

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 Idle Screen

```

AMSEC   SafeWizard

          LOCKED

OCT 10 2002  11:48 AM
A/C OK      Battery OK
              Ready
  
```

This is the "Idle Screen", indicating the system is secure and waiting for a user to LOGIN.

Messages that indicate alert conditions will appear on the "Ready" line at the bottom.

When a User attempts to put in a PIN directly, asterisks will appear on the second line above LOCKED.

Under normal conditions, the display should look as it does above. If you have not plugged your A/C transformer into a wall outlet and plugged it into the Power Supply Module, the display will indicate *A/C OFF*. This means the SafeWizard is operating on Battery Power and the Display Backlighting will go out after a short delay. Pressing any key will revive the Backlighting.

I.2 After Valid Key Presentation

```

Please Enter Your

Pin : *****

Then Press ENTER or
      QUIT To Cancel
  
```

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

As you press numbers, the asterisks will appear. You may use the **BACK** key to back up if you make an error.

Note:

Don't let others observe you keying in your PIN, 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.

I.3 Main Menu

```

SafeWizard Main Menu

1 Doors
2 Deposits
3 Administration
4 Audits

      QUIT To Cancel
  
```

Once you have been authenticated (checked 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.

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 (Menu 1)

```
1 Open Door 1
2 Open Door 2

7 Timelock a Door Now
  QUIT BACK
```

By Selecting item 1 from the Main Menu, you have “*drilled*” into the next menu level for Doors. All doors enrolled in the system will be listed on this screen, If your user does not have permission to open a door, an “Access Denied” screen will be shown.

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

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 drill into any desired menu very quickly. For example, from the Doors Menu above you can press **MENU-3-1-5** and drill into the Display User List screen as fast as you can press the keys.

I.5 User Listing Screen (Menu 3-1-5)

```
  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 procedures.

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 place for all actions performed by the SafeWizard. 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 1 will take you to the “Doors” menu.

1.2 Doors Menu (Menu 1)

- 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 “drilled” into the next menu level for Doors. Only real installed doors will appear in this menu. To open Door 2, assuming that Door 2 is behind Door 1. Select Door 2 from this menu, the SafeWizard will know that it has to open door 1 in order to open Door 2.

After you have selected the door that you want to open, if there is no time delay or timelock set on that door skip to 1.6 “Door Open Screen”. If there is a time delay or timelock 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 continue to the “Door 2 Openable screen.”

1.4 Door Openable screen

Door 2 Openable For

05:00

Minutes

Login to Open Door

This is the “Door Openable Screen”, indicating the specified door can be opened for the displayed amount of time. Once this time expires, 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

```
Please Enter Your  
Pin : *****  
Then Press ENTER or  
QUIT To Cancel
```

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

```
Open Door :1  
  
00:05
```

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

```
Door 1 Open  
  
02:00
```

This is the "Door open screen", indicating the specified door can be open for 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.

**** Note****

If the door in questing has a Direct Locking mechanism (Slam Bolt) without a sensor there will be no indication if the door is not locked. Once all of the doors have been closed, the SafeWizard will return to the "Idle 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 for deposits.

2.2 Deposits Entry Screen (Menu 2)

Deposit Value
\$ 10.00

Deposit Record

No to Clear
Enter Quit

By entering 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 (Menu 2)

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 field is automatically generated as the record number.

2.4 Deposits Validation Screen (Menu 2)

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.

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.

2.5 Deposits Validation Screen (Menu 2)

A Deposit of \$10.00
Record 111111111111

Will be Posted for
user name
Is this Correct?

Yes - No - Quit

If there is a deposit door lock installed on this safe, then that lock will activate when the **YES** key is pressed.

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 for Administration.

3.2 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

These menu selections do the following.

1. Set Up Users: User set up and maintenance performed in this area.
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.

3.3 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

4. Setup Factory: Factory specific access control settings are located here.
5. Change your PIN: These screens are for the current logged on user to change their PIN.

The administrative functions listed in this chapter are only for authorized SafeWizard Administrators. 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.

3.4 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 User Administration

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 (Menu 3)

```

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 for Set Up Users.

3-1.2 Setup Users Menu (Menu 3-1)

```

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
```

This is the User Administration Menu.

These menu functions are only available to managers and users with specific permissions to modify or add subordinate users.

3-1.3 Setup Users Menu (Menu 3-1)

```

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: Allows a users to enroll a new "subordinate" user
2. Modify User Profile: Allows a user to change the permissions of a "Subordinate" user
3. Delete A User: Allows a user to delete a "Subordinate" user.

3-1.3 Setup Users Menu (Menu 3-1)

```

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
```

4. Enable/Disable User: Allows a user to either activate a disabled or inactive user, or to disable or deactivate an enabled user. This could be used when a users went on a leave of absence or vacation.
5. Display User List: Displays a list of all SafeWizard users, and their last login date and time.

3-1.3 Setup Users Menu (Menu 3-1)

- | |
|-----------------------|
| 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 |

- 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.
- 7. Purge All Users: Deletes all users below the UAL of a manager. See Appendix B for a complete UAL listing.

Chapter 3-1-1 Add A New User

3-1-1.1 New User Validation Menu (Menu3-1-1)

```

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

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

3-1-1.2 New User Validation Menu (Menu3-1-1)

```

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.

3-1-1.3 New User Validation Menu (Menu3-1-1)

```

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

1. Dallas Key: Select this validation mode for Dallas Key type users.
2. Card Swipe: Select this validation mode for magnetic card swipe users.
3. Fingerprint: Select this validation mode for fingerprint users. This validation type is used with a Sony Puppy fingerprint reader.
4. Proximity: This item is currently under development.

3-1-1.4 New User Validation Menu (Menu3-1-1)

```

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 3 times. It is important to insure that you place the same finger on the device all 3 times, and that you approximate the location of your finger on the reader each time. After 3 successful reads you will be advanced to "New User Setup by Permission Screen".

3-1-1.5 New User Validation Menu (Menu3-1-1)

```

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.

****NOTE****

Fingerprint and Card Swipe need to be configured before use. Configuration of these devices is outlined in Chapter 3-4-4.

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 (Menu 3-1-1)

```

New User Permission
  Setup by

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

Selecting option 1 you can create a new user by selecting a predefined User Profile. The advantage to this method of user creation is that by choosing a profile that already contains most or all of the permissions that our new user needs, you can setup users much faster than defining each permission one at a time.

3-1-1-1.3 New User Permission Menu (Menu 3-1-1-1)

```

New User ID No. 06

  Enter User Name
-

Enter To continue
  QUIT To Cancel
```

At this screen you enter the user name for our new account. You do this by punching the number keys that correspond with the letters that are on them. For instance; for 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 how a user is one of the ways that a user is identified in the Audit Record of the SafeWizard. They 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 in to 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
```

Now you must 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) Pressing **NEXT** and **BACK** scroll through the 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 comes 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 say "Writing to Database". The user information is then written to the SafeWizard controllers database and backup database.

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

****Note****

The Default PIN for all new users is "11111". 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 (Menu 3-1-1)

```

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 our new account. You do this by punching the number keys that correspond with the letters that are on them. For instance; for 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 how a user is one of the ways that a user is identified in the Audit Record of the SafeWizard. They 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 in to 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 comes 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 say "Writing to Database". The user information is then written to the SafeWizard controllers database and backup database.

The process of adding a user by profile is now complete. The SafeWizard will automatically return to the "Set Up 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 advanced permissions 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 permissions needed with some highly specialized users. For those instances you are given the ability to create a Custom User.

3-1-1-3.2 New User Menu (Menu3-1-1)

```

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 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
```

At this screen you enter the user name for our new account. You do this by punching the number keys that correspond with the letters that are on them. For instance; for 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 how a user is one of the ways that a user is identified in the Audit Record of the SafeWizard. They 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 in to 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 give 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 give 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 in 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. Allowing managers to use one key at multiple stores.

3-1-1-4.1 New User Permission Menu (Menu 3-1-1)

```
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 key.

3-1-1-4.2 New User Permission Menu (Menu 3-1-1)

```
Present New
  Users Key

QUIT
```

Present the users 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

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 (Menu 3-1)

```

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.

The Valid. Mode you can move down to that 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 controllers 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 (Menu 3-1)

```

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 (Menu 3-1-3)

```

Select User to Delete

      01
Bob

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

At this screen you 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 comes 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 (Menu 3-1)

```

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 (Menu3-4)

```

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 (Menu 3-1)

```
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 (Menu3-1-1)

```
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. Using 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 (Menu 3)

```
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 (Menu3-6)

```
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 (Menu3-6)

```
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 (Menu3-6)

```
User List Sent to

Parallel Printer

ENTER
```

Next comes the confirmation screen. Press **ENTER** to go back to the Setup Users Menu.

Chapter 3-2 Access Control

3-2.1 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 number 2 for, Set Access Control.

3-2.2 Access Control Menu (Menu 3-2)

```
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: Custom holiday settings.
4. Penalty Lockout: lockout attempts, and lockout time.
5. PIN Life: PIN expiration configuration.

****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 (Menu 3-2-1.1)

```
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 (Menu 3-2-1-1)

```
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.

3-2-1.1.3 Access Control Menu (Menu 3-2-1-1)

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

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 (Menu 3-2-1-1)

```

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" for 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 (Menu 3-2-1-1)

```

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 (Menu 3-2-1-1)

```

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 (Menu 3-2-1-1)

```

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. But an upward count could be counting to any amount of time. This setting is very psychological in nature, and that is why it is defaulted to "UP".

3-2-1-2.3 Time Delay Doors Screen (Menu 3-2-1-1)

```

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 (Menu 3-2-1-1)

```

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 (Menu 3-2-1-1)

```

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 (Menu 3-2-1-1)

```

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 here starting with Sunday 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 (Menu 3-2-1-1)

```

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 from.

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 (Menu 3-2-1-1)

```

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. Scrolling through the doors is done 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 Time Lock Menu (Menu 1-7)

```

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 (Menu 3-2-1-1)

```
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 (Menu 3-2-1-1)

```
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. **This timelock is irrevocable.**

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 (Menu 3-2-1-1)

```

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 (Menu 3-2-1-1)

```

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

3-2-2.1 Access Control Menu (Menu 3-2)

```
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.

3-2-2.2 Access Control Menu (Menu 3-2-2)

```
D/L Saving Enabled
Starts on the First
SUN in APR at 02:00
Next Event 04/04/2004
Ends On Last
SUN in OCT at 03:00
Next Event 10/26/03
  Back
```

If this SafeWizard is located somewhere that does not participate in Daylight Savings then it is important for this feature to be turned off. That is the purpose of this screen. Pressing the **NO** key on the keypad will change the Enabled at the top of the screen to Disabled. Press **Quit/Save** to exit

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.

3-2-3.1 Access Control Menu (Menu 3-2)

```
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.

3-2-2.2 Access Control Menu (Menu 3-2)

```
Holiday 1    01/01/04
Holiday 2    00/00/00
Holiday 3    00/00/00
Holiday 4    00/00/00
Holiday 5    00/00/00
Holiday 6    00/00/00
  NEXT Set
  QUIT To Continue
```

The SafeWizard has 6 programmable holidays. 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.

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 (Menu 3-2)

```
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 (Menu 3-2-4)

```
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 (Menu 3-2)

```
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 (Menu 3-2)

```
  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 (Menu 3)

```
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 (Menu 3-1)

```
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 to navigate the screen the number keys to modify the number fields, and using 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
```

System ID: this menu is used to change the Company and Location codes, as well as the system name.

Locks & Doors: Then number, type,

Chapter 3-4-2 Factory Menus Locks & Doors

3-4-2.1 Locks and Doors Menu (Menu 3-4-2)

```
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

3-4-2-1.1 Locks and Doors Menu (Menu 3-4-2)

```

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 (Menu 3-4-2)

```

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 (Menu 3-4-2)

```

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. (i.e. 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 (Menu 3-4-2)

```

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

QUIT back

```

Press 2, Set Door Sensors

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 (Menu 3-4-2)

```

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 (Menu 3-4-2)

```

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 for the door in question. The `Meas` field indicates the current measurement received from the door sensor. 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. The `Tolerance` indicates how much the door sensor can be moved before a tampering situation is reported.

****NOTE****

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

Chapter 3-4-2-3 Factory Menus Locks & Doors Set Entry Doors

3-4-2-3.1 Locks and Doors Menu (Menu 3-4-2)

```
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.

Chapter 3-4-2-4 Factory Menus Locks & Doors Set Installed Doors

Set Installed Doors is used to configure the number of door installed on a giving system.

3-4-2-4.1 Locks and Doors Menu (Menu 3-4-2)

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

Press 4, Set Installed Doors.

```
QUIT back
```

3-4-2-4.2 Locks and Doors Menu (Menu 3-4-2)

```
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 (Menu 3-4-2)

```

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

```

Press 5, Setup Deposit Lock.

QUIT back

3-4-2-5.2 Locks and Doors Menu (Menu 3-4-2)

```

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, and 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 usage by user, date, event, and even by which door was opened. The process for this 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 more 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 (Menu 4)

```
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 (Menu 4)

```

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 (Menu 4-1)

```

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, 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

```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

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

```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

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 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
```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

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

```

This type of audit is used if you would like to see a report of 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 and 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

```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

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
```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

Chapter 4-6 Full Audit

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
```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

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

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 audit who, when and how much a deposit was made for. The shift report is used to show what deposits were posed during a specific period of time. The deposits by user will give you a report of when a specific user made deposits. And finally all deposit records is a chronological listing of all deposits made.

Chapter 4-7-1 Deposit Report Shift Report

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 posed during a specific period of time.

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
```

The shift report is used to show what deposits were posed during a specific period of time.

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
```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

Chapter 4-7-2 Deposit Report Shift Report

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 (Menu3-1-3)

```
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
```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

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
```

Currently, only the first two audit options are available. The SafeWizard will soon be able to incorporate serial communication as well as IR for palmtop computers.

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	21
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	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	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
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	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	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