, MS) to be searched.

(2) Staff Code

Specify the staff who issued the card and perform search.

If you leave the field blank, search is performed for all the staff.

The staff code can also be specified by clicking the [List(F5)] button and selecting from the [Staff List].

Select the checkbox of the staff to specify in the [Staff List], then click the [Apply(F9)] button.

(3) Staff Name

Specify the staff who issued the card and perform search. If you leave the field blank, search is performed for all the staff.

(4) SMS Level

Specify the sub maser level and perform search. If you leave the field blank, search is performed for all the levels.

(5) Issued Data/Time

You can specify the range of date and time when the issuance operation was performed.

If you leave the options unselected (with both of the Start Date/Time and End Date/Time checkboxes unselected), search is performed for all time duration.

By default, the current date from 00:00 to the current time is displayed in gray in the date and time fields.

If this range is OK for you, just tick the checkboxes for Start Date/Time and End Date/Time.

To change the date and time, specify the date in the calender and the time. The checkbox is then turned on automatically.

(6) [Search(F9)] button

Confirm the specified search conditions, then click the [Search(F9)] button to perform search.

3 Select the management card to be disabled.

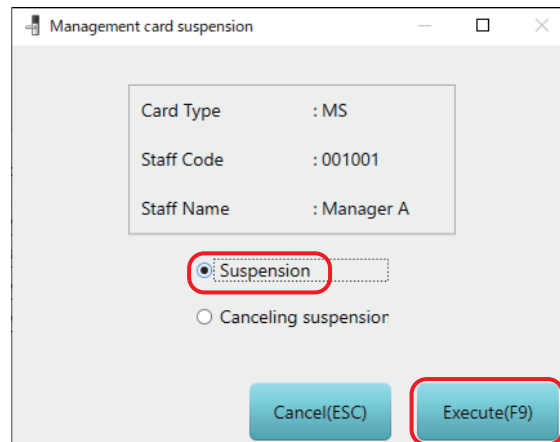
- 1 Select the management card you want to disable from the search results and click the [Select(F7)] button.

	Card Type	Staff Code	Staff Name	SMS Level	Issued Date/Time	State
1	Master Card(MS)	001001	Manager A		01/20/22 18:03	Release
2	Sub Master Card(SMS)	001007	Staff A	1	01/20/22 18:00	Release
3	Master Card(MS)	001001	Manager A		01/20/22 17:59	Release
4	Master Card(MS)	001001	Manager A		01/20/22 17:59	Release

Previous Next 01/01 **Select(F7)**

4 Execute disabling of the management card.

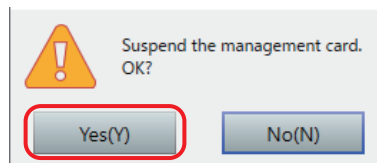
- 1 In the [Management card suspension] window, select [Suspension] and click the [Execute(F9)] button.



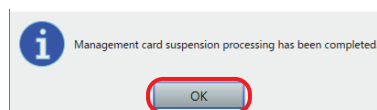
Reference

- To cancel the disabling, in the [Management card suspension] window, select [Canceling suspensor], then click the [Execute(F9)] button.

- 2 Click [Yes(Y)].



- 3 Click [OK].



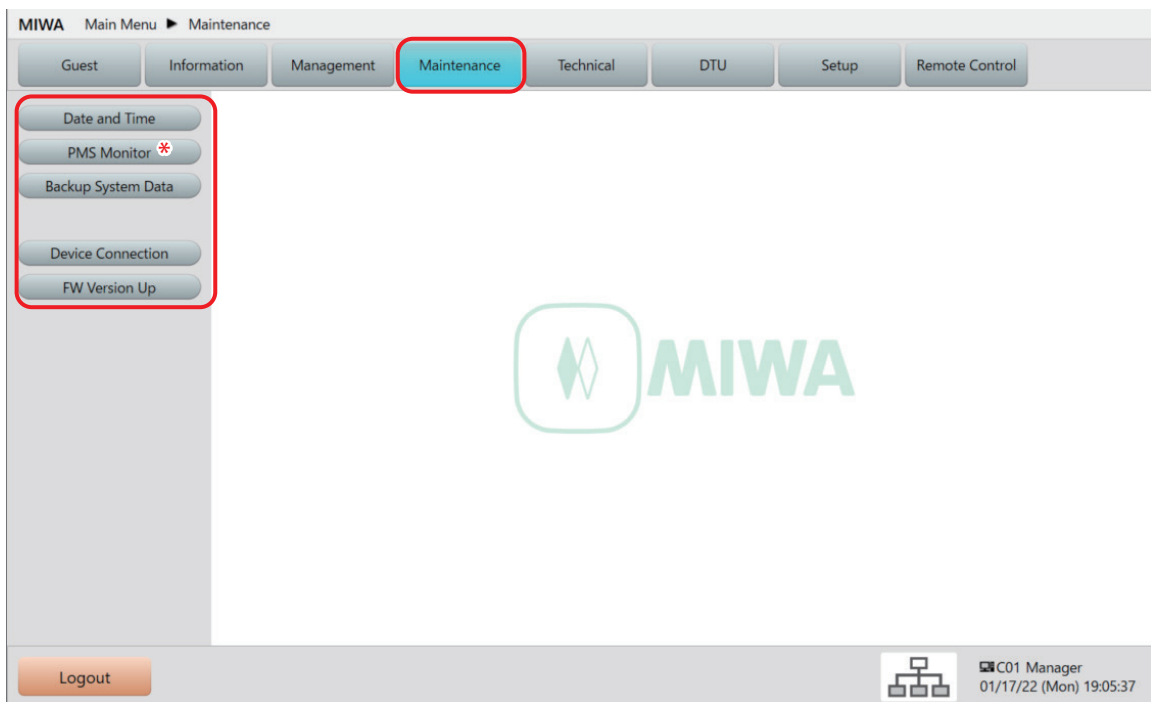
6 [Maintenance] Menu

This is the menu that consists of functions relating to maintenance of this system.

! Check

- [Maintenance] menu may not be displayed depending on the authority and setting of the user logged in.
- Further menus are intended for personnels in charge of the system management; therefore, general instructions such as how to navigate to each screen or procedures other than key operations are not described.

Clicking on the [Maintenance] button on main menu displays the corresponding sub menus.



! Check

- Items with * may not be displayed, depending on the system configuration and setting.

- **Date and Time**
Sets the system clock of this Software.
- **PMS Monitor ***
Displays real time communication with PMS.
This monitor will only be displayed when logged in using Maintenance code and communication with PMS is configured; however, note that this function is for maintenance purpose only and is not used for normal operation.

! Check

- PMS communication can be configured from [Setup] > [PMS Connection].

- **Backup System Data**

Performs backup of the software's operation data (save) and restore operations.

- **Device Connection**

You can use this menu to make connections to the GW (gateway), EVU (Elevator / Perimeter Access Control Unit), and door locks.

- **FW Version Up**

You can use this menu to upgrade the firmware of the GW (gateway), EVU (Elevator / Perimeter Access Control Unit), and door locks.

6.1 Date and Time

Sets the system clock's date and time of this Software.

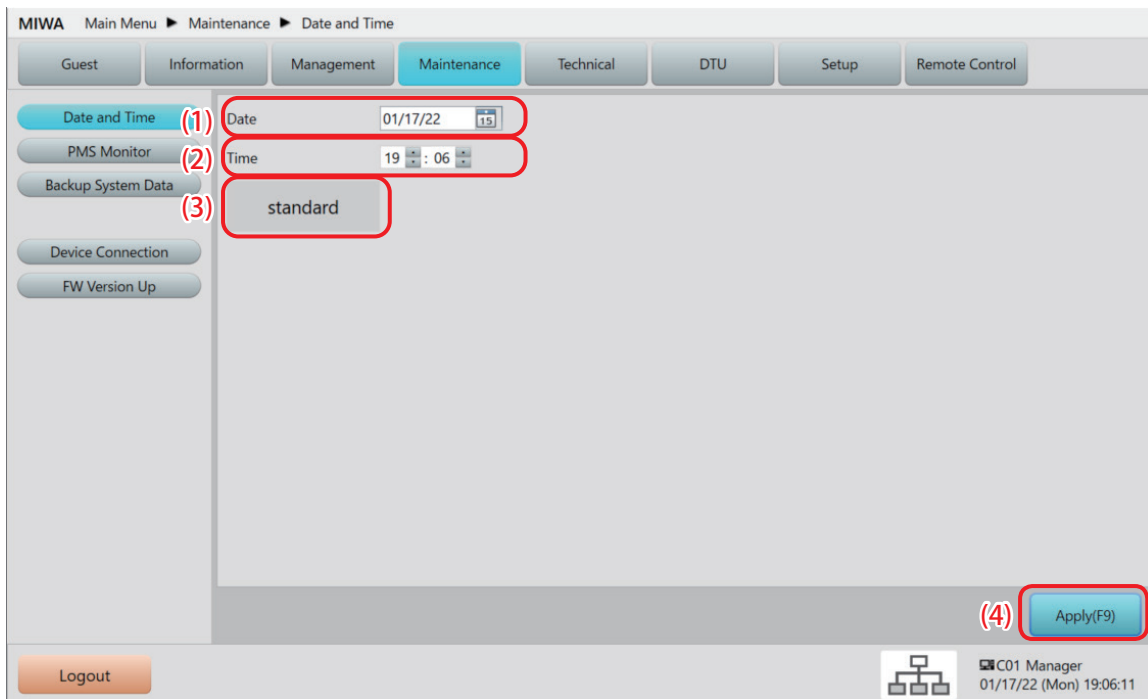
Caution

- Error may occur on the system clock of the PC where this software is installed. If the time gap between an internal clock of a door lock and the system clock of the software is widened, it might disable the unlock function of previously issued cards. The system clock of this software should periodically be checked and corrected.

1 Display the [Date and Time] setting screen.

- 1 Click [Maintenance] of main menu, click [Date and Time] of sub menu, to display the [Date and Time] setting screen.

2 Check the date and time and adjust when required.



- (1) Date
Current date of system clock is displayed. Check the time and adjust when required.
- (2) Time
Current time of system clock is displayed. Check the time and adjust when required.

(3) Standard Time / Summer Time display

Switching of standard time/summer time works with the Windows configuration installed on the PC where this system is installed.

**Reference**

- In Japan, the system only operates based on the standard time.

(4) [Apply(F9)] button

If the date/time is changed, click this button to apply the new date/time.

**Reference**

- If date/time is changed with this menu, date/time configured on Windows will also be changed.

6.2 PMS Monitor

Displays communication data of the Software and PMS in real time.



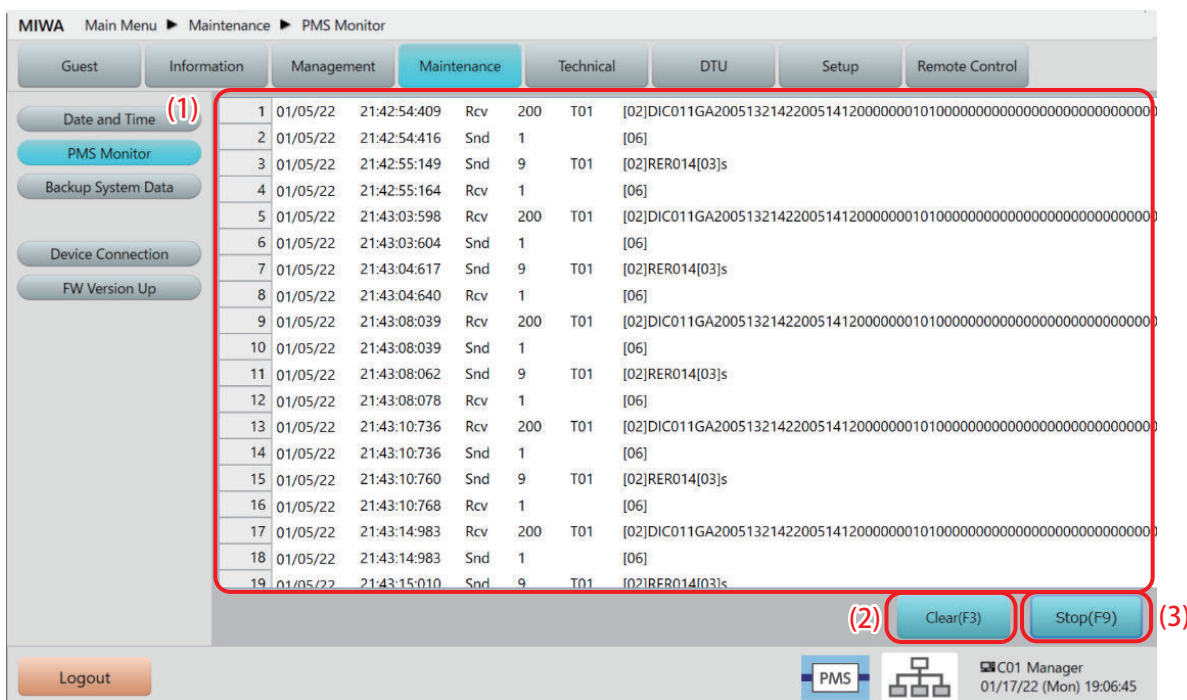
Check

- [PMS Monitor] sub menu is only displayed when logged in using Maintenance code and communication with PMS is configured.
- PMS communication can be configured from [Setup] > [PMS Connection].
- This function is for maintenance purpose only and is not used for normal operation.

1 Displays the [PMS Monitor] screen.

1 Click [Maintenance] on main menu, then [PMS Monitor] on sub menu to display the [PMS Monitor] screen.


2 Review the displayed details.




- (1) **Communication display area**
Displays communication details with PMS.
- (2) **[Clear(F3)] button**
Clears the displayed contents.
- (3) **[Stop(F9)] / [Start(F9)] button**
Stops or starts the display of communication details with PMS. During the real time display, [Stop(F9)] is displayed, while during stoppage, [Start(F9)] is displayed.

6.3 Backup System Data

Performs backup (save) of the Software's operation data and restore operations. Backup data can also be saved on external media such as USB memory stick. Data backup can help prompt recovery from PC failure.

 **Caution**

- In preparation for the PC failure, be sure to periodically perform data backup to an external storage media. Also, the backup should always be performed before and after making important changes such as editing the system configuration.

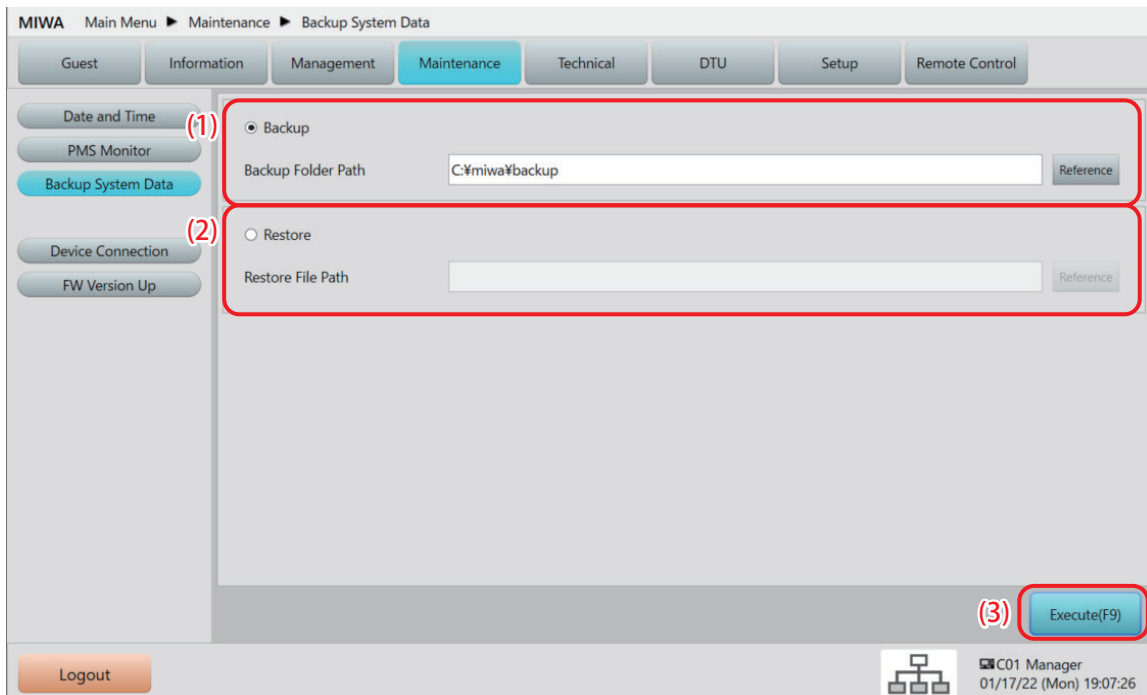
 **Reference**

- The Software can be configured to perform automatic backup. To do so, go to [Setup] > [System Configuration] > [Local Setting] tab, and select the "Auto Data Backup" checkbox. For details, see the separate volume "Setup Manual".

1 Display the [Backup System Data] screen.

- 1 Click [Maintenance] on main menu and click [Backup System Data] on sub menu to display the [Backup System Data] screen.

2 Select and specify required operations and press [Execute(F9)].



(1) Backup

Back up current operation data.

Select a radio button and click the [Reference] button to specify "Backup Folder Path".

The backup file will be a file with ".pz" extension.

**Reference**

- **Backup file name will automatically be named by this software and saved.**
By default, a file name will be in the form of "Backup"+ "yymmddhhmmss"+ "Ver (version of this software)" + ".pz".
You can also freely set the first "Backup" part as a backup file fixed name. To do so, go to [Setup] > [System Configuration] > [Local Setting] tab, and specify it in the "Fixed Backup File Name". For details, see the separate volume "Setup Manual".

(2) Restore

Recovers previously saved backup data. The file that can be selected from this menu is the one with the extension ".pz" only.

Select a radio button and press the [Reference] button to specify "Restore File Path" from which the desired data can be restored.

(3) [Execute(F9)] button

Execute the specified operation.

**Caution**

- **When restoring operation is executed, all the current operation will be overwritten. Restore operation should carefully be performed.**

6.4 Device Connection (only for lock online operation)

You can use this menu to make connections to the GW (gateway), EVU (Elevator / Perimeter Access Control Unit), and door locks.

**Caution**

- **If the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.**

**Reference**


- **Device connection is basically made at the time of installation of this System and Software. For details, see the separate volume "Setup Manual".**

6.5 FW Version Up (only for lock online operation)

You can use this menu to upgrade the firmware of the GW (gateway), EVU (Elevator / Perimeter Access Control Unit), and door locks.

 **Caution**

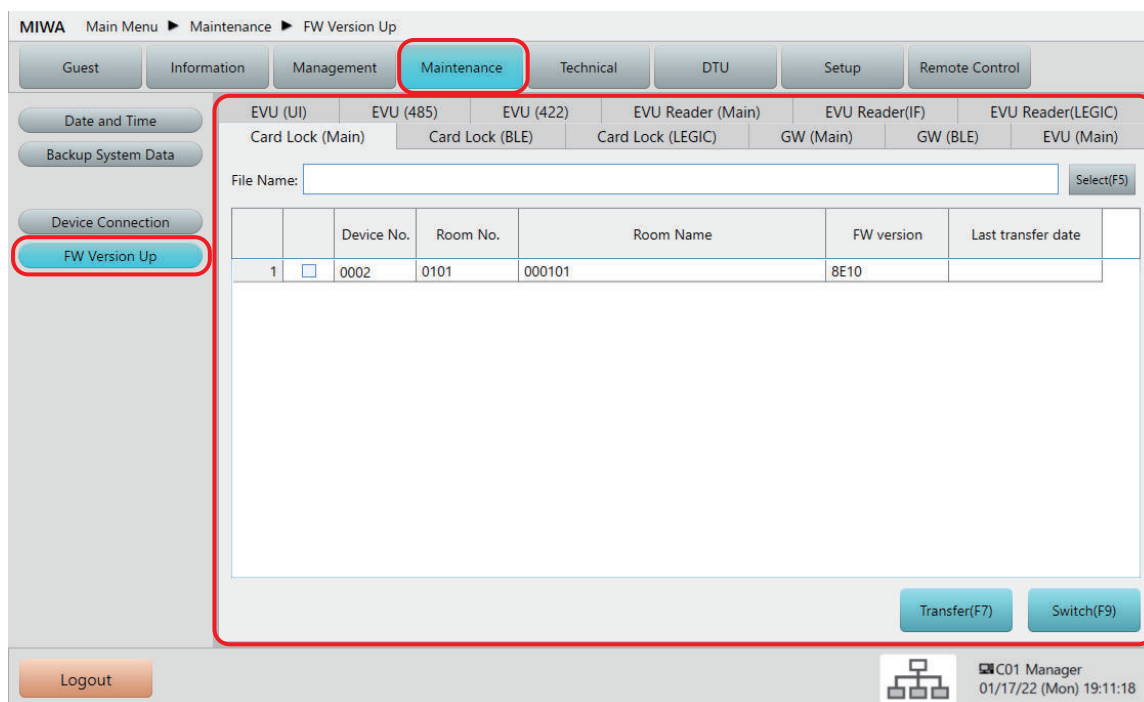
- If the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.

 **Check**

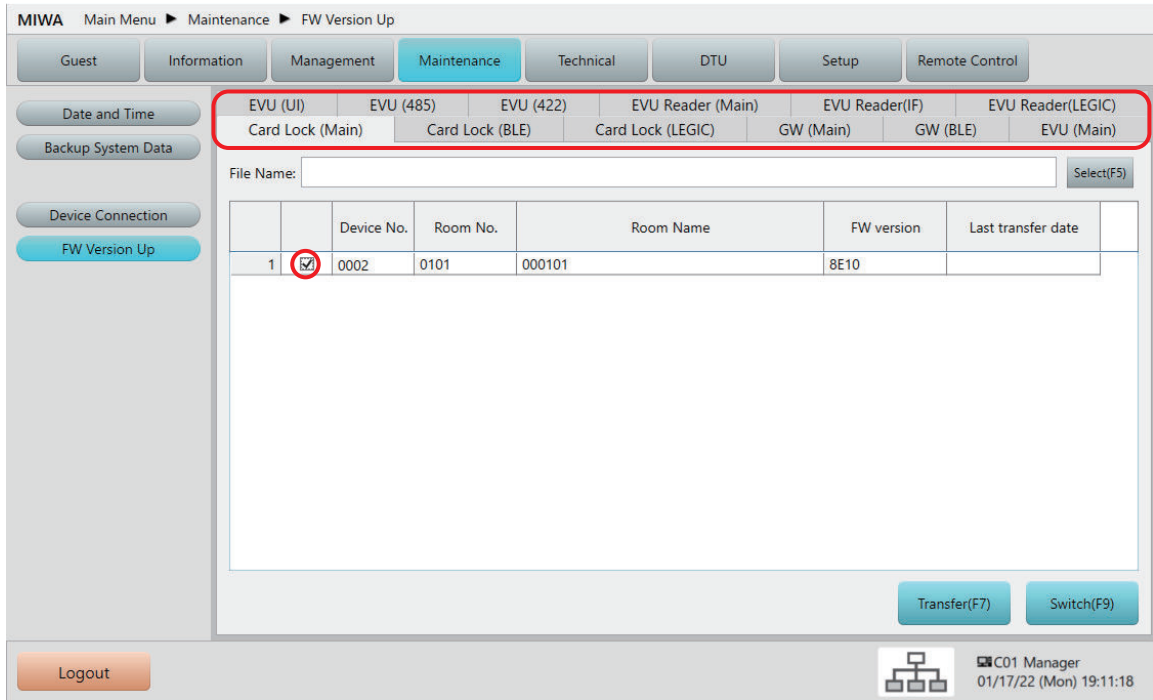
- FW upgrade will be performed by Miwa Lock staff.

1 Display the [FW Version Up] screen.

1 Click [Maintenance] on main menu and click [FW Version Up] on sub menu.

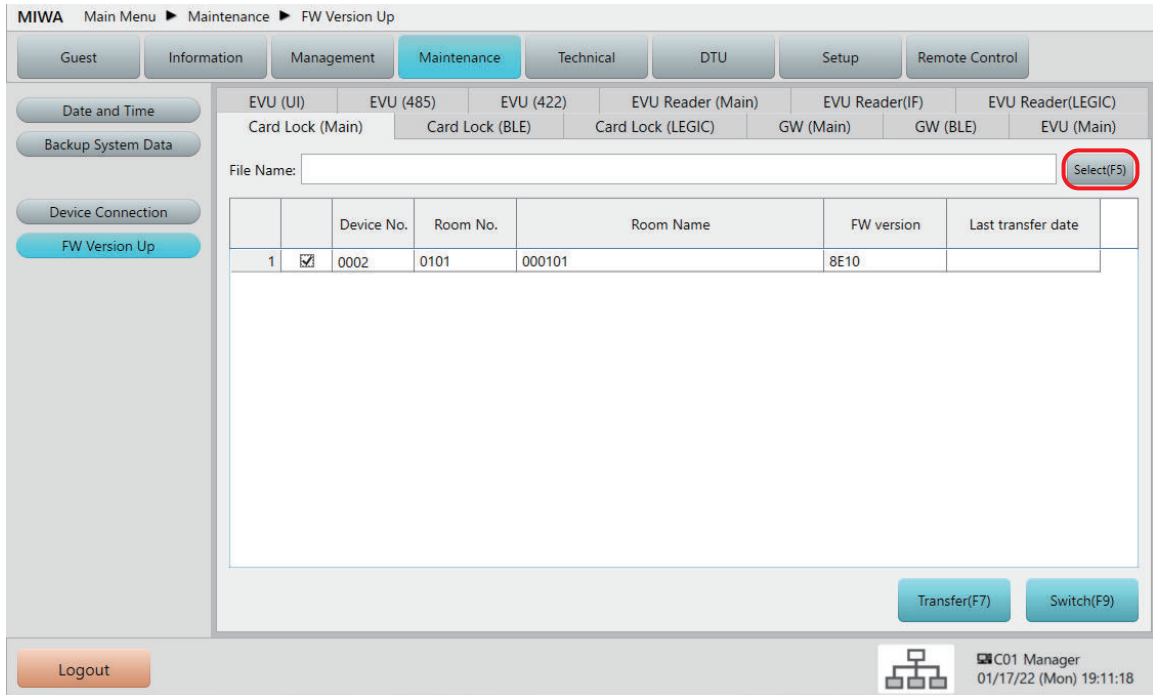


2 Select the FW type, then select the device to which you want to transfer the updater file.



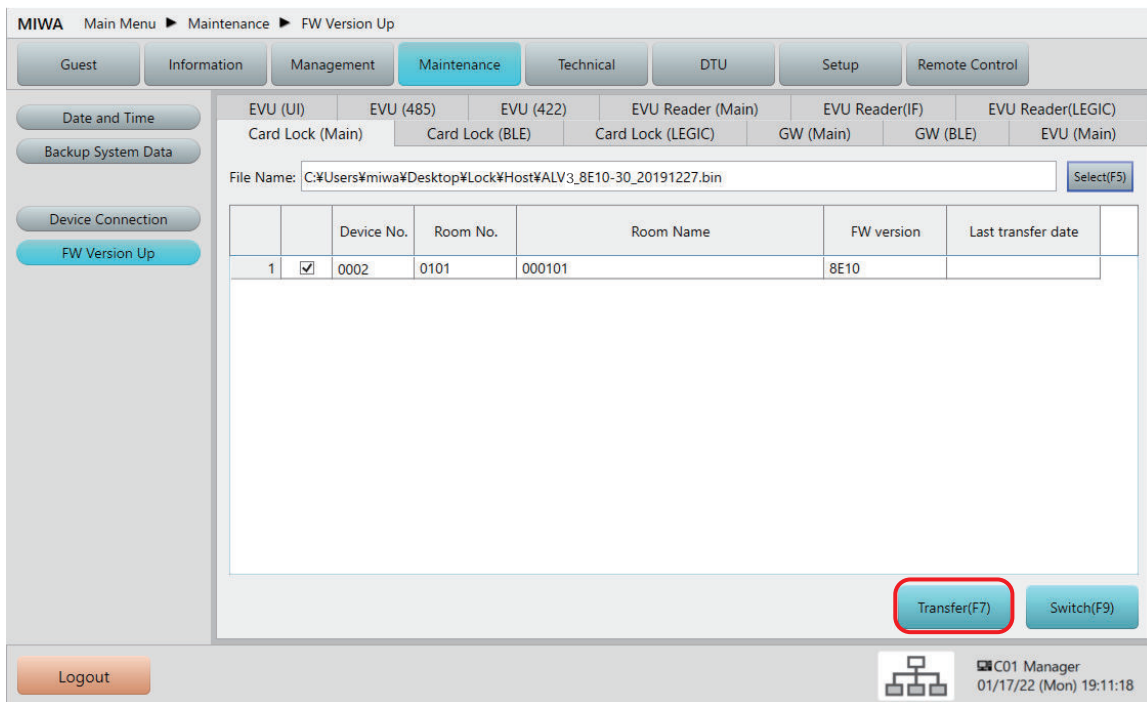
3 Select the updater file.

1 Click the [Select(F5)] button to select the updater file.

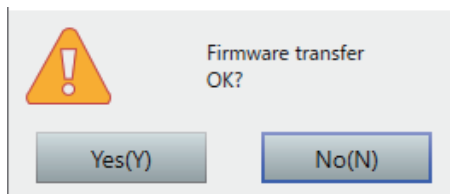


4 Transfer the updater file.

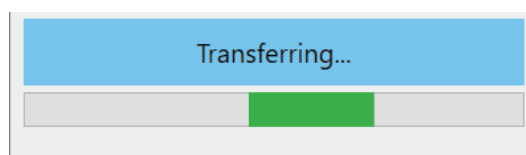
- 1 Click the [Transfer(F7)] button.



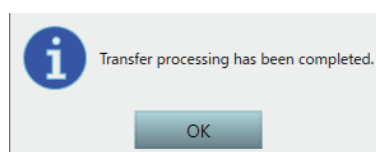
- 2 A confirmation message will be displayed.
Click the [Yes(Y)] button to transfer the updater file and execute the upgrade.
Click the [No(N)] button to return to the previous screen without transferring the updater file.



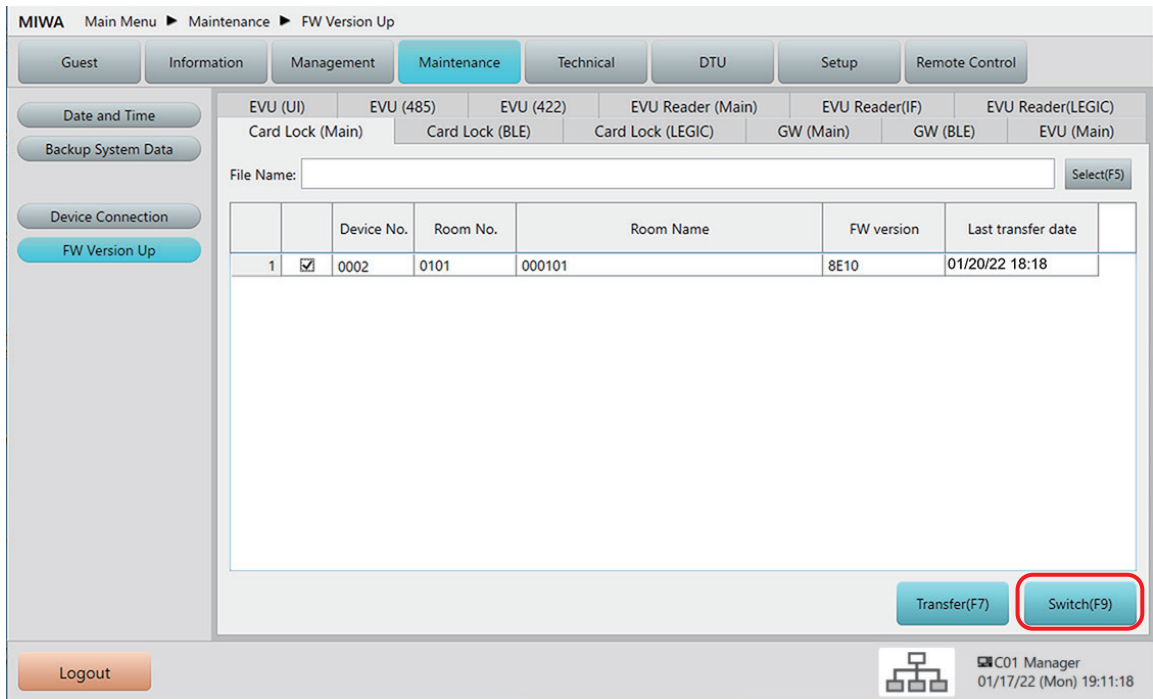
- 3 The message "Transferring..." will be displayed.



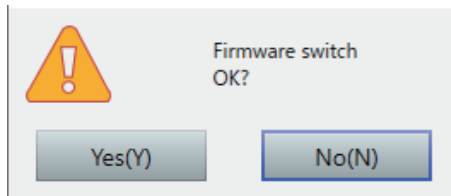
- 4 You will see a message indicating that the transfer process is complete.
Click the [OK] button to finish the transfer process.



5 Click [Switch(F9)] to apply the transferred FW.



6 A confirmation message will be displayed.
Click the [Yes(Y)] button to apply the transferred FW.
Click the [No(N)] button to return to the previous screen without applying the transferred FW.



 **Caution**

- After the transfer is complete, the transferred "FW Version" will not be applied until you click [Switch(F9)] > [Yes(Y)].
- The FW can be applied at any time.

7 [Technical] menu

This is the menu that consists of functions relating to configuration and operation of this system.

! Check

- [Technical] menu may not be displayed depending on the authority and setting of the user logged in.
- Further menus are intended for personnels in charge of the system management; therefore, general instructions such as how to navigate to each screen or procedures other than key operations are not described.

Clicking on the [Technical] button in the main menu displays the corresponding sub menus.



- **Maintenance Code**
Used to edit staff code and password of a system administrator.
- **Card Sequence**
Displays sequence information of issued cards.
- **Version Information**
Displays various file version information of this Software.

7.1 Maintenance Code

Edits staff code and password of a system administrator of this software.



Caution

- Maintenance code is the highest level privilege that can use all the functions of this software. To ensure security, please always change this code after deploying the system. Also, if this maintenance code and password are lost, it would make it impossible to carry out maintenance tasks. Please be sure to keep the configured maintenance code and password strictly to avoid such situation.



Reference

- Generally, maintenance code must be changed at the time of deployment of the System and Software. For details, see the separate volume "Setup Manual".

1 Display the [Maintenance Code] screen.

- 1 Click [Technical] in the main menu, then click [Maintenance Code] in the sub menu to display the [Maintenance Code] screen.

2 Check the displayed item and edit when required.

MIWA Main Menu ► Technical ► Maintenance Code

Guest Information Management Maintenance **Technical** DTU Setup Remote Control

Maintenance Code (1)
 Card Sequence (2)
 Version Information (3)

Staff Code 101001 (1)
 Staff Name Manager (2)
 Password (3)

(4) Apply(F9)

Logout C01 Manager 01/17/22 (Mon) 19:08:25

- (1) Staff Code
Displays current staff code. Default value is "101001".
To change the value, enter 6 digits number.

(2) Staff Name

Displays the name of current system maintenance personnel (staff name). Default name is "Manager". To change the name, enter single byte alpha-numerical value.

(3) Password

Password is not shown. Default value is "1001".

To change the value, enter 4 digits number. The new password will be displayed using the "●" symbols.

(4) [Apply(F9)] button

Updates the maintenance code with the entered code.

7.2 Card Sequence

Displays sequence information of Management card. If multiple management cards have been issued carelessly, use this function to edit the card information as required.

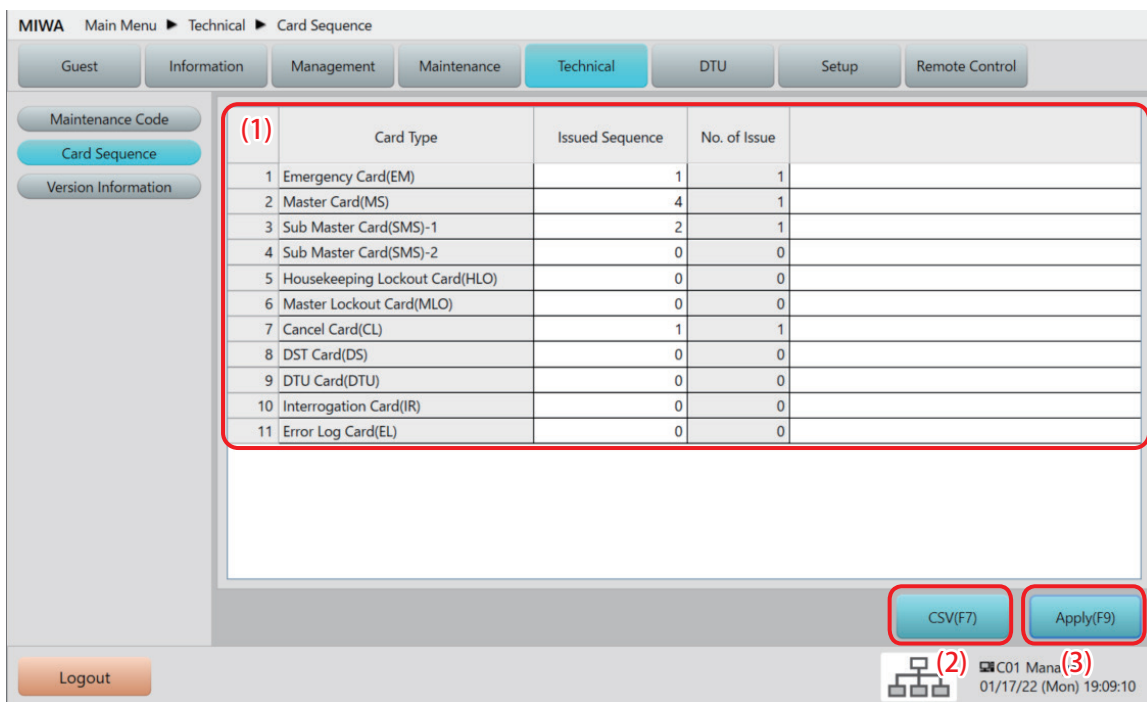
 **Caution**

- If sequence information is changed, it could make previously issued cards unavailable. Never change this information for normal operation.


1 Display the [Card Sequence] screen.

- 1 Click [Technical] in the main menu, then click [Card Sequence] in the sub menu to display the [Card Sequence] screen.

2 Review the details and correct them if it is imperatively necessary.



- (1) **Sequence information list**
Lists current sequence information for each Management card.
Only if it is imperatively necessary, directly edit the numerical value of the previously issued sequence field.
- (2) **[CSV(F7)] button**
Exports the displayed contents in the form of CSV file.

 **Caution**

- Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.

- (3) **[Apply(F9)] button**
Updates the sequence information with the edited values.

7.3 Version Information

Displays various file versions of this software.

1 Display the [Version Information] screen.

- 1 Click [Technical] in the main menu, then click [Version Information] in the sub menu to display the [Version Information] screen.

2 Review the information.

The screenshot shows the MIWA software interface with the 'Version Information' screen selected. The interface includes a top navigation bar with 'Guest', 'Information', 'Management', 'Maintenance', 'Technical', 'DTU', 'Setup', and 'Remote Control'. Below this, there are buttons for 'Maintenance Code', 'Card Sequence', and 'Version Information'. The main content area shows three checked options: 'Show Program Information', 'Show Database Information', and 'Show File Information'. A table with 15 rows is displayed, with columns for 'Name', 'Type', 'Version', and 'Update Date/Time'. A red box labeled '(1)' surrounds the table. A red box labeled '(2)' surrounds the 'CSV(F7)' button at the bottom right of the table area. The bottom of the screen shows a 'Logout' button and system information: 'C01 Manager 01/17/22 (Mon) 19:09:33'.

	Name	Type	Version	Update Date/Time
1	Pcs.Server.exe	dll	1.2.4	10/04/21 13:57
2	Pcs.Win.dll	dll	1.2.4	10/04/21 13:57
3	Pcs.Core.dll	dll	1.2.4	10/04/21 13:56
4	Pcs.UI.exe	dll	1.2.4	10/04/21 13:57
5	authorization_type_setting	Table	1.0.0	01/14/22 16:05
6	controller_setting	Table	1.0.0	01/14/22 19:11
7	dtu_initialize_setting	Table	1.0.0	12/23/19 20:07
8	guest_room_setting	Table	1.0.0	01/17/22 10:29
9	guest_type_setting	Table	1.0.0	12/23/19 20:07
10	master_table_info	Table	1.0.0	12/23/19 20:07
11	room_type_setting	Table	1.0.0	01/14/22 15:53
12	sms_setting	Table	1.0.0	01/17/22 17:30
13	staff_setting	Table	1.0.1	01/17/22 17:20
14	system_setting	Table	1.0.2	01/17/22 17:26
15	terminal_setting	Table	1.0.0	01/17/22 17:43

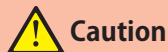
(1) Version Information list

Current version information of various files is displayed in the color-coded list.

Files for the checked type of information above the list will be displayed. By default, all the types are checked.

(2) [CSV(F7)] button

Exports the displayed contents in the form of CSV file.



Caution

- Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.

8 [DTU] menu

This menu consists of functions relating to Data Transaction Utility (DTU).

! Check

- [DTU] menu will not always be displayed, depending on a privilege of a person logged in, or system configuration.
- Further menus are intended for personnels in charge of the system management; therefore, general instructions such as how to navigate to each screen or procedures other than key operations are not described.

Clicking on the [DTU] button will display sub menu.



- **Lock Log**
Display [Lock Log] transferred from DTU.
Acquired log from Management' card's Interrogation Log card (IR) and Error Log card (EL) can also be reviewed from this menu*.
* It should be pre-loaded through [Management] menu > [Read Management Card] menu.
During lock online operation, the lock logs can be updated and displayed even without using the DTU, interrogation log card (IR), or error log card (EL).
- **DTU Initial Setup**
Data configured with this Software will be transferred to DTU via synchronization with DTU.

8.1 Lock Log

Displays the saved "Card Lock Log".

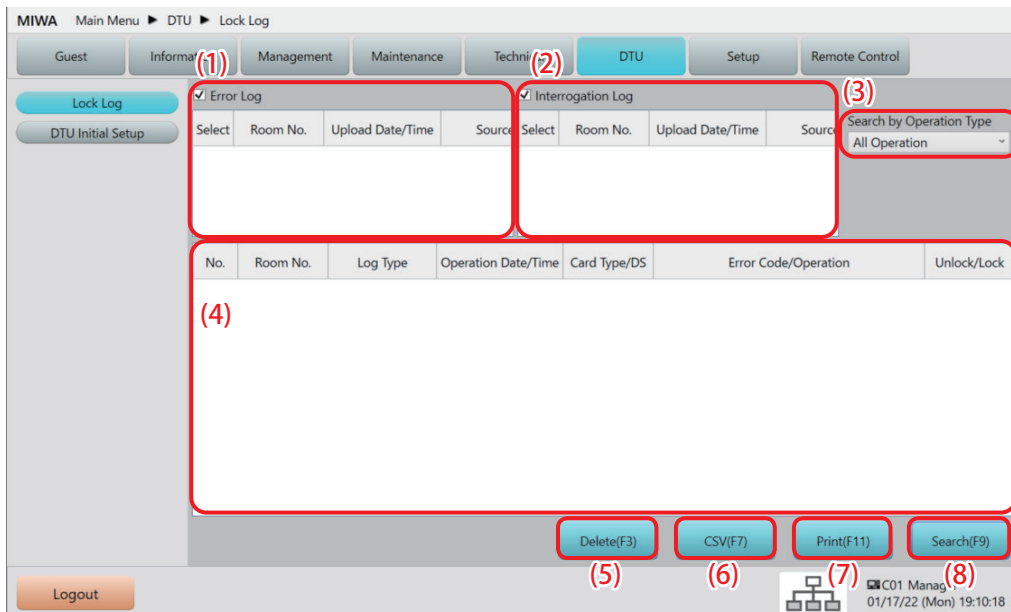
! Check

- During lock online operation, the lock logs can be updated and displayed even without using the DTU, interrogation log card (IR), or error log card (EL).

1 Display the [Lock Log] screen.

1 Click [DTU] in the main menu, then click [Lock Log] in the sub menu to display the [Lock Log] screen.

2 Review the displayed details by selecting or searching for a desired item.



(1) Error Log

Display the error log of door locks that the system acquires using DTU or Error Log card (EL).

By enabling this function by ticking "Error Log" checkbox, Error log to look in can be selected from the list. (Ticked by default.)

If this checkbox is not ticked, log list cannot be displayed when search is performed.

Item	Description
Select (checkbox)	Specifies if this lock log need to be displayed. Check this box to display the list.
Room No.	Indicates a room number from which lock log is acquired.
Upload Date/Time	Indicates a date/time when a log is loaded to the card issuing PC.
Source	Indicates the source of the lock log - "Data Transaction Utility (DTU)" or Error Log card.
Count	Indicates the number of saved lock error log.

(2) Interrogation Log

Indicates door lock operation history information that is acquired by the software using DTU or Interrogation Log (IR) card.

By enabling this function by ticking the Interrogation Log checkbox, desired Interrogation log can be selected from the list. (Ticked by default.)

If this checkbox is not ticked, log list cannot be displayed when search is performed.

Item	Description
Select (checkbox)	Specifies if this Interrogation Log need to be displayed. Check this box to display the list.
Room No.	Indicates a room number from which lock log is acquired.
Upload Date/Time	Indicates a date/time when a log is loaded to the card issuing PC.
Source	Indicates the source of the Interrogation log - "Data Transaction Utility (DTU)" or Interrogation Log card.
Count	Indicates number of saved Interrogation Log.

(3) Search by Operation Type

Search by Operation Type is only effective for Interrogation Log.

Select an operation type using the pull-down menu and [Search(F9)], to display interrogation log filtered by that operation type.

Selection item	Description
All Operation	Searches all the interrogation logs.
Guest Card	Searches for operation logs of GU/GM1/GM2/GM3/GM4.
Master Card	Searches for MS logs.
Sub Master Card	Searches for SMS logs.
Emergency Card	Searches for EM logs.
Lockout Card	Searches for MLC/HLO logs.
Lock Operation	Searches for operation logs other than GU/GM1/GM2/GM3/GM4/MS/EM/MLO/HLO.

(4) Search results

Displays a list of searched Error Log and Interrogation Log.

Item	Description
No.	Indicates log numbers.
Room No.	Indicates a room number from which the log is acquired.
Log Type	Indicates if the log is Error Log or Interrogation Log.
Operation Date/Time	Indicates date/time when the card is used.
Card Type/DS	For Error Log Indicates the card type used. For Interrogation Log Indicates summer time setting of a lock.

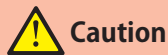
Item	Description
Error Code/Operation	<p>For Error Log Indicates Error code and its details. (For details, refer to "14.2 Lock Error Code List".)</p> <p>For Interrogation Log Indicates lock operation details.</p>
Unlock/Lock	<p>Indicates unlock/lock condition of a lock.</p> <ul style="list-style-type: none"> • Unlocked (if continuously unlocked) • Locked (if continuous unlock is released) • Unlock and lock (if automatically locked after unlocked)
Issued No.	Indicates issue number of the used card (issued number/total issued number).
Operator	<p>Indicates operator code registered with the used card.</p> <ul style="list-style-type: none"> • MS/HLO/MLO/CL/SMS <p>Indicates a staff code logged into the operated DTU.</p>
Operator Name	<p>Indicates a operator name who used the card.</p> <ul style="list-style-type: none"> • MS/HLO/MLO/CL/SMS
Card Date	<p>Indicates date/time configured on the card. (The date/time have separate meaning for each card type.)</p> <ul style="list-style-type: none"> • GU/GM1/GM2/GM3/GM4: Check-in date and time • ST/OS/IR/EL: Card issuance date and time • MT/PS: Usage start date and time
Main Room	Indicates a main room configured for the card.
etc.	<p>Indicates support information such as a cause of an error. (For details, see "14.2 Lock Error Code List" at the end of this document.)</p>

(5) [Delete(F3)] button

Delete the log selected from Error log or Interrogation Log.

(6) [CSV(F7)] button

Export the search results in the form of CSV file.



Caution

- **Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.**

(7) [Print(F11)] button

Print the displayed contents in the search result area.

(8) [Search(F9)] button

Confirm the specified search conditions, then click the [Search(F9)] button to perform search.

8.2 DTU Initial Setup

Edits initial data (initial settings data) of the door lock to be transferred to DTU.

While setting on the door lock side can be done using DTU, initial values to be used for configuration can be set through this menu.

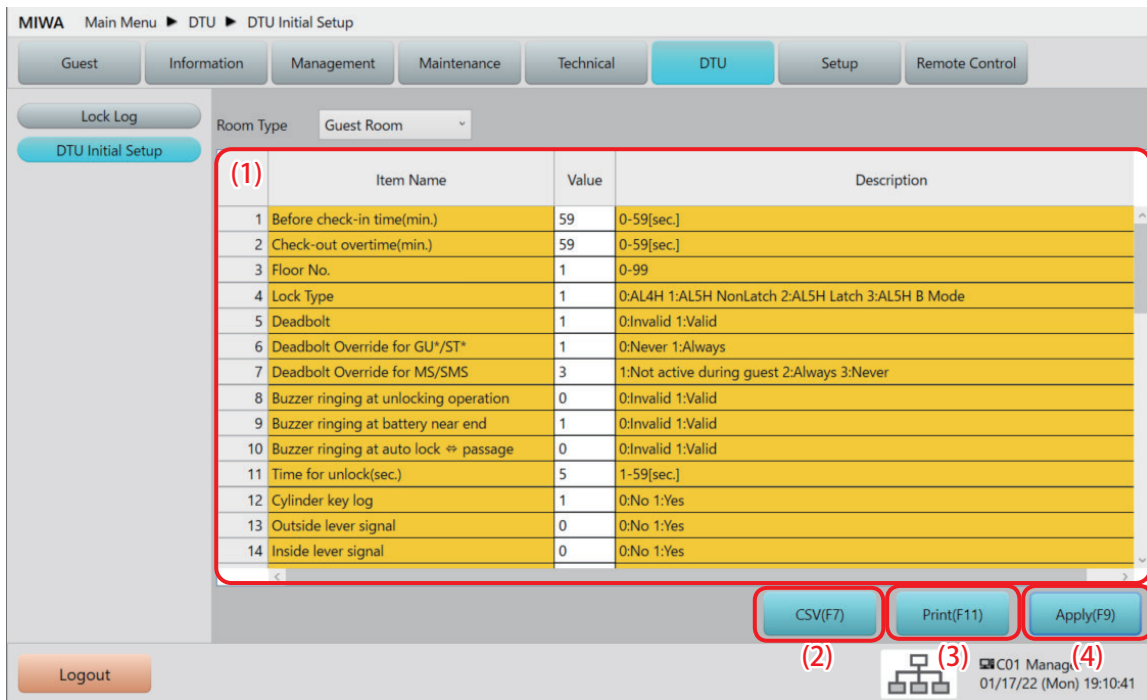
Reference

- Generally, DTU initial setup should be performed at the time of deployment of this system and software. For details, see the separate volume "Setup Manual" and "DTU Operation Manual".

1 Display the [DTU Initial Setup] screen.

- 1 Click [DTU] in the main menu, then click [DTU Initial Setup] in the sub menu to display the [DTU Initial Setup] screen.

2 Edit the initial values as required.



(1) DTU Initial Setup value list

Initial value list to be set on the door lock side is displayed. Edit as required.

The items displayed in the setup value list will change depending on the room type selected from the [Room Type] pull-down menu at the top left of the screen.

For details, see the separate volume "Setup Manual" and "DTU Operation Manual".

(2) [CSV(F7)] button

Exports the displayed list in the form of CSV file.



- **Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.**

(3) [Print(F11)] button

Exports the displayed list.

(4) [Apply(F9)] button

Updates the setup values with the edit.

9 [Setup] menu

This is the menu that consists of functions relating to the Software's operation settings.

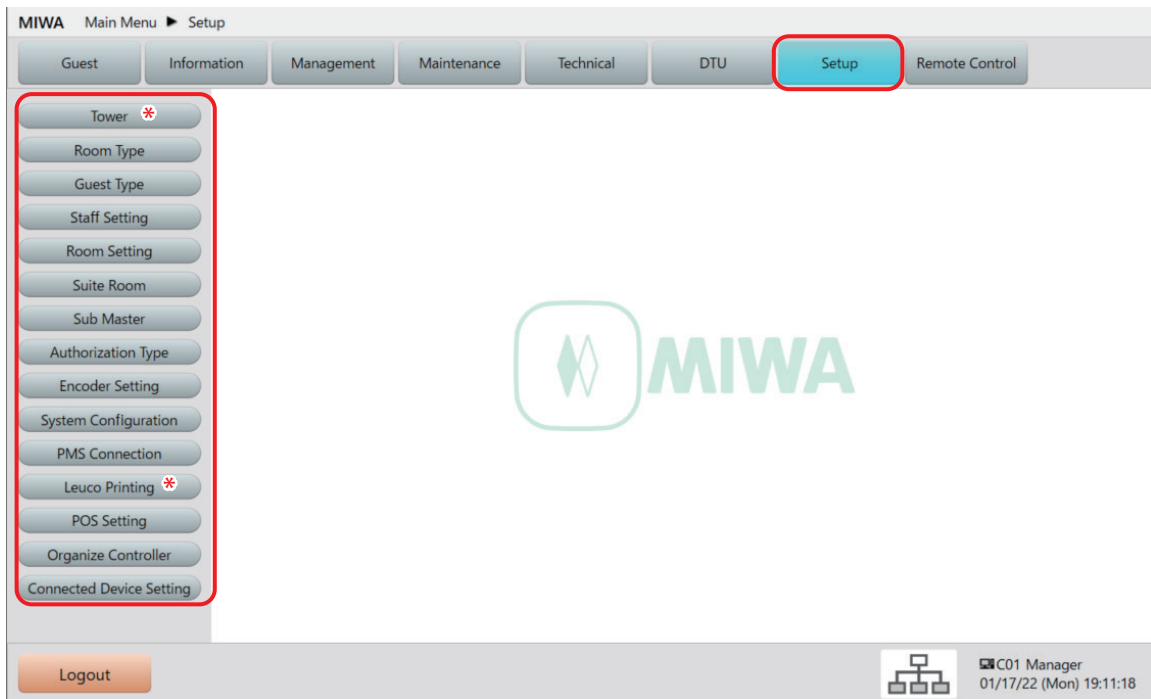
! Check

- [Setup] menu may not be displayed depending on the authority and setting of the user logged in.
- Further menus are intended for personnels in charge of the system management; therefore, general instructions such as how to navigate to each screen or procedures other than key operations are not described.

📄 Reference

- Generally, Setup should be performed at the time of deployment of this System and Software. For details, see the separate volume "Setup Manual".

Clicking on the [Setup] button will display the sub menu.



! Check

- Items with * may not be displayed, depending on the system configuration and setting.

- **Tower ***
Sets Tower configuration items. This sub menu is displayed if the [Use tower management function] checkbox is ticked in the [Setup] > [System Configuration] > [System Operation Setting] tab.
- **Room Type**
Sets Special rooms (ex. pool, fitness room) and Non-guest room (rooms used by staffs).
- **Guest Type**
Sets combination of unlockable Special rooms.
- **Staff Setting**
Registers persons who can log into (can operate) this software, and who can use Master Card (MS) or Submaster Card (SMS).
- **Room Setting**
Registers guest rooms.
- **Suite Room**
Registers Suite room.
- **Sub Master**
Sets Sub Master group.
- **Authorization Type**
Sets operation privilege for each staff code.
- **Encoder Setting**
Sets a type and connection method for the card issuing device.
- **System Configuration**
Configures overall system operation.
- **PMS Connection**
Sets communication method with PMS.
- **Leuco Printing ***
Sets print position on a card and print letter size. This sub menu can be displayed by accessing [Setup] > [Encoder Setting] and setting "MCR2" or "SMCR" for the terminal type and ticking "Print" checkbox.
- **POS Setting**
Sets POS data that can be added to a card during the card issuing process.
- **Organize Controller**
Information of registered controller can be reviewed.
- **Connected Device Setting**
You can use this menu to make connections to the GW (gateway), EVU (Elevator / Perimeter Access Control Unit), and door locks.

10 [Remote Control] menu

Menu for remote control of door locks and EVU (Elevator / Perimeter Access Control Unit).

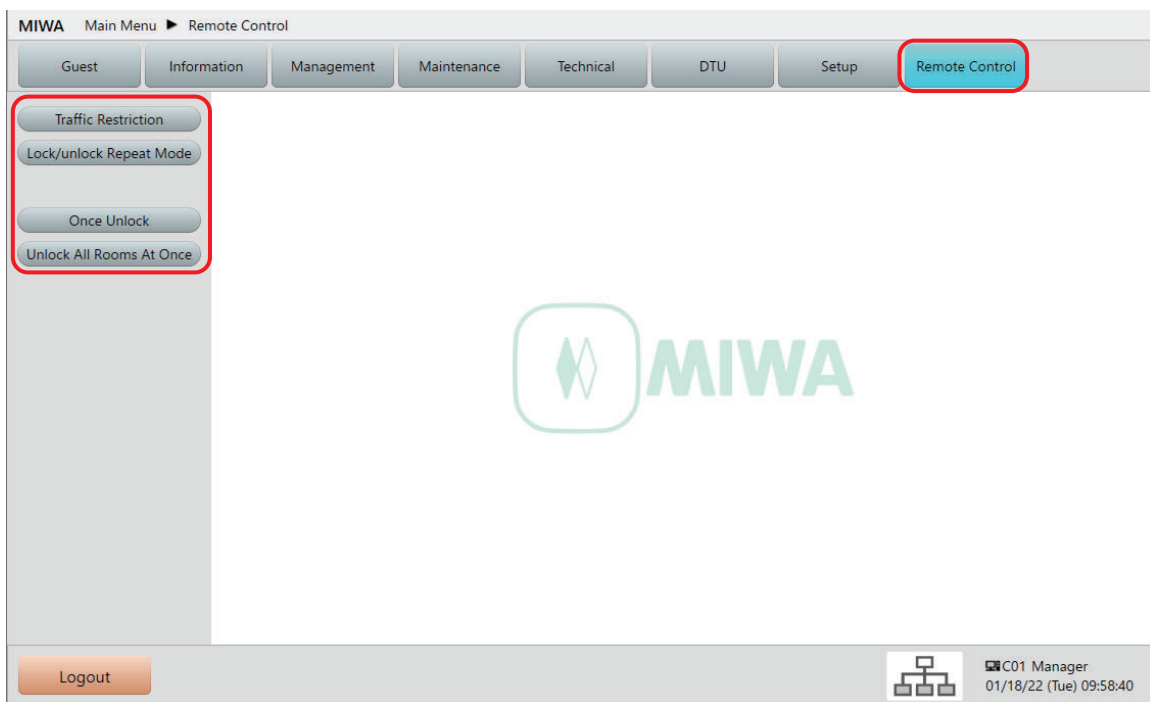
Caution

- If the message "Could not communicate with the online server." is displayed, connect to the online server again and perform the operation.

Reference

- [Remote Control] is displayed by selecting the [Operate online] checkbox on the [System Operation Setting] tab in [Setup] > [System Configuration].

Clicking on the [Remote Control] button in the main menu will display sub menu.



- **Traffic Restriction**
You can remotely specify a door lock or a EVU (Elevator / Perimeter Access Control Unit) reader and set traffic restrictions such as guest lockout and master lockout.
- **Lock/unlock Repeat Mode**
You can remotely set a specific lock to the locking/unlocking repeat mode.
Note: This function for EVU (Elevator / Perimeter Access Control Unit) readers can't be set to the locking/unlocking repeat mode.
- **One Unlock**
You can unlock the specified room number by remote control.
Note: This function for EVU (Elevator / Perimeter Access Control Unit) readers is not available.
- **Unlock All Rooms At Once**
You can unlock all rooms by remote control.
Note: This function for EVU (Elevator / Perimeter Access Control Unit) readers is not available.

10.1 Traffic Restriction (only for lock online operation)

You can remotely specify a door lock or a EVU (Elevator / Perimeter Access Control Unit) reader and set traffic restrictions such as guest lockout and master lockout.



Caution

- The traffic restriction setting will not be canceled until the cancel operation is performed. If the traffic restriction is no longer necessary, cancel it promptly.

1 Display the [Traffic Restriction] screen.

- 1 Click [Remote Control] in the main menu, and click [Traffic Restriction] in the sub menu.

MIWA Main Menu ▶ Remote Control ▶ Traffic Restriction

Guest Information Management Maintenance Technical DTU Setup **Remote Control**

Traffic Restriction

Lock/unlock Repeat Mode

Once Unlock

Unlock All Rooms At Once

Card Lock EVU Reader

Floor No.

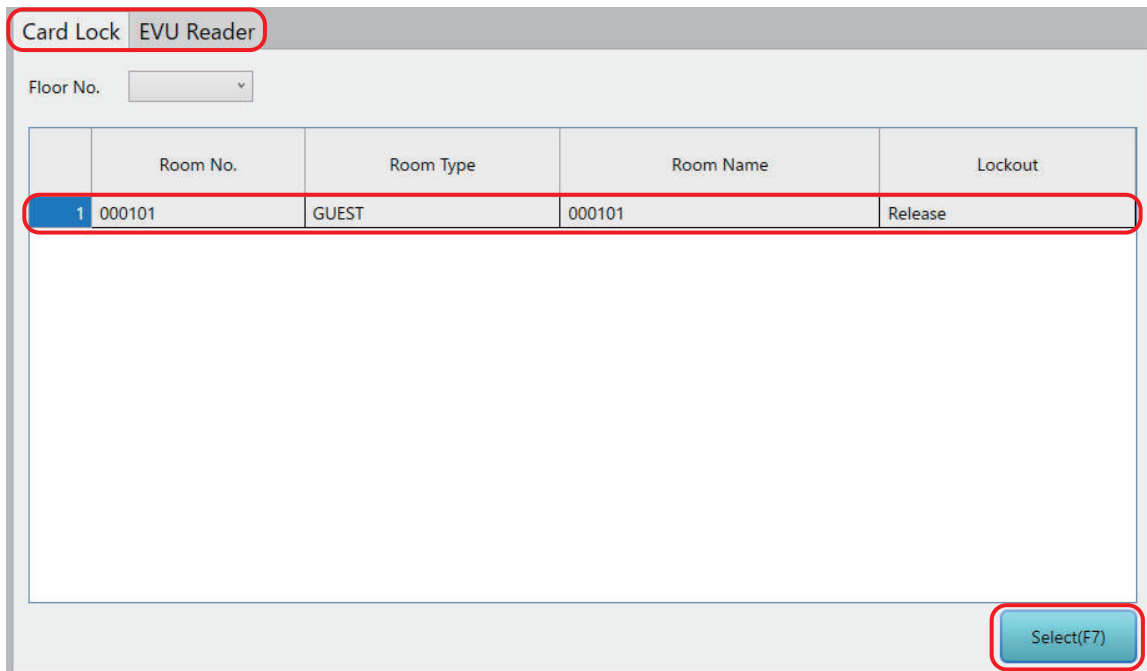
	Room No.	Room Type	Room Name	Lockout
1	000101	GUEST	000101	Release

Select(F7)

Logout

C01 Manager
01/17/22 (Mon) 19:11:18

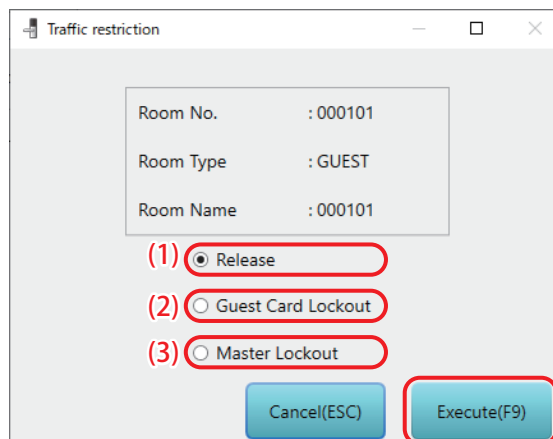
2 Select the target of traffic restriction.



- 1 Select a tab (Card Lock / EVU (Elevator / Perimeter Access Control Unit) Reader).
- 2 Click on the target number (a room number if the [Card Lock] tab is selected, or a device number if the [EVU Reader] tab is selected).
- 3 Click the [Select(F7)] button.

3 Execute the traffic restriction.


- 1 Select a radio button in the [Traffic restriction] window and click the [Execute(F9)] button.



- (1) Release
 Select this option when you want to cancel the traffic restriction.

(2) Guest Card Lockout


Select this option when you want to stop only the guest traffic.

 **Reference**

- **The following cards cannot be used for guest lockout.**
GU, GM1 to 4, ST, MT, OS

(3) Master Lockout

Select this option when you want to close it for VIPs.

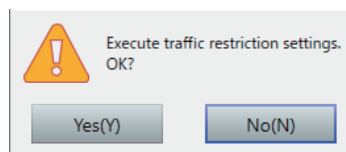
 **Reference**

- **The following cards cannot be used for master lockout.**
GU, GM1 to 4, ST, MT, MS, SMS, HLO, PS, OS

2 A confirmation message will be displayed.

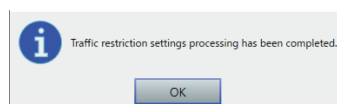
Click the [Yes(Y)] button to execute the traffic restriction.

Click the [No(N)] button to return to the previous screen without executing the traffic restriction.



3 You will see a message indicating that the traffic restriction process is complete.

Click the [OK] button to finish the traffic restriction process.



10.2 Lock/unlock Repeat Mode (only for lock online operation)

You can remotely set a specific lock to the locking/unlocking repeat mode.

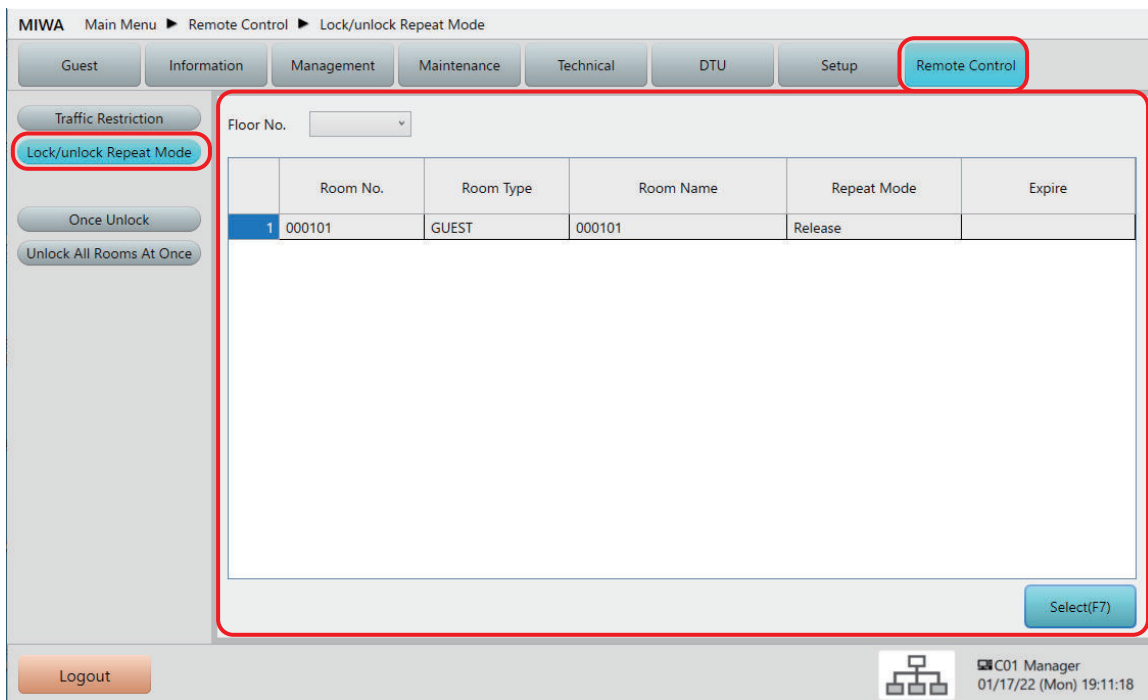


Caution

- When the locking/unlocking repeat mode is active, the door will not lock automatically and you will need to hold the card over the door every time you want to lock or unlock the door.
- This function for EVU (Elevator / Perimeter Access Control Unit) readers can't be set to the locking/unlocking repeat mode.

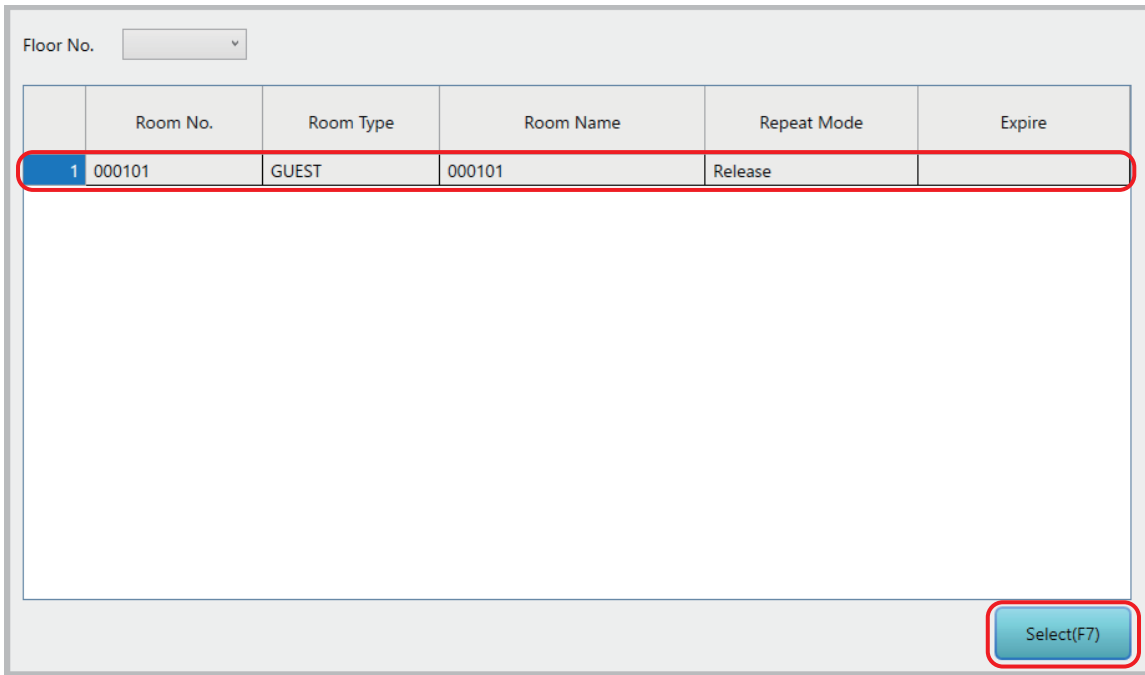
1 Display the [Lock/unlock Repeat Mode] screen.

- 1 Click [Remote Control] in the main menu, and click [Lock/unlock Repeat Mode] in the sub menu.



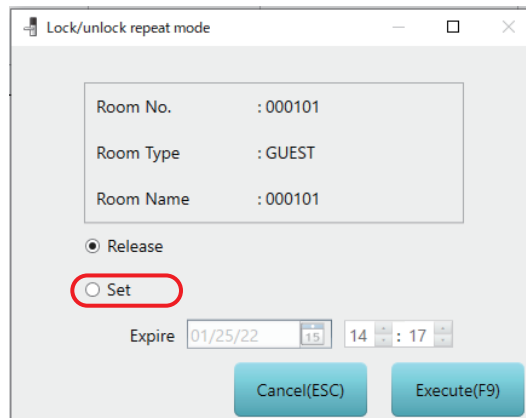
2 Select a room number.

- 1 Select a room number and click the [Select(F7)] button.

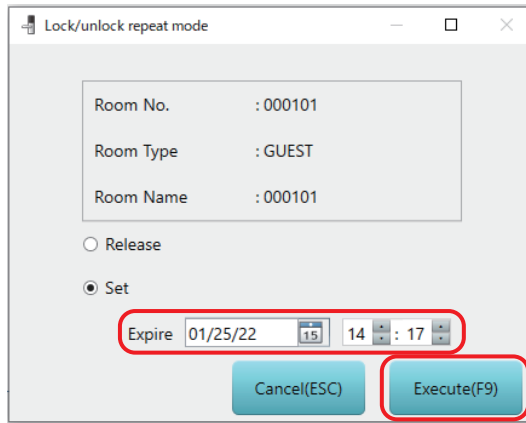



3 Execute the locking/unlocking repeat mode.

- 1 Select [Set] on the [Lock/unlock Repeat Mode] window.



2 Set the expiration date/time, and click the [Execute(F9)] button.



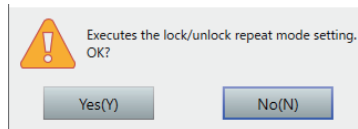
 **Reference**

- To cancel the locking/unlocking repeat mode setting, select [Release] in the [Lock/unlock Repeat Mode] window and click the [Execute(F9)] button.
- For information on how to display the calendar for setting the expiration date/time and how to set the time, see "1.4.5 Panel".

3 A confirmation message will be displayed.

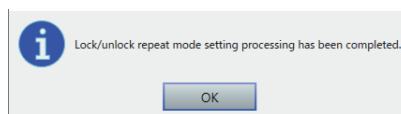
Click the [Yes(Y)] button to execute the locking/unlocking repeat mode setting.

Click the [No(N)] button to return to the previous screen without executing the locking/unlocking repeat mode setting.



4 You will see a message indicating that the locking/unlocking repeat mode setting process is complete.

Click the [OK] button to finish the locking/unlocking repeat mode setting process.



10.3 One Unlock (only for lock online operation)

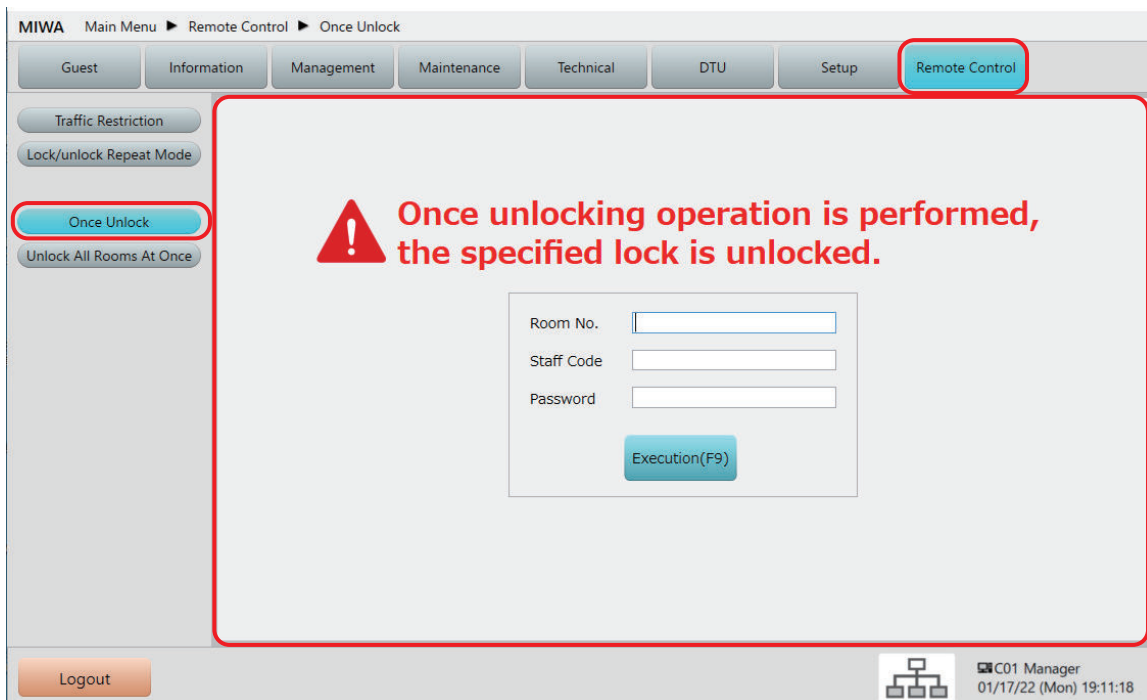
You can unlock the specified room number by remote control.

 **Caution**

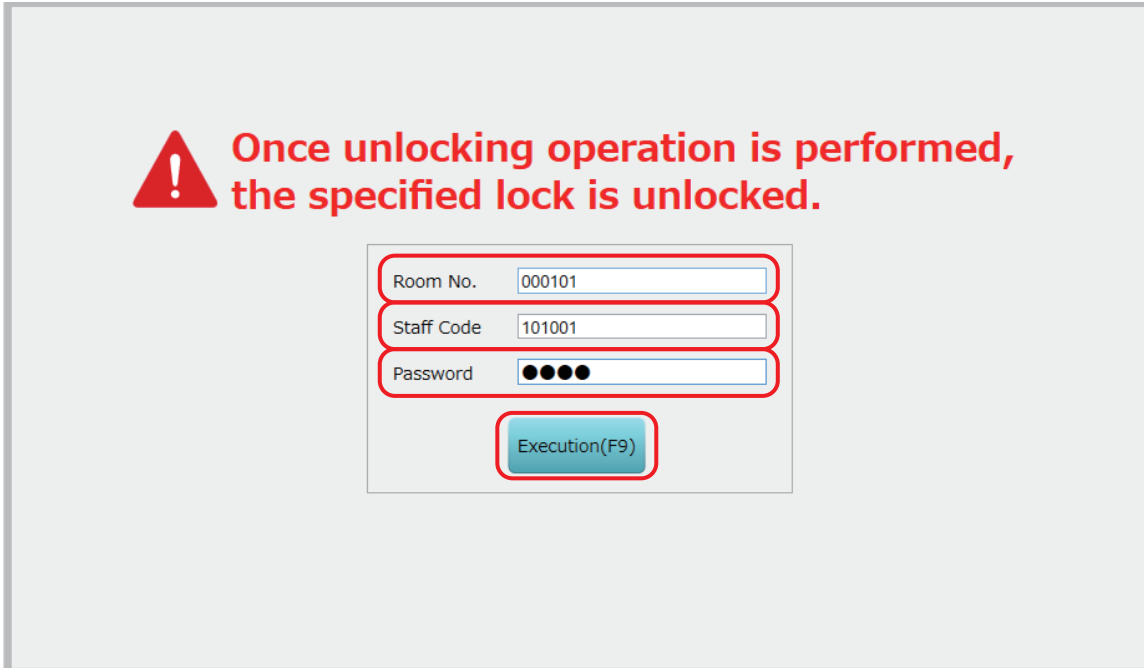
- When performing one-time unlock, be sure to confirm that the person is the guest of the room to be unlocked.
- This function for EVU (Elevator / Perimeter Access Control Unit) readers is not available.

1 Display the [One Unlock] screen.

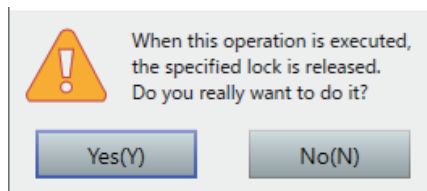
1 Click [Remote Control] in the main menu, and click [One Unlock] in the sub menu.



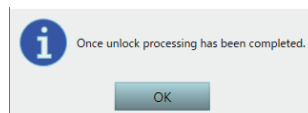
2 Enter the required information and execute the one-time unlock.



- 1 Enter the room number for which you want to perform the one-time unlock, the staff code, and the password.
- 2 Click the [Execution(F9)] button.
- 3 A confirmation message will be displayed.
Click the [Yes(Y)] button to execute the one-time unlock.
Click the [No(N)] button to return to the previous screen without executing the one-time unlock.



- 4 You will see a message indicating that the one-time unlock process is complete.
Click the [OK] button to finish the one-time unlock process.



10.4 Unlock All Rooms At Once (only for lock online operation)

You can unlock all rooms by remote control.

Caution

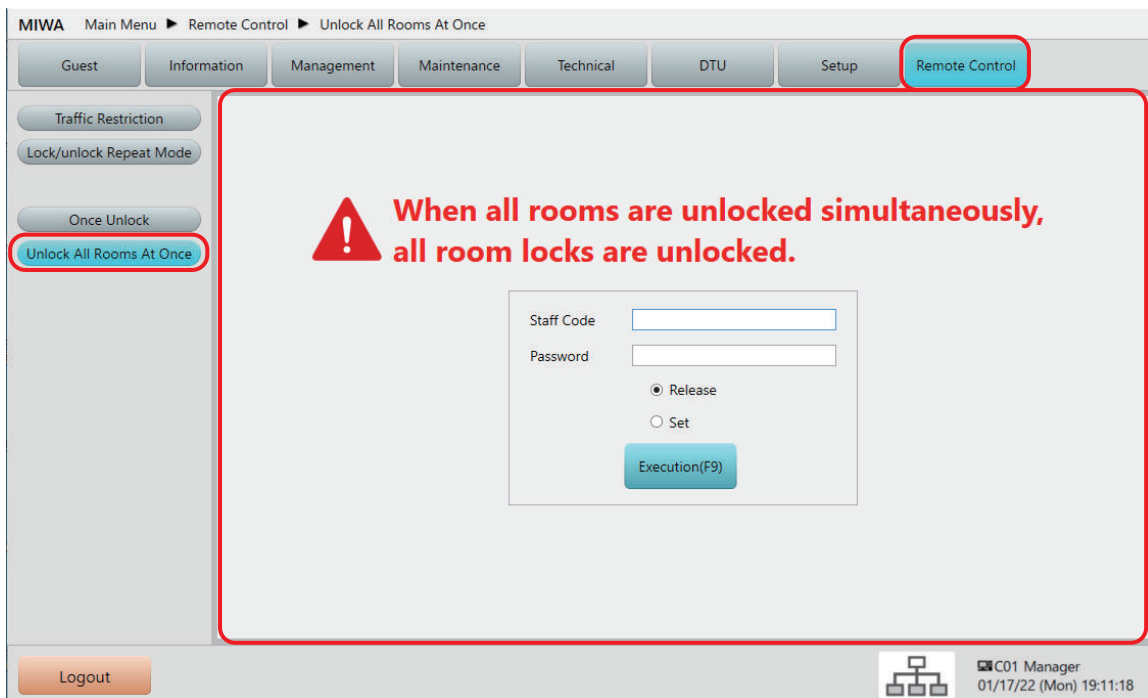
- The unlock all rooms at once unlocks all rooms at the same time and will not be canceled until the cancellation operation is performed. Do not use this function except in an emergency.
- This function for EVU (Elevator / Perimeter Access Control Unit) readers is not available.

Reference

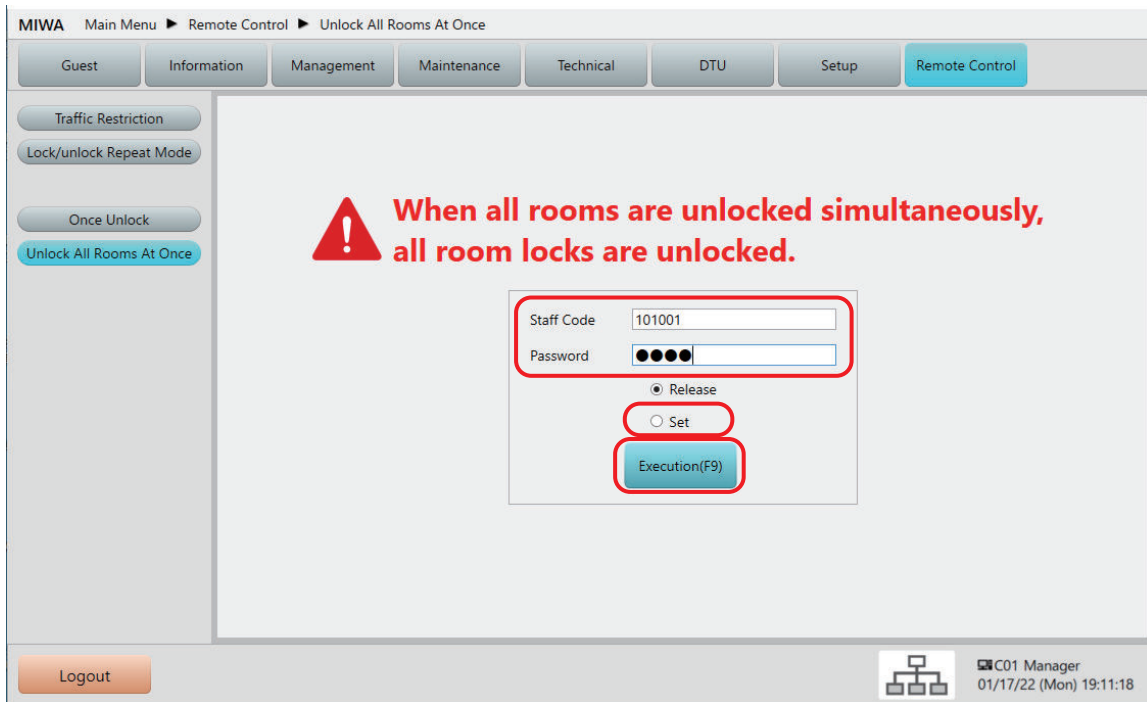
- [Unlock all rooms at once] is displayed by selecting the [Enable simultaneous unlock of all rooms] checkbox on the [System Operation Setting] tab in [Setup] > [System Configuration].

1 Display the [Unlock All Rooms At Once] screen.


- 1 Click [Remote Control] in the main menu, and click [Unlock All Rooms At Once] in the sub menu.



2 Enter the required information and execute the simultaneous unlock of all rooms.

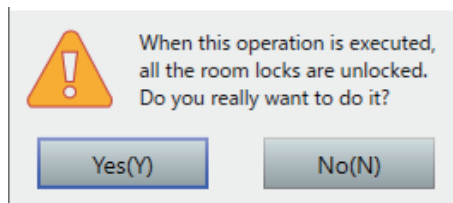


- 1 Enter the staff code and the password.
- 2 Select [Set] and click the [Execution(F9)] button.

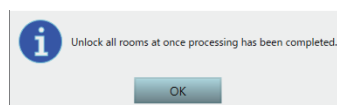
 **Reference**

- **To cancel the unlock all rooms at once, select [Release] and click the [Execution(F9)] button.**

- 3 A confirmation message will be displayed.
Click the [Yes(Y)] button to execute the simultaneous unlock of all rooms.
Click the [No(N)] button to return to the previous screen without executing the simultaneous unlock of all rooms.



- 4 You will see a message indicating that the process of simultaneous unlock of all rooms is complete.
Click the [OK] button to finish the process of simultaneous unlock of all rooms.

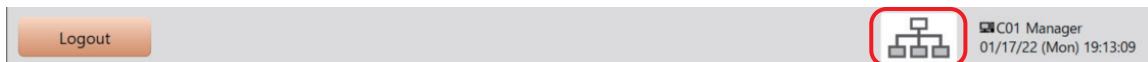


11 Status

Status of controller (PC on which this software is installed) that is registered on this software and Encoder that is connected (registered) are displayed. Displayed information updates every three seconds.

1 Display the [Status] screen.

- 1 Click the [Status] button on the status bar to display the [Status] screen.



Reference

- Status screen can be viewed while logged in, except when you are performing other functions.

2 Review the displayed detail.

MIWA Main Menu ▶ Status

Guest Information Management Maintenance Technical DTU Setup Remote Control

Controller	Controller Type	IP Address
1 C01	Server	192.168.127.200 / ::1

Connection Status

- Waiting
- Working
- Maintenance
- Disconnected

Encoder	Controller	Status	Encoder Version	CCU Version	MCR Status Code	Pass Count
1 T01	C01	Waiting	ACR122U215			

CSV(F7)
MCR Status

Logout C01 Manager 01/17/22 (Mon) 19:13:35

! Check

- Displayed details of Status screen differs depending on configuration or settings of card issuing system.

- (1) **Controller status display**
Lists the registered machines of the system including controller PC, server, and client, and communication status among these machines. For details, see the separate volume "Setup Manual".

(2) Encoder status display

Lists the registered encoders and their communication status.

(3) Legend of connection status

Color-coded communication status indication.

(4) [CSV(F7)] button

Exports the displayed list in the form of CSV file.

Two CSV files will be saved, one for the Controller and one for the Encoder.



Caution

- **Microsoft Office is not installed on the ALV3 PC Server. Save the output CSV file to external media (USB) and check it on a PC with Microsoft Office installed.**

(5) [MCR Status] button

Status of SMCR or MCR2 can be displayed in a separate window, if SMCR or MCR2 is registered and connected as an Encoder.

3 Exit the [Status] screen.

- 1 Clicking on one of the main menus can terminate the [Status] screen display.

12 Master data synchronization

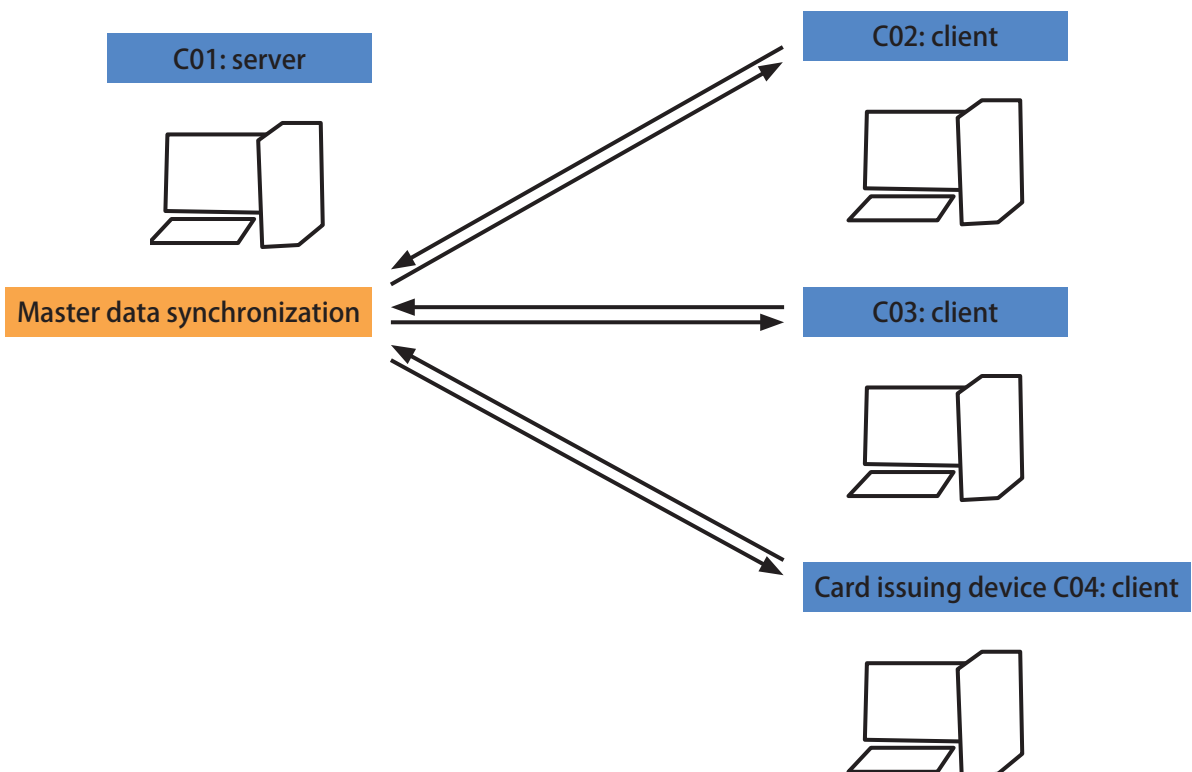
Operation data of this software is saved on the server PC.

Edit to master data performed on the client PC will be transmitted to other client PCs through the server.



Reference

- For the configuration of the card issuance system, consult your system administrator or MIWA Lock sales representative.



Master data synchronization process

- (1) Master data update
- (2) Master data synchronization
- (3) Restart
- (4) Master data reflection
- (5) Restart

12.1 Data excluded from master data synchronization

Since the following items are supposed to be configured for each client, they are excluded from this synchronization process.

These items should separately be configured on each client.

Function Name	Item Name	Description
System Configuration	Language	Language selected at log in.
	Default Tower Name	Name of the tower to be selected.
	Display the window at the foreground	Check if this machine is to be used exclusively for issuing cards.
	Use old type DTU	If checked, old type DTU can be used. For control procedure of old type DTU, please refer to the old type server manual.
	Operation data backup method	Automatic/manual
	Auto backup folder path	Destination folder of the automatic backup file.
	Backup file name fixed part	File name of automatic backup file.
	Server/Client	Controller PC type of the card issuance control PC (PC Server)
	Controlled Encoder No.(Card)	Card issuing device used for reading cards
	DTU communication setting	Connection type, COM port, and port number to be used for DTU communication.
	Server setup	Server IP address
PMS Connection	PMS connection	If PMS is connected, in order to switch to a client, not only the configuration change but also re-connection of the cables including the serial cable is required. Please consider it thoroughly when building up a backup structure.
	Communication protocol	
	LAN port	
	Communication port	
	Transmission rate	
	Data length	
	Parity	
	Stop Bits	
	Text specification	
	Correct check-in date/time to current date/time.	
	GU card type specification	
	Transmitting clock	
	Receiving clock	
	ST clock	

13 Troubleshooting Procedures for Card Issuance Control PC

When the system is operated with the client-server configuration, even if a fault occurs on the server PC, client PC can still be used for system operations such as issuing cards.

13.1 Troubleshooting

Other clients in the system can continuously be operated by changing the system operation mode from "Client" to "Server", and by editing the IP address to match the address of that server.

Procedure	Work content	Notes
1	Server failure	Confirm that "disconnected" is displayed on the monitor of the client.
2	Disconnect the server from the network	Remove the LAN cable
3	Change the controller settings in [Setup] > [System Configuration] > [Local Setting], change the client to the "Server" setting, and change the PC controller number to the number of the server.	Change the client-server IP address to the IP address of the server that has been used.
4	Complete system recovery	Restart card issuing operation.

13.2 Recovery from trouble

In order to fix the failed server and place it back to card issuing operation, it is required to revert the setting of temporarily configured client to work as a server to its previous setting. Restore the server according to the following procedures, and recover the system.

Procedure	Work content	Notes
1	Acquire the backup data of the temporary server PC (temporary client machine).	
2	Load the backup data acquired in step 1.	LAN cable should not be connected at this recovery stage.
3	Revert the setting of the PC that has temporarily been working as the server (temporary client machine) to the setting of the client PC.	This setting change should be done with the LAN cable disconnected.
4	Connect the LAN cable to the fixed server.	
5	Connect the LAN cable for the client machine whose setting is changed in step 3. System recovery is complete.	Check if a card can be issued using this machine configuration.

14 APPENDIX

14.1 Card Type and Functional Overview

Card Type	Abbreviations	Media	Functional Overview
Master Authorization Card	MA	4K	Used for logging into card issuance control software. Cannot unlock a room.
Master Card	MS	4K	Can unlock all the rooms within a hotel. Can unlock during Housekeeping Lockout (cannot unlock during Master Lockout) Can unlock during shut-out. Unlock log can be saved (130 logs)
Submaster Card	SMS	4K	Specified range of rooms within a hotel can be unlocked. Validity period, valid days of a week, and valid period of time can be configured. Can unlock during Housekeeping Lockout (cannot unlock during Master Lockout) Up to 500 groups can individually be managed. Action against a detection of battery low level can be configured. Unlock log can be saved (130 logs)
Housekeeping Lockout Card	HLO	4K	Prohibit the use of GU, GM1 to 4, MT, ST, and OS at the guest door. [Unlocking condition] DTU operation Use of GU, GM1 to 4, ST, and EM issued after using HLO Use of CL.
Master Lockout Card	MLO	4K	Prohibit the use of GU, GM1 to 4, MT, ST, OS, PS, HLO, MS, and SMS at the guest door. [Unlocking condition] Use of EM. Use of CL.
Cancel Card	CL	4K	Release lockout condition (HLO/MLO)
Emergency Card	EM	4K	Force unlock for all the rooms within a hotel. Keep the unlocked condition (green lamp is ON). Releasing operation of the unlocked condition can be performed by the deadbolt or DTU.
Daylight Saving Card	DS	4K	Set/Unset the lock's summer time setting.
Interrogation Log Card	IR	4K	Acquire Interrogation log (Unlock log) from the lock (resent 150 logs).
Error Log Card	EL	4K	Acquire error log from the lock (resent 100 logs).

Card Type	Abbreviations	Media	Functional Overview
Guest Card A	GU	1K/Smart phone	One Main room and five Second rooms can be unlocked.
			Can unlock during Check-in/Check-out validity period only.
			Up to 40 Special rooms can be unlocked.
			Prohibit the use of PS, SMS, MT, HLO, MLO, and CL when the shutout flag is on.
			When buzzer flag is ON, a buzzer sound will be activated regardless of the setting of the lock.
Multi Guest Card 1	GM1	1K	Four individual rooms can be unlocked.
			Can unlock during Check-in/Check-out validity period only.
			Up to 40 Special rooms can be unlocked.
			Prohibit the use of PS, SMS, MT, HLO, MLO, and CL when the shutout flag is on.
			When buzzer flag is ON, a buzzer sound will be activated regardless of the setting of the lock.
			POS data can be allocated.
Multi Guest Card 2	GM2	1K	Two individual rooms and one room range can be unlocked.
			Other functions are the same with GM1.
Multi Guest Card 3	GM3	1K	Two room ranges can be unlocked.
			Other functions are the same with GM1.
Multi Guest Card 4	GM4	1K	Three individual rooms and Shared room can be unlocked.
			Other functions are the same with GM1.
Maintenance Card	MT	1K	One Guest room can be unlocked
			Can be unlocked only during the validity period.
			Up to 40 Special rooms can be unlocked.
One-shot Card	OS	1K	One Guest room can be unlocked only one time.
			Up to 40 Special rooms can be unlocked.
Standby Card	ST	1K	Spare card in case the card issuance function becomes unavailable.
			One Specified Guest room can be unlocked indefinitely.
			Up to 40 Special rooms can be unlocked.
			POS data can be allocated (1K only).
Passage Card	PS	4K	Disables auto-lock
			When validity period elapses, the lock reverts to auto-lock mode.
			4K: Put one of the Guest room, Special room, Non-guest room*, or Common room to continuous unlocked condition. * Only available if these cards are issued as Management cards.

14.2 Lock Error Code List

Error code	Error Name	Cause of Error
0x01	Read card error	Failed to read SMS free command information. (Key authentication error/hardware access error)
0x03	LRC error	When reading card key information, BCC check failure is detected.
0x05	Invalid hotel code	During card operation, lock unit's hotel code and the card's hotel code do not match.
0x06	Card type error	Non-defined card is used.
		Operation is made using unavailable card for the configured room type.
0x07	Detect battery end	When operating a card, battery near end of the lock unit is detected.
0x09	Write error in audit trail	When operating MS/SMS card, failed in writing audit trail information.
0x0B	Deadbolt in use	The card that is unusable with the deadbolt protruded was used.
0x0C	MLO status	Card that is unusable under MLO condition was used.
0x0D	HLO status	Card that is unusable under HLO condition was used.
0x0E	Unsupported card	The detected card was a Mifare card other than Mifare-Classic4K/1K.
0x0F	Shutout effective	Card is placed under shut-out condition.
0x10	Mismatch room No. (when door type is guest door)	A card whose Main room number and Second room number do not match is used.
0x11	Out of room range (when door type is common door)	Card whose room type is common door and not within a room range that can be unlocked is used.
0x12	Mismatch nonguest door flag (when door type is nonguest door)	Card whose Non-guest flag do not match is used.
0x13	Out of time with guest (when door type is common and special door)	Guest card is used outside the guest valid period of time configured for the lock.
0x14	Invalid day with guest (when door type is common and special door)	Guest Card is used outside the guest valid days of a week configured for the lock.
0x15	Out of staying period (when card type is GU and GM)	The current time is outside the range of check-in and check-out times (set for GU/GM1 to 4 cards).
0x16	Invalid card has used	Card that is registered as invalid card is used.
0x18	Unacceptable shared use(issued date)	The previous card was GM, and an operation was performed with a GU/GM1 to 4 card during the validity period.
		The previous card was GU, and an operation was performed with a GU/GM1 to 4 card whose check-in time was older than that.

Error code	Error Name	Cause of Error
0x1A	Unacceptable time frame	The current time is outside the range of Start Date/Time and End Date/Time specified for the card (operation with a MT/CNS/PS card).
0x1B	Abnormal DS card operation	A DS card was used in the 23:00-1:00 period.
0x20	Invalid date with SMS(yr,mon,day)	Current time of SMS card being operated is outside the usage start and end date of the card.
0x21	Out of time period with SMS(hr,min,sec)	Current time of SMS card operated is outside usage start and end time of the card.
0x22	Invalid day with SMS	Current day of week is not the available day of a week specified for the SMS card.
0x23	Mismatch unlock condition with SMS	When SMS card is operated, the card information does not match with the unlocking condition of free command information.
0x2A	Inappropriate sequence No. (when card type is MS,SMS,EM,HLO, MLO,CL,DS,and DTU)	Card that is not the latest was used.
0x2B	Inappropriate card data(date)	DS card whose issuance date is not today was used.
0x2D	Inappropriate card data(room No.)	Card data is corrupted.
0x31	SMS command is out of range (mismatch free command condition)	Card data is corrupted.
0x33	Inappropriate sequence No. (GU,MT,ST,GM,OS and PS)	Guest-type card that is older than the sequence registered for the lock unit is operated.
0x34	Mismatch special door flag (when door type has set special door)	When room type is Special door, a special door flag of the card and a special door number of the lock unit do not match.
0x36	Invalid card data (parameter)	Card data is corrupted.
0x38	RTC time abnormal	Faulty current time is detected.
0x39	Reset occurred (included battery change)	Lock unit is turned ON
0x3B	Insufficient audit trail field	When SMS card is operated, write area for the audit trail information is at full (more than 138 items saved).
0x3C	Room type is unusual	When PS card is operated, room type of the card and room type of the lock unit do not match.
0x40	Latch bolt signal is unusual	When the latch bolt signal is ON during operation of a card other than the MS/EM/IR/EL/DTU/DAG card
0x41	Overwrite error	When IR/EL is operated, log information has already been written on the card.
0x42	Detected battery near end	Invalidated by the "battery near end" check
0x43	Changed to door ajar state	Entered a door state error situation
0x44	Returned from door ajar state	The door state error situation has been recovered
0x45	Invalid card on door ajar state	Invalidated by the "door state error" check

Error code	Error Name	Cause of Error
0x49	Black list match	Invalidated by the "blacklist" check
0x4A	Fraud card usage restrictions	Invalidated by the "fraud card use restriction" check
0x4B	GLO state	Invalidated by GLO in the "lockout" check
0x4C	Reservation(Hyatt)	Reservation (used for Hyatt support)
0x4D	Start fraud card usage restrictions	A three-minute card usage restriction was initiated due to a predetermined number of consecutive uses of a fraud card.
0x4E	End fraud card usage restrictions	The fraud card use restriction has ended due to the passage of time.
0x4F	LEGIC access denied	Access denial response was received when the validity judgment result was notified to LEGIC.

Error log supplemental data

Error code	Error Name	Description	Notes
0x05	Invalid hotel code	Hotel code	
0x10	Mismatch room No. (when door type is guest door)	Room No.	
0x11	Out of room range (when door type is common door)	Room No.	
0x12	Mismatch nonguest door flag (when door type is nonguest door)	Room Type No.	
0x15	Out of staying period (when card type is GU and GM)	Check-in Date/Time	
0x1A	Unacceptable time frame	Start Date	
0x2A	Inappropriate sequence No. (when card type is MS,SMS,EM,HLO, MLO,CL,DS,and DTU)	Card sequence	Sequence number
0x33	Inappropriate sequence No. (GU,MT,ST,GM,OS and PS)	Card sequence	GU: Check-in date/time GM1 to 4: Check-in date/ time MT: Start Date/Time ST: Issue date/time OS: Issue date/time PS: Issue date/time
0x34	Mismatch special door flag (when door type has set special door)	Room Type No.	
0x35	SMS out of room range	Start room number	

14.3 DTU initial setup value

This setup value will be the configured initial value for the door lock side.

Item	Description	Initial value
Before check-in time(min.)	Lock can be unlocked earlier than the Check-in time that is configured for the card. It is recommended not to set to "0", in order to avoid any trouble caused by the clock time gain/loss. 0-59 [min]	59
Check-out overtime(min.)	The period of time in which the door can be unlocked after the check-out time set on the card has been exceeded. It is recommended not to set to "0", in order to avoid any trouble caused by the clock time gain/loss. 0-59 [min]	59
Floor No.	Floor number where the lock will be installed 0-99	1
Lock Type	0: AL4H 1: AL5H non-latch 2: AL5H latch 3: AL5HB mode	1
Deadbolt	Enable/disable the deadbolt function. * When "No" (0) is selected, the deadbolt override function (unlocking from the double-lock state) is enabled for all cards. 0: No 1: Yes	1
Deadbolt Override for GU*/ST*	When this function is applied, locks can be unlocked even under deadbolt extruded condition. (This function can also be set as a flag when the card is issued. In that case, it is recommended to select "Always off".) 0: Always off 1: Always on	1
Deadbolt Override for MS/SMS	When this function is applied, locks can be unlocked even under deadbolt extruded condition. (This function can also be set as a flag when the card is issued. In that case, it is recommended to select "Off during guest C/I" or "Always off".) 1: Off during guest C/I 2: Always on 3: Always off	3
Buzzer ringing at unlocking operation	Set the buzzer to sound at the time of card operation. 0: No 1: Yes	0
Buzzer sounds at battery near end	Set the buzzer to sound when a Master Card/Submaster Card is used while the battery is low. 0: No 1: Yes	1
Buzzer ringing at auto lock ⇔ passage	Set the buzzer to sound when the door lock operation mode is switched. 0: No 1: Yes	0
Time for unlock(sec.)	Unlocked time duration after matching the card. 1-59 [sec]	5
Cylinder key log	Enable this function when logs of unlocking operation via cylinder must be kept. 0: No 1: Yes	1

Item	Description	Initial value
Outside lever signal	Send a signal for outside lever handle operation (only for ALV3JR). 0: No 1: Yes	0
Inside lever signal	Send a signal for inside lever handle operation. (Only when operating in Mode B) 0: No 1: Yes	0
Power supply	Set the power supply. 0: Alkaline battery 1: Lithium battery	0
Start time of card detection interval 1-8	Change the interval for the lock to detect cards based on the time of day. By default, the lock communicates with a card at 0.5 second intervals. By changing the interval, you can extend the battery life or shorten the card detection time. For example, if you want to increase the detection interval in the middle of the night to extend the battery life, you can set it between 0:00 and 6:00. Start time: 00:00 - 23:59 End time: 00:00 - 23:59 Polling interval: 0: 1 sec. 1: 0.75 sec. 2: 0.5 sec. 3: 0.25 sec.	0
End time of card detection interval 1-8		0
Card detection polling interval(Sec.) 1-8		2
Card detection threshold	Used to adjust the card detection level. 0: No change 1-20 [points] * Do not change it for normal operation.	0
GU* display battery near end	Set the LED flash notification in case a guest card/multi card is used when battery is low. 0: OFF 1: ON	0
ST* display battery near end	Set the LED flash notification in case a standby card is used when battery is low. 0: OFF 1: ON	0
Door status abnormal alarm transmission	Setting for transmitting an alarm to notify the status error of the door. 0: OFF 1: ON	1
Door status abnormality monitoring	0: No monitoring 5-30 [sec]	30
Buzzer sounds when door condition is abnormal	This setting determines how long a door status error should last before the buzzer starts to sound. 0: No monitoring 1-30 [sec]	0
Fraudulent authentication NG count	Set the number of times a fraud card can be used consecutively until the lock begins to restrict use. 5-20	5
Lock online setting*	Setting to switch between online and offline. 0: OFF 1: ON	0
Follow unlock command once*	Enables one-time unlocking from the PC server. 0: OFF 1: ON	0

Item	Description	Initial value
Emergency command tracking ON/OFF*	Enables emergency unlocking from the PC server. 0: OFF 1: ON	0
BLE transmission timeout time between GW*	100-1000 [10ms] (When 500 is specified, it is assumed to be 5 seconds.)	500
BLE transmission retry count between GW*	0-10	5

*Only for lock online operation

14.4 Troubleshooting when the device does not work properly

If the device does not work properly, perform the following checks. If the problem persists, please contact Miwa Lock.

- 1 Check the status screen to see if the device is connected.
- 2 Check the following based on the phenomenon of each device.

USB R/W

Phenomenon	Cause	Solution
The status indicator LED is not lit.	Reader failure	Replace the reader.
Card issuance error	No driver installed	Install the driver.

CCA

Phenomenon	Cause	Solution
The screen does not turn on when the power button is turned on.	Power supply failure	Check the power cable of the computer for CCA.
	Device failure	Replace the computer for CCA.
Unable to connect to the PC server	Wrong IP address	Check the IP address, and check for duplication of IP addresses with other devices.
	Wrong encoder No.	Check the encoder No.
SD card error is displayed	SD card error	Check the contact and insertion of the SD card.

DCR

Phenomenon	Cause	Solution
The status indicator LED is not lit.	Reader failure	Replace the reader.
	Power supply failure	Check the power cable.
The status indicator LED flashes red.	Connection error	Check the cable.
	Wrong COM port	Check the COM port.
	Wrong IP address	Check the settings of the LAN adapter.

DTU

Phenomenon	Cause	Solution
The screen does not turn on when the power button is turned on.	Out of charge	Check the charge.
	Device failure	Replace the DTU.
Unable to connect to the PC server	Connection error	Check the cable.
	Wrong IP address	Check the IP address, and check for duplication of IP addresses with other devices.
SD card error is displayed.	SD card error	Check the contact and insertion of the SD card.

USB-BLE

Phenomenon	Cause	Solution
Cannot issue to smart phones.	Connection error	Check the cable.
	Wrong COM port	Check the COM port.

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