ELECTRONIC SAFE OPERATION MANUAL

1. *Basic data*

Safe properties
- the safe can have up to 10 users distinguished by the 0 to 9 digits
- to open the safe, each user uses his/her own private access password
- each password has 7 to 11 decimal digits (0 to 9), the first digit of any password is the user number
- the user with the number 0 is the administrator, who has special rights
- the administrator can create and cancel any user numbered 1 to 9
- it is possible to use the delayed opening of the door – the time to enter a valid password for the second time can be delayed, the delay is adjustable from 0 up to 60 minutes
- the safe can work in the "one-password" mode or in the "two-passwords" mode
- an event log is generated in which the last **4095 events** are stored
- the safe has a real-time clock and a calendar – these properties allow the users to hinder the access to the safe out of the defined working hours
- the real-time clock is also used to generate the event log
- the door lock is blocked by an electromagnet
- to set safe parameters and read the event log, connection to and communication with a personal computer is possible by means of the **"TrezMan"** software

Password definition

Password length is 7 up to 11 digits   **NxxxxxxYYYY**
Password = user number (1 digit) + code (6 ÷ 10 digits)
where   N   is the user number   **N = 0 ÷ 9**
       x is the least code length   **x = 6 digits**
       Y is the code extension   **Y = 0 ÷ 4 digits**
The administrator's password – (only one)   N = 0   **0xxxxxxYYYY**
User passwords   – (maximum 9)   N = 1 ÷ 9   **NxxxxxxYYYY**

Time lock parameters factory settings
Electronics parameters factory settings are as follows:
- the administrator's password is **0123456**
- no user password is created
- **"one-password"** mode is set up
- delayed opening time delay is set to **0 minutes** (the password can be entered for the second time immediately)
- no safe name is defined
- current date and time are set (the exact time has to be synchronized at customer's site again)
- working hours are set to 00.00 do 23.59 for all the days of the week
- holiday dates and dates of summer-to-winter time and vice versa transitions are not defined

Other useful publications
    a) *"SOPHIA TIMELOCK" time lock*
This publication contains a detailed description of the SOPHIA TIMELOCK time lock features and operation. It also contains a detailed description of errors caused by incorrect operation of safe users, safe error conditions, and the event log.
    b) *Operation manual for the safe using a "SOPHIA TIMELOCK" time lock*
The publication contains basic information to operate the safe under regular operation conditions.

3. *The safe under regular operating conditions*

a) *Unlocking the safe*
Using the safe's keypad, enter a valid user or administrator's password. The time interval between entering any two consecutive digits is maximum 6 seconds. After the last digit has been entered, the safe will play the "open" melody and the green LED indicator will go on for a short time.

When the set time delay has elapsed, the safe informs the user (beeping and LED flashing) that it is necessary to enter the password once more. Enter the same password again. After it has been entered, the green LED indicator will go on, the safe will unblock the lock and play the "open" melody at the same time.

Within a 5-second period, turn the safe door hand wheel clockwise to unlock the safe, otherwise it will become blocked again and it will be necessary to repeat the whole opening procedure from the beginning.

Open the safe door, its content is accessible now.

While the door is open, the safe is drawing the safe user's attention (beeping and LED flashing) not to forget to close the door and lock it.

b) *Locking the safe up*
To lock the safe, close the safe door and turn the hand wheel counterclockwise. Check that the safe is securely locked.

If you shift the locking mechanism out by mistake when the safe door is open, the safe will draw your attention (beeping and LED flashing) that the safe has not been locked and an error occured. Push any key on the keypad, the blocking mechanism will become released. Turn the safe door hand wheel clockwise, the locking mechanism will shift back into the door and now you can lock the safe securely again.

4. *Password entering procedure disabled*

If you enter an invalid password when unlocking the safe, the red LED indicator will go on, the safe will play the "error" melody, and the safe lock will remain blocked.

If you enter an invalid password three times in sequence (e.g. an attempt to open the safe by an unauthorized person), the safe will become blocked for about 30 minutes. When you push any key during this time, the red LED indicator will go on and the safe will play the "hold" melody. The safe will not allow you to enter any password until these about 30 minutes pass by.

5. *Checking the condition of the batteries and their replacement*

Every time when unlocking the safe, the condition of the batteries is automatically checked. If the **"BATT"** yellow LED indicator goes on during this procedure, the safe batteries are exhausted, please, prepare a new set to replace the old one, if the **"BATT"** yellow LED indicator starts flashing during this procedure, the batteries are discharged and require replacement as soon as possible.

To replace the batteries, enter any valid password and open the safe. If the batteries are completely discharged, open the safe using one of the emergency mechanical keys delivered with the safe. Remove the battery holder cover, which is placed on the safe door inner side. Remove the discharged batteries and replace them with new ones. Observe the correct battery polarity – it is marked out on the battery holder.

Use 4 pieces of 1.5 VDC alkaline C-size batteries. Discard the discharged batteries, treat them as dangerous, separated scrap in accordance with the local dangerous scrap material policy.

The safe remembers the last valid passwords even after the batteries have been replaced.

6. *Opening the safe in emergency*

In emergency (deeply discharged batteries, mechanical or electronics malfunction), the safe can be opened using one of the mechanical keys delivered with the safe.

Insert the key in the door key opening and turn it clockwise. Then turn the safe door hand wheel clockwise to unlock the safe and open the safe door. Remove the batteries, check them, if necessary, replace them with new ones.

Close the safe door, turn the safe door hand wheel to the "locked" position, turn and remove the key from the safe door. Enter the administrator's password to cancel any possible error condition indicated by the flashing of the red LED indicator.

Keep the mechanical keys to open the safe in emergency in a secure place outside the safe!!!

7. *Service*

Except the replacement of the batteries, the safe does not require any special care. In case of safe failure, ask for a professional service intervention through your safe dealer or turn directly to the manufacturer.

Important warning:

After the transport, unpacking, and placing the safe in the place where it will be

operated, make sure that it is not bedewed, particularly at high temperature differences between the ambient temperature during the transport and the temperature in the room of operation. Do not handle the safe until the temperature of the safe case reaches the temperature of the other metal objects in the room.

Read this operation manual attentively before the first handling of the safe.

The manufacturer is not liable for any possible harm or loss resulting from the disclosure of the valid passwords to any unauthorized persons or arising from retaining the original factory set password in the safe memory!

SAFETRONICS a. s.
 Zvolenská cesta 14, 974 05 BANSKÁ BYSTRICA, SLOVAK REPUBLIC

ELECTRONIC SAFES CONTAINING A TIME LOCK AND AN EVENT LOG

NT39/61/80/100 ME SOPHIA
TSS 90/125/160 ME SOPHIA

OPERATION MANUAL

READ THE COMPLETE OPERATION MANUAL ATTENTIVELY BEFORE ANY HANDLING OF THE SAFE

> **!!! WARNING !!!**
>
> **IT IS IN YOUR OWN INTEREST TO CHANGE THE ADMINISTRATOR'S PASSWORD OF THE SAFE AS SOON AS POSSIBLE AFTER THE PURCHASE**
>
> **REMEMBER THE NEW ADMINISTRATOR'S PASSWORD VERY THOROUGHLY AND, AS A PRECAUTION, RECORD IT AND CAREFULLY SAVE IT IN A SECURE PLACE OUTSIDE THE SAFE**
>
> **KEEP THE MECHANICAL KEYS TO OPEN THE SAFE IN EMERGENCY IN A SECURE PLACE OUTSIDE THE SAFE**
>
> **SAFE MANUFACTURER DOES NOT DELIVER SPARE KEYS**

b) *Changing the administrator's password*

The change of the administrator's password can be done only by the person authorized to execute the administrator's post by the safe operator. It is recommended that only the person who changed the password know the new administrator's password. The administrator has special rights and performs the administration of the safe users.

The change of the administrator's password can be done only if the safe has been opened by means of the administrator's password. The procedure to change the administrator's password is as follows:

When the safe door is open, enter the administrator's password (**0123456** when putting the safe in operation, or the valid one when the factory set password has already been changed). The safe enters the "enter/change data" mode, which is indicated by whirring (it is generated all the time when the mode is activated). Within 5 minutes, it is necessary to start entering a new administrator's password. Any new password can be 7 to 11 digits long.

Enter the digit **0** (administrator's number). The green LED indicator goes on. Now, enter a 6 to 10 digits long code and push the ENTER key. The green LED indicator goes off and a long tone sounds confirming the password entered is formally correct.

After the password has been entered, the safe starts beeping and the green LED indicator starts flashing to inform the user to enter the new password once more to confirm it. Push the key **0** and enter the same 6 to 10 digits long code again. Do not push the ENTER key this time. If the procedure has been successful, the safe will store the new password and play the "new password" melody, the green LED indicator will go on for a short time, and the "enter/change data" mode will come to an end. The original administrator's password (**0123456** or any other one) is now deleted – overwritten with the new one.

It is essential to record, carefully store, and remember well the new administrator's password. If it is forgotten, it will not be possible to perform any of the following administrator's activities:

- creation or deletion of users no. 1 to 9
- check on and correction of the safe's exact time
- cancellation of some safe's error conditions
- the same activities as the other users can do

c) *Creating user passwords*

The safe can have at most 9 other users distinguished by digits 1 to 9 (the first digit of any user password). Each user has his/her own password 7 to 11 digits long, the first digit of any password is a user number. The safe operator is supposed to determine the number of users. When a user password is being created, the administrator and the user whose password is to be created should be present.

The administrator adds users in the "enter/change data" mode. The safe enters this mode when the safe lock is unlocked, the safe door is open, and the administrator has entered the valid administrator's password.

For the safe to be able to enter the "enter/change data" mode, it is essential to open/unlock the safe by means of the administrator's password.

The procedure to create a user password is as follows:

When the safe door is open, **the administrator,** using the safe's keypad, **enters the administrator's password**. The safe enters the "enter/change data" mode, which is indicated by whirring (it is generated all the time when the mode is activated).

In this mode, **the administrator enters the number of the created user** (1 to 9). In general, when creating a new user password, it is not allowed to use the number of the user whose password has already been created. If such a number is entered, the safe will report an error by forcing the red LED indicator to go on and the "enter/change data" mode will be cancelled. If no user with the given number exists, the safe will play a long confirming tone and the green LED indicator will go on for a short time.

Further, the new user continues, who has to start entering his/her password within one minute. The first digit to be entered by the user has to be the number of the just created user, which was entered by the administrator. If the user does not start to enter the password within one minute, the "enter/change data" mode will be cancelled.

After the user number has been entered, the green LED indicator goes on. Now, the new user has to enter a 6 to 10 digits long code and push the ENTER key. The green LED indicator goes off and a long tone sounds confirming the password entered is formally correct.

When the new password has been correctly entered, the safe starts beeping and the green LED indicator starts flashing to inform the user to enter the new password once more to confirm it. The new user has to enter the new password again, but not to push the ENTER key this time.

When entering a password, the time interval between pushing any two consecutive keys can be maximum 6 seconds, when entering the password for the second time, it is necessary to start entering it within 30 seconds from the beginning of the informative beeping and flashing.

If the procedure has been successful, the safe will store the new password and play the "new password" melody, the green LED indicator will go on for a short time and the "enter/change data" mode will come to an end.

The procedure has to be repeated as many times as many user passwords are to be created.

d) *Changing one of the user passwords*

Only the person that already has his/her user password is allowed to change it. **The second condition is the safe has to be opened by means of the user password to be changed.**

When the safe door is open, using the safe keyboard, enter the password that was used to open the safe. The safe enters the "enter/change data" mode, which is indicated by whirring (it is generated all the time when the mode is activated). Now, within 1 minute, start entering a new user password. The new password can be 7 to 11 digits long.

Enter the user number digit (the first digit of the new password has to be the same as in the original password). The green LED indicator goes on. Now, enter a 6 to 10 digits long code and push the ENTER key. The green LED indicator goes off and a long tone sounds confirming the password entered is formally correct.

After the password has been entered, the safe starts beeping and the green LED indicator starts flashing to inform the user to enter the new password once more to confirm it. Push the user number key and enter the same 6 to 10 digits long code again. Do not push the ENTER key this time. If the procedure has been successful, the safe will store the new password and play the "new password" melody, the green LED indicator will go on for a short time, and the "enter/change data" mode will come to an end. The original user password is now deleted – overwritten with the new one.

Setting the safe's operating parameters

*This part of the "putting the safe in operation" procedure is done through a PC (connected to the safe) by means of the **"TrezMan"** configuration software. The basic (first) settings, according to the operator's requirements, are done by the seller during the selling of the safe.*

When these settings have been done, the safe is prepared for its regular operation according to the safe operator's requirements.

Safe operators, to administer their safes and to record the history of events during their operation, can purchase the following set of additional options (they are not part of the safe standard accessories) from any seller of these safes:

- *a CD containing the **TrezMan** software (to be installed on a PC), installation and operation manual, and other useful publications*
- *a USB cable interface to connect the safe to a PC*
- *a HASP USB dongle for the **TrezMan** software*

It is inevitable for the safe operator to carefully read the "TrezMan" software installation and operation manual before connecting the safe to a PC and starting to set the safe operating parameters.

After the "TrezMan" software has been installed on a PC, it is necessary to interconnect the PC and the safe with the USB cable interface and to connect the HASP USB dongle to the PC to activate the "TrezMan" software (both cable and dongle are parts of the set of additional options mentioned above).

The "TrezMan" software enables the operator to change the set operating parameters according to its (his/her) current requirements, to check the safe status or to read/print out the safe events history (up to 4095 events).

It is particularly important that the safe operator can use the "TrezMan" software to change the settings of the following parameters:

- delay time to open the safe (0 to 60 minutes)
- safe operating mode ("one-password" or "two-passwords")
- working hours
- holiday dates (maximum 64 dates)
- dates of summer-to-winter time and vice versa transitions (maximum 16 transitions)
- safe operation with or without the administrator's password
- safe name
- safe exact time (clock)

2. *Putting the safe in operation*

Setting up the parameters before putting the safe in operation

The safe operator should unambiguously define its (or his/her) requirements to set the safe parameters. **They are then programmed by the seller** by means of the **TrezMan** software, which serves for the **setting of the following parameters** (it also makes it possible to read the event log):

- **delay time to open the safe**, it means the time from the entering of the valid password first time to the entering of the same password second time (and safe opening) – this time can be adjusted from 0 (immediate opening) up to 60 min.
- **safe operating mode – "one password" or "two passwords"**, it means whether, to open the safe, one or two persons are necessary (to be present)
- **working hours**, it means whether the safe can be opened at any time (this mode is factory set) or only during defined time intervals (e.g. from 8:00 to 10:00, 13:00 to 15:00 and so on), these time intervals can be independently defined for each day of the week and separately for holidays
- **holiday dates**, it means the days when it will not be possible to open the safe at all or only during the time intervals defined by the working hours for holidays
- **dates of summer-to-winter time and vice versa transitions** in accordance with their establishment in any concrete country
- **safe operation with or without the administrator's password**, it means possible administrator's password cancellation after the required user passwords have been created
- **safe name**, which is particularly important in the cases when the operator uses more safes with the SOPHIA TIMELOCK time lock

Putting the safe in operation procedure

a) The first unlocking of the safe

Push the ENTER key on the safe's keypad, safe battery condition test will be carried out. The safe has to respond with showing the safe battery condition. If the batteries are in good condition, the safe will play the "hello" melody and all the LED indicators will flash three times. If the safe plays the "error" melody and the yellow LED indicator is on (batteries discharged) or flashes (batteries deeply discharged), it is necessary to replace the batteries with new ones (recommended types).

From the safe's keypad, enter the factory set administrator's password, it means **0123456**. The time interval between entering any two consecutive digits is maximum 6 seconds. After the last digit has been entered, the safe will play the "open" melody and the green LED indicator will go on for a short time.

When the set time delay has elapsed, the safe informs the user (beeping and LED flashing) that it is necessary to enter the password once more. Enter the **0123456** password again. After it has been entered, the green LED indicator will go on, the safe will unblock the lock and play the "open" melody at the same time.

Within a 5-second period, turn the safe door hand wheel clockwise to unlock the safe, otherwise it will become blocked again and it will be necessary to repeat the whole opening procedure from the beginning.