

SafeWizard®

Access Control System

Operating Instructions

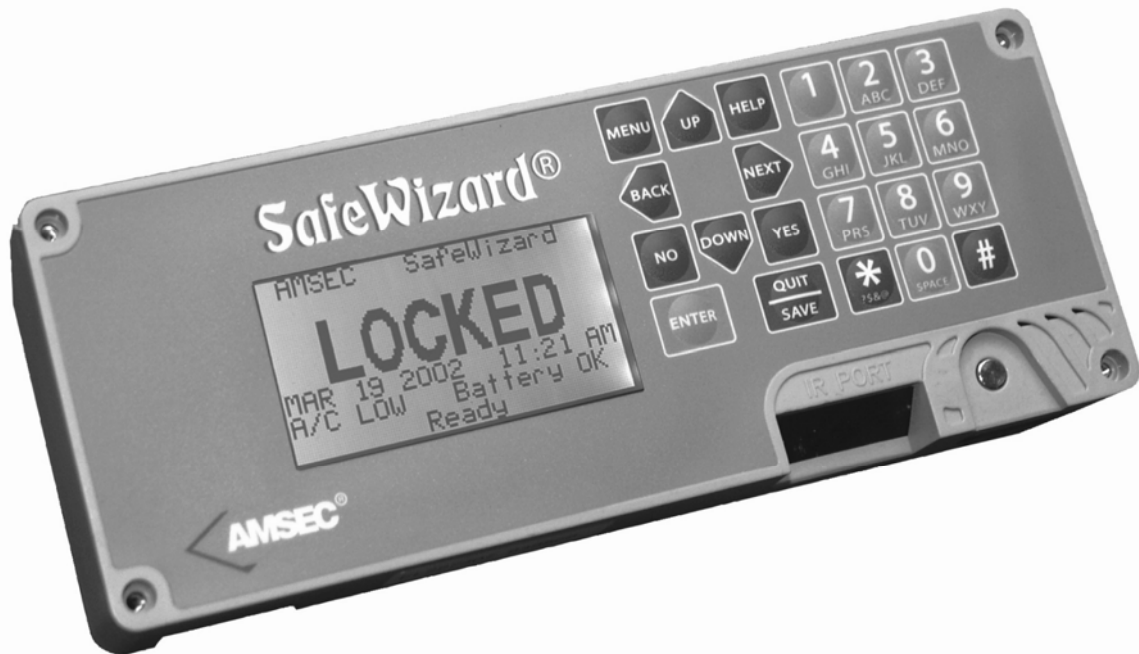


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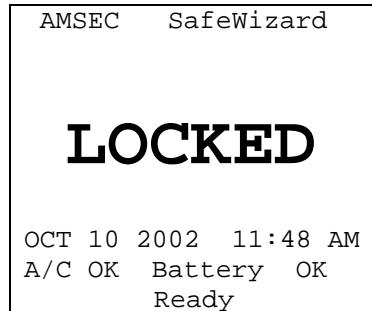
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Introduction

LOGIN and Navigation

The SafeWizard Safe Access Control System has been designed to make operation and programming simple and intuitive. The following shows fundamental operating methods:

I.1 Status Screen



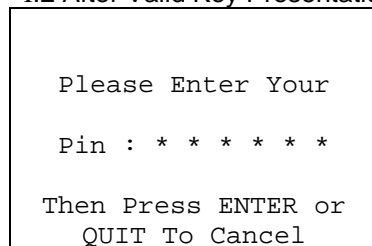
This is the “Status Screen,” indicating the system is secure and waiting for a User to LOGIN.

System “alert” messages will appear at the bottom of the screen in place of the word “Ready” if a condition occurs requiring attention.

Under normal conditions, the display will appear as above in Illus.I.1. If you haven’t plugged your A/C transformer into a wall outlet and the transformer power plug into the Power Supply Module, the display will indicate **A/C OFF**. This means the SafeWizard is operating on Battery Power. After a short period of time, the display backlighting will decrease to a very dim level. This is designed to conserve battery power. Pressing any key will restore the backlighting. This is also helpful to alert someone when the A/C transformer has been unplugged or the outlet is no longer supplying power. This allows time to correct the situation before the back-up battery has been completely drained. If there is a long term loss of power and the back-up battery has been drained, plug a 9-volt battery to the contacts on the underneath, front-left edge of the Controller key pad display.

Example of a User accessing the system utilizing the Dallas electronic key.

I.2 After Valid Key Presentation- P.I.N. Entry Screen



After you have presented your Dallas Key to the Key-reader, this screen appears so you can enter your **Personal Identification Number** (P.I.N.).

As you press the numbers, asterisks will appear indicating each number has been entered. You may use the “**BACK**” key to back up if you make an error.

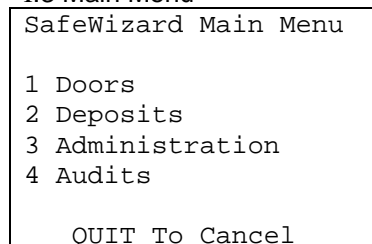
After entering your P.I.N., press ENTER.

Security Note:

Don’t let others observe you keying in your P.I.N. or tell anyone what it is.

Validation: Also referred to as authentication, requires that the Dallas Key presented is “enrolled” in the system, and that the matching PIN code is correct for the user who was assigned that key. Other validation choices are P.I.N. only, Card Swipe, and Bio-Metric (Fingerprint) Reader. Any combination may be used in a SafeWizard lock system. Card Swipe and Bio-Metric (Fingerprint) require optional hardware to be ordered.

I.3 Main Menu



Once you have been authenticated (the system checks to see that you have a valid key and matching PIN code), you will arrive at this screen. This is the **Main Menu**, and at any time you can return to this screen by pressing the “**MENU**” key on the controller key pad.

Navigation through the menus is accomplished generally by selecting a menu item by its number. For the above example, pressing 1 will take you to the “Doors” Menu.

I.4 Doors Menu

```

1 Open Door 1
2 Open Door 2

7 Timelock a Door Now
  QUIT BACK
  
```

By Selecting item **1 Doors** from the Main Menu, you have navigated to the next menu for a Door selection. All doors enrolled in the system will be listed on this screen, if a user does not have permission to open a door, the message “Access Denied” will be displayed.

Pressing the “**QUIT**” or “**BACK**” keys will take you back up one level to the Main Menu.

Navigation is further simplified with the “**MENU**” hotkey, which takes you back to the Main Menu from any submenu. So, with the “**MENU**” hotkey, you can egress and navigate to any desired menu very quickly. For example, from the Doors Menu above you can press **MENU- 3 - 1 - 5** and navigate to the “User Listing” screen as fast as you can press the keys.

I.5 User Listing Screen

```

User Listing
01
User
Last Login 10/10/02
              12:43 AM

NEXT-BACK User
BACK-QUIT
  
```

From any screen in the SafeWizard you can easily navigate to other menus or features, by pressing the **MENU** hotkey and the required numbers to get to the desired screen.

While reading this manual you will notice the SafeWizard screen shot to the left of the page. That is an exact replica of what the SafeWizard display should look like as you are being guided through the various Menus and screens.

Note:

The previous example in I.2 is for logging in using the Dallas key validation mode. There is also the choice of a P.I.N. only, Card Swipe, and Bio-Metric (Fingerprint) Reader. Card Swipe & Bio-Metric (Fingerprint) require optional hardware to be ordered.

Chapter 1

Door Operation

1.1 Main Menu

SafeWizard Main Menu

- 1 Doors
- 2 Deposits
- 3 Administration
- 4 Audits

QUIT To Cancel

Once you have been authenticated (See the Introduction, Login and Navigation), you will arrive at the Main Menu. The SafeWizard Main Menu is the starting point for all actions performed by the SafeWizard. You can return to this screen by pressing the **MENU** key on the controller at any time.

Navigation through the menus is accomplished generally by selecting a menu item by its number. Pressing 1 will take you to the “Doors” menu.

Note: Some Menu items will be restricted from Users not having authority. The message “Insufficient Access Rights” will be displayed after selecting the Menu Item number.

1.2 Doors Menu

- 1 Open Door 1
- 2 Open Door 2
- 3 Open Door 3

7 Timelock a Door Now
QUIT BACK

By selecting item 1 from the Main Menu, you have navigated to the menu for a Door selection. Only real installed doors will appear in this menu.

For this example Door 2 is understood to be physically located behind Door 1.

To open Door 2, select Door 2 from this menu. The SafeWizard will know that it has to unlock Door 1, then unlock Door 2. This feature simplifies accessing an inner door in a busy environment.

After you have selected the door that you want to open, if there is no Time Delay or Time-Lock set on that door, skip to 1.6 “Door Open Screen”. If there is a Time Delay or Time-Lock set on the door, the following procedure will have to be followed:

1.3 Time Delay Screen

Door 2 Time Delayed

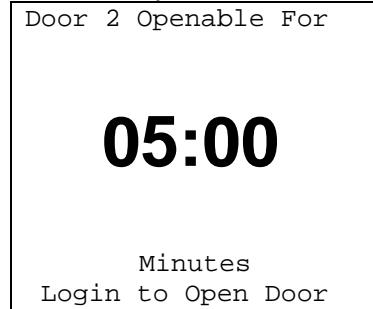
00:00

Minutes

This is the “Time Delay Screen,” indicating the system is waiting a specified amount of time to open a lock. For more information on this see Chapter 3-2-1-1.

When the specified amount of time has elapsed the lock will beep, and change to the “Door 2 Open-able” screen, illustration 1.4.

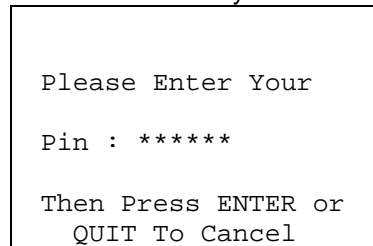
1.4 Door Openable screen



This is the "Door Openable Screen," indicating the specified door can be opened for the displayed amount of time. Once this time expires, the system will return to the LOCKED status and you will have to re-login and wait the time delay period again to open the lock.

To continue from here you are required to present your Dallas Key and PIN again.

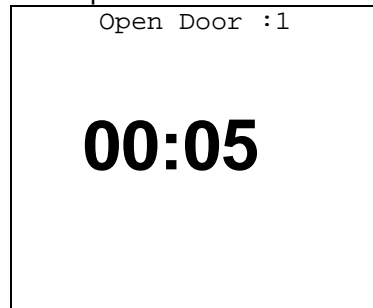
1.5 After Valid Key Presentation



After presenting your Dallas Key you will need to reenter your PIN number on this screen to open the lock.

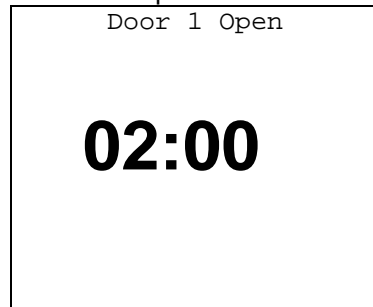
As you press keys, the asterisks will appear. You may use the "BACK" key to backup if you make an error.

1.6 Open Door Screen



This is the "Open Door Screen," indicating the specified door must be opened in displayed amount of time. Once this time expires, the lock will reengage and you will have to complete all previous steps again to open the lock. After door 1 is opened, the same screen will display for door 2, and door 2 will open.

1.7 Door Open Screen



This is the "Door Open" screen, indicating the specified door can be open for the displayed amount of time. Once this time expires, if the door has not been closed, the lock will issue an audible alarm to let you know that a door has been left open. Closing the door will remove the alarm. **See note!**

**** Note****

If the door has a Direct Locking (Slam Bolt) mechanism or a door with bolt-work without a sensor, there will be no notification if the door is not locked. Once all of the doors have been closed, the SafeWizard will return to the "LOCKED" screen.

Chapter 2

Deposit Operation

2.1 Main Menu

SafeWizard Main Menu

```

1 Doors
2 Deposits
3 Administration
4 Audits

```

QUIT To Cancel

From the main menu, select 2 Deposits.

2.2 Deposits Entry Screen

Deposit Value
\$10.00

Deposit Record

No to Clear
Enter Quit

Enter the amount of your deposit in a similar fashion as you would for an ATM. Pressing **NO** clears all fields so that you can start over, **QUIT** exits the deposit operation without saving any records, and **ENTER** takes you to the validation screen (the \$10.00 deposit is only for instructional purposes, normally the field would be completely blank).

2.3 Deposits Entry Screen

Deposit Value
\$10.00

Deposit Record
111111111111

No to Clear
Enter Quit

By pressing the **DOWN** arrow, you can enter a 12-digit Deposit Record number. If you choose not to enter one, a DATE / TIME value is automatically generated as the record number. This number is unique and associated with the User name and I.D. number.

2.4 Deposits Validation Screen

A Deposit of \$10.00
Record 111111111111

Will be Posted for
user name
Is this Correct?

Yes - No - Quit

Pressing **YES** at this point will write the deposit to the audit record and return the user to the Main Menu.

If there is a deposit door lock installed on this safe, the lock will activate when the **YES** key is pressed. Open the deposit drawer, hopper, or door and make the deposit.

Be sure to return the deposit drawer, hopper, or door to the closed position.

Pressing **NO** will return the user to the Deposit Entry Screen to re-enter the correct deposit amount.

Pressing **QUIT** will return the user to the Main Menu screen without saving any record of a deposit.

Chapter 3

Administration

The SafeWizard Safe Access Control System has been designed to make all administrative tasks intuitive and easy to follow.

3.1 Main Menu

```
SafeWizard Main Menu

1 Doors
2 Deposits
3 Administration
4 Audits

      QUIT To Cancel
```

From the Main menu, select 3 Administration.

3.2 Administration Menu

```
1 Set Up Users
2 Set Access Control
3 Set Date and Time
4 Set up Factory
5 Change your PIN

      QUIT
```

These menu selections do the following and require a User with administrative authority.

1 Set Up Users: Add User, Modify a User, and Delete a User.

2 Set Access Control: Timelock, Time Delay, and Dual Control settings are located in this area.

3 Set Date and Time: Current date and time settings are located in this area. Requires profile higher than a Manager to change. This is a security feature to prevent the Manager from being forced to change the time to provide access if a Time Lock was in effect.

4 Setup Factory: Factory specific access control settings are located here.

5 Change your PIN: Allows an individual User to change their PIN.

The administrative functions listed in this chapter are only for authorized SafeWizard users with administrative authority. Because the SafeWizard is designed to control access to specific functions, if the user attempts to access an area that they have not been granted access to, the following screen will be displayed, and a log will be written to the audit report.

3.3 Insufficient Access Rights Screen

```
Insufficient

      Access

      Rights
```

This screen will flash momentarily any time a user tries to access an area of the SafeWizard that requires more administrative privilege than that user has been assigned.

If you see the above screen and you feel that the task that you are trying to complete is one that you should be authorized to do, you need to talk to your SafeWizard Administrator.

Chapter 3-1

Administration- User

The SafeWizard Safe Access Control System has been designed to make setting up and removing users simple. You **MUST** have "Permission" to access these features.

3-1.1 Administration Menu

1 Set Up Users
2 Set Access Control
3 Set Date and Time
4 Set up Factory
5 Change your PIN

QUIT

From the Administration Menu, select **1 Set Up Users**.

The following menu functions are only available to Managers, Remote Admin., Auditor, and Super User which have specific permissions to modify or add subordinate users.

3-1.2 Setup Users Menu

Set Up Users
1 Add A New User
2 Modify User Profile
3 Delete A User
4 Enable/Disable User
5 Display User List
6 Print User List
7 Purge All Users

These menu selections do the following:

1 Add a New User: Used to add a new person to the lock system. A person may be added using the same profile, but with a different validation mode. Ex.: A User can have a Dallas key + P.I.N. and also be added a second time with Fingerprint + P.I.N.

2 Modify User Profile: Allows a User, with proper authority, to change the name, reset the P.I.N., or permissions of a "Subordinate" user

3 Delete A User: Allows a User, with proper authority, to delete a "Subordinate" User.

4 Enable / Disable User: Allows a User, with proper authority, to either "activate" a disabled or inactive User, or to "disable" or deactivate an enabled User. This is useful when a User is on a leave of absence or vacation. It will not affect the permissions previously assigned to him or his P.I.N.

5 Display User List: Displays a list of all SafeWizard Users and their last login date and time. This is useful to identify those employees that have left or have been enrolled with a different validation mode or name.

6 Print User List: Prints the same information from the Display User list to a printer hooked up the Parallel port of the power supply. A similar list can be obtained using the Audit software to a laptop computer.

7 Purge All Users: Deletes all users below the UAL of the User initiating this function. Starts with a Manager level with a UAL of # See Appendix B for a complete UAL listing. Note: This is useful if there has been some time that the User file has not been updated to delete personnel that currently are not active.

Chapter 3-1-1

Add A New User

Menu 3-1-1 Adding New Users. There are 5 Validation Modes available for New Users.

3-1-1.1 New User Validation Menu

```

Select User
Validation Mode
0 None
1 Dallas Key
2 Card Swipe
3 Fingerprint
4 Proximity
QUIT
  
```

Adding New Users can be accomplished by:

0. **None:** Select this validation mode for **PIN-only** type users. It is critical when adding this type of User that the new user take note of their "User Number", it will be used as the first 2 digits of their 8-digit PIN.
1. **Dallas Key** (option): Select this validation mode for Dallas Key type users.
2. **Card Swipe** (option): Select this validation mode for magnetic card swipe users. Note: No information is transferred from the card into the lock system.
3. **Fingerprint** (option): Select this validation mode for fingerprint users. This validation type is used with the optional fingerprint reader pad.
4. **Proximity:** This item is currently under development.

3-1-1.2 New User Validation Menu

```

New User ID No. 01
Fingerprint Read
Pass 1 of 3

Present New User's
Finger

QUIT
  
```

After selecting 3 for Fingerprint you will be prompted to present a finger to the reader pad. After a successful read, you will be advanced to "New User Setup by Permission Screen".

3-1-1.3 New User Validation Menu

```

New User Permission
Setup by

1 Selecting A Profile
2 Copying A User
3 Custom Setup
4 Copy From a Key
QUIT back
  
```

The specifics of adding new users from these menus are outlined in detail in the rest of this Chapter of the manual.

Chapter 3-1-1-1

Add A New User- Selecting A Profile

After selecting the validation mode detailed in Chapter 3-1-1. You will arrive at this menu regardless of the validation mode selected.

3-1-1-1.2 New User Permission Menu

```
New User Permission
  Setup by

1 Selecting A Profile
2 Copying A User
3 Custom Setup
4 Copy From a Key
  QUIT back
```

Choosing **1 Selecting A Profile** allows a new user to be added by selecting a predefined User Profile. Preset profiles contain certain permissions that permits certain action by the user. This process is faster than defining individual permissions, one at a time under the Custom Setup. Custom Setup requires a particular UAL (User Authority Level) to select certain permissions.

3-1-1-1.3 New User Permission Menu

```
New User ID No. 06

  Enter User Name
  _

Enter To continue
  QUIT To Cancel
```

At this screen, you enter the User name. Be sure to note any names that will be the same. In that case, you will need to use the initial of the last name or middle initial to the names unique for auditing purposes. Punch the number keys that correspond with the letters that are on them. For instance: to enter the name Bob, you would punch the number "2" twice for the first letter "B", the number "6" 3 times for the letter "O", and finally the number "2" twice again for the final "B" This procedure is similar to programming a cell phone. Once the name has been entered, press **ENTER** to continue.

The User ID is one of the ways that a user is identified in the Audit Record of the SafeWizard. The User IDs are issued sequentially starting with the number 1 and going to the number 39. (User 40 is the required Factory User.) If a user 6 is deleted the next installed user will be placed into that user number.

3-1-1-1.4 New User Key Registration Screen

```
New User ID No. 06

Bob

Present User's Key

  QUIT to Cancel
```

If your validation selection was 1 Dallas Key, you will be asked to present the Dallas Key that will correspond to the user that you are enrolling.

3-1-1-1.5 New User Profile Selection Screen

```
Select Profile Number

Profile No. 07
Door 1-2 User

  BACK-NEXT Profile
  ENTER to Select
  BACK-QUIT
```

There are 21 available profiles to select from. (See Appendix A for the complete user profile listing.) Press **NEXT** and **BACK** to scroll through profiles. For this example we are going to make this user a standard Profile 7 User, giving them permission to open doors 1 and 2. Press **ENTER** to select the desired Profile.

3-1-1-1.6 New User Added Confirmation Screen

```
New User Added

User No.      0006

User Name
Bob

NEXT/ENTER
```

Next you see a confirmation screen to let you know the user number and name of the user that you would like to add. Press **NEXT** or **ENTER** to continue.

3-1-1-1.7 Dallas Key Confirmation Screen

```
New User No. 0006

Bob

Present User Key
```

After you present the user's Dallas Key, a screen will flash saying that the SafeWizard is writing to the key. When this happens, all of the information entered is written to and stored in the Dallas Key. The screen will then display "Writing to Database." The user information is then written to the SafeWizard controller's database and backup database.

The process of adding a user by profile is now complete. The SafeWizard will automatically return to the "Setup Users" Screen.

****Note****

The Default PIN for all new users is "111111". The first time the key is used, enter 1, 1, 1, 1, 1, 1 and press ENTER. A message will display that the temporary P.I.N. has expired, enter a new 6-digit number. Enter a number that is not repeating (1,1,1,1,1,1) or in sequence (1,2,3,4,5,6 or 6,5,4,3,2,1). At the end of the second confirmation entry if a message is displayed, Your Pin Code Is Illegal- Please Try Again, you must enter another number.

To change your PIN, see Chapter 4-4.

Chapter 3-1-1-2

Add A New User- Copying A User

There are times when a user already exists with the permissions that a new user will need.

3-1-1-2.2 New User Menu

```

New User Permission
  Setup by

1 Selecting A Profile
2 Copying A User
3 Custom Setup
4 Copy From a Key
  QUIT back
  
```

Select option 2 Copying a User.

3-1-1-2.3 New User Name Screen

```

New User ID No.   06

  Enter User Name
-
  Enter To continue
  QUIT To Cancel
  
```

At this screen you enter the user name for the new account. You do this by punching the number keys that correspond with the letters that are on them. For instance; to enter the name Bob you would punch the number "2" twice for the first letter "B", the number "6" 3 times for the letter "o", and finally the number "2" twice again for the final "b". This procedure is similar to programming many cellular telephones. Once the name has been entered press **ENTER** to continue.

3-1-1-2.4 Present User Key Screen

```

New User ID No.   06

Bob

  Present User Key

  QUIT To Cancel
  
```

Now you must present the Dallas Key that will correspond to the user that you are enrolling.

The User ID is one of the ways that a user is identified in the Audit Record of the SafeWizard. The User IDs are issued sequentially starting with the number 1 and going to the number 39. (User 40 is the required Factory User.) If a user 6 is deleted the next installed user will be placed into that user number.

3-1-1-2.5 Select User to Copy Screen

```

Select User to Copy

User No.          0001
User

  NEXT-BACK User
  ENTER to select
  BACK-QUIT
  
```

Using the **BACK** and **NEXT** arrow keys, scroll through the enrolled users to find a user that has the permissions that you want the new user to have.

3-1-1-2.6 New User Added Screen

```
New User Added  
  
User No. 0007  
  
User Name  
Bob  
  
NEXT
```

Next you see a confirmation screen to let you know the user number and name of the user that you would like to add. Press **NEXT** or **ENTER** to continue.

3-1-1-2.7 Dallas Key Confirmation Screen

```
New User ID No. 0006  
  
Bob  
  
Present User Key
```

After you present the user's Dallas Key, a screen will flash saying that the SafeWizard is writing to the key. When this happens all of the information entered is written to and stored in the Dallas Key. The screen will then display "Writing to Database." The user information is then written to the SafeWizard controller's database and backup database.

The process of adding a user by profile is now complete. The SafeWizard will automatically return to the "Setup Users" Screen.

****Note****

The Default PIN for all new users is "11111". To change your PIN see Chapter 4-4.

Chapter 3-1-1-3

Add a New User- Custom Selection

Setting up a user by Custom Selection is unlike any other method of user setup. Here, you are able to turn permissions on or off as desired to alter the profile of the target user in question. You may find some of the fields grayed out, which means you may not edit that permission because your User Authority Level (UAL) is not high enough. Only "administrative" users with a high UAL level will be able alter these permissions.

****Note****

****Only users with the proper UAL (User Authority Level) will be able to access these screens, and even then only the highest of permissions will allow complete modification.****

There are times when a standard user profile doesn't exactly fit the application for a particular User. For those instances you have the ability to create a Custom User at the SafeWizard controller key pad.

3-1-1-3.2 New User Menu

```
New User Permission
  Setup by

1 Selecting A Profile
2 Copying A User
3 Custom Setup
4 Copy From a Key
  QUIT back
```

Select 3 Custom Setup.

3-1-1-3.3 New User Name Screen

```
New User ID No. 06

  Enter User Name
-
  Enter To continue
  QUIT To Cancel
```

In this screen you will enter the User name. You do this by punching the number keys that correspond with the letters that are on them. For instance; to enter the name Bob you would punch the number "2" twice for the first letter "B", the number "6" 3 times for the letter "O", and finally the number "2" twice again for the final "B" This procedure is similar to programming many cellular telephones. Once the name has been entered press **ENTER** to continue.

The User ID is one of the ways that a user is identified in the Audit Record of the SafeWizard. The User IDs are issued sequentially starting with the number 1 and going to the number 39. (User 40 is the required Factory User.) If a user 6 is deleted the next installed user will be placed into that user number.

3-1-1-3.4 Present User Key Screen

```
New User ID No. 06

Bob

  Present User Key

  QUIT To Cancel
```

Now you must present the Dallas Key that will correspond to the user that you are enrolling.

3-1-1-3.5 Select User to Copy Screen

```

User 06 Name
BOB

Valid. Mode PIN/KEY
Key Enrolled
000000XXXXXXXXXX
Exp Date 00/00/00
ENTER-QUIT
    
```

On this screen you have the ability to modify the user's validation mode, and assign an expiration date to this users account.

You can move down to the "Valid. Mode" using the **UP** and **DOWN** arrow keys, and change the field using the **BACK** and **NEXT** keys. Your options will be PIN/KEY, KEY, PIN/CARD, and CARD. This screen also gives you the ability to assign an expiration date to this user.

3-1-1-3.6 Open Door Screen

```

BOB
Open Door 1 Y
Open Door 2 Y
Open Door 3 N
Open Door 4 N
Open Door 5 N
Open Door 6 N
NEXT
    
```

This screen enables you to manually select the doors that this user will be able to open. By using the **UP** and **DOWN** arrow keys you can go to the fields that control the doors you would like to enable or disable for this user. Highlight the door you would like to change, and press either the **YES** key or the **NO** key to modify the field. Press **ENTER** to continue to the next screen.

3-1-1-3.7 Open Ext. Door Screen

```

BOB
Open Ext. Door 1
"N"
Open Ext. Door 2
"N"
Open Ext. Door 3
"N"
Open Ext. Door 4
"N"
Make Deposits

ENTER-QUIT
    
```

This screen is reserved for future development options. Press **ENTER** to continue.

3-1-1-3.8 Time Delay Lock Bypass Door Screen

```

BOB
TDL Bypass Door 1 Y
TDL Bypass Door 2
"N"
TDL Bypass Door 3
"N"
TDL Bypass Door 4
"N"
TDL Bypass Door 5
"N"
TDL Bypass Door 6
"N"

ENTER-QUIT
    
```

This screen gives you the ability to assign this user Time Delay Lock Bypass on specific doors. This means you may choose to give this user the ability to bypass the time delay on one or more doors.

3-1-1-3.9 Time Lock Bypass Door Screen

```

BOB
T/L Bypass Door 1    Y
T/L Bypass Door 2
"N"
T/L Bypass Door 3
"N"
T/L Bypass Door 4
"N"
T/L Bypass Door 5
"N"
T/L Bypass Door 6
"N"
ENTER-QUIT
    
```

This screen gives you the ability to assign this user Time Lock Bypass on specific doors. This means you may choose to give this user the ability to bypass the time lock on one or more doors.

The next 4 screens have 21 different permission settings. Some of them may be grayed out because of user access restrictions (this is covered in more detail at the beginning of this Chapter).

3-1-1-3.10 User Permissions Screen 1

```

BOB
Auth. TDL Bypass    N
Auth. T/L Bypass
"N"
Change Own PIN
"N"
Set Date and Time
"N"
Adj. Daylgt Svngs
"N"
ENTER-QUIT
    
```

The primary purpose of having the TDL and T/L bypass is for an armored car situation, where waiting the required time is impossible. You can create a user who doesn't have permission to open the safe at all, but only to bypass the Time Delay and Time Lock. In conjunction with a user authorized to open the locks, an authorized bypass user can get around the time security features.

3-1-1-3.11 User Permissions Screen 2

```

BOB
Add users            N
Add Auditor
"N"
Modify Users
"N"
Delete Users
"N"
En/Disable Users
"N"
ENTER-QUIT
    
```

3-1-1-3.12 User Permissions Screen 3

```

BOB
Initialize Keys      N
Audit Lock
"N"
Purge Exempt
"N"
Purge Audit Trail
"N"
Modem Access
"N"

ENTER-QUIT
    
```

3-1-1-3.13 User Permissions Screen 4

```

BOB
Set Time Delays     N
Set Timelocks
"N"
Set Immed. Lock
"N"
Set Holidays
"N"
Factory Setup
"N"
Key Transportable  N
ENTER-QUIT
    
```

3-1-1-3.14 Present User Key Screen

```

New User ID No. 0006

BOB

Present User's Key
    
```

After you present the user's Dallas Key, a screen will flash saying that the SafeWizard is writing to the key. When this happens all of the information entered is written to and stored in the Dallas Key. The screen will then say "Writing to Database." The user information is then written to the SafeWizard controllers database and backup database.

****Note****

The Default PIN for all new users is "11111". To change your PIN see Chapter 3-4.

Chapter 3-1-1-4

Add a New User- Copy from A Key

With the SafeWizard, it is possible to add a new user from an existing Dallas Key that has been configured using another SafeWizard controller, which allows managers to use one key at multiple stores.

3-1-1-4.1 New User Permission Menu

```
New User Permission
  Setup by

1 Selecting A Profile
2 Copying A User
3 Custom Setup
4 Copy From a Key
  QUIT back
```

Select option 4, Copy From a Key.

3-1-1-4.2 New User Permission Menu

```
Present New
Users Key

QUIT
```

Present the user's Dallas Key.

After you present the user's Dallas Key, the screen will then say "Writing to Database." The user information is then written to the SafeWizard controller's database and backup database.

Chapter 3-1-2

Modify a User Profile- Key Mode

Modifying a user profile is a great deal like creating a custom user from scratch. Here, you are able to turn permissions on or off, as desired, to alter the profile of the target user. You may find some of the fields grayed out, which means you may not edit that permission because your User Authority Level (UAL) is not high enough. Only “administrative” users with a high UAL level will be able to alter these permissions.

****Note****

You **MUST** complete all screens and finish with a valid presentation of the target user’s key for the changes to take effect.

3-1-2.1 Setup Users Menu

```

Set Up Users
1 Add A New User
2 Modify User Profile
3 Delete A User
4 Enable/Disable User
5 Display User List
6 Print User List
7 Purge All Users
  
```

In this Chapter you will be covering Modifying User Profiles. Pressing number 2 on the menu to the left will take you up to the appropriate menu.

3-1-2.2 Select User to Copy Screen

```

User 06 Name
BOB

Valid. Mode PIN/KEY
Key Enrolled
000000XXXXXXXXXX
Exp Date 00/00/00
ENTER-QUIT
  
```

On this screen you have the ability to modify the user's validation mode and assign an expiration date to this users account.

You can move down to the Valid. Mode field using the **UP** and **DOWN** arrow keys, and change the field using the **BACK** and **NEXT** keys. Your options will be PIN/KEY or KEY. Selecting KEY will make this user an armored car user. This screen also gives you the ability to assign an expiration date to this user.

3-1-2.3 Open Door Screen

```

BOB
Open Door 1 Y
Open Door 2 Y
Open Door 3 N
Open Door 4 N
Open Door 5 N
Open Door 6 N
NEXT
  
```

This screen enables you to manually select the doors that this user will be able to open. By using the **UP** and **DOWN** arrow keys you can go to the field that controls the doors you would like to enable or disable for this user. Press enter to continue to the next screen.

3-1-2.4 Open Ext. Door Screen

```

BOB
Open Ext. Door 1
"N"
Open Ext. Door 2
"N"
Open Ext. Door 3
"N"
Open Ext. Door 4
"N"
Make Deposits

ENTER-QUIT
  
```

This Screen is reserved for future development options. Press **ENTER** to continue.

3-1-2.5 Time Delay Lock Bypass Door Screen

```

BOB
TDL Bypass Door 1    Y
TDL Bypass Door 2
"N"
TDL Bypass Door 3
"N"
TDL Bypass Door 4
"N"
TDL Bypass Door 5
"N"
TDL Bypass Door 6
"N"
ENTER-QUIT
    
```

This screen gives you the ability to give this user Time Delay Lock Bypass on specific doors. This means that if there is a time delay lock on say door 1, and this user is setup as listed, when this user logs in, they will be able to open door 1 with out waiting the time delay period.

3-1-2.6 Time Lock Bypass Door Screen

```

BOB
T/L Bypass Door 1    Y
T/L Bypass Door 2
"N"
T/L Bypass Door 3
"N"
T/L Bypass Door 4
"N"
T/L Bypass Door 5
"N"
T/L Bypass Door 6
"N"
ENTER-QUIT
    
```

If you have a door that has a Time Lock enabled on it, this screen gives you the ability to give this user Time Lock Bypass. If this user attempts to open a time locked door that they have bypass access to, the time lock will be waived and the door will open at any time.

The next 4 screens have 21 different permission settings. Some of them may be grayed out because of user access restrictions (this is covered in more detail in the beginning of this chapter).

3-1-2.7 User Permissions Screen 1

```

BOB
Auth. TDL Bypass      N
Auth. T/L Bypass
"N"
Change Own PIN
"N"
Set Date and Time
"N"
Adj. Daylgt Svngs
"N"
ENTER-QUIT
    
```

The primary purpose of having the TDL and T/L bypass is for an armored car situation, where waiting the required time is impossible. You can create a user who doesn't have permission to open the safe at all, but only to bypass the Time Delay and Time Lock. In conjunction with a user authorized to open the locks, an authorized bypass user can get around the time security features.

3-1-2.8 User Permissions Screen 2

```

BOB
Add users           N
Add Auditor
"N"
Modify Users
"N"
Delete Users
"N"
En/Disable Users
"N"

ENTER-QUIT
    
```

3-1-2.9 User Permissions Screen 3

```

BOB
Initialize Keys    N
Audit Lock
"N"
Purge Exempt
"N"
Purge Audit Trail
"N"
Modem Access
"N"

ENTER-QUIT
    
```

3-1-2.10 User Permissions Screen 4

```

BOB
Set Time Delays    N
Set Timelocks
"N"
Set Immed. Lock
"N"
Set Holidays
"N"
Factory Setup
"N"
Key Transportable  N
ENTER-QUIT
    
```

3-1-2.11 Dallas Key Confirmation Screen

```

New User No. 0006

Bob

Present User Key
    
```

After you present the user's Dallas Key, a screen will flash saying that the SafeWizard is writing to the key. When this happens all of the information entered is written to and stored in the Dallas Key. The screen will then say "Writing to Database." The user information is then written to the SafeWizard controller's database and backup database.

Chapter 3-1-3

Delete a User

In the administration of the SafeWizard, occasionally users will need to be deleted from the system to maintain integrity. In this Chapter you will go through the process of deleting a user.

****NOTE****

You can only delete a "Subordinate" user. A manager profile cannot delete another manager profile. They can only delete "Door Users" and "Courier" users.

3-1-3.1 New User Permission Menu

```

Set Up Users
1 Add A New User
2 Modify User Profile
3 Delete A User
4 Enable/Disable User
5 Display User List
6 Print User List
7 Purge All Users
  
```

Select option 3, Delete A User.

3-1.2 Select User to Delete Screen

```

Select User to Delete

          01
Bob

BACK-NEXT User
ENTER to Select
QUIT To Cancel
  
```

At this screen, scroll through the users using the **BACK** and **NEXT** keys until you get to the user that you want to delete and press the **ENTER** key.

3-1.3 Delete User Confirmation

```

Delete User  01
Bob
All Setups for this
User will be
Permanently Removed

Are You Sure?
ENTER-BACK-QUIT
  
```

Next you will see a confirmation screen. Press **ENTER** to delete the user, **BACK** to select a different user to delete, or **QUIT** to exit without deleting any users.

Chapter 3-1-4

Enable/Disable Users

There may come a time when users temporarily don't require access to the SafeWizard. In this case, you have the ability to Enable or Disable a "Subordinate" user

4-3-4.1 Setup Users Menu

```

Set Up Users
1 Add A New User
2 Modify User Profile
3 Delete A User
4 Enable/Disable User
5 Display User List
6 Print User List
7 Purge All Users

```

Select number 4, Enable/Disable user.

4-3-4.2 Enable/Disable User Menu

```

Enable/Disable User
User 01
BOB

Enable (Y/N)      Y

BACK-NEXT User
QUIT

```

Select the user that you would like to enable or disable. Scroll through the user list by pressing the **BACK** and **NEXT** keys on the keypad. When you get to the desired user press the **YES** key to enable the selected user, or **NO** to disable that user.

****NOTE****

The "Y" indicates that the user is enabled; it will change to an "N" when the user is disabled.

Once you have completed this function, the SafeWizard will return to the Setup Users Menu. Pressing the **QUIT** key once will take you back to the Main Menu.

Chapter 3-1-5

Display User List

Display User List, displays a list of all SafeWizard users and their last login date and time.

3-1-5.1 Setup Users Menu

```
Set Up Users
1 Add A New User
2 Modify User Profile
3 Delete A User
4 Enable/Disable User
5 Display User List
6 Print User List
7 Purge All Users
```

Select number 5, Display User List.

3-1-5.2 Display User List Screen

```
User Listing
01
User
Last Login 01/01/05
           05:00 AM

NEXT-BACK User
BACK-QUIT
```

Display User List, displays a list of all SafeWizard users, and their last login date and time. Scrolling through the users is done by pressing the **NEXT** and **BACK** keys. Use the **QUIT** key to exit to the Setup Users Menu.

This menu is for display purposes only; there are no modifications available from this menu.

Chapter 3-1-6

Print User List

In order to "Print" the user list, you must have a printer plugged in to the parallel port of the SafeWizard and the printer must be "Online" and ready to print.

3-1-6.1 Setup Users Menu

```
Set Up Users
1 Add A New User
2 Modify User Profile
3 Delete A User
4 Enable/Disable User
5 Display User List
6 Print User List
7 Purge All Users
```

Select number 6, for Print User List.

3-1-6.2 Print User List Screen

```
Is the Printer
Ready?

ENTER When Ready
QUIT To Cancel
```

Please verify that the printer is plugged in and "Online".

3-1-6.3 Print User List Status Screen

```
Is the Printer
Ready?

(Status Meter)
QUIT to Cancel
```

There should be a "Status Meter" in the lower portion of the screen that will flash back and forth while the data is being sent to the printer.

3-1-6.4 Print User List Confirmation Screen

```
User List Sent to

Parallel Printer

ENTER
```

Next you will see the confirmation screen. Press **ENTER** to go back to the Setup Users Menu.

Chapter 3-2

Access Control

3-2.1 Administration Menu

```
1 Set Up Users
2 Set Access Control
3 Set Date and Time
4 Set up Factory
5 Change your PIN
```

QUIT

Select number 2 for, Set Access Control.

3-2.2 Access Control Menu

```
1 Door Access
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Life
6 Entry Doors
7 Man Trap Doors
```

QUIT

These menu selections contain the following:

1 Door Access: Time Delay, Time Lock and Dual Control settings.

2 Daylight Savings: Daylight Savings time configuration.

3 Holidays: Holiday settings, Static and Dynamic.

4 Penalty Lockout: Lockout attempts, and lockout time.

5 PIN Life: PIN expiration configuration.

6 Entry Doors- Under development

7 Man Trap Doors- Under development

****NOTE****

Entry Doors and Man Trap Doors are currently under development and will be added to this manual, once they are integrated.

Chapter 3-2-1

Access Control- Door Access

3-2-1.1 Access Control Menu

```
1 Door Access
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Life
6 Entry Doors
7 Man Trap Doors
   QUIT
```

Select number 1, for Door Access.

3-2-1-1.2 Access Control Menu

```
Door Access Control
1 Time Delay Doors
2 Time Delay Settings
3 Timelock Settings
4 Immediate Lock
5 Dual Control
```

These menu selections do the following.

1 Time Delay Doors: Delays the opening of a door for a specified amount of time.

2 Time Delay Settings: Configures the Time Delay counter options.

3 Timelock Settings: Configures what doors are Timelocked and for what periods of time.

4 Immediate Lock: Enables a door to have a single use Timelock.

5 Dual Control: Enables a door to require more than one user to open

Chapter 3-2-1-1

Access Control- Door Access- Time Delay Doors

This feature is used to delay the opening of a safe door. The purpose of this feature is to act as robbery deterrent, by forcing the would-be robber to wait a specified amount of time, before the safe will open. Normally, under the pressure of the clock the prospective robber will flee before the safe opens.

3-2-1-1.1 Door Access Control Menu

```

Door Access Control
1 Time Delay Doors
2 Time Delay Settings
3 Timelock Settings
4 Immediate Lock
5 Dual Control

```

From the Door Access Control Menu, select 1 for Time Delay Doors.

The standard "Manager User Profile" cannot access any of these screens, because the deterrent factor would be eliminated; the manager could then disable the time delay to open the safe for the robber.

3-2-1-1.2 Time Delay Doors Screen

```

Time Delay for
Door 1
TDL Enabled Y
Delay Period (min) 010
Open Period (min) 05

NEXT-BACK Door
QUIT To Continue

```

Door: This indicates the door number that the following settings are valid for.

TDL Enabled: This indicates whether TDL is enabled or disabled for the specified door. "Y" indicates enabled; "N" indicated disabled.

Delay Period: This indicates the delay period for the door listed.

Open Period: This indicates the amount of time this door can be open, before going in to alarm.

According to the information above, in order to open door 1, an authorized user would have to wait 10 minuets, re-login, and would have 5 minuets to close the door.

Chapter 3-2-1-2

Access Control- Door Access- Time Delay Settings

Time Delay Settings is used to configure the appearance of the display during a time delay period.

3-2-1-2.1 Door Access Control Menu

```

Door Access Control
1 Time Delay Doors
2 Time Delay Settings
3 Timelock Settings
4 Immediate Lock
5 Dual Control
  
```

From the Door Access Control Menu, select 2 for Time Delay Settings.

3-2-1-2.2 Time Delay Doors Screen

```

Time Delay for
Display Counter      Y
Delay Count          UP
Open Count           DOWN
Display Mode         LARGE
Open Period Alert    N

QUIT To Continue
  
```

Display Counter: A "Y" in this field indicates that a counter will display during a time delay, and an "N" indicates that the screen will be blank during a time delay.

Delay Count: This field indicates the direction a time delay will be displayed. "UP" would be from 1 up to the required number and "DOWN" would be from the required number to 0.

****NOTE****

The default Delay Count Setting is "UP" for security purposes. If a robber is looking at the safe during the time delay period, knowing the amount of time they would have to wait is to their advantage. An upward count could be counting to any amount of time.

3-2-1-2.3 Time Delay Doors Screen

```

Time Delay for
Display Counter      Y
Delay Count          UP
Open Count           DOWN
Display Mode         LARGE
Open Period Alert    N

QUIT To Continue
  
```

Open Count: This field indicates the direction an open count will be displayed. "UP" would be from 1 up to the required number and "DOWN" would be from the required number to 0.

Display Mode: The display mode sets the size that the display counter will be, if displayed.

Open Period Alert: This setting indicates whether a sound is made when the delay period has expired.

Chapter 3-2-1-3

Access Control- Door Access- Timelock Settings

It is possible to configure the SafeWizard to remain locked for certain periods of time each day. During these times, only bypass users in combination with a permitted user will be able to open the door.

3-2-1-3.1 Access Control Menu

```

Door Access Control
1 Time Delay Doors
2 Time Delay Settings
3 Timelock Settings
4 Immediate Lock
5 Dual Control
    
```

From the Door Access Control Menu, select 3 for Timelock Settings.

****Note****

When using an inner and outer door configuration timelock setting, if the outer door is on a timelock, you will not be able to access the inner door during the outer doors timelock period.

3-2-1-3.2 Access Control Menu

```

Timelock Settings
Select Safe Door

Door 1
T/L Enable          Y
NEXT-BACK Door
ENTER to Select
QUIT to Cancel
    
```

Door 1: Indicates the door number you would like to configure; this is changed using the **NEXT** and **BACK** keys.

T/L Enable: Indicates whether or not Timelock is enabled for the specified door. This field is toggled using the **YES** and **NO** keys.

When the door you would like to time lock is displayed and the enabled has been changed to Y, press the **ENTER** key to continue.

3-2-1-3.3 Access Control Menu

```

Timelock Settings
for Safe Door 1
Select Day

Day 1          Sunday
NEXT-BACK Day
ENTER to Select
QUIT to Cancel
    
```

Day 1: The days of the week are numbered starting with Sunday as number 1 and going through Saturday. Scrolling through this field is done using the **NEXT** and **BACK** keys. Once you arrive at the day that is to be configured, press the **ENTER** key.

3-2-1-3.4 Access Control Menu

```

Timelock Safe Door 1
On Day 1  SUNDAY
Period Number      1

Open Time          00:00
Lock Time          23:59
NEXT-BACK Period
QUIT to Continue
    
```

Period Number: There are 6 available timelock open and close periods in each day. This field indicates which of those you are currently viewing or modifying. Scrolling through this field is done using the **NEXT** and **BACK** keys.

Open Time: This field indicates what time the SafeWizard will be able to be opened.

Lock Time: This field indicates what time the SafeWizard will timelock.

Using the current configuration the SafeWizard would be open at Midnight, and would Timelock at 11:59 P.M., effectively being open all day. It is recommended that this setting be changed to meet the individual needs of your company.

Chapter 3-2-1-4

Access Control- Door Access- Immediate Lock

Immediate Lock is a feature that would be used in the event that the SafeWizard was in an open period, and a user with timelock permissions wished to place the SafeWizard in a 1-time timelock, that would start right away.

3-2-1-4.1 Access Control Menu

```

Door Access Control
1 Time Delay Doors
2 Time Delay Settings
3 Timelock Settings
4 Immediate Lock
5 Dual Control
  
```

From the Door Access Control Menu, select 4 for Immediate Lock settings.

3-2-1-4.2 Immediate Lock Selection Screen

```

Immediate Lock
Select Door
Door 2

ENABLED                Y

NEXT-BACK Door
QUIT To Continue
  
```

Door 2: This field indicates which door is to be configured. Scroll through the doors using the **BACK** and **NEXT** keys.

Enabled: This field indicates whether or not the door number shown above has immediate lock enabled or not. This field is toggled using the **YES** and **NO** keys.

When this is completed, press **QUIT** to save these settings

3-2-1-4.1 Main Menu

```

SafeWizard Main Menu
1 Doors
2 Deposits
3 Administration
4 Audits

QUIT to Cancel
  
```

To **Immediate Lock** a door, once it has been enabled, login to the safe wizard. Press 1 for Doors. Then, press 7 for Time Lock a Door Now.

3-2-1-4.1 Immediate Timelock Menu

```

Immediate Timelock
1. Lock Door 2

QUIT
  
```

All doors that have **Immediate Lock** enabled will be listed on this screen. Press the number corresponding to the specified door.

3-2-1-4.1 Access Control Menu

```
Immediate Timelock

Enter Lockout
Duration for
Door 2
100:00
```

This example shows door 2 being timelocked for 100 hours. The left side of the colon is for **hours** and the right side is for **minutes**.

3-2-1-4.1 Access Control Menu

```
Timelock Door 2
100 Hrs 00 Mins

Door Won't Open Until
Jun 30 2003 04:44 PM

ARE YOU SURE?
ENTER-BACK-QUIT
```

This screen is used for verification, and to tell the user exactly when the timelock will expire. Pressing **ENTER** will save these settings. **Once accepted, this setting can not be changed.**
Be sure that the value entered is correct!

Chapter 3-2-1-5

Access Control- Door Access- Dual Control

Dual control is an additional security feature making it necessary for two authorized users to present their keys and PINS in order to access a door.

3-2-1-5.1 Access Control Menu

```

Door Access Control
1 Time Delay Doors
2 Time Delay Settings
3 Timelock Settings
4 Immediate Lock
5 Dual Control
    
```

Pressing 5 on the menu to the left will take you to the Dual Control screen.

3-2-1-5.2 Access Control Menu

```

Dual Control Mode
Select Door
Door 1
ENABLED                N
NEXT-BACK Door
QUIT To Continue
    
```

Door 1: Scrolling through the doors is done using the **NEXT** and **BACK** keys.

ENABLED: An "N" in this field indicates that the feature is turned off.

This field is toggled using the **YES** and **NO** keys.

****Note****

By default this feature is turned off on all doors.

Chapter 3-2-2

Access Control- Daylight Savings

By default the Daylight Savings is factory **Enabled**.

3-2-2.1 Access Control Menu

```

1 Door Access
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Life
6 Entry Doors
7 Man Trap Doors
   QUIT

```

From the Access Control Menu, select 2 for Daylight Savings.

Note: Access to this screen requires permission only available to an Administrator or Super User.

3-2-2.2 Daylight Savings Screen

```

D/L Saving Enabled
Starts on the 2nd
SUN in MAR at 02:00
Next Event 03/11/2007
Ends On the 1st
SUN in NOV at 02:00
Next Event 11/04/2007
NO: Disable QUIT: Save

```

If this SafeWizard is located somewhere that does not participate in Daylight Savings, then it is important for this feature to be turned off.

After Selecting this screen, the cursor will be located under the last word in line 2. Press the **UP** key to move the cursor up to the first line. Press the **NO** key to change to "**Disabled**." Press the **QUIT/SAVE** key to save. Then press **MENU** and **QUIT/SAVE** to exit to the **LOCKED** screen.

Future Daylight Savings Date Changes

The following is only required if there is a change from the current Daylight Savings schedule.

There are two changes that can be made in the event there is a change to Daylight Savings in the future. First, is which Sunday of the month and second is which month. This applies to either Spring or Fall or both.

Changing which Sunday:

Press the **DOWN** key to move the cursor to the second "Starts" or fifth "Ends" line. Press the **NEXT** key or **BACK** key to move to the desired Sunday of the same month.

Changing which Month:

Press the **DOWN** key to move the cursor to the third line or sixth line. Press the **NEXT** key or **BACK** key to move to the desired month.

After all changes have been made, press **QUIT/SAVE** key to save.

Then press **MENU** and **QUIT/SAVE** to exit to the **LOCKED** screen.

Chapter 3-2-3

Access Control- Holidays

The SafeWizard has been built with the understanding that there are a certain number of days in the year that your organization will not be doing business. On the days that you program in to the Holidays system, there will be an automatic timelock on all doors for that 24-hour period. This does not change a Time Lock schedule in place for standard work days. The next regular work day will return to the Time Lock value set for those days.

3-2-3.1 Set Access Control Menu

```

1 Door Access
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Life
6 Entry Doors
7 Man Trap Doors
  QUIT
  
```

From the Access Control Menu, select 3 for Holidays.

3-2-3.2 Static Holidays

```

1 01/01      5 00/00
2 00/00      6 00/00
3 00/00      7 00/00
4 00/00      8 00/00

  NEXT Set
  QUIT To Continue
  
```

The Static Holiday schedule allows 8 standard holidays. A standard holiday has a fixed date that repeats each year such 12/25 Christmas, 1/1 New Years Day, etc. Enter the holidays using the number keys. For example if your company celebrates New Years Day as a holiday, then you would enter the date as seen to the left, and your SafeWizard will be timelocked on January first. The following day will function as before with any timelock settings previously existing.

3-2-3.3 Dynamic Holidays

```

1 11/23/06   5 00/00/00
2 11/22/07   6 00/00/00
3 11/27/08   7 00/00/00
4 00/00/00   8 00/00/00

  NEXT Set
  QUIT To Continue
  
```

The Dynamic Holiday schedule allows 8 holidays. A dynamic holiday has a fixed day of the month. The date will change each year. For example, Thanksgiving is on the last Thursday in November. The date entry must include the year. This schedule will need to be updated periodically. Enter the holidays using the number keys. For example if your company celebrates Thanksgiving, the date would be entered as shown in the screen to the left, and your SafeWizard will be timelocked on the day schedule according to the year. The following day will function as before with any timelock settings previously existing.

Chapter 3-2-4

Access Control- Penalty Lockout

The SafeWizard penalty lockout is a security feature built into the system to prevent an unauthorized person from logging in with someone else's key. This lets you program in how many times a wrong PIN can be entered before a person is "Locked Out;" you can also designate the duration of the lock out.

3-2-4.1 Access Control Menu

```
1 Door Access
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Life
6 Entry Doors
7 Man Trap Doors
  QUIT
```

From the Access Control Menu, select 4 for Penalty Lockout.

3-2-4.2 Penalty Lockout Screen

```
Penalty Lockout
Wrong Tries          4
Lockout Time (min) 05
QUIT To Continue
```

Wrong Tries: This setting specifies the amount of time a wrong pin can be entered for a user; 4 is the default. The administrator can make this any number between 0 and 99.

Lockout Time: This indicates the amount of time that will have to pass after a lockout before the user can attempt again. The settings displayed are the default.

Chapter 3-2-5

Access Control- PIN Life

The SafeWizard PIN Life feature is designed to force the users to change their PIN after a specified amount of time.

3-2-5.1 Access Control Menu

```
1 Door Access
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Life
6 Entry Doors
7 Man Trap Doors
  QUIT
```

From the Access Control Menu, select 5 for PIN Life.

3-2-5.2 PIN Life Screen

```
  PIN Life

Enabled          N
Life In Days     090
Pin Reject Count 10
Pin Rej. Mode   DISABLE

  QUIT To Continue
```


Chapter 3-3

Set Date and Time

3-3.1 Administration Menu

```
1 Set Up Users
2 Set Access Control
3 Set Date and Time
4 Set up Factory
5 Change your PIN
```

QUIT

From the Administration Menu, select 3 for Set Date and Time.

3-3.2 Set Date & Time Menu

```
Set Date & Time
Enter in 24Hr Format
Time:          10:01
Date:          01/02/2005
Time Format    AM/PM
Day of Week   SUN
```

QUIT

This screen allows you to modify the date and time in the SafeWizard by using the **UP/DOWN** arrow keys on the keypad. Use the number keys to modify the number fields, and use the **NEXT** and **BACK** keys to modify the text fields. After completing this step, pressing **QUIT** will take you back to the Administration Menu.

Chapter 3-4

Factory Menus

The factory menus of the SafeWizard are a level above the typical administrative functions. Only users with high level administrative privileges will have access to these areas.

3-4.1 Administration Menu

```
1 Set Up Users
2 Set Access Control
3 Set Date and Time
4 Set up Factory
5 Change your PIN
```

```
QUIT
```

From the Administration Menu, select 4 for Set up Factory.

Due to the nature of this manual, only some of the factory settings will be covered.

3-4.2 Factory Menu

```
Factory Setup
1 System ID
2 Locks & Doors
3 Configure Devices
4 Set Validation
5 Set Duress Alarm
6 Service and Test
7 E-Mail & Pager
```

Chapter 3-4-2

Factory Menus- Locks & Doors

3-4-2.1 Locks and Doors Menu

- 1 Set Safe Locks
- 2 Set Door Sensors
- 3 Set Entry Doors
- 4 Set Installed Doors
- 5 Setup Deposit Lock

QUIT back

Every aspect of door setup can be custom configured. In this Chapter you will learn the various methods and steps required to complete these tasks .

Chapter 3-4-2-1

Factory Menus- Locks & Doors- Set Safe Locks

Only certain User Authority Levels will have access to this area.

3-4-2-1.1 Locks and Doors Menu

```
1 Set Safe Locks
2 Set Door Sensors
3 Set Entry Doors
4 Set Installed Doors
5 Setup Deposit Lock
```

QUIT back

Every aspect of door setup can be custom configured. In this Chapter you will learn the various methods and steps required to complete these tasks.

3-4-2-1.2 Locks and Doors Menu

```
Safe Lock Settings
Door 1
Door Type      B/W w/s
Sol Act. Time  05
Door Open Time 090
Behind Door    00
BACK-NEXT Door
QUIT
```

Each safe door contains the same configuration options. Using the NEXT and BACK keys toggles the doors, and UP and DOWN keys navigate up or down through the options.

3-4-2-1.3 Locks and Doors Menu

```
Safe Lock Settings
Door 1
Door Type      B/W w/s
Sol Act. Time  05
Door Open Time 090
Behind Door    00
BACK-NEXT Door
QUIT
```

The Sol Act. Time is the amount of time that the lock solenoid will retain the bolt before locking the door again. The Door Open Time configures the amount of time that a given door can be open before going in to alarm, and the Behind Door indicates if this is a subordinate door. (For example: Door 1 would have to be opened before door 2 could be accessed.)

Chapter 3-4-2-2

Factory Menus- Locks & Doors- Set Door Sensors

The door sensor is a device that is used to determine if a door is being tampered with. In this chapter you will learn how to ensure that a door sensor is properly calibrated.

3-4-2-2.1 Locks and Doors Menu

```
1 Set Safe Locks
2 Set Door Sensors
3 Set Entry Doors
4 Set Installed Doors
5 Setup Deposit Lock
```

Press 2, Set Door Sensors.

QUIT back

In order to calibrate a door sensor, you will need to make sure that the door is closed, and that the sensor is being depressed by the door jam.

3-4-2-2.2 Locks and Doors Menu

```
Choose Door, Close
Door and Press # to
Lock Home Position
    Door 1
Pres :0.00 Meas:0.25
Tolerance (in) 0.05
    BACK-NEXT Door
ENTER:sav QUIT:cancel
```

Using the NEXT and BACK keys, you can select the door number you are working with.

3-4-2-2.3 Locks and Doors Menu

```
Choose Door, Close
Door and Press # to
Lock Home Position
    Door 1
Pres :0.00 Meas:0.25
Tolerance (in) 0.05
    BACK-NEXT Door
ENTER:sav QUIT:cancel
```

The **Pres** field indicates what **preset** position is set for the door in question. The **Meas** field indicates the current measurement received from the door sensor when the door is closed. An alarm condition will exist if the Pres. and Meas. values are different by the amount set by the Tolerance value.

Proper calibration can only be done with the door closed.

Pressing the "#" key with the door closed will load the current measured setting in to the preset and calibrate the door sensor for the given door. Press ENTER twice then QUIT to save the current setting. The **Tolerance** field indicates how much the door sensor can be moved before a tampering alarm situation is reported.

****NOTE****

These numbers are in inches (i.e., 0.05 is 5 hundredths of an inch).

Service note: When the door is opened, if you receive a message that the door was not opened, the door sensor plunger may not be fully extending. Press the plunger in and see if it will extend to the full open position. If not, the mounting clip may be too tight creating a bind. Contact Technical Service for further instructions.

Chapter 3-4-2-3

Factory Menus- Locks & Doors- Set Entry Doors

3-4-2-3.1 Locks and Doors Menu

- 1 Set Safe Locks
- 2 Set Door Sensors
- 3 Set Entry Doors
- 4 Set Installed Doors
- 5 Setup Deposit Lock

QUIT back

Set Entry Doors is a feature currently under development. In the future, you will be able to configure more than safe doors to be operated by the SafeWizard. You will be able to control the doors to a room and track their usage when this feature is developed.

Chapter 3-4-2-4

Factory Menus- Locks & Doors- Set Installed Doors

Set Installed Doors is used to configure the number of doors installed on a given system.

3-4-2-4.1 Locks and Doors Menu

```
1 Set Safe Locks
2 Set Door Sensors
3 Set Entry Doors
4 Set Installed Doors
5 Setup Deposit Lock
```

QUIT back

Press 4, Set Installed Doors.

3-4-2-4.2 Locks and Doors Menu

```
Set Quantity of
Installed Doors

Safe Doors      2
Entry Doors     0

BACK-QUIT
```

Modifying the number of doors installed on a system is done by typing in the prescribed number of doors in the *Safe Doors* field. Pressing the **Quit** key saves this setting. You will be automatically logged out after modifying this setting.

Chapter 3-4-2-5

Factory Menus- Locks & Doors- Setup Deposit Lock

Setup Deposit Lock screen is used to configure the deposit lock feature of the SafeWizard.

3-4-2-5.1 Locks and Doors Menu

```
1 Set Safe Locks
2 Set Door Sensors
3 Set Entry Doors
4 Set Installed Doors
5 Setup Deposit Lock
```

QUIT back

Press 5, "Setup Deposit Lock".

3-4-2-5.2 Locks and Doors Menu

```
Deposit Lk Enable  N
Door Type         B/W w/S
Activate Time     03
Open Time         020
Behind Door       00
Pres:0.09 Meas:0.00
Tolerance (in)   0.06
BACK-QUIT # sets pos
```

Setting up a deposit lock is a great deal like setting up any other installed door on a SafeWizard. The first field determines whether or not a sensor will be installed on this door. Activate Time configures how much time you have to open the door. The Open Time is how long the door can be open before an alarm will sound. The door sensor settings are configured by pressing the "#" key while the door is closed.

Chapter 3-5

Change Your PIN

3-5.1 Administration Menu (Menu 3)

```
1 Set Up Users
2 Set Access Control
3 Set Date and Time
4 Set up Factory
5 Change your PIN

QUIT
```

Select option 5, Change your PIN.

3-5.2 Change Your PIN Menu (Menu 3-4)

```
Change PIN

Enter OLD Code

_ _ _ _ _

ENTER
BACK-QUIT
```

Enter your current PIN code and press **ENTER**.

3-5.3 Enter New PIN Screen (Menu 3-4)

```
Change PIN

Enter NEW Code

_ _ _ _ _

ENTER
BACK-QUIT
```

Enter the PIN code that you would like to have, and then press **ENTER**.

3-5.4 Enter New PIN Confirmation Screen (Menu 3-4)

```
Change PIN

Confirm NEW Code

_ _ _ _ _

ENTER
BACK-QUIT
```

Re-enter the PIN code that you would like to have, and press **ENTER**. After pressing **ENTER** you will be returned to the Administration Menu.

Chapter 4

Audit

Possibly the most exciting aspect of the SafeWizard electronic access control system is the ability to track all safe activities by User, Date, Event, and even by which door was opened. This process is called auditing. Using the SafeWizard audit features, it is possible for your company's management structure to keep a detailed record of all the activities for all of your SafeWizard access control devices, as well as the ability to know in an instant all of the current configuration settings in the SafeWizard.

4.1 Main Menu

SafeWizard Main Menu

- 1 Doors
- 2 Deposits
- 3 Administration
- 4 Audits

QUIT To Cancel

Once you have been authenticated (See Chapter 1, Login and Navigation), you will arrive at this screen. This is the **Main Menu**. The SafeWizard Main Menu is the starting place for all actions performed with the SafeWizard, and at any time you can return to this screen by pressing the **MENU** key on the controller

Navigation through the menus is accomplished, generally, by selecting a menu item by its number. Pressing 4 will take you to the "Audits" Menu. The menus and screens in the auditing chapter are considered sensitive material and therefore require very specific user permissions. If you do not have the appropriate user rights to audit the SafeWizard lock, the following screen will be displayed, and you will not even have access to the top audit menu.

4.2 Insufficient Access Rights Screen

Insufficient
Access
Rights

This screen will flash momentarily any time a User tries to access an area of the SafeWizard that requires a higher administrative privilege than that User has been assigned.

If your user profile has the required access permissions, you will be advanced to the Audits Menu listed below.

4.3 Audits Menu

- Audits
- 1 Audit By User
 - 2 Audit By Door
 - 3 Audit By Date
 - 4 Audit By Event
 - 5 Audit User List
 - 6 Full Audit
 - 8 Config. Report

Listed at the left are all of the auditing options available with the SafeWizard. The following Chapters will describe all of those selections.

Pressing **QUIT** or **MENU** at this point will return you to the Main Menu.

Chapter 4-1

Audit by User

4-1.1 Audits Menu

```

Audits
1 Audit By User
2 Audit By Door
3 Audit By Date
4 Audit By Event
5 Audit User List
6 Full Audit
8 Config. Report

```

In this Chapter you will cover in detail all of the options available under the Audit By User feature of the SafeWizard.

4-1.2 Audit by User Screen

```

Select User
To Audit

01
Bob
BACK-NEXT User
ENTER to Select
QUIT

```

In order to audit a user, you must scroll through the list of users installed in the SafeWizard, and then select the user you wish to audit.

4-1.3 Select Date Range Screen

```

Select Date Range
To Audit

01/01/2001
to
06/15/03

ENTER to Proceed

```

Using the arrows and number pad on the SafeWizard, you can enter the date range that you would like to audit. The “to” field will be automatically populated with today’s date, but you can change that to any date that you choose.

4-1.4 Audit to What Device Screen

```

Audit To What Device

1 Display
2 Printer Port (Prtr)
3 Serial Port (PC)
4 Palmtop Port (IR)

QUIT

```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. There is a choice to print to a Laser or Bubble Jet printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional “Audit Kit”. The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port used with a PDA with Windows CE operating program. See instructions on page ##.

4-1.5 Audit by User

```

Record No. 0090
00:01      06/15/2003
User No. 01
Bob
Event No. 03
LOGIN ATTEMPTED

NEXT-BACK-QUIT

```

Using the **NEXT** and **BACK** arrows on the number pad, you can scroll through the audit record history for this user. By pressing **QUIT** on the key pad you will go back to the “Audit to What Device” menu.

Chapter 4-2

Audit by Door

4-2.1 Audit by Door Screen

```

Select Door
  To Audit

      01

BACK-NEXT Door
ENTER to Select
      QUIT

```

Using the **NEXT** and **BACK** arrows on the number pad, you can scroll through the audit record history for this door. Pressing **QUIT** on the key pad will take you to the "Audit to What Device" menu.

4-2.2 Select Date Range Screen

```

Select Date Range
  To Audit

01/01/2001
  to
06/15/03

ENTER to Proceed

```

Using the arrows and number pad on the SafeWizard, you can enter the date range that you would like to audit. The "to" field will be automatically populated with today's date, but you can change that to any date that you choose.

4-2.3 Audit to What Device Screen

```

Audit To What Device

1 Display
2 Printer Port (Prtr)
3 Serial Port   (PC)
4 Palmtop Port  (IR)

      QUIT

```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. There is a choice to print to a Laser or Bubble Jet printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional "Audit Kit". The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port used with a PDA with Windows CE operating program. See instructions on page ##.

4-2.4 Audit Records Screen

```

Record No. 0090
00:01      06/15/2003
User No. 01

Event No. 03
  LOGIN ATTEMPTED
Door No.   1
  NEXT-BACK-QUIT

```

Using the **NEXT** and **BACK** arrows on the number pad, you can scroll through the audit record history for this user. By pressing **QUIT** on the key pad, you will go back to the "Audit to What Device" menu.

Chapter 4-3

Audit by Date

4-3.1 Audit by Date Screen

```

Select Date Range
  To Audit

01/01/2001
  to
06/15/03

ENTER to Proceed

```

Using "Audit By Date" allows an audit report to be patterned around a specific date period rather than run a long report. Using the arrows and number pad on the SafeWizard, you can enter the date range that you would like to audit. The "To" field will be automatically populated with today's date, but you can change that to any date that you choose.

4-3.2 Audit to What Device Screen

```

Audit To What Device

1 Display
2 Printer Port (Prtr)
3 Serial Port (PC)
4 Palmtop Port (IR)

QUIT

```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. There is a choice to print to a Laser or Bubble Jet printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional "Audit Kit". The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port used with a PDA with Windows CE operating program. See instructions on page ##.

4-3.4 Audit Record Screen

```

Record No. 0090
00:01      06/15/2003
User No. 01
BOB
Event No. 03
LOGIN SUCCESS

NEXT-BACK-QUIT

```

Using the **NEXT** and **BACK** arrows on the number pad on the SafeWizard, you can scroll through the audit record history for this user. By pressing **QUIT** on the key pad you will go back to the "Audit to What Device" menu.

Chapter 4-4

Audit by Event

4-4.1 Audit By Event Screen

```

Select Event
  To Audit

Event 59
DOOR LEFT OPEN

NEXT-BACK Event
ENTER to Select

```

Audit by "Event" will filter the records to a specific type of action. For example, this type of audit is used if you would like to see a report for every time the SafeWizard had a door left open. The report you will receive will only list this event and show you the audit record, date and time that these events happened.

4-4.2 Select Date Range Screen

```

Select Date Range
  To Audit

01/01/2001
  to
06/15/03

ENTER to Proceed

```

Using the arrows and number pad on the SafeWizard, enter the date range that you would like to audit. The "To" field will be automatically populated with today's date, but you can change that to any date that you choose.

4-4.3 Audit to What Device Screen

```

Audit To What Device

1 Display
2 Printer Port (Prtr)
3 Serial Port (PC)
4 Palmtop Port (IR)

QUIT

```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. There is a choice to print to a Laser or Bubble Jet printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional "Audit Kit". The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port is used with a PDA with Windows CE operating program. See instructions on page ##.

4-4.4 Audit Record Screen

```

Record No. 0090
00:01      06/15/2003
User No. 01
BOB
Event No. 03
  LOGIN SUCCESS

NEXT-BACK-QUIT

```

Using the **NEXT** and **BACK** arrows on the number pad on the SafeWizard you can scroll through the audit record history for this user. By pressing **QUIT** on the key pad you will go back to the "Audit to What Device" menu.

Chapter 4-5

Audit by User List

4-5.3 Audit to What Device Screen

```
Audit To What Device
1 Display
2 Printer Port (Prtr)
3 Serial Port (PC)
4 Palmtop Port (IR)

      QUIT
```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. There is a choice to print to a Laser or Bubble Jet printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional "Audit Kit". The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port is used with a PDA with Windows CE operating program. See instructions on page ##.

Chapter 4-6

Audit- Full

4-5.3 Audit to What Device Screen

```
Audit To What Device

1 Display
2 Printer Port (Prtr)
3 Serial Port   (PC)
4 Palmtop Port  (IR)

      QUIT
```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. There is a choice to print to a Laser or Bubble Jet printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional "Audit Kit". The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port is used with a PDA with Windows CE operating program. See instructions on page ##.

4-5.4 Audit Record Screen

```
Record No. 0090
00:01      06/15/2003
User No. 01
BOB
Event No. 03
  LOGIN SUCCESS

      NEXT-BACK-QUIT
```

Using the **NEXT** and **BACK** arrows on the number pad on the SafeWizard you can scroll through the audit record history. By pressing **QUIT** on the key pad you will go back to the "Audit to What Device" menu.

Chapter 4-7

Deposit Report Choices

4-7.1 Deposit Report Screen

```
Deposit Reports
1 Shift Report
2 Deposits By User
3 All Deposit Records

QUIT
```

The Deposit Report is used to Audit who, when, and how much a deposit was made for.

1 Shift Report used to show what deposits were posted during a specific period of time.

2 Deposits By User gives a report of when a specific user made deposits.

3 All Deposit Records is a chronological listing of all deposits made.

Chapter 4-7-1

Deposit Report- By Shift

4-7-1.1 Deposit Report Screen

```

Deposit Reports
1 Shift Report
2 Deposits By User
3 All Deposit Records

QUIT

```

The "Shift Report" is used to show what deposits were posted during a specific period of time by all Users.

4-7-1.1 Deposit Report Screen

```

Shift Deposit Report
Select Time Block
From      06/23/2003
          00:00

To        07/23/2003
          00:00

ENTER To Proceed

```

This screen allows a specific date and time period to be entered to reduce the amount of records viewed.

4-7-1.3 Audit to What Device Screen

```

Audit To What Device

1 Display
2 Printer Port (Prtr)
3 Serial Port (PC)
4 Palmtop Port (IR)

QUIT

```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. There is a choice to print to a Laser or Bubble Jet printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional "Audit Kit". The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port is used with a PDA with Windows CE operating program.

Chapter 4-7-2

Deposit Report- By User

4-7-2.1 Deposit Report Screen

```

Deposit Reports
1 Shift Report
2 Deposits By User
3 All Deposit Records

QUIT
  
```

The "Deposits By User" will give you a report of when a specific user made deposits.

4-7-2.2 Select User to Delete Screen

```

Select User's
Deposit History

      01
Bob

NEXT-BACK User
ENTER To Select
  
```

At this screen you toggle through the users, using the **BACK** and **NEXT** keys, until you get to the user that you want to audit and press the **ENTER** key.

4-7-2.3 Audit to What Device Screen

```

Audit To What Device

1 Display
2 Printer Port (Prtr)
3 Serial Port (PC)
4 Palmtop Port (IR)

QUIT
  
```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. This selection will print to an InkJet, Bubble Jet, or Laser printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional "Audit Kit". The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port is used with a PDA with Windows CE operating program.

Chapter 4-7-3

Deposit Report- All Deposit Records

4-7-3.1 Deposit Report Screen

```
Deposit Reports
1 Shift Report
2 Deposits By User
3 All Deposit Records

QUIT
```

The "All Deposit Records" is a chronological listing of all deposits made.

4-7-3.3 Audit to What Device Screen

```
Audit To What Device

1 Display
2 Printer Port (Prtr)
3 Serial Port (PC)
4 Palmtop Port (IR)

QUIT
```

1 Display used when only a few audit records are only needed.

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. This selection will print to an InkJet, Bubble Jet, or Laser printer.

3 Serial Port located on the front underside of the SafeWizard Controller is available when the optional "Audit Kit". The software must be installed from the CD and the provided serial cable connected from the SafeWizard Controller Key Pad to a computer.

4 Palmtop Port used with a PDA with Windows CE operating program.

Chapter 4-8

Obtaining Audit Records Using the Parallel Printer Port

4-8 Audit to What Device Screen

```
Audit To What Device
```

- 1 Display
- 2 Printer Port (Prtr)
- 3 Serial Port (PC)
- 4 Palmtop Port (IR)

```
QUIT
```

2 Printer Port used when an audit report can be printed to a local printer. This requires a parallel printer cable connected to the parallel port on the side of the SafeWizard power supply. This selection will print to an Inkjet, Bubble Jet, or Laser printer.

4-8.1 Initiating the print procedure

```
Is the Printer  
Ready?
```

```
ENTER When Ready  
BACK
```

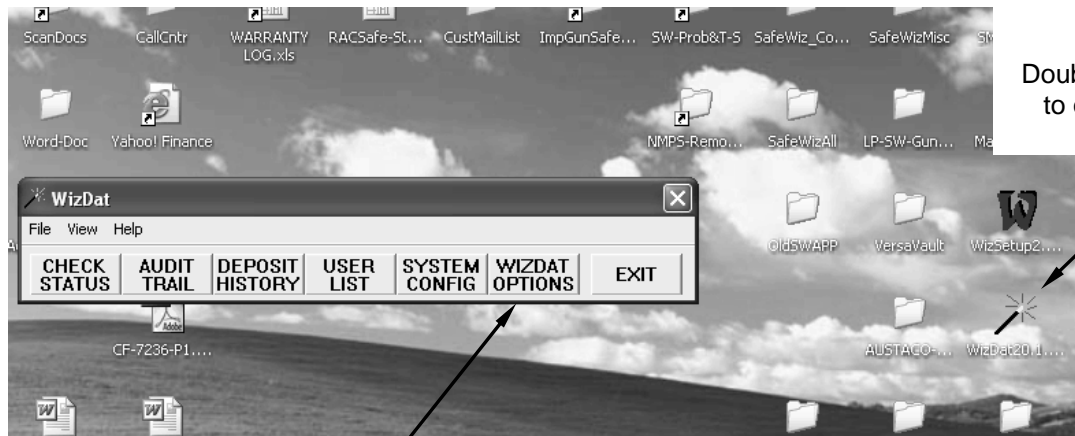
Press ENTER to begin printing.

Chapter 4-8-1

Obtaining Audit Records Using the Serial Port with Optional Audit Pack # 0635167

WizDat program is used to retrieve Audit records, Deposit records, System Configuration information, and list of Users in the lock system.

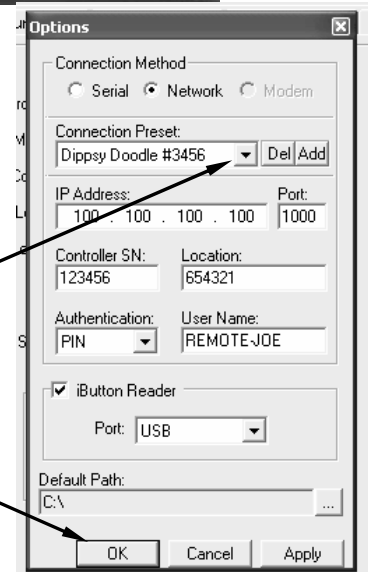
In the following steps, “Select” in the instruction step means “left click” of the mouse.



Step #1.
Double left click the “Wand” to open **WizDat** program.

Step #2.
Select **WizDat Options**

Step #3.
The “Connection Method” screen will open with the last screen used in the **WizSetup** program. If you would like a different Connection screen, select the **down** arrow to the right of the box to open the menu list. Select the location you want to connect to. Then select “OK” to activate that selection.



Step #4.
Select the activity desired.



See Step #5 for obtaining an Audit record

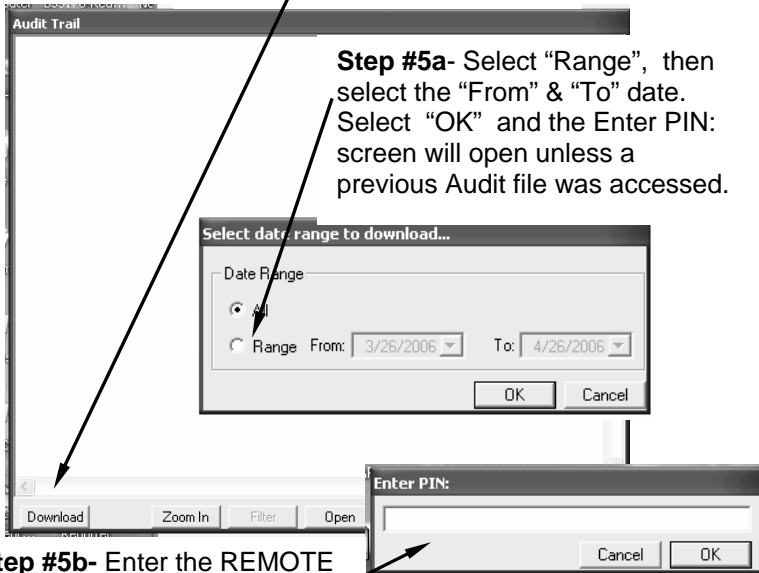
See Step #6 for obtaining a Deposit record

See Step #7 for obtaining a User list

See Step #8 for obtaining the System Configuration report

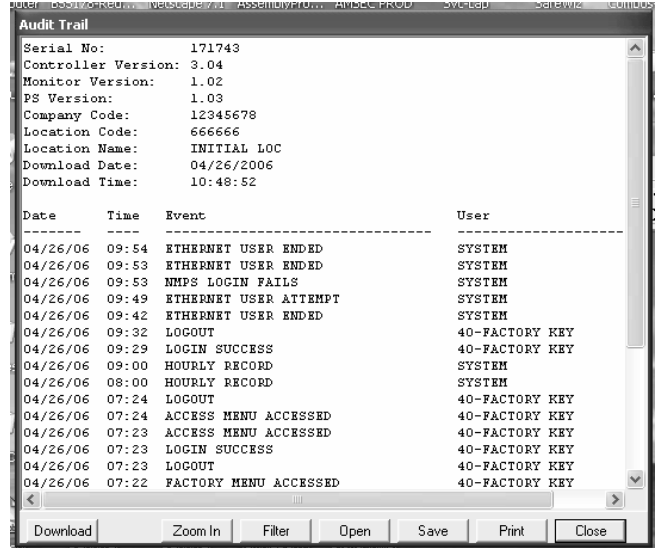
Step #5. Audit Trail

Select Download-



Step #5a- Select "Range", then select the "From" & "To" date. Select "OK" and the Enter PIN: screen will open unless a previous Audit file was accessed.

Step #5b- Enter the REMOTE User P.I.N. and select "OK".

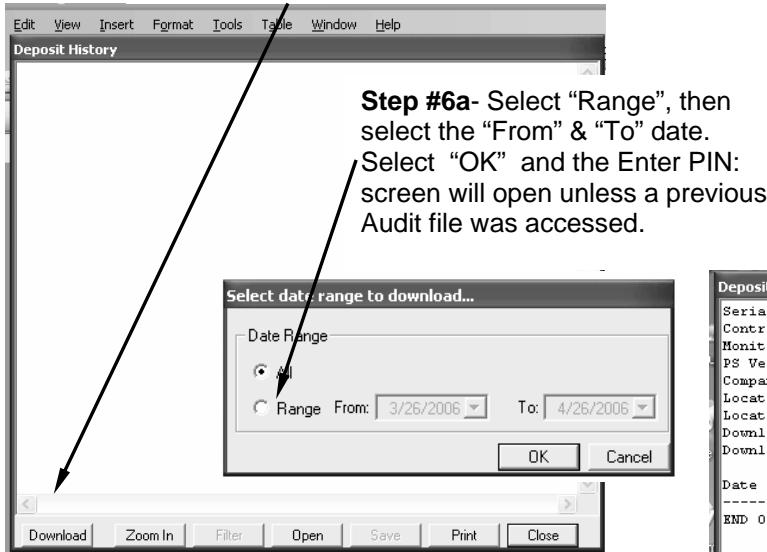


Step#5c- After selecting "OK", a screen displaying the date range with a blue progress band indicating information is being downloaded, then the screen with the Audit records will appear.

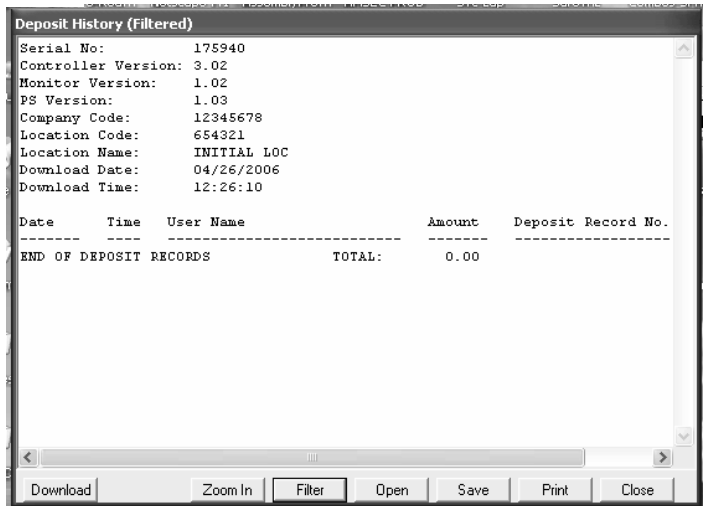
Selecting "Filter" will open a second screen with various selections to view particular activities of the Audit records. Selecting "Clear Filter" will return to the menu allowing another filter selection or to return to the original Audit record, select "OK" in the Filter screen.

Step #6. Deposit History

Select Download-



Step #6a- Select "Range", then select the "From" & "To" date. Select "OK" and the Enter PIN: screen will open unless a previous Audit file was accessed.



Chapter 4-8-2

Obtaining Audit Records Using the Palm Top (Infra Red) Port

Requirements:

- A hand held palm device with Windows CE is required to retrieve the audit information from the SafeWizard.
- The SafeWizard must have the minimum version 1.17 operating software. Press the "HELP" key once. The version number is displayed in the upper left hand corner and is preceded by "Ver".

Palm Device Audit Information:

Information downloaded into the Palm Device (PDA) will be stored in "PC_My Document" directory under "My Device".

SafeWizard IR Set Up:

In order to transmit the audit information by the IR port, the IR Audit transmitting feature must be switched on (Enabled).

A key that has the "Factory Set Up" permission, such as the #13 Remote Administrator or the #21 Super key is required to access the menu to "Enable" the IR Audit transmitting feature.

Sign in and at the Main Menu, select 3-Administration, 4-Factory Set Up, 3- Configure Devices, and 5- IR Palmtop Port.

There will be a blinking cursor on the line "Enabled", press "YES".

Press the "DOWN" arrow key to move to the "Baud Rate" line and change the value to 57600 by pressing the "BACK" key. This has been determined to be the best rate of transmission.

Press "Quit / Save" to save the settings.

TIP! If you experience a problem with receiving the audit download information, reenter the Baud rate screen and select the next lower value, then press "Quit / Save" to save that setting.

Audit Procedure:

Have your Palm Device turned on and accessible.

TIP! When running #3- Audit By Date, specify the beginning and ending dates as close to the date being reviewed to reduce the transmission time. Select #6- Full Audit could require a substantial amount of time to gather the data depending on the size of the database.

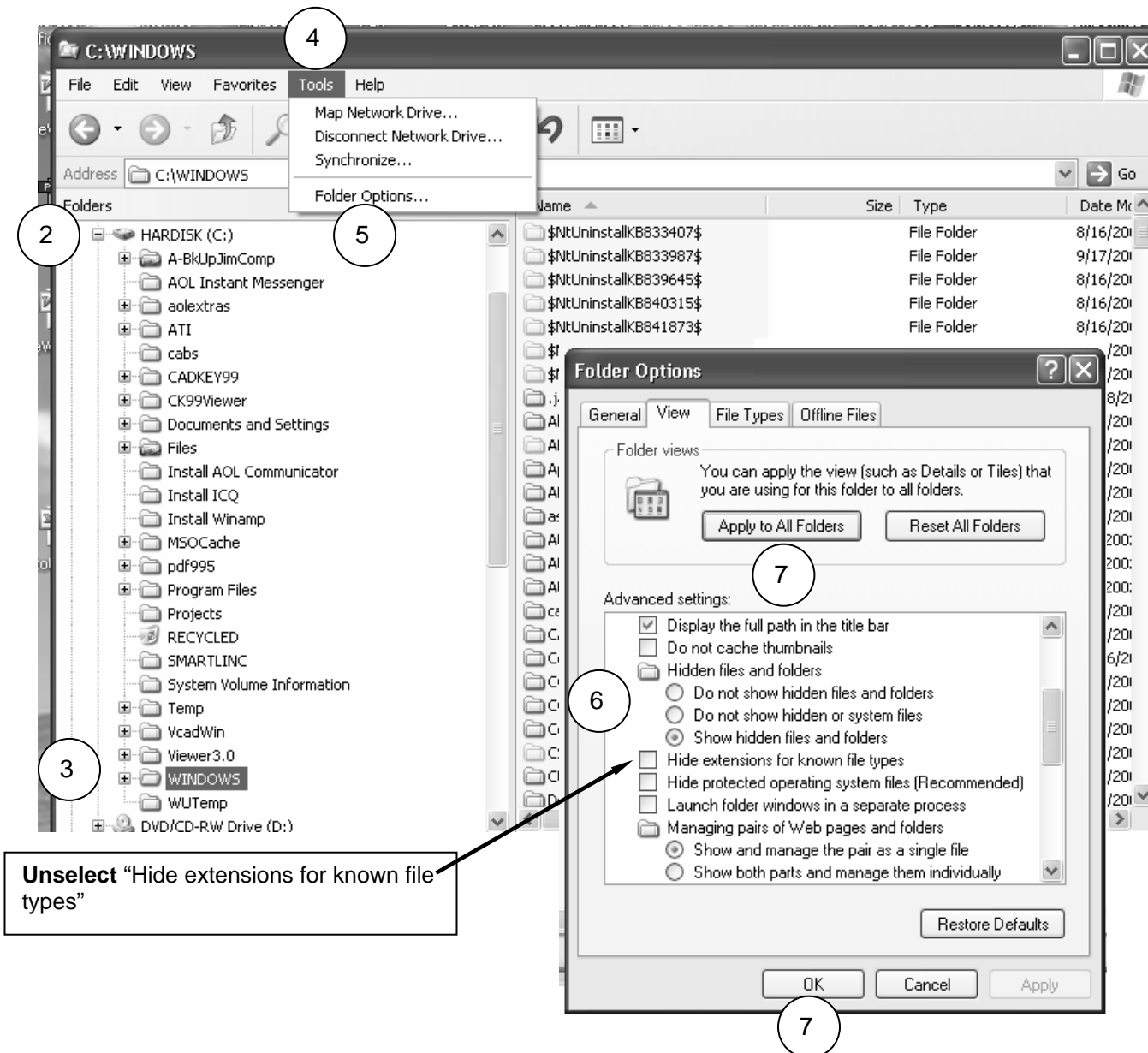
- Sign into the SafeWizard using a key that has the "Audit" permission, such as a #12- Manager, #13- Remote Administrator, #14- Auditor, or #21- Super User key and at the "Main Menu" select #4-Audits.
- Select the type of Audit information desired and press the appropriate corresponding line number.
- At the next screen "Audit to What Device", select #4- Palmtop Port and press "ENTER".
- The next screen will display the message "Gathering Data" with a scrolling bar showing activity of the system. When this activity is complete, the message shown on the next line will appear.
- "Ready To Send File". Follow the instructions on the screen.
When the Palm Device is positioned correctly in front of the "RED" IR port window, the SafeWizard display will begin showing a file record number series increasing as the information is transmitted. If there isn't any activity of the records transmitting, be sure the reading lens of the Palm Device is pointed directly in line with the IR port.
- After the transmission is complete, place the Palm Device in its cradle, which should open the program "ACTIVE SYNC". Locate the last file in the folder "Pocket PC_My Doc". The audit file will have an additional extension .TXT. Delete that extension so there is only the .DAT extension.

Note: The computer you are downloading to may need a WINDOWS setting changed to view the additional file extension.

Follow the instructions on the next page.

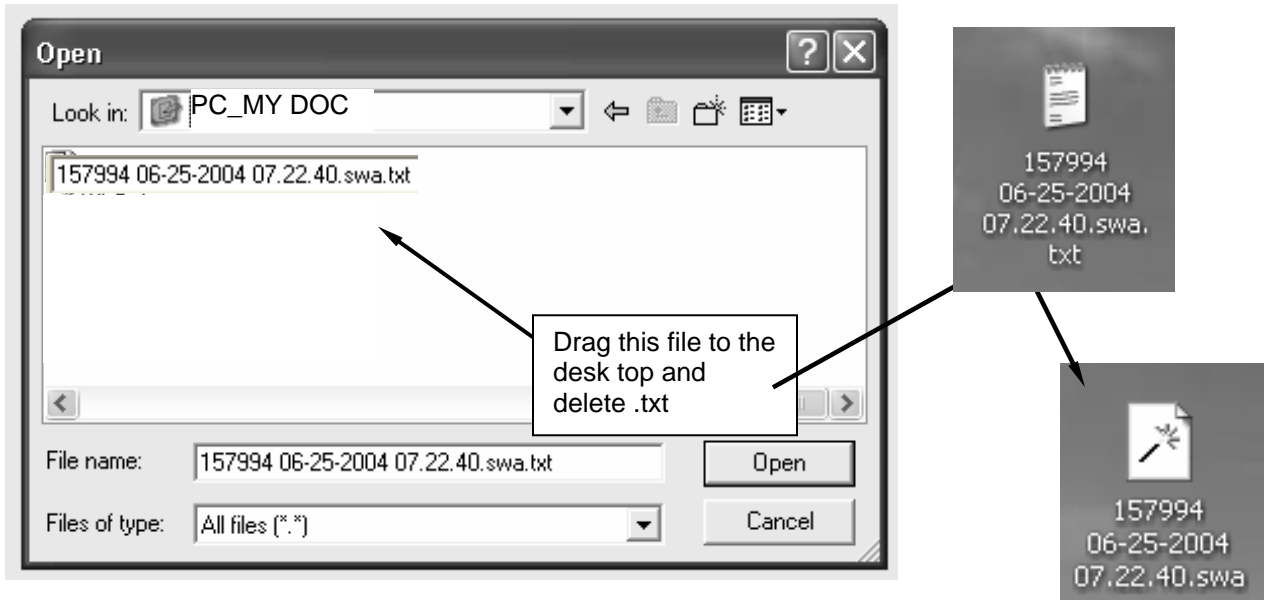
In order to delete the added file extension on the SafeWizard Audit file added by the PDA during the Audit download, follow the instructions below to be sure that Windows is set to display the full file name.

1. Right click on "My Computer" and select "Explore".
2. Expand the "C:" drive menu tree.
3. Select "Windows"
4. At the top menu bar, select "TOOLS" to drop down the menu.
5. Select "Folder Options".
6. Select the "View" tab. Under "Hidden files and folders, if there is a **check** in the box, move the mouse pointer to the box andclick to **un-check**.
7. Next, click on the left box "Apply To All Folders", then click on "OK".



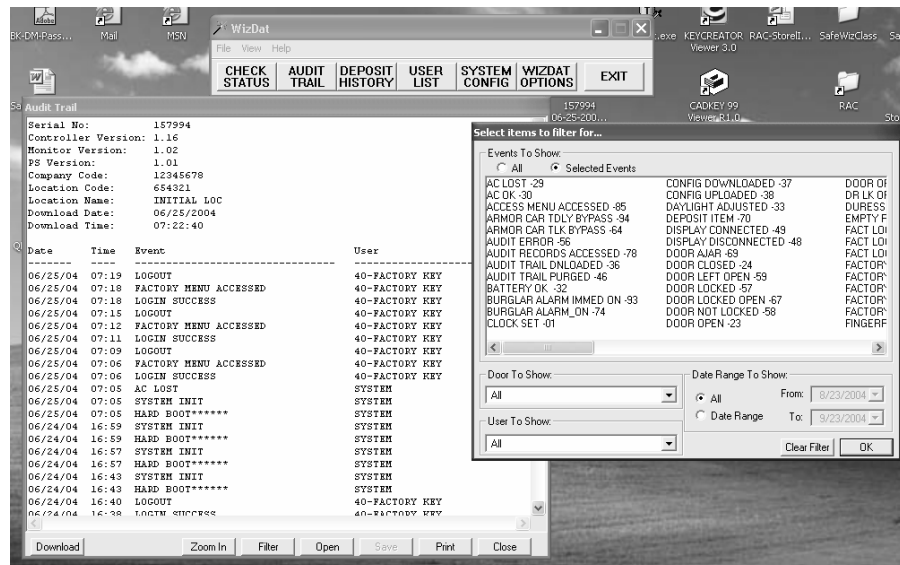
8. On the PC, locate the folder titled PC_MY DOC and open. You should see the file with the second extension at the end, .txt. Move the mouse pointer to that file, right click, hold and drag to the desk top. At the drop menu box, select "move".

Then right click on the same file now on the desk top and select “rename”. Click at the end of the line and “backspace” to delete .txt.



Opening The SafeWizard Audit File:

- Open the “WIZDAT” program from the AUDIT Pack “CD” or from your hard drive if copied there. Select “AUDIT” on the menu bar, then “OPEN”.
- Select the arrow in the “Look in:” box to expand the directory tree and locate the “Desktop” icon and select the SafeWizard audit file.
- Once the file is open, you can view the specific types of activities by selecting the “Filter” tab.



Chapter 5

Remote Access Feature (N.M.P.S.)

Save time and support personnel by utilizing the SafeWizard® with the **N.M.P.S. (Network / Modem Power Supply) Remote Access feature**. Access any SafeWizard with the **N.M.P.S.** option from one central location any time of day or night. Eliminates the necessity to travel to each location to retrieve Audits, add / delete users, change Time Delay or Time Lock settings.

Can be Factory installed on the safe or by a field upgrade:

The SafeWizard® Remote Access Upgrade Kit, part number is 0615748.

Contains:

- (1) 0615628 N.M.P.S. (Network Modem Power Supply)
- (1) 0615747 Remote Key Cable Kit
- (1) 0635208 Software CD w/ Controller Upgrade program, **WizSetUp®**, and **WizDat®** programs.
- (1) 3255040 Serial Cable- for uploading Controller program.
- (1) 4305227 Upgrade and Operating instructions.

The N.M.P.S. replaces the current power supply on an existing SafeWizard installation. The Controller Key Pad Display operating software must be upgraded. This is accomplished with the serial cable.

The two software programs provided on the CD are **WizSetUp**, used to make changes in the lock system and **WizDat**, used to obtain records from the system.

WizSetUp

Used to make changes in the lock system by.....

- Adding or changing Time Delay or Time Lock settings on any door.
- Create and maintain a holiday schedule.
- Initiate an emergency lock down of the safe.
- Add an employee's key with the Dallas key creator cable.
- Add an employee with P.I.N. only in an emergency situation where time does not permit sending a key to the site until later.

WizDat

Used to obtain.....

- **Audits** by date, sort in different topic configurations for ease of reviewing.
- **Deposit Records**, know how much was deposited, when it was deposited, and by whom. Records can be entered even if there isn't a deposit lock used to control the deposit device.
- **System Configuration** information. Indicates how many doors exist with Time Delay and / or what the Time Lock settings. Also if any Holidays have been programmed.
- **User List** of employees and what permission levels they have. Makes keeping up to date with your employees easy.

Procedure for field upgrade.

1. Press the "Help" button on the Controller key pad display and check if the version is at least 3.04. If not, "flash" the latest software into the Controller using a "serial" cable with male / female ends and the "WizDat" program v2.00. See "Flash Update w/ **WizDAT** application procedure contained on the SafeWizard Upgrade CD, part number .
Note: Check for the latest version of Controller code with the factory.
2. Turn off the power and replace the current "Power Supply" top with the N.M.P.S. supplied. Be sure the flat grey data cable is securely plugged into one of the 6-cond. ports on the end where the label reads VaultLAN Power / VaultLAN Active on the cover. Plug the A/C power transformer plug into the opposite end where the label reads Battery on the cover.
3. Plug the Cat 5 Ethernet cable into the Network port at the location where the label reads Network on the cover.
4. Power up the system and at the "LOCKED" screen, sign in with the "Factory" key or code provided by the factory. There will be a message that states "Factory code does not match N.M.P.S. Enter proper factory code and press "ENTER". This code will be provided by AMSEC. After pressing "ENTER", the display will show the message "Writing To Memory". This can take several minutes depending upon the amount of information in the system.
5. At the Main Menu, select 3- Administration, 1- Set Up Users, 1- Add A New User. Select "0- None" for Validation Mode. At this time, note the User 2 digit position number. This two digit number is used with a 6 digit number to sign into the SafeWizard lock system. Now enter the name, REMOTE ADMIN, and press ENTER. Then select 1- Selecting A Profile. At the next screen, press "NEXT" until #13- Remote Administrator is reached. Press QUIT / SAVE.
Sign into the system using the first two digits of the REMOTE ADMIN followed by 1, 1, 1, 1, 1, 1 and press ENTER. The screen will display a message that the temporary P.I.N. has expired, enter a new 6 digit number. The number can not be a sequential or repeating number. Enter the same 6 digit number a second time. At the "MAIN" menu, proceed to step #6.
6. At the "MAIN" menu select 3-Administration, 4-Set Up Factory, 3-Configure Devices, 6-Network, 1- Settings.
Select "YES" for Enable. Press ENTER.
Note: Consult with your I.T. department for help setting up the "Listening Port" and IP Address information. After that information has been established, press "QUIT / SAVE".
7. At the Network / Modem P/S screen select 2-Copy Audits to NMPS.
This can take several minutes to complete and then the screen will change back to the Device Configuration screen.
8. Now select 6-Network and 3-Copy Users to NMPS. After this step is completed, the screen will revert back the Device Configuration screen.
Press "MENU" then "Quit / Save" to return to the "LOCKED" screen.
9. Switch the power "Off" - then "On" to synchronize the N.M.P.S. with the Controller.
10. On your computer, open **WizSetUp** and create a new information screen for connecting remotely by selecting "Tools", then "Options".
11. In the "Connection Method" box, select "Network" if not already selected, then select "Add" to open a blank window.

12. At the SafeWizard Controller display "LOCKED" screen, press the "HELP" button on the keypad (4) times to open the Network Address screen to show the I.P. address. Proceed to step #13.

13. In **WizSetUp**, enter the information as shown in the illustration. Select "Apply" and then OK.

14. At the **WizSetUp** window, select "Connect". A new "Enter P.I.N." window will open. Enter the current P.I.N. for the "Remote Administrator" and select OK. A new window will open showing

"Connecting", then "Downloading Users", then "Downloading Configuration". There will also be a blue progress bar across the bottom of the screen indicating activity.

Select in order to use Remote Access feature

Select & Type a name of location where the safe is.

To be provided by your I.T. person.

From the Controller "HELP" screen

From the Controller "HELP" screen

Select for future use creating a key

Must be the same as in the Controller

15. After the information has been loaded, there are various choices to select from to add Users, change Lock settings, obtain Audit Trail reports, obtain a Configuration report that shows current system settings.

Appendix A

Standard User Profiles

		Standard User Profile (SUP) Table																				
UAP	Default User Authority Level (UAL)	9	2	2	2	2	2	2	4	4	4	4	4	6	7	8	0	0	0	0	0	9
	Standard User Profile (SUP)	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
1	Validation Mode ^{NOTE 1}	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1
2	Open Safe Door 1	Y	Y						Y	Y	Y	Y	Y	Y								Y
3	Open Safe Door 2	Y		Y					Y	Y	Y	Y	Y	Y								Y
4	Open Safe Door 3	Y			Y					Y	Y	Y	Y	Y								Y
5	Open Safe Door 4	Y				Y					Y	Y	Y	Y								Y
6	Open Safe Door 5	Y					Y					Y	Y	Y								Y
7	Open Safe Door 6	Y						Y					Y	Y								Y
8	Open Exterior Door 1	Y																				Y
9	Open Exterior Door 2	Y																				Y
10	Open Exterior Door 3	Y																				Y
11	Open Exterior Door 4	Y																				Y
12	Make Deposits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y								Y
13	Time Delay Bypass Door 1	Y															Y	Y	Y	Y	Y	Y
14	Time Delay Bypass Door 2	Y																Y	Y	Y	Y	Y
15	Time Delay Bypass Door 3	Y																	Y	Y	Y	Y
16	Time Delay Bypass Door 4	Y																		Y	Y	Y
17	Time Delay Bypass Door 5	Y																			Y	Y
18	Time Delay Bypass Door 6	Y																				Y
19	Time Lock Bypass Door 1	Y															Y	Y	Y	Y	Y	Y
20	Time Lock Bypass Door 2	Y																Y	Y	Y	Y	Y
21	Time Lock Bypass Door 3	Y																	Y	Y	Y	Y
22	Time Lock Bypass Door 4	Y																		Y	Y	Y
23	Time Lock Bypass Door 5	Y																			Y	Y
24	Time Lock Bypass Door 6	Y																				Y
25	Authorize Time Delay Bypass	Y							Y	Y	Y	Y	Y	Y								Y
26	Authorize Time Lock Bypass	Y							Y	Y	Y	Y	Y	Y								Y
27	Change Own PIN	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
28	Set Time and Date	Y													Y							Y
29	Adjust Daylight Savings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y							Y
30	Add Subordinate Users	Y												Y	Y							Y
31	Add Auditor User	Y												Y	Y							Y
32	Modify Subordinate Users	Y												Y	Y							Y
33	Delete Subordinate Users	Y												Y	Y							Y
34	Enable/Disable Users	Y												Y	Y							Y
35	Initialize Keys	Y												Y	Y							Y
36	Audit Lock	Y												Y	Y	Y						Y
37	Purge Exempt	Y												Y	Y	Y	Y	Y	Y	Y	Y	Y
38	Purge Audit Trail	Y																				Y
39	Remote Access	Y														Y						Y
40	Set Time Delays	Y													Y							Y
41	Set Time Locks	Y													Y							Y
42	Set Immediate Time Lock	Y													Y							Y
43	Set Holidays	Y													Y							Y
44	Factory Setup	Y													Y							Y
45	Change UAL	Y																				Y
46	Transport Key														Y	Y	Y	Y	Y	Y	Y	Y

Note 1: Validation Modes: 0 = PIN Only
 1 = Dallas Key Only, 2 = Dallas Key + PIN
 3 = Finger Print Only, 4 = Finger Print + PIN
 5 = Proximity Device Only, 6 = Proximity Device + PIN
 7 = Swipe Card Only, 8 = Swipe Card + PIN

Appendix B**User Authority Levels****User Profiles**

Standard User Profiles

Profile No.	Profile Name	Default UAL
0	Factory User	9
1	Door 1 User	2
2	Door 2 User	2
3	Door 3 User	2
4	Door 4 User	2
5	Door 5 User	2
6	Door 6 User	2
7	Door 1-2 User	4
8	Door 1-3 User	4
9	Door 1-4 User	4
10	Door 1-5 User	4
11	Door 1-6 User	4
12	Manager	6
13	Remote Administrator	7
14	Auditor	8
15	Door 1 Courier	0
16	Door 1-2 Courier	0
17	Door 1-3 Courier	0
18	Door 1-4 Courier	0
19	Door 1-5 Courier	0
20	Door 1-6 Courier	0
21	Super User	9

Appendix C

Quick Reference Menu Shortcuts

Action	Menu Shortcut Selections starting from the Main Menu	Menu Titles	Page #
Add a new User	3 – 1 – 1	Administration – Set Up Users – Add a new User Note: Only available to Manager or higher User	12
Modify a User	3 – 1 – 2	Administration – Set Up Users – Modify a User Note: Only available to Manager or higher User	22
Delete a User	3 – 1 – 3	Administration – Set Up Users– Delete a User Note: Only available to Manager or higher User	25
Change P.I.N.	3 – 5	Administration – Change Your Own PIN	49
Change Date / Time	3 – 3	Administration – Set Date and Time Note: Only available to Administrator or Super User	41
Change door type	3 – 4 – 2 – 1	Administration – Set Up Factory- Locks & Doors- Set Safe Locks Note: Only available to Administrator or Super User	44
Calibrate Door Sensor	3 – 4 – 2 – 2	Administration – Set Up Factory- Locks & Doors- Set Door Sensor Note: Only available to Administrator or Super User	45
Reset a P.I.N.	3 – 1 – 2	Administration – Set Up Users– Modify a User. Press NEXT key until the USER is found and then press ENTER. Press the DOWN arrow key to the P.I.N. line and press “Yes”. The P.I.N. will revert to 111111 Note: Only available to Manager or higher User	22
Time Delay Setting	3 – 2 – 1 – 1	Administration – Set Access Control – Door Access – Time Delay Note: Only available to Administrator or Super User	31
Time Lock Setting	3 – 2 – 1 – 3	Administration – Set Access Control – Door Access – Timelock Settings Note: Only available to Administrator or Super User	33
Formatting a Non SafeWizard Key	3 – 1	Administration – Set Up Users - Place key on reader port and hold while pressing the # key. Note: Only available to Manager or higher User	None
Set Validation	3 – 4 – 4	Administration – Set Up Factory – Set Validation for type of second User verification method Note: Only available to Administrator or Super User	12
Create a Factory Key	3 – 4 – 6 - 7	Administration – Set Up Factory – Service and Test – Set Up Factory Key Note: Only available to Administrator or Super User	None

<p>A Access Control.....29 Access Control-Door Access.....30 A/C Off.....5 Add a New User.....12 Add a New User-Selecting A Profile.....13 Add a New User-Copying A User.....15 Add a New User-Custom Selection.....17 Add a New User-Copy from A Key.....21 Administration.....10 Audit.....50 Audit by User.....51 Audit by Door.....52 Audit by Date.....53 Audit by Event.....54 Audit-Full.....56 B Backlighting.....5 C Card Swipe.....5, 6, 12 Change your PIN.....49 Copy from A Key.....2, 21 D Dallas Key.....5, 8, 12, 21, 22, 24 Date and Time.....41 Daylight Savings.....37 Delete a User.....25 Deposit Operation.....2, 9 Deposit Report Choices.....57 Deposit Report-by Shift.....58</p>	<p>Deposit Report-by User.....59 Deposit Report-All.....60 Deposit Value.....9 Deposits Entry Screen.....9 Deposits Validation Screen.9 Display User List.....27 Door Open Screen.....7, 8 Door Openable Screen..8 Door Operation.....2, 7 Doors Menu.....6 Dual Control.....36 E Enable/Disable Users.....26 F Factory Menus.....42 Full Audit64 H Holidays.....38 I Immediate Lock.....34 Insufficient Access Rights . 10 L Locks & Doors.....43 Login.....5 M Main Menu.....10 Modify a User.....22 O Open Door Screen.....8</p>	<p>P Palm Top (Infra Red) Port. 64 Parallel Printer Port.....61 Penalty Lockout.....39 PIN Life.....40 Power Supply.....5, 66 Print User List.....28 Q Quick Ref. Menu Shortcuts.....72 R Remote Access.....67 S Serial Port.....62 Set Door Sensors.....45 Set Safe Locks.....44 Set Installed Doors.....47 Setup Deposit Lock.....48 Setup Factory.....10 Setup Users.....11 Standard User Profiles.....70 Status Screen.....5 System alert messages.....5 T Time Delay.....31 Time Delay-Settings.....32 Timelock-Settings.....33 Timelock-Immediate Setting.....34 Transformer.....5 U User Authority Levels.....71</p>
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