SafeWizard®

Access Control System

Operating Instructions

Table of Contents

Text Display Language Selection

Select Menu button from Locked Screen. User can Select Language screen by pressing Soft key 3 option LANG.

Select the number of the language you wish to have the information displayed in:

1. English
2. Espanola (Spanish)
3. Francois   (French)
4. Deutsch   (German)

Press **ENTER** to save selected Language.

Quick Reference Sheets

At the end of this manual there is a Quick Reference Sheets that can be utilized when performing basic tasks with the SafeWizard® Safe Access Control System.

- Adding a "New User"

- Deleting a "User"

- Assigning a pre-enrolled key to another employee

- Accessing a door with Time Delay

- Changing your P.I.N. (Personal Identification Number)

Introduction

Login and Navigation

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

I.1 Status Screen

```
AMSEC  Safe Wizard-II


  LOCKED


APR 25 2014 10:30  AM
       Ready
```
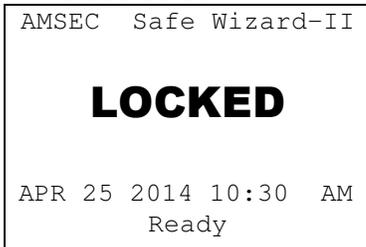
This is the "Status Screen," indicating the system is secure and waiting for a User to LOGIN.

System "alert" messages will appear at the bottom of the screen in place of the word "**Ready**" and the Line above it, if a condition occurs requiring attention.

Under normal conditions, the display will appear as above in Illus.I.1. Time will be updated in each minute.

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

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

```
  Please Enter PIN
    *-*-*-*-*-*




QUIT          ◄   ENTER
```
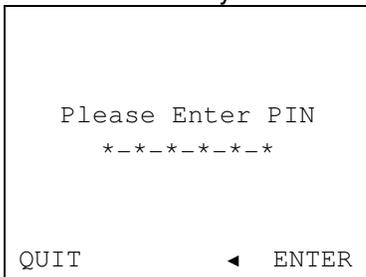
After you have presented your Dallas Key to the Key-reader, this screen appears so you can enter your **P**ersonal **I**dentification **N**umber (P.I.N.).
As you press the numbers, asterisks will appear indicating each number has been entered. You may use the short cut key below the '◄' symbol to back up if you make an error.
After entering your P.I.N., press ENTER.

Security Note:
Don't let others observe you keying in your P.I.N. or tell anyone what it is.
Validation: Also referred to as authentication, requires that the Dallas Key presented is "enrolled" in the system, and that the matching PIN code is correct for the user who was assigned that key.
Other validation choices is P.I.N. only .

I.3 Main Menu

```
 SafeWizard Main Menu
1 Doors
2 Deposits
3 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
    DR1  DR2
```

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

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

I.4 Doors Menu

```
  Enter Door Number
      To Open


        XX


     Press # for
   Immediate Lock
BACK       #   ENTER
```

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

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

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

I.5 User Listing Screen

```
User Listing User XXX

     [User name]
Last Login
          10/21/14
          10:30 AM
Enrolled  10/15/14

BACK   ◄      ►
```

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

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

Note:
The previous example in I.2 is for logging in using the Dallas key validation mode.
There is also the choice of a P.I.N. only

Introduction
Device Enrollment

I-1.1 Init Screen

```
Initializing...

      Please Wait
```

During the Boot up Initialization screen will appear.

System will check for Locks and if locks are identified Enrollment for locks will be asked. User can Skip the Lock enrollment by pressing SKIP option from the Menu.

In the same manner checking for Nodes, Connectivity Module and Power module will happen Sequentially.
After check/enrollment status will be displayed for each module.
If new configurations are not identified, Initialisation Status messages will be displayed and moved to Locked Menu.

I-1.2 Enroll Locks

```
        Checking
         Locks
```

I-1.3 Enroll Locks

```
    Lock Enrollment
Locks Expected      X
Locks Found         X
Locks Enrolled      X

1 Enroll New Lock(s)

BACK            SKIP
```
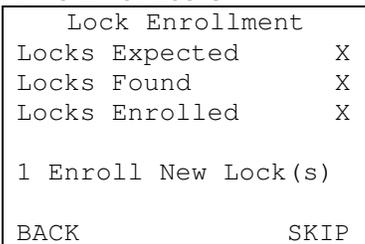
If a connected Lock is not enrolled this menu will be prompted. For this the lock number found should be less than the configured Lock count. Otherwise it will go to I-1.5 to display Status.

I-1.4 Enroll Locks

```
     Enroll Lock
   Lock Found No. X
 Serial No. ELXXXXXXX

Enter Factory Code:
     X-X-X-X-X-X-X-X

BACK          ◄ ENTER
```
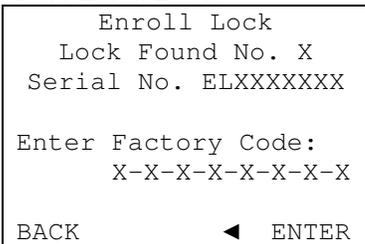
I-1.5 Enroll Locks

```
Locks Expected     X
Locks Found        X
Locks Enrolled     X
```

I-1.6 Enroll Node Module

```
   Checking Node
      Modules
```

I-1.7 Enroll Node Module

```
   Node Enrollment
Nodes Expected       X
Nodes Found          X
Nodes Enrolled       X

1 Enroll New Node(s)

BACK            SKIP
```
If a connected Node is not enrolled this menu will be prompted.
Otherwise it will go to I-1.9 to display Status.

I-1.8 Enroll Node Module

```
 Enroll Node Module
  Node Found No. X
 Serial No. ELXXXXXXX

Enter Factory Code:
    X-X-X-X-X-X-X-X

BACK        ◄  ENTER
```
User need to Enter correct factory code here.

I-1.9 Enroll Node Module

```
Nodes Expected     X
Nodes Found        X
Nodes Enrolled     X
```

I-1.10 Enroll Connectivity Module

```
        Checking
       Connectivity
          Module



```

I-1.11 Enroll Connectivity Module

```
 Connectivity Module
      Enrollment
C-Mod Expected     X
C-Mod Found        X

1 Enroll New C-Mod

BACK            SKIP
```

If a connected Connectivity module is not enrolled this menu will be prompted. Otherwise it will go to I-1.13 to display Status.

I-1.12 Enroll Connectivity Module

```
 Enroll Connectivity
        Module
 Serial No. ELXXXXXXX

Enter Factory Code:
     X-X-X-X-X-X-X-X

BACK          ◄  ENTER
```

I-1.13 Enroll Connectivity Module

```

C-Mod Expected     X
C-Mod Found        X
C-Mod Enrolled     X



```

I-1.314 Enroll Power Module

```
        Checking
      Power Module



```

I-1.315 Enroll Power Module

```
     Power Module
      Enrollment
PSM Expected       X
PSM Found          X

1 Enroll New PSM

BACK               SKIP
```

If a connected Power module is not enrolled this menu will be prompted. Otherwise it will go to I-1.17 to display Status.

I-1.16 Enroll Power Module

```
     Enroll Power
        Module
 Serial No. ELXXXXXXX

Enter Factory Code:
     X-X-X-X-X-X-X-X

BACK           ◄  ENTER
```

I-1.17 Enroll Power Module

```


PSM Expected      X
PSM Found         X
PSM Enrolled      X


```

Enter valid Factory Code and board number to enrol the board successfully.

Note: PSM (Power Supply Module) AC ON/OFF status and Battery Percentage status will be displayed in Locked screen alerts. If the PSM is on battery LCD back light will become dim. If user presses any key LCD back light become bright.

Introduction

Help Menus

I-2.1 Help Menus

```
Safe Serial Number
         XXXXXXXXXX
Controller FW Version
      CW.X.XX.XX.XX
Courier Owned Safe


BACK       LANG  NEXT
```

Safe Serial number and the controller Firmware version will be displayed in this Menu. Make pin user login will also possible from this menu. Information regarding whether the safe is a Courier owned safe or not will also be available here.
User can select different system languages by pressing Soft key 3.

I-2.2 Help Menus

```
Contr. Serial No.
         ELXXXXXXXX
Company Code
         XXXXXXXXXX
Location Code
         XXXXXXXXXX
MakePIN Factor   XXXX
BACK  FACT DIAG  NEXT
```

Controller Serial Number, Company code and Location code will be displayed in this menu.
Make PIN Factor can be generated from this menu by pressing softkey2 or #key press.

I-2.3 Help Menus

```
  Lock Information
       Lock 1
Version    X.XX.XX.XX
Ser.No.   ELXXXXXXXX
       Lock 2
Version    X.XX.XX.XX
Ser.No.   ELXXXXXXXX
BACK          NEXT
```

Lock information will be displayed in this menu if lock is configured .
If the configured lock count is greater than 2 user can see the remaining board details in NEXT soft key press.

I-2.4 Help Menus

```
  Node Controllers
       Node 1
F/W Ver.   X.XX.XX.XX
S/N        ELXXXXXXXX
       Node 2
F/W Ver.   X.XX.XX.XX
S/N        ELXXXXXXXX
BACK          NEXT
```

Node information will be displayed in this menu if Node is configured.

I-2.5 Help Menus

```
Connectivity Module


F/W Ver.   X.XX.XX.XX
S/N        ELXXXXXXXX




BACK            NEXT
```

Connectivity information will be displayed in this menu if Connectivity is configured

I-2.6 Help Menus

```
     BILL READERS
BR1 SN XXXXXXXXXXX
APP # XXXXXX
VAR # XXXXXX  N : USD
BR1 SN XXXXXXXXXXX
APP # XXXXXX
VAR # XXXXXX  N : USD
BACK            NEXT
```

Bill reader information will be available from this menu.

I-2.7 Help Menus

```
Controller FFW Info

    FFW Version
    X!XX!XX!XX




BACK            NEXT
```

FFW Information for all the configured boards can be viewed on pressing NEXT softkey.

I-2.8 Help Menus

```
 Ethernet Networking
IP    192.168.013.243
Subnt 255.255.255.000
Gatewy192.168.013.001
DNS   192.168.013.088
PORT 4562   Static IP
MAC AA-AA-AA-AA-AA-AA
BACK            NEXT
```

Ethernet Networking information will be displayed in this menu.

I-2.9 Help Menus

```
   WiFi Networking
IP    xxx.xxx.xxx.xxx
Subnt xxx.xxx.xxx.xxx
Gatewyxxx.xxx.xxx.xxx
DNS   xxx.xxx.xxx.xxx
PORT xxxx        DHCP
MAC xx-xx-xx-xx-xx-xx
BACK
```

Wi-Fi Networking information will be displayed in this menu.

Diagnostics Menus

I-3.1 Diagnostics Menu

```
   Diagnostics Menu


1 Alerts
2 Compatibility Info
3 Last Run Ver. Info



BACK            PRINT
```

Diagnostics Information's can be viewed from this menu.

I-3.2 Alert Diagnostics Menus

```
   System Alerts


   Board Not Found
      Lock 01



            NEXT
```

All the system alerts can be viewed from this menu, by pressing NEXT softkey.

I-3.3 Compatibility Diagnostics Menus

```
Incompatible Firmware


Update Node Module to
  Version 1.04.00.00



            NEXT
```

If any of the connected board is in Incompatible firmware, It will be displayed in this section.
If no incompatible firmware is present "No Incompatibility Found" message will be displayed.

I-2.4 Last Run version Diagnostics Menus

```
     Controller
  Last Run Ver. Info

     UFW Version
      1.04.01.07
     FFW Version
      1!04!00!15
BACK            NEXT
```

Last run versions of all the configured Boards can be Viewed on pressing BACK/ NEXT Soft keys.

Chapter 1
Door Operation

1.1 Main Menu

```
 SafeWizard Main Menu
1 Doors
2 Deposits
3 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
    DR1  DR2
```

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

Navigation through the menus is accomplished generally by selecting a menu item by its number. Pressing 1 will take you to the "Doors" menu.
Note: Some Menu items will be restricted from Users not having authority. The message "Insufficient Access Rights" will be displayed after selecting the Menu Item number.

1.2 Doors Menu

```
   Enter Door Number
       To Open


        XX


     Press # for
   Immediate Lock
BACK           ENTER
```

By selecting item 1 from the Main Menu, you have navigated to the menu for a Door selection. Only real installed doors can be selected from this menu.
For this example Door 2 is understood to be physically located behind Door 1.To open Door 2, enter 2 from this menu. The SafeWizard® will know that it has to unlock Door 1, then unlock Door 2.
This feature simplifies accessing an inner door in a busy environment.

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

1.3 Time Delay Screen

```
Door 2 Time Delayed



   00:00



          CANCEL
```

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

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

1.4 Door Openable screen

```
Time Delay Complete

  Login to Enter


   05:00




          CANCEL
```

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

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

1.5 After Valid Key Presentation

```
 Enter PIN then ENTER
    *-*-*-*-*-*




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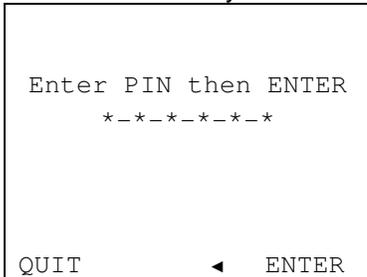
After presenting your Dallas Key you will need to reenter your PIN number on this screen to open the lock.

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

1.6 Door Open Screen

```
Asset Vault Open



1 Open Other Doors




       02:00
```
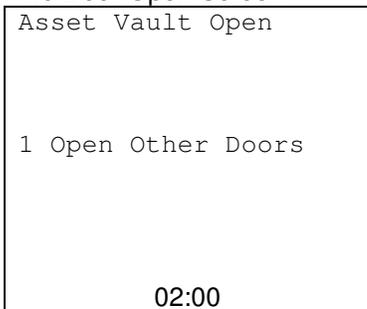
This is the "Door Open" screen, indicating the specified door can be open for the displayed amount of time. Once this time expires, if the door has not been closed, the lock will issue an audible alarm to let you know that a door has been left open. Closing the door will remove the alarm. **See note!** The Open Other Doors in this menu will help to open the other installed doors from this menu.

** Note**

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

Chapter 2-1

Deposit Operations-
Manual Deposits

Manual drops are deposited into the safe as "Said to Contain" amounts. Users will be provided a receipt to attach to the drop identifying the user who made the drop.

2-2.1 Main Menu

```
 SafeWizard Main Menu
1 Doors
2 Deposits
3 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
     DR1  DR2
```

From the main menu, select 2 for Deposits.

2 -2.2 Deposit Category Screen

```
        Deposits
   Select Drop Type

1 Cash
2 Coins
3 Checks
4 Other

BACK
```

Users will have the ability to select a Asset type.

2 -2.3 Deposit Entry Screen

```
        Deposit
         CASH


    Enter Deposit
       Amount
       $10.00

BACK  ◄      ►   ENTER
```

The drop category is displayed on the screen. In this situation, CASH was selected.
Enter the amount of the deposit.
BACK takes to the previous screen, 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 -2.4 Deposits Confirmation Screen

```
        Deposit
         CASH


        $ 10.00

   Is this correct?

BACK          SAVE
```

The user is asked to confirm the drop amount. The use will select YES to proceed or NO to go back to the category screen.   A receipt will print after the user select YES.

2.-2.5 Receipt Print Screen

```
        Deposit
         CASH


     Prepare drop


  Press ENTER When
        Ready
                  ENTER
```

The transaction receipt will print, and the user will need to select ENTER once the receipt has been attached to the deposit.

NOTE:
SafeWizard® safes may have a drop slot or a deposit draw. If the safe is equipped with a drop slot, the Open Deposit Drawer screen will not appear.

2-2.6 Deposit Draw Screen

```
     Deposit door
       open for




        00:05
```

The user will need to pull the deposit drawer open and place the drop inside the opening. The user will then push the drawer closed.

2-2.7 Deposit Draw Not Opened or Locked Open

```
  Deposit Door


  Locked Open
       or
  Not Opened
```

If the deposit door is not opened, then this menu will be displayed. If it is locked open then also this menu will be displayed.

2-2.8 Deposit Draw Open Timeout

```
  Deposit Door
   Left Open



   CLOSE DOOR
```

If the deposit door is not closed before time out, then this menu will be displayed. When the user push the drawer closed LOCKED menu will be displayed.

2-2.9 Receipt Screen

```
    Printing..
  Please Wait..
```
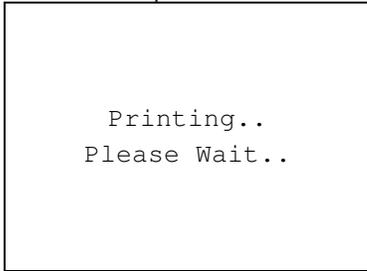
Receipt will be printed according to the number of receipt set by user in the receipt setting Menu.

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 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
    DR1  DR2
```

From the Main menu, select 3 Administration.

3.2 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
BACK
```

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

1 User Management: Add User, Modify a User, and Delete a User.

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

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

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

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

6 USB Operations: Allows user to Load system, Save system, Save Audit and firmware update.

7 Cash Management: Is used to set-up cash management system.
.

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

3.3 Access Denied Screen

```
    Access Denied
```

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

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

Chapter 3-1

Administration- User

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

3-1.1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
BACK
```

From the Administration Menu, select **1 User Management**.

The following menu functions are only available to Managers, Remote Admin and Super User which have specific permissions to modify or add subordinate users. User should have UAL 6 or above to access this menu.

3-1.2 Setup Users Menu

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

These menu selections do the following:

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

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

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

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

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

6 Print User List: Prints the same information from the Display User list.

7 Purge Users: Deletes all users below the UAL of the User initiating this function. Starts with a Manager level with a UAL of # See Appendix B for a complete UAL listing.

Note: This is useful if there has been some time that the User file has not been updated to delete personnel that currently are not active.

Chapter 3-1-1

Add A New User

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

3-1-1.1 New User Validation Menu

```
     Select User
   Validation Mode
1 PIN Only
2 Key Only
3 Key and PIN


QUIT
```

Adding New Users can be accomplished by:

0. **Pin Only**: 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 1 to 3 digits of entered PIN.

1. **Key Only** (option): Select this validation mode for Dallas Key Only type users.

2. Key and Pin: Select this validation mode for Dallas Key and PIN type users.

These options will be displayed as per the validation mode settings.

3-1-1.2 Dallas Key Validation Menu

```
  New User ID : XXX


  Present New User's


     Digital Key


BACK
```

After selecting 1 for Key Only you will be prompted to present a Dallas Key to the reader. After a successful read, you will be advanced to "Dallas key Confirmation Menu".

3-1-1.3 Dallas Key Confirmation Screen

```
New User ID  :  XXX


Confirm User's Key



QUIT
```

On confirming the Dallas key you will be advanced to "Permission Setup Menu".

3-1-1-1.1 New User Name Screen

```
  New User ID XXX


  Enter User Name
[User name]



QUIT   ◄     ►   ENTER
```

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

3-1-1.4 Permission Setup Menu

```
      New User XXX
 Permission Setup by


1 Selecting a Profile
2 Copying a User
3 Custom Selection


BACK
```

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

Chapter 3-1-1-1

Add A New User-
Selecting A Profile

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

3-1-1-1.1 New User Name Screen

```
New User ID : XXX


Enter User Name
[User name]



BACK     ◄      ►    ENTER
```

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

The User ID is one of the ways that a user is identified in the Audit Record of the SafeWizard. The User IDs are issued sequentially starting with the number 1 and going to the number 500. If a user 6 is deleted the next installed user will be placed into that user number.

3-1-1-1.2 New User Key Registration Screen

```
New User ID    XXX


  Present New User's
    Digital Key



BACK
```

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

3-1-1-1.3 Dallas Key Confirmation Screen

```
User ID  :  XXX


Confirm User's Key



QUIT
```

On confirming the Dallas key you will be advanced to "Permission Setup Menu".

3-1-1-1.4 New User Name Screen

```
  New User ID  XXX



   Enter User Name
[User name]



BACK    ◄     ►   ENTER
```

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

3-1-1-1.5 Permission Setup Menu

```
     New User XXX
 Permission Setup by

1 Selecting a Profile
2 Copying a User
3 Custom Selection


QUIT
```

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

3-1-1-1.6 New User Profile Selection Screen

```
Select Profile Number



Profile No.   01
[Profile Name]


QUIT   ◄  ►   ENTER
```

There are 6 available profiles to select from. (See Appendix A for the complete user profile listing.) Press arrow keys to scroll through profiles. For this example we are going to make this user a Cashier. Press **ENTER** to select the desired Profile.

3-1-1-1.7 Door Permission Selection Screen

```
     [User Name]
   Door Permissions


1 Open Safe Doors
2 TDL Bypass Doors
3 T/L Bypass Doors

BACK          SAVE
```

Users can set the Door permission for the new user. User can select the 1,2 or 3 to set the door permission for the new user.

3-1-1-1.8 New User Added Confirmation Screen

```
  New User Added


     User XXX


     User Name
[Username]



          ENTER
```

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

The process of adding a user by profile is now complete. The SafeWizard® will automatically return to the "Setup Users" Screen after displaying the PIN warning screen.

Note

The Default PIN for all new users is "111111". The first time the key is used, enter 1, 1, 1, 1, 1, 1 and press ENTER. A message will display that the temporary PIN must be changed this time, enter a new 6-digit number.

Enter a number that is not repeating (1,1,1,1,1,1) or in sequence (1,2,3,4,5,6 or 6,5,4,3,2,1). At the end of the second confirmation entry if a message is displayed, Your Pin Code Is Illegal- Please Try Again, you must enter another number.

To change your PIN, see Chapter 3-5.

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.

3-1-1-2.1 New User Name Screen

```
   New User ID XXX


   Enter User Name
[User name]




BACK     ◄     ►   ENTER
```

At this screen, you enter the User name. Be sure to note any names that will be the same. In that case, you will need to use the initial of the last name or middle initial to the names unique for auditing purposes. Punch the number keys that correspond with the letters that are on them. For instance: to enter the name Bob, you would punch the number "2" twice for the first letter "B", the number "6" 53 times for the letter "O", and finally the number "2" twice again for the final "B" This procedure is similar to programming a cell phone. Once the name has been entered,, press **ENTER** to continue.

3-1-1-2.2 Present User Key Screen

```
  New User ID  XXX


 Present New User's


    Dallas Key



BACK
```

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

3-1-1-2.3 Dallas Key Confirmation Screen

```
User ID  :  XXX
Confirm User's Key




QUIT
```

On confirming the Dallas key you will be advanced to "Permission Setup Menu".

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

3-1-1-1.4 New User Name Screen

```
   New User ID XXX


   Enter User Name
[User name]




 BACK     ◄     ►   ENTER
```

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

3-1-1-2.4 Permission Setup Menu

```
      New User XXX
 Permission Setup by


1 Selecting a Profile
2 Copying a User
3 Custom Selection


BACK
```

Select option 2 Copying a User.

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

```
 Select User to Copy


   User ID   001
[User Name]



 QUIT    ◄   ►   ENTER
```

Using the 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 Door Permission Selection Screen

```
      [User Name]
   Door Permissions


1 Open Safe Doors
2 TDL Bypass Doors
3 T/L Bypass Doors

BACK          SAVE
```

Users can set the Door permission for the new user. User can select the 1,2 or 3 to set the door permission for the new user.

3-1-1-2.7 New User Added Screen

```
   New User Added


     User XXX


     User Name
[Username]



            ENTER
```

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

The process of adding a user by profile is now complete. The SafeWizard® will automatically return to the "Setup Users" Screen after displaying' Temporary PIN' message.

Note
The Default PIN for all new users is "**111111**". To change your PIN see Chapter 3-5.

Chapter 3-1-1-3

Add a New User-
Custom Selection

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

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

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

The User ID is one of the ways that a user is identified in the Audit Record of the SafeWizard. The User IDs are issued sequentially starting with the number 1 and going to the number 500. If a user 6 is deleted the next installed user will be placed into that user number.

3-1-1-3.2 Present User Key Screen

```
 New User ID   XXX


  Present New User's


      Dallas Key




BACK
```

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

3-1-1-3.3 Dallas Key Confirmation Screen

```
New User ID  :  XXX


Confirm User's Key



QUIT
```

On confirming the Dallas key you will be advanced to "Permission Setup Menu".

3-1-1-1.4 New User Name Screen

```
 New User ID  XXX



  Enter User Name
[User name]



BACK   ◄     ►   ENTER
```

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

3-1-1-3.4 Permission Setup Menu

```
      New User XXX
 Permission Setup by


1 Selecting a Profile
2 Copying a User
3 Custom Selection


BACK
```

Select 3 Custom Setup.

3-1-1-3.5 PIN Reset Screen

```
User XXX
[Username]
PIN Code  *-*-*-*-*-*
Valid. Mode     [KEY]
Key  [Key Serial No.]
Expire Enable     Y/N
Expire Date  XX/XX/XX
BACK    ▲▼   ◄►  NEXT
```

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 "PIN Code" using the **UP** and **DOWN** arrow keys, and Reset PIN by pressing YES key..
Also this screen gives you the ability to assign an expiration date to this user.

3-1-1-3.6 Open Door Screen

```
      [User Name]
   Door Permissions


1 Open Safe Doors
2 TDL Bypass Doors
3 T/L Bypass Doors


BACK          SAVE
```

This screen enables you to manually select the doors that this user will be able to open. TDL bypass permission and T/L bypass permission for different doors also can be set here. This screen gives you the ability to assign this user Time Delay Lock Bypass and Time Lock Bypass on specific doors on specific doors. This means you may choose to give this user the ability to bypass the time delay on one or more doors and bypass the time lock on one or more doors.

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.

The next 7 screens have 31 different permission settings.

3-1-1-3.7 User Permissions Screen 1

```
[Username]
Auth. TDL Bypass  Y/N
Auth. T/L Bypass  Y/N
Set Date and Time Y/N
Adj Daylt Savings Y/N




BACK    ▲  ▼    NEXT
```

3-1-1-3.8 User Permissions Screen 2

```
[Username]
Add Subord. Users Y/N
Mod Subord. Users Y/N
Del Subord. Users Y/N
En/Disable Users  Y/N
Enroll Courier User N


BACK     ▲   ▼    NEXT
```

3-1-1-3.9 User Permissions Screen 3

```
[Username]
Select UAL(0-9)   Y/N
Change UAL        Y/N
Purge Exempt      Y/N
Purge Audit Trail Y/N
Remote Access     Y/N


 BACK     ▲   ▼    NEXT
```

3-1-1-3.10 User Permissions Screen 4

```
[Username]
Set Time Delays    Y/N
Set Time Locks     Y/N
Set Immediate LockY/N
Set Holidays       Y/N
Factory Setup      Y/N


BACK     ▲   ▼    NEXT
```

3-1-1-3.11 User Permissions Screen 5

```
[Username]
Make Manual Drops Y/N
Create Transfers  Y/N
Create Change Order N
Run Business repts  N
Run Own User Report N


BACK     ▲   ▼    NEXT
```

3-1-1-3.12 User Permissions Screen 6

```
[Username]
Change Own PIN    Y/N
Run Audit Reports Y/N
Courier Door User Y/N
Business Setting  Y/N
USB Operations    Y/N


BACK     ▲  ▼    NEXT
```

3-1-1-3.13 User Permissions Screen 7

```
        [Username]
End Shift Manually  N
End Day Manually   Y/N
Make Adjustments   Y/N




 BACK     ▲    ▼    ENTER
```

3-1-1-3.14 New User Added Screen

```
   New User Added

      User XXX

      User Name
[Username]

              ENTER
```

Next you see a confirmation screen to let you know the user number and name of the user that you would like to add. Press **SAVE** or **ENTER** to continue. The screen will then say "Writing to Memory." The user information is then written to the SafeWizard ® controllers database and backup database.

Note
The Default PIN for all new users is "111111". To change your PIN see Chapter 3-5.

Chapter 3-1-2
Modify a User Profile- Key Mode

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

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

3-1-2.1 Setup Users Menu

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

```
Select User to Modify
1 [userID][user Name]
2 [userID][user Name]
3 [userID][user Name]
4 [userID][user Name]
5 [userID][user Name]
6 [userID][user Name]
BACK    ◄    ►
```

On this screen you have the ability to select user to modify.

3-1-2.2 Validation Mode Change Screen

```
  Validation mode is
       PIN/KEY


    Do you want
  to Change Modes?


BACK          YES  NO
```

On this screen you have the ability to modify the user's validation mode.

On Selecting Key Only Present User Key Screen will be displayed.

3-1-2.3 Present User Key Screen

```
   User ID  XXX


   [User Name]
 Present User's Key



BACK
```

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

3-1-2.4 Dallas Key Confirmation Screen

```
User ID  :  XXX


   [User name]
Confirm User's Key



QUIT
```

3-1-2.5 PIN Reset Screen

```
User XXX
[Username]
PIN Code  *–*–*–*–*–*
Valid. Mode     [KEY]
Key  [Key Serial No.]
Expire Enable    Y/N
Expire Date  XX/XX/XX
BACK     ▲▼    ◄►   NEXT
```

You can move down to the "PIN Code" using the **UP** and **DOWN** arrow keys, and Reset PIN by pressing YES key. Also this screen gives you the ability to assign an expiration date to this user.

3-1-2.6 Open Door Screen

```
      [User Name]
   Door Permissions


1 Open Safe Doors
2 TDL Bypass Doors
3 T/L Bypass Doors

BACK           SAVE
```

This screen enables you to manually select the doors that this user will be able to open. TDL bypass permission and T/L bypass permission for different doors also can be set here. This screen gives you the ability to assign this user Time Delay Lock Bypass and Time Lock Bypass on specific doors on specific doors. This means you may choose to give this user the ability to bypass the time delay on one or more doors and bypass the time lock on one or more doors.

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.

The next 7 screens have 31 different permission settings.

3-1-2.7 User Permissions Screen 1

```
[Username]
Auth. TDL Bypass  Y/N
Auth. T/L Bypass  Y/N
Set Date and Time Y/N
Adj Daylt Savings Y/N



 BACK     ▲    ▼    NEXT
```

3-1-2.8 User Permissions Screen 2

```
[Username]
Add Subord. Users Y/N
Mod Subord. Users Y/N
Del Subord. Users Y/N
En/Disable Users  Y/N
Enroll Courier User N


BACK     ▲   ▼    NEXT
```

3-1-2.9 User Permissions Screen 3

```
[Username]
Select UAL(0-9)   Y/N
Change UAL        Y/N
Purge Exempt      Y/N
Purge Audit Trail Y/N
Remote Access     Y/N


 BACK     ▲   ▼    NEXT
```

3-1-2.10 User Permissions Screen 4

```
[Username]
Set Time Delays   Y/N
Set Time Locks    Y/N
Set Immediate LockY/N
Set Holidays      Y/N
Factory Setup     Y/N


BACK     ▲   ▼    NEXT
```

3-1-2.11 User Permissions Screen 5

```
[Username]
Make Manual Drops Y/N
Create Transfers  Y/N
Create Change Order N
Run Business repts  N
Run Own User Report N


BACK     ▲   ▼    NEXT
```

3-1-2.12 User Permissions Screen 6

```
[Username]
Change Own PIN    Y/N
Run Audit Reports Y/N
Courier Door User Y/N
Business Setting  Y/N
USB Operations    Y/N


BACK     ▲  ▼    NEXT
```

3-1-2.13 User Permissions Screen 7

```
         [Username]
End Shift Manually  N
End Day Manually   Y/N
Make Adjustments   Y/N



BACK     ▲   ▼   ENTER
```

3-1-2.14 User Modified Screen

```
User Profile Modified


     User ID XXX


     User Name
[Username]


            ENTER
```

Next you see a confirmation screen to let you know the user number and name of the user that you would like to add. Press **SAVE** or **ENTER** to continue. The screen will then say "Writing to Memory." 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 CashWizard®, occasionally users will need to be deleted from the system to maintain integrity. In this Chapter you will go through the process of deleting a user.

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

3-1-3.1 New User Permission Menu

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

Select option 3, Delete A User.

3-1-3.2 Select User to Delete Screen

```
Select User to Delete
1 [UID 1]   [Username]
2 [UID 2]   [Username]
3 [UID 3]   [Username]
4 [UID 4]   [Username]
5 [UID 5]   [Username]
6 [UID 6]   [Username]
BACK    ◄    ►
```

At this screen, scroll through the users using the **arrow** keys until you get to the user that you want to delete and select the required user.

3-1-3.3 Delete User Confirmation

```
   Delete User XXX
     [Username]
   All Setups for
 this User will be
Permanently Removed

   Are you Sure?
BACK            YES
```

Next you will see a confirmation screen. Press **YES** to delete the user, **BACK** to exit without deleting any users.

Chapter 3-1-4
Enable / Disable Users

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

4-3-4.1 Setup Users Menu

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

Select number 4, Enable/Disable user.

4-3-4.2 Enable/Disable User Menu

```
 Enable/Disable Users
      User XXX
     [Username]


 ENABLED          Y/N



 BACK    ◄    ►   ENTER
```

Select the user that you would like to enable or disable. Scroll through the user list by pressing the **PREVIOUS** and **NEXT** arrow keys. When you get to the desired user press the **YES/NO** key to enable/disable the selected 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 Administration Menu.

Chapter 3-1-5

Display User List

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

3-1-5.1 Setup Users Menu

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

Select number 5, Display User List.

3-1-5.2 Display User List Screen

```
User Listing User XXX

     [User name]
Last Login
           10/21/14
           10:30 AM
Enrolled   10/15/14

BACK    ◄      ►
```

Display User List, displays a list of all SafeWizard ® users, and their last login date and Enrolled date. Scrolling through the users is done by pressing the arrow keys. Use the **BACK** 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 USB port of the SafeWizard ® and the printer must be "Online" and ready to print.

3-1-6.1 Setup Users Menu

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

Select number 6, for Print User List.

Chapter 3-1-7

Purge All Users

"Purge All Users" Disables/Deletes the inactive users. Inactivity period can be set using the Purge Setup Menu

3-1-7.1 Setup Users Menu

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

Select number 7 for Purge Users

3-1-7.2 Purge Users Menu

```
      Purge Users

1 Purge ALL Users
2 Purge Setup




BACK
```

Select 1 to Purge inactive users

Select 2 to set the inactivity period.

3-1-7.3 Purge Users Menu

```
 All Setup for ALL
 Non Purge Exempt
   Users will be
Permanently Removed

  Are You Sure?


 BACK          ENTER
```

Select ENTER to Purge ALL user having no Purge Exemption.

3-1-7.4 Purge Setup Menu

```
 Purge Users Setup

Auto Purge      Y/N
Inactivity Period 365
      (days)



BACK  ◄ ►   ▲▼  ENTER
```

Select 1 to Purge inactive users
Select 2 to set the inactivity period.

Chapter 3-2

Access Control

User should have UAL 6 or above to access this menu.

3-2.1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

Select number 2 for, Set Access Control.

3-2.2 Access Control Menu

```
  Set Access Control
1 Door Access
2 Day Light Savings
3 Holidays
4 Penalty Lockout
5 PIN Control



BACK
```

These menu selections contain the following:
1 Door Access: Time Delay, Time Lock, Dual Control settings and `Immediate Lock`.

2 Daylight Savings: Daylight Savings time configuration.

3 Holidays: Holiday settings, Repeating and One-Time Holidays.

4 Penalty Lockout: Lockout attempts, and lockout time.

5 PIN Control: PIN expiration and PIN rejection configuration.

Chapter 3-2

Access Control

User should have UAL 6 or above to access this menu.

3-2.1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

Select number 2 for, Set Access Control.

3-2.2 Access Control Menu

```
  Set Access Control
1 Doors
2 Day Light Savings
3 Holidays
4 Penalty Lockout
5 PIN Controls


QUIT
```

These menu selections contain the following:

1 Doors: Time Delay, Time Lock, Dual Control settings and Immediate Lock.

2 Daylight Savings: Daylight Savings time configuration.

3 Holidays: Holiday settings, Repeating and One-Time Holidays.

4 Penalty Lockout: Lockout attempts, and lockout time.

5 PIN Controls: PIN expiration and PIN rejection configuration.

Chapter 3-2-1

Access Control-
Door Access

3-2-1.1 Access Control Menu

```
Door Access Control
1 Doors
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Controls

BACK
```

Select number 1, for Door Access.

3-2-1-1.2 Access Control Menu

```
 Door Access Control

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

These menu selections do the following.

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

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

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

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

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

Chapter 3-2-1-1

Access Control-
Door Access-
Time Delay Doors

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

3-2-1-1.1 Door Access Control Menu

```
 Door Access Control

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

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

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

3-2-1-1.2 Time Delay Doors Screen

```
     Time Delay for
         Door 1

TDL Enabled          Y
Delay Period (min)010
Open Period  (min) 05

QUIT   ▲▼   ◄ ►  SAVE
```

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 minutes, and would have 5 minutes re-login. Open door time before close door alarm default is 90 seconds. This can be set from 1 second to a maximum of 600 seconds. See page 44.

Chapter 3-2-1-2

Access Control-
Door Access-
Time Delay Settings

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

3-2-1-2.1 Door Access Control Menu

```
 Door Access Control

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

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

3-2-1-2.2 Time Delay Settings

```
 Time Delay Settings

Display Counter     Y
Delay Count        UP
Open Count       DOWN
Display Mode    LARGE
Open Period Alert   N
QUIT    ▲    ▼    SAVE
```

Display Counter: A "Y" in this field indicates that a counter will display during a time delay, and an "N" indicates that the screen will be blank during a time delay.
Delay Count: This field indicates the direction a time delay will be displayed. "UP" would be from 1 up to the required number and "DOWN" would be from the required number to 0.

NOTE

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

3-2-1-2.3 Time Delay Doors Screen

```
 Time Delay Settings

Display Counter     Y
Delay Count        UP
Open Count       DOWN
Display Mode    LARGE
Open Period Alert   N
 PREV    ▲    ▼    NEXT
```

Open Count: This field indicates the direction an open count will be displayed. "UP" would be from 1 up to the required number and "DOWN" would be from the required number to 0.
Display Mode: The display mode sets the size that the display counter will be, if displayed.
Open Period Alert: This setting indicates whether a sound is made when the delay period has expired.

Chapter 3-2-1-3

Access Control-
Door Access-
Timelock Settings

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

3-2-1-3.1 Access Control Menu

```
 Door Access Control

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

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

Note

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

3-2-1-3.2 Access Control Menu

```
   Timelock Settings

   Select Safe Door
        Door 1

T/L Enable          Y

QUIT    ►    SAVE   PICK
```

Door 1: Indicates the door number you would like to configure; this is changed using the ► keys.
T/L Enable: Indicates whether or not Timelock is enabled for the specified door. This field is toggled using the **YES** / **NO** key.

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

3-2-1-3.3 Access Control Menu

```
   Timelock Settings
     Safe Door 1

     Select Day

DAY 1        [SUNDAY]

BACK   ►         PICK
```

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

3-2-1-3.4 Access Control Menu

```
SUN Pd Start Dur
    1  XX:XX XX:XX
    2  XX:XX XX:XX
    3  XX:XX XX:XX
    4  XX:XX XX:XX
    5  XX:XX XX:XX
    6  XX:XX XX:XX
QUIT   ▲▼   ◄ ►    SAVE
```

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 ▲▼ and ◄ ► keys.
Open Time: This field indicates what time the SafeWizard ® will be able to be opened.
Lock Time: This field indicates what time the SafeWizard ® will timelock.

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

Chapter 3-2-1-4

Access Control-
Door Access-
Immediate Lock

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

3-2-1-4.1 Access Control Menu

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


BACK
```

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

QUIT   ►          SAVE
```

Door 2: This field indicates which door is to be configured. Scroll through the doors using the ► key.
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** / **NO** key.
When this is completed, press **ENTER** /**SAVE** to save these settings

3-2-1-4.1 Main Menu

```
 SafeWizard Main Menu
1 Doors
2 Deposits
3 Administration
4 Audits
5 Cash Safe Reporting
6 Transfer Funds
    QUIT to Cancel
```

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

3-2-1-4.1 Immediate Timelock Menu

```
Enter Door Number  to
  Immediately Lock



        XX

   Press ENTER to
 Start Immediate Lock
BACK            ENTER
```

All doors that have **Immediate Lock** enabled can be selected from this screen. Enter the number corresponding to the specified door.

3-2-1-4.1 Access Control Menu

```
    Immediate Lock
   Enter Lockout
    Duration for
       Door XX
       Hhh:mm
       100:00

BACK              SAVE
```

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

```
   Lock Door 1 for
   100 Hrs 00 Mins

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

   ARE YOU SURE?
BACK CANCEL    ENTER
```

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

Chapter 3-2-1-5

Access Control-
Door Access-
Dual Control

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

3-2-1-5.1 Access Control Menu

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


BACK
```

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

3-2-1-5.2 Access Control Menu

```
  Dual Control Mode

    Select Door
      Door 1

ENABLED            N

QUIT   ►        SAVE
```

Door 1: Scrolling through the doors is done using the ► key.
ENABLED: An "N" in this field indicates that the feature is turned off.
This field is toggled using the **YES** / **NO** key.

Note

By default this feature is turned off on all doors.

Chapter 3-2-2

Access Control-
Daylight Savings

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

3-2-2.1 Access Control Menu

```
Set Access Control
1 Doors
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Controls


BACK
```

From the Access Control Menu, select 2 for Daylight Savings.
Note: Access to this screen requires permission only available to an Administrator or Super User.

3-2-2.2 Daylight Savings Screen

```
D/L Savings Enabled
Starts on the second
SUN in MAR at 02:00
Next Event:03/11/2014
Ends On the First
SUN in NOV at 02:00
Next Event 11/04/2014
QUIT    ▼▲  ◄ ►   SAVE
```

If this SafeWizard ® is located somewhere that does not participate in Daylight Savings, then it is important for this feature to be turned off.
After Selecting this screen, the cursor will be located under the last word in line 2. Press the **UP** soft key to move the cursor up to the first line. Press the **NEXT**/ **PREV** soft key to change to "**Disabled**." Press the **ENTER** soft key to save and go to Access Control Menu.

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

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

Changing which Sunday:
Press the **UP**/**DOWN** key to move the cursor to the second "Starts" or fifth "Ends" line. Press the **PREV**/**NEXT** soft key to move to the desired Sunday of the same month.

Changing which Month:
Press the **UP**/**DOWN** key to move the cursor to the third line or sixth line. Press the **PREV**/**NEXT** soft key to move to the desired month.

After all changes have been made, press **ENTER** key to save and exit to Access Control Menu.

Chapter 3-2-3

Access Control-
Holidays

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

3-2-3.1 Set Access Control Menu

```
Set Access Control
1 Doors
2 Daylight Savings
3 Holidays
4 Penalty Lockout
5 PIN Controls


BACK
```

From the Access Control Menu, select 3 for Holidays.

3-2-3.2 Select Holiday Type

```
       Holidays
     Select Type

1 Static Repeating
2 Dynamic One-Time



BACK
```

Select 1 to configure Repeating holidays.
Select 2 to configure One-Time holidays

3-2-3.3 Repeating Holidays

```
  Static Repeating
      Holidays

1 XX/XX      5 XX/XX
2 XX/XX      6 XX/XX
3 XX/XX      7 XX/XX
4 XX/XX      8 XX/XX


QUIT   ▼▲    ◄ ► ENTER
```

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

3-2-3.4 One-Time Holidays

```
  Dynamic One-Time
      Holidays

1 XX/XX/XX 5 XX/XX/XX
2 XX/XX/XX 6 XX/XX/XX
3 XX/XX/XX 7 XX/XX/XX
4 XX/XX/XX 8 XX/XX/XX

QUIT   ▼▲    ◄ ► ENTER
```

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

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. To access this menu user should have a minimum UAL 8.

3-2-4.1 Access Control Menu

```
  Set Access Control
1 Door Access
2 Day light Savings
3 Holidays
4 Penalty Lockout
5 PIN controls


BACK
```

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

3-2-4.2 Penalty Lockout Screen

```
   Penalty Lockout

Wrong Try Count     4
Lockout Time(min)  05




 QUIT   ▼    ▲   SAVE
```

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 1 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 Control

The SafeWizard ® PIN Life feature is designed to force the users to change their PIN after a specified amount of time. To access this menu user should have a minimum UAL 8.

3-2-5.1 Access Control Menu

```
  Set Access Control
1 Door Access
2 Day light Savings
3 Holidays
4 Penalty Lockout
5 PIN controls


BACK
```

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

3-2-5.2 PIN Life Screen

```
     PIN Control
PIN Life Enabled    N
Life in Days      090

 PIN User Reject Mode
Action   Disable User
PIN Reject Count   08
QUIT   ▼▲    ◄ ►   SAVE
```

Possible value for Life in days are 1 to 999. Possible value for pin reject count is 3 to 30. User can select Pin Rejection mode, possible values are OFF/DISABLE/PURGE.

Chapter 3-3
Set Date and Time

3-3.1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

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

3-3.2 Set Date & Time Menu

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


Day of Week       SUN
BACK   ▼▲   ◄►   ENTER
```

This screen allows you to modify the date and time in the SafeWizard ® by using the **UP**/**DOWN** soft keys. Use the number keys to modify the number fields, and use the **NEXT**/ **BACK** soft keys to modify the text fields. After completing this step, pressing ENTER 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 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
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 & Store ID
2 Configuration
3 Set Validation
4 Set Alarms
5 Service & Factory
BACK
```

Select 1 - System ID

Chapter 3-4-1

Factory Menus-
System & Store ID

System ID Parameters are unique for a safe and each safe is identified in Web with these unique set of parameters

3-4-1 System ID Menu

```
        System ID
Safe S/N AAA   XXXXXXXX
Company Code   XXXXXXXX
Loct'n Code    XXXXXXXX
        Store ID
Store Name
XXXXXXXXXXXXXXXXXXXX
BACK    ▲▼   ◄ ►   ENTER
```

System and Store Parameters can be edited here.

3-4-1A Store ID Menu

```
Store Address
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
City
XXXXXXXXXXXXXXXXXXXX
State, ZIP
            XX, XXXXX
BACK    ▲▼   ◄ ►   ENTER
```

Params like Store Address, City, State/Zip can be edited here.

Chapter 3-4-2-1

Factory Menus-
Configure Devices
Locks & Doors

3-4-2-1.1 Factory Menu

```
      Factory Setup
1 System ID
2 Configuration
3 Set Validation
4 Set Alarms
5 Service & Factory
6 Cash System Setup
BACK
```

Select 2 - Configuration

3-4-2-1.2 Configuration

```
     Configuration
1 Locks & Doors
2 Node Controller
3 Connectivity Module
4 Power Module
5 Email Setup
6 Cloud Setup
BACK
```

Select 1 - Locks & Doors

3-4-2-1-1 Locks and Doors Menu

```
   Configure Locks
       & Doors

1 Safe Locks
2 Installed Doors
3 Deposit Lock
4 Courier Control

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 3-4-2-1-1

Factory Menus-
Locks & Doors-
Safe Locks

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

3-4-2-1 Locks and Doors Menu

```
     Configure Locks
          & Doors


1 Safe Locks
2 Installed Doors
3 Deposit Lock
4 Courier Control


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.

3-4-2-1-1.1 Lock Settings Menu

```
Lock Settings Door 01
Name DOOR 1
Door Type         BS
Sol  Pull Time   0.3s
Sol  Hold Time   2.7s
Door Open Time   01m
Behind Door       00
QUIT  ▲▼   ◄ ►   NEXT
```

Each safe door contains the same configuration options. Using the ◄ ► keys toggles the doors, and ▲▼ keys navigate up or down through the options.

3-4-2-1-1.2 Lock Settings Menu

```
Lock Settings Door 01
Name DOOR 1
Door Type       BBNS
Sol  Pull Time   0.3s
Sol  Hold Time   2.7s
Door Open Time   01m
Behind Door       00
BACK  ▲▼   ◄ ►   NEXT
```

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

Chapter 3-4-2-1-2

Factory Menus-
Locks & Doors-
Set Installed Doors

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

3-4-2-1 Locks and Doors Menu

```
   Configure Locks
       & Doors

1 Safe Locks
2 Installed Doors
3 Deposit Lock
4 Courier Control


BACK
```

Press 2, Set Installed Doors.

3-4-2-1-2 Installed Doors

```
   Set Installed
    Door Count

Safe Doors      XX




BACK        ENTER
```

Modify the number of installed doors in the system using this menu. Pressing the **ENTER** key saves this setting.

Chapter 3-4-2-1-3

Factory Menus-
Locks & Doors-
Deposit Lock

Deposit Lock is used to enable or disable deposit door on a given system.

3-4-2-1 Locks and Doors Menu

```
    Configure Locks
        & Doors

1 Safe Locks
2 Installed Doors          Press 3, Set Installed Doors.
3 Deposit Lock
4 Courier Control


BACK
```

3-4-2-1-3 Set Deposit Lock

```
   Set Deposit Lock



Enabled          Y       Enable or disable the deposit door in the system using this menu.
                          Pressing the ENTER key saves this setting.


BACK          ENTER
```

Chapter 3-4-2-1-4

Factory Menus-
Locks & Doors-
Courier Control

Courier Control is used to set courier door on a given system.

3-4-2-1 Locks and Doors Menu

```
    Configure Locks
        & Doors

1 Safe Locks
2 Installed Doors
3 Deposit Lock
4 Courier Control

BACK
```

Press 4, Courier Control.

3-4-2-1-3-3.2 Select Door

```
    Courier Control
        Door XX
    [ Door Name ]

Courier Door       N


    Enter to save
```

Select the door number for modifying courier settings by pressing PREV or NEXT . Use YES or NO to toggle the values .Pressing ENTER to SAVE after entering a valid installed door number will Save this operation.

Chapter 3-4-2-3-2

**Factory Menus –
Configure Devices
Node Board**

3-4-2-3-2.1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

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

3-4-2-3-2.2 Factory Menu

```
     Factory Setup
1 System ID
2 Configuration
3 Set Validation
4 Set Alarms
5 Service & Factory
6 Cash System Setup
BACK
```

Select 2 - Configure Devices

3-4-2-3-2.3 Configure Devices

```
  Safe Configuration
1 Locks & Doors
2 Node Module
3 Connectivity Module
4 Power Module
5 Email Setup
6 Cloud Setup
BACK
```

Select 2 - Node Board

3-4-2-3-2.3 Node Board

```
 Node Module Config

Node Count        1
Node 1 Printer    Y
Node 2 Printer    Y



BACK    ▲  ▼    SAVE
```

Chapter 3-4-2-3

Factory Menus –
Configuration –
Connectivity Module

Connectivity Module configuration Menu is used to configure parameters like Ethernet, WiFi, Listen port etc.
The system can communicate with Connectivity Module only after enabling Connectivity Module.

3-4-2-3 .1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

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

3-4-2-3 .2 Factory Menu

```
Factory Setup
1 System ID
2 Configuration
3 Set Validation
4 Set Alarms
5 Service & Factory
6 Cash System Setup
BACK
```

Select 2 - Configuration

3-4-2-3 .3 Connectivity Module

```
    Configuration
1 Locks & Doors
2 Node Controller
3 Connectivity Module
4 Power Module
5 Email Setup
6 Cloud Setup
BACK
```

Select 3 - Connectivity Module

3-4-2-3 .4 Connectivity Module

```
      Networking
     Connectivity
Module Enable      Y/N
Enable Ethernet    Y/N
Enable WiFi        Y/N
Listen Port       1234
Ping Test         PING

BACK    ▲    ▼   ENTER
```

Enable or disable Connectivity Module, Ethernet and WiFi using this menu. Pressing the **ENTER** key saves these settings and the menu for setting up Network will be displayed.

Pressing **ENTER** while in Ping Test option, Ping Test Menu will be displayed.

Chapter 3-4-2-3

Factory Menus –
Configuration –
Connectivity Module –
Setup Ethernet

The Network Setup screen can be used to configure the network of the Safe. The network can be either WiFi or Ethernet and the mode of connection can either be DHCP or Static.

Ethernet Setup Flow is mentioned below:

3-4-2-3A Network Setup Menu

```
        Networking
        Connectivity


1 Setup Ethernet
2 Setup WiFi



BACK
```

Select 1 - Setup Ethernet

3-4-2-3A-1 Network Mode Setup

```
        Ethernet
    Networking Mode

Select Mode
        DHCP  (Auto)



BACK    ◄    ►    ENTER
```

The two modes are **DHCP** and **Static.**

Select Mode using Navigation keys.
Pressing ENTER will save the mode and next corresponding menu
will be displayed.

The 2 modes are described below:

<u>DHCP Mode</u>

3-4-2-3A-D DHCP Mode

```
        Ethernet
        DHCP Setup

  Press FIND Below
    to Register



BACK            FIND
```

Press ENTER to find the DHCP network.

3-4-2-3A-DA DHCP Mode

```
 Ethernet Connection


IP    192.168.013.252
Subnt  55.255.255.000
Gatewy 92.168.013.003
DNS   192.168.013.001


BACK          ENTER
```

The IP obtained via DHCP will be displayed in the menu, if IP Finding process is Success.
If Failure, Failure Message will be displayed

Refer Chapter 3-4-2-5 for Ping Test Menus

Static Mode:

3-4-2-3A-S - Static Mode

```
  Ethernet Connection


IP    192.168.013.252
Subnt  255.255.255.000
Gatewy 192.168.013.003
DNS   192.168.013.001


BACK   ▼▲   ◄ ►  ENTER
```

Provide the IP to which the user wants to connect to.

Press ENTER to connect to the provided IP.

If IP Bind is Success, Ping Test Menu will be displayed

Refer Chapter 3-4-2-5 for Ping Test Menus

Chapter 3-4-2-3A

**Factory Menus –
Configuration –
Ping Test**

Ping Test is useful for verifying Safe network connectivity.

3-4-2-3A-P Ping Test

```
         Network
        PING Test

Ping    www.Google.com
IP      192.168.013.003



BACK              PING
```

Ping Test Menu has 2 options:
1. Ping to Google
2. Ping to a specific IP.

User can edit the IP field. Press ENTER to Ping to the particular option. The result will be displayed in the next Menu.

3-4-2-3A-P-P Ping Status

```
         Network
      PING Success!


      Setup Complete


BACK             ENTER
```

Ping Status Menu will display the status of the Ping operation.

Chapter 3-4-2-4

Factory Menus –
Configuration –
Connectivity Module –
Setup WiFi

The Network Setup screen can be used to configure the network of the Safe. The network can be either WiFi or Ethernet and the mode of connection can either be DHCP or Static.

WiFi Setup Flow is mentioned below:

3-4-2-3A Network Setup Menu

```
      Networking
      Connectivity


1 Setup Ethernet
2 Setup WiFi




BACK
```

Select 2 - Setup WiFi

3-4-2-3A-2 Network Mode Setup

```
  WiFi Network Setup
      Select Mode


Select Mode
             Manual



BACK    ◄    ►    ENTER
```

WiFi has two modes, namely **Manual** and **WPS.**

In Manual mode, it will search and display the WiFi Networks in range.
In WPS mode, it will display the IP obtained through Wi-Fi Protected Setup.

The 2 modes are described below:

Manual Mode

3-4-2-3A-M WiFi List

```
  WiFi Network Setup
     Select SSID
1 AMSEC
2 Net #2
3 Net #3
4 Net #4
5 Net #5

BACK
```

Select the WiFi network to connect to from the listed networks.

3-4-2-3A-MA   WiFi Setup

```
    WiFi Networking
         Mode
Security Key
XXXXXXXXXXXXXXXXXXXXX
Select Mode
    Static IP (Manual)


BACK   ▼▲    ◄ ►   ENTER
```

Key in the security key of the selected network.

The Mode for Connection here can be either **Static** or **DHCP**

Select the mode and press ENTER

The 2 modes are described below:

DHCP Mode

3-4-2-3A-MA-D DHCP Mode

```
      Ethernet
    DHCP Setup

  Press FIND Below
    to Register


BACK            FIND
```

Press ENTER to find the DHCP network.

3-4-2-3A-MA-DA DHCP Mode

```
    WiFi Connection

IP     192.168.013.252
Subnt  255.255.255.000
Gatewy 192.168.013.003
DNS    192.168.013.001

BACK            ENTER
```

The IP obtained via DHCP will be displayed in the menu, if IP Finding process is Success.
If Failure, Failure Message will be displayed

PING Test Menu will be displayed on pressing ENTER

Refer Chapter 3-4-2-5 for Ping Test Menus

Static Mode:

3-4-2-3A-S - Static Mode

```
    WiFi Connection

IP     192.168.013.252
Subnt  255.255.255.000
Gatewy 192.168.013.003
DNS    192.168.013.001

BACK    ▼▲   ◄ ►   ENTER
```

Provide the IP to which the user wants to connect to.

Press ENTER to connect to the provided IP.

If IP Bind is Success, Ping Test Menu will be displayed

Refer Chapter 3-4-2-5 for Ping Test Menus

WPS Mode

3-4-2-3A-WA-S

```
    WiFi Connection

IP     192.168.013.252
Subnt  255.255.255.000
Gatewy 192.168.013.003
DNS    192.168.013.001


BACK             ENTER
```

The IP obtained via DHCP will be displayed in the menu, if IP Finding process is Success.
If Failure, Failure Message will be displayed

PING Test Menu will be displayed on pressing ENTER

Refer Chapter 3-4-2-5 for Ping Test Menus

Chapter 3-4-2-4

Factory Menus –
Configuration –
Power Module

3-4-2-4 .1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

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

3-4-2-3 .2 Factory Menu

```
Factory Setup
1 System ID
2 Configuration
3 Set Validation
4 Set Alarms
5 Service & Factory
6 Cash System Setup
BACK
```

Select 2 - Configuration

3-4-2-4 .3 Configuration

```
    Configuration
1 Locks & Doors
2 Node Controller
3 Connectivity Module
4 Power Module
5 Email Setup
6 Cloud Setup
BACK
```

Select 4 - Power Module

3-4-2-4 .4 Power Module

```
    Power Module



Module Enable    Y/N




BACK         ENTER
```

Enable or disable Power Module using this menu. Pressing the **ENTER** key saves these settings.

Chapter 3-4-2-6

Factory Menus –
Configuration –
Cloud Setup

This menu allows the configuration of remote access parameters, which are required for Cloud communication. The Web parameters can be set from these menus.
In addition to this, Enroll to Cloud, Test Cloud and Sync Now functionalities can be performed.

3-4.Factory Menu

```
     Factory Setup
1 System & Store ID
2 Configuration
3 Set Validation
4 Set Alarms
5 Service & Test
6 Store Information.
BACK
```

Select 2 - Configuration

3-4-2 Configuration

```
     Configuration
1 Locks & Doors
2 Node Controller
3 Connectivity Module
4 Power Module
5 Email Setup
6 Cloud Setup
BACK
```

Select 6 - Cloud Setup

3-4-2-6 Cloud Setup Menu

```
    Cloud Settings
Web Transfer Mode
       Time Interval
Frequency (mins)   60
1. Cloud Login Setup
2. Enroll/Test Cloud
3. Sync Now
BACK   ▼▲    ◄ ►   ENTER
```

Set the mode of web sync operation. The Web sync options are:
- Fixed time interval in Minutes
- EOD/Courier Pickup
- Every Transactions
- Disabled

Select 1 to set up Cloud parameters
Select 2 to Enroll/Test Cloud
Select 3 to Sync to Cloud from Safe

Chapter 3-4-2-5

Factory Menus –
Configuration –
Email Setup

Configure Safe e-mail settings. Safe will be using this account for sending alerts and courier report (currently needed for Garda). Settings include Mail Server address, Mail Account, Secure Communication, Authentication, Mail Server password, and SMTP Port.

3-4-2-5.1 Factory Menu

```
    Factory Setup
1 System & Store ID
2 Configuration
3 Set Validation
4 Set Alarms
5 Service & Test
6 Store Information.
BACK
```

Select 2 - Configuration

3-4-2-5.2 Configuration

```
    Configuration
1 Locks & Doors
2 Node Controller
3 Connectivity Module
4 Power Module
5 Email Setup
6 Cloud Setup
BACK
```

Select 5 - Email Setup

3-4-2-5-A Email Setup Menu

```
Mail Server Name
MAIL.AMSECUSA.COM



Username
AMSECSAFE
Enable Secure Comm. Y/N
BACK  ▼▲   ◄ ►   ENTER
```

Set Mail Server, Mail Account, Secure Communication Enable.

3-4-2-5-B Email Setup Menu

```
Email From:
AMSECSAFE@AMSECUSA.COM
Auth. Reqd      Y/N
Mail Server Password:
AMSEC123
SMTP Port      00025
BACK  ▼▲   ◄ ►   ENTER
```

Set Email From Account, Authentication, Mail Server Password, SMTP Port.

Chapter 3-4-2-6

Factory Menus –
Configuration –
Cloud Setup

Cloud Login Setup

Configuration of Cloud Web Address, password, required for Authentication and enroll to Cloud.

3-4-2-6-1 Cloud Setup Menu

```
       Cloud Setup
Cloud Address or IP:
HTTPS://WWW.AMSECCLOUD
WEB.COM
Password:
AMSEC123


BACK   ▼▲    ◄ ►   ENTER
```

Cloud address of the cloud software and password for validating safe communication with cloud. This should match the settings configured in web for successful enroll.

Enroll/Test Cloud

3-4-2-6-2 Enroll/Test Cloud Menu

```
   Enroll/Test Cloud

1 Enroll to Cloud
2 Test Cloud




BACK
```

Select 1 to Enroll to Cloud
Select 2 to Test Cloud

3-4-2-6-2-1 Enroll Menu

```
   Press ENTER To

Connect Cloud Server


BACK         ENTER
```

Press **ENTER** to Connect to Cloud for Enrolling the Safe.

The status of the Enroll procedure will be displayed in the following screens.

The Status of the Cloud Test Status will be displayed on pressing 2.

Sync Now:

This is used to instantaneously sync the Safe to Cloud if the Safe is enrolled to Cloud.

Chapter 3-4-4

Factory Menus –
Set Alarms

3-4-4.1 Set Alarms

```
Duress Enabled      N
Relay Hold        XXs
   Open Door Alarms
Audible Alarm       Y
Alarm Delay      XXXs
Send Burg. Alarm    Y
Relay Hold Time   XXs

BACK   ▲▼   ◄ ►   ENTER
```

Duress Alarm can be Enable/ Disable on YES/NO Key Press.
Relay Hold in second value can also edit. Burglary Audible Alarm can be Enable/ Disable on YES/NO Key Press.
Alarm Delay Hold in second value can also edit.

Press ENTER to Save.

Chapter 3-4-5-1

**Factory Menus –
Service & Factory –
Scrub System**

3-4-5-1.1 Service & Factory

```
Service and Factory
1 Scrub System
2 Restore from Backup
3 Save to Backup
4 Test Hardware
5 Purge Audit Trail
6 Setup Factory
BACK
```

Select 1. Scrub System

3-4-5-1.2 Scrub System

```
All Setups and Users
   will be RESET to
 Defaults. Only the
FACTORY User will be
      Retained
   ARE YOU SURE?
Press 99, then ENTER
    to Confirm
```

All the configurations and audit reports will be deleted from the system if we press '99' and then **ENTER**

3-4-5-1.3 System Scrubbed

```
   System Scrubbed

Ready for Re-Config.
  All settings are
   Back to Factory
  Preset Defaults.



ENTER
```

All the settings are cleared. Pressing **ENTER** will restart the system.

Chapter 3-4-5-2

Factory Menus –
Service & Factory –
Restore from Backup

3-4-5-2.2 Service & Factory

```
Service and Factory
1 Scrub System
2 Restore from Backup
3 Save to Backup
4 Test Hardware
5 Purge Audit Trail
6 Setup Factory
BACK
```

Select 2. Restore from Backup

3-4-5-2.2 Restore from Backup

```
All Configuration and
  User data will be
RESTORED from Backup
Database. Controller
  Data will be lost
    ARE YOU SURE?
Press 99, then ENTER
    to Confirm
```

All the configurations and user data will be restored from backup if we press '99' and then **ENTER**

3-4-5-2.3 Restore done

```
   System RESTORED
from Backup Database




              ENTER
```

System is restored from backup database. Pressing **ENTER** will restart the system.

Chapter 3-4-5-3

Factory Menus –
Service & Factory –
Save to Backup

3-4-5-3.1 Service & Factory

```
Service and Factory
1 Scrub System
2 Restore from Backup
3 Save to Backup
4 Test Hardware
5 Purge Audit Trail
6 Setup Factory
BACK
```

Select 3 Save to Backup

3-4-5-3.2 Save to Backup

```
All Configuration and
   User data will be
   SAVED to Backup
Database. Backup Data
will be overwritten
   ARE YOU SURE?
Press 99, then ENTER
     to Confirm
```

All the configurations and user data will be saved to backup if we press '99' and then **ENTER**

3-4-5-3.3 System Saved

```
    System SAVE
 to Backup Database



           ENTER
```

System is saved to backup database. Pressing **ENTER** will restart the system.

Chapter 3-4-5-4

Factory Menus –
Service & Factory –
Test Hardware

3-4-5-4.1 Service & Factory

```
 Service and Factory
1 Scrub System
2 Restore from Backup
3 Save to Backup
4 Test Hardware
5 Purge Audit Trail
6 Setup Factory
BACK
```

Select 4 Test Hardware

3-4-5-4.2 Test Hardware

```
Test Hardware
1 Locks
2 PSM
3 Validation Devices
4 Keypad
5 USB Port
6 Node Controller
BACK
```

Select 1 To test lock

3-4-5-4.3 Test Lock

```
     Test Locks
       Lock XX
Ser.No      XXXXXXXX
Version   X.XX.XX.XX
Solenoid         OFF
Lock Switch   LOCKED
Door Sensor     OPEN
OPEN      PREV   NEXT
```

The corresponding status should be updated here once we open/close, lock/unlock the door

3-4-5-4.4 Test PSM

```
      Test PSM


1 Board Status
2 Alarm Output


BACK
```

Select 2 from Test Hardware to Test PSM.

3-4-5-4.5 Test PSM

```
      Test PSM

Battery         100%
Temperature     HIGH
Mains Status   AC ON


BACK          TEST
```

Select 1 to test PSM Status. The corresponding status will be updated here once User press TEST option.

3-4-5-4.6 Test Alarm

```
       Test Alarm
         Relays

PSM Ser.No XXXXXXXXX
Version    X.XX.XX.XX

   Duress    Burglary
    OFF         OFF
    FIRE        FIRE
```

PSM Alarm Relays can be tested from this menu.

3-4-5-4.7 Test Key

```
      Test Keys

     Present Key

  XX XXXXXXXXXX XX



BACK
```

Dallas key ID will be displayed

3-4-5-4.8 Test Keypad

```
      Test Keypad
Press all the Buttons
            1 2  3  M
            4 5  6  Y
            7 8  9  Q
  ^ ^ ^ ^  * 0  #  E
    Press and Hold
     QUIT To Exit
```

Keypad can be tested using this menu. On each key press, selected key value will get highlighted.

3-4-5-4.9 Test USB Port

```
    Test USB Port

      Insert USB
      Flashdrive

Write – Read – Erase
        PASSED
BACK            TEST
```

USB port can be tested using this menu.

3-4-5-4.10 Test Node Contr.

```
   Test Node Contr.



1 Bill Readers
2 Printer
3 Alarm Output



BACK
```

Select 1 will test Bill reader. For SafeWizard Bill readers will not be available.
Select 2 will test Printer
Select 3 to test Alarm Output. Alarm Relay will get Activated.

3-4-5-4.11 Test Printers

```
       Test Printers

Printer 1      [Status]
Printer 2      [Status]




BACK         TEST1 TEST2
```

Printer can be tested using this menu.

3-4-5-4.12 Test Alarm

```
        Test Alarm
         Relays

Node Ser.No XXXXXXXXX
Version    X.XX.XX.XX

  Duress    Burglary
   OFF        OFF
   FIRE       FIRE
```

Node Alarm Relays can be tested from this menu.

Chapter 3-4-5-5

Factory Menus –
Service & Factory –
Purge Audit Trail

3-4-5-5.1 Service & Factory

```
   Service and Factory
1 Scrub System
2 Restore from Backup
3 Save to Backup
4 Test Hardware
5 Purge Audit Trail
6 Setup Factory
BACK
```

Select 5. Purge Audit Trail

3-4-5-5.2 Purge Audit Trail

```
        WARNING
  All Audit and Cash
    Records will be
  Erased From Memory
    ARE YOU SURE?
    Press 99, then
  ENTER to Confirm
```

All audit reports will be deleted from the system if we press '99' and then **ENTER**

3-4-5-1.3 Audit Trail Cleared

```
   All Audit & Cash
   History Cleared


              ENTER
```

All the Audit reports are cleared

Chapter 3-4-5-6

Factory Menus –
Service & Factory –
Setup Factory

3-4-5-6.1 Service & Factory

```
Service and Factory
1 Scrub System
2 Restore from Backup
3 Save to Backup
4 Test Hardware
5 Purge Audit Trail
6 Setup Factory
BACK
```

Select 6 Setup Factory

3-4-5-6.2 Setup Factory

```
      Factory Setup

1 Controller
2 Locks
3 Node Controller
4 Connectivity Module

BACK
```

Select 1 For Controller setup
Select 2 For Lock setup
Select 3 For Node setup
Select 4 For Connectivity setup

3-4-5-6.3 Controller Setup

```
    Controller Setup
Serial No. ELXXXXXXXX
Old F/C XXXXXXXX
New F/C XXXXXXXX
    Factory User
Key XX XXXXXXXXXX XX
PIN XXXXXXX
QUIT  ▲▼   ◄ ►   SAVE
```

Controller setup
Factory codes are not visible

3-4-5-6.4 Lock Setup

```
    Lock Setup
Serial No. ELXXXXXXXX
Old F/C      XXXXXXXX
New F/C      XXXXXXXX
Device Address    XX
Scrub Device       N
(Scrub: Set  Y & SAVE)
QUIT   ▲▼   ◄ ►   SAVE
```

Lock setup

3-4-5-6.3 Node Contr Setup

```
    Node Contr Setup
Serial No. ELXXXXXXXX
Old F/C       XXXXXXXX
New F/C       XXXXXXXX
Device Address      XX
Scrub Device         N
(Scrub: Set  Y & SAVE)
QUIT    ▲▼   ◄ ►   SAVE
```

Node Controller setup

3-4-5-6.4 Connectivity Setup

```
   Connectivity Setup
Serial No. ELXXXXXXXX
Old F/C       XXXXXXXX
New F/C       XXXXXXXX



QUIT      ▲▼    ◄ ►   SAVE
```

Connectivity setup

3-4-5-6.5 Power Module Setup

```
   Power Module Setup
Serial No. ELXXXXXXXX
Old F/C       XXXXXXXX
New F/C       XXXXXXXX
Device Address      XX
Scrub Device         N
(Scrub: Set  Y & SAVE)
QUIT    ▲▼    ◄ ►    SAVE
```

Power Module setup

Chapter 3-5

Change Your PIN

3-5.1 Administration Menu (Menu 3)

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

Select option 5, Change your PIN.

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

```
        Change PIN


  Enter Old PIN Code


     *-*-*-*-*-*

BACK         ◄    ENTER
```

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

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

```
        Change PIN


  Enter New PIN Code


     *-*-*-*-*-*

BACK         ◄    ENTER
```

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 PIN Code


     *-*-*-*-*-*

BACK         ◄    ENTER
```

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 3-6

USB Operations

This menu allows data transfer from Cash Safe to USB flash drive (includes downloading audit, system configuration, user profile) and uploading data from USB to Cash Safe (includes firmware upgrade, system configurations). User should have USB permission to view this menu and perform USB operations. Connect a USB flash drive to the USB port of the cash safe,

3-6.1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

USB menu option will be displayed only if the logged in user has USB permission.
Select number 7 to navigate to USB menu.

3-6.2 USB Menu

```
   USB Operations
1 SAVE System
2 LOAD System
3 Audit Trail
4 Firmware Update
5 Log Output

QUIT
```

Select 1 to Save system configuration from safe to USB.
Select 2 to Load user profile from safe to USB.
Select 3 to Save Audit from safe to USB.
Select 4 for firmware upgrade.
Press QUIT soft key to navigate to 3-7.1 (Administration Menu).

3-6.3 Save Safe Config

```
   Saving System
   Please Wait...
```

This menu will be shown if user selects option 1.All the configurations parameters in the safe is read from safe and copied to the USB flash drive connected to the USB port.

3-6.3 Load Safe Config

```
   Load System
 Configuration and
   User Database


Insert USB Flashdrive


BACK
```

If USB is not connected to do the operation this Menu will appear.

3-6.3 Load Safe Config

```
       Warning!
  Serial No. Mismatch
 Found- Enter Source
  Controller Factory
   code to Validate
     Profile Load
       XXXXXXXX
 QUIT         ◄     ENTER
```

If a Serial number mismatch is found user will be prompted with a menu in which user should enter the controller factory code.

3-6.3 Load Safe Config

```
       NOTICE!

 Do you want to KEEP
  User PIN Codes or
  RESET all User PIN
 Codes to 1-1-1-1-1-1

 QUIT       KEEP  ENTER
```

If a Serial number mismatch is found user will be prompted with a menu in which user should enter the controller factory code.

3-6.3 Load Safe Config

```
  System File Found
     - WARNING! -
 This operation will
 over-write all Data
  in the Controller
 Press OK to Proceed

                   OK
```

A warning message will be displayed and the user should confirm the Load operation.

3-6.4 Read User Profile

```
   Loading System

   Please wait...

   Controller will
  Re-start when done
```

This menu will be shown if user selects option 2 to read user profile from safe and this will be displayed until downloading completes. A message will appear to restart the system. Then user should restart the system.

3-6.5 Read Audit

```
Writing Audit Files
   Please wait..
```

This menu will be shown if user selects item 3 from USB menu to read audit from safe and this will appear until downloading completes.

Chapter 3-6-4

USB Operations-
Firmware Update

3-6-4.1 USB Operations Menu

```
    USB Operations

1 SAVE System
2 LOAD System
3 Audit Trail
4 Firmware Update

BACK
```

From the Administration Menu, select 4 for Firmware Update.

3-6-4.2 Firmware Update Menu

```
    Firmware Update
1 Controller
2 Node Controller
3 Connectivity Module
4 Locks
5 Power Module

BACK
```

Only Connected and enrolled board will be available for Firmware update.

3-6-4.3 Firmware Update Menu

```
        Locks
    Firmware Update


Insert USB Flashdrive


BACK
```

If user trying for a firmware update and USB is not connected, a menu prompting to insert USB will appear. This will appear in the case of all types of boards.

Chapter 3-6-4-1

USB Operations-
Firmware Update-
Controller

3-6-4-1.1 Firmware Update Menu

```
     Firmware Update
1 Controller
2 Node Controller
3 Connectivity Module
4 Locks
5 Power Module


BACK
```

3-6-4-1.2 Controller Firmware Update Menu

```
       Controller
    Firmware Update
    Current Version
      X.XX.XX.XX
     Update Version
       X.XX.XX.XX


CANCEL          UPDATE
```

Current version and the Update version will be displayed.

3-6-4-1.3 Controller Firmware Update Menu

```
  Controller Version
 X.XX.XX.XX Loading

   Please Wait ...

 System will re-start
      when done
```

System will restart when the update is complete.

Chapter 3-6-4-2

USB Operations-
Firmware Update-
Node Controller

3-6-4-2.1 Firmware Update Menu

```
    Firmware Update
1 Controller
2 Node Controller
3 Connectivity Module
4 Locks
5 Power Module

BACK
```

Select option 2 to update Node Module

3-6-4-2.2 Node Module Firmware Update Menu

```
     Node Module
   Firmware Update

1 Module #1
2 Module #2
3 Both Modules

BACK
```

User Can select controller 1, controller 2 or both the node modules

3-6-4-2.3 Node Module Firmware Update Menu

```
     Node Module
   Firmware Update

  Current Version
     X.XX.XX.XX
   Update Version
     X.XX.XX.XX

CANCEL          UPDATE
```

Current version and the Update version will be displayed.

3-6-4-2.4 Node Module Firmware Update Menu

```
Node Module Version
 X.XX.XX.XX Loading

   Please Wait ...

 Restart the System
     when done
```

Chapter 3-6-4-3

USB Operations-
Firmware Update-
Connectivity Module

3-6-4-3.1 Firmware Update Menu

```
     Firmware Update
1 Controller
2 Node Controller
3 Connectivity Module
4 Locks
5 Power Module


BACK
```

Select option 3 to update Connectivity Module

3-6-4-3.2 Connectivity Firmware Update Menu

```
 Connectivity Module
   Firmware Update

   Current Version
      X.XX.XX.XX
   Update Version
      X.XX.XX.XX

CANCEL          UPDATE
```

Current version and the Update version will be displayed.

3-6-4-3.3 Connectivity Firmware Update Menu

```
 Connectivity Module
 X.XX.XX.XX Loading

   Please Wait ...

 Restart the System
     when done
```

Chapter 3-6-4-4

USB Operations-
Firmware Update-
Locks

3-6-4-4.1 Firmware Update Menu

```
    Firmware Update
1 Controller
2 Node Controller
3 Connectivity Module
4 Locks
5 Power Module

BACK
```

Select option 4 to update Locks.

3-6-4-4.2 Locks Firmware Update Menu

```
        Locks
   Firmware Update

1 Select Lock Number
2 All Locks



BACK
```

User Can enter a particular lock board number or can update all the locks.

3-6-4-4.3 Locks Firmware Update Menu

```
        Locks
   Firmware Update


Select Lock to Update
         XX


BACK           ENTER
```

User Can enter a particular lock board number to update.

3-6-4-2.3 Locks Firmware Update Menu

```
        Locks
   Firmware Update

   Current Version
     X.XX.XX.XX
   Update Version
     X.XX.XX.XX

CANCEL         UPDATE
```

Current version and the Update version will be displayed.

3-6-4-2.4 Locks Firmware Update Menu

```
    Lock  Version
 X.XX.XX.XX Loading

   Please Wait ...

 Restart the System
      when done
```

Chapter 3-6-4-5

USB Operations-
Firmware Update-
Power Module

3-6-4-5.1 Firmware Update Menu

```
    Firmware Update
1 Controller
2 Node Controller
3 Connectivity Module
4 Locks
5 Power Module


BACK
```

Select option 5 to update Power Module

3-6-4-5.2 Power Module Firmware Update Menu

```
     Power Module
   Firmware Update

  Current Version
    X.XX.XX.XX
   Update Version
    X.XX.XX.XX

CANCEL          UPDATE
```

Current version and the Update version will be displayed.

3-6-4-5.3 Power Module Firmware Update Menu

```
     Power Module
 X.XX.XX.XX Loading

   Please Wait ...

 Restart the System
     when done
```

Chapter 3-6-5

USB Operations-
Log Output

3-6-5.1 USB Operations Menu

```
    USB Operations

1 SAVE System
2 LOAD System
3 Audit Trail
4 Firmware Update
5 Log Output
BACK
```

From the Administration Menu, select 5 for Log Output.

3-6-5.2 Log Output Menu

```
    Log Output


Log Output to USB Y/N



BACK            ENTER
```

To Enable or disable log output to USB Press YES/NO key. Log will be saved to the connected USB

Chapter 3-7

Cash Management

The CashWiz Setup 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.

3-7.1 Administration Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
BACK
```

From the Administration Menu, select 7 for Cash Management Settings.

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

3-7.2 Cash Management Menu

```
 Cash System Settings

1 Business Day Setup
2 Note Setup
3 Courier Setup




QUIT
```

These menu selections contain the following:

1 Business Day Setup: Configure Business day.

2 Note Setup: Note configurations.

3 Courier Setup: Courier configurations

Chapter 3-7-1

Cash Management Settings -
Business Day Setup-

These menu options allow the programming of the business day and shift parameters.

3-7-1.1 CashWiz Setup Menu

```
Cash System Settings


1 Business Day Setup
2 Note Setup
3 Courier Setup


QUIT
```

From the CashWiz Setup Menu, select 2 for Business Day Setup.

3-7-1.2 Business Day Setup

```
1 End of Day Setup
2 Shift Setup
3 Department Setup
4 Change Order setup
5 Receipt Setup
Auto Logout BR    Y/N
Auto Logout sec   030
BACK    ▲▼  ◄ ►   ENTER
```

Select 1 for configuring business day
Select 2 for shift configuration
Select 3 for department configuration
Select 4 for Change Order configuration
Select 5 for receipt configuration
Auto Logout BR configuration can be enabled/ Disabled from this menu.
Auto Logout seconds can also be set from this menu

Chapter 3-7-1-1

Cash Management Settings -
Business Day Setup-
End of Day Setup

3-7-2-1.1 End of Day Setup

```
Auto Close EOD    Y/N
Auto Print EOD    Y/N
EOD Time       12:59
Manual EOD Close  Y/N
Gap Auto/Man Close  3


BACK    ▲▼  ◄ ►  ENTER
```

Auto Close EOD: This function allows the system to automatically close the business day at a defined time.
Auto Print EOD: This function allows the system to automatically print the EOD when the auto close function is turned on.
Manual Close EOD: This function allows the system to manually close the business day.
EOD Time : User can change the EOD time

Gap Auto/Man Close: This function is used when customers use the manual EOD. The safe should be configured with an Auto EOD time in case the manual EOD is not run. The Auto EOD should be programmed to the latest time that the manual EOD should ever run. If a manual EOD is run within the hour gap threshold, the auto EOD will NOT run. If no manual EOD occurs during the hour gap, an Auto EOD will run at the configured time.

Chapter 3-7-1-2

Cash Management Settings -
Business Day Setup-
Shift Setup

3-7-1-2.1 Shift Setup

```
Auto Close Shift  Y/N
Auto Print Shift   Y/N
Man Close Shift    Y/N
Number of Shifts    1
Gap Auto/Man Close X


1 Set Shift Time
QUIT   ▼▲     ◄ ► ENTER
```

Auto Close Shift: This function allows the system to segment data into predefined shifts.
Auto Print Shift: This function allows the safe to print the shift report at the shift end time.
Manual Close Shift: This function allows the system to automatically close the shift at a defined time.
Number of Shifts : This function allows the system to configure number of shifts.

Gap Auto/Man Close: This function is used when customers use the manual End of Shift feature. The safe should be configured with an Auto shift time in case the manual shift is not run. If a manual shift end is run within the hour gap threshold, the auto shift end will NOT run. If no manual shift end occurs during the hour gap, an Auto shift end will run at the configured time.

3-7-1-2.1 Shift End Time Setup

```
Enter Shift End Time


Shift 1 End    12:59




BACK   ▼▲     ◄ ► ENTER
```

From the Shift Setup Menu, select 1 to set the shift end times.

Chapter 3-7-1-3

Cash Management Settings -
Business Day Setup-
Department Setup

Department feature can be Enabled/Disabled. Department names can be edited. User can select a department on Bill deposit or Manual deposit if the department is enabled.

3-7-1-3.1 CashWiz Setup Menu

```
1 End of Day Setup
2 Shift Setup
3 Department Setup
4 Change Order Setup
5 Receipt Setup
Auto Logout BR   YES
Auto Logout sec  30
  BACK        ENTER
```

From the CashWiz Setup Menu, select 3 for Department setup.

3-7-1-3.2 Department Setup

```
   Department Setup


Enable Depart     Y/N
Number of Depart    2
1. Name Departments


BACK    ▼▲      ENTER
```

This screen allows for the Department feature to be turned on / off and to enter the Number of Department.
Name of the Departments can be edited by selecting Name Department option.

3-7-1-3.3 Department Setup

```
Enter Department Name

Dept 1
[Dept Name1]
Dept 2
[Dept Name2]
BACK   ▼▲   ◄ ► ENTER
```

This screen allows to edit the department names.

If the Department feature is enabled the menu Displayed after login success will be Department Selection Menu. Bill feed and Manual Deposit can be performed by selecting a Department.
On selecting a Department, 'Department Main' Menu will be displayed. From that menu user Manual Deposit. Main menu will not have the provision for Manual deposit if department feature is enabled. In safewizard Bill readers will not be enabled.

3-7-1-3.4 Department Selection

```
 Enter Dept. Number
         xx




BACK            ADMIN
```

To select a department select available options (1-30)
Press Soft key 4 - ADMIN to go to the main Menu.

3-7-1-3.5 Department Main Menu

```
     Feed Bills
        Now




BACK
```

Users can perform Bill feed and Manual Deposit from this menu if Department feature is enabled.

3-7-1-3.6 Main Menu

```
 SafeWizard Main Menu
1 Doors
2 Deposits
3 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
   DR1  DR2
```

On selecting option 2 with department enabled a message will be prompted that the department is enabled and select department menu will appear.

Chapter 3-7-1-4

Cash Management Settings -
Business Day Setup-
Set Change Order $

The change order feature allows locations to track change order amounts separate from location sales during a business day.

3-7-1-4.1 CashWiz Setup Menu

```
1 End of Day Setup
2 Shift Setup
3 Department Setup
4 Change Order Setup
5 Receipt Setup
Auto Logout BR   YES
Auto Logout sec  30
BACK   ▲      ▼    ENTER
```

From the CashWiz Setup Menu, select 4 for Change order setup.

3-7-1-4.2 Change Order setup Menu

```
  Change Order Setup

Enable C/O        Y/N
Set C/O Amt   1000.00




BACK   ▼▲   ◄ ►   ENTER
```

This screen allows for the change order feature to be turned on / off and to enter the change order amount. This amount will remain the same betweer courier pick-ups. This is an optional feature, and locations can use the change order feature without setting an amount.

Chapter 3-7-1-5

Cash Management Settings - Business Day Setup- Receipt Setup

Number of receipts to be printed for each transaction can be set in this Menu.

3-7-1-5.1 CashWiz Setup Menu

```
1 End of Day Setup
2 Shift Setup
3 Department Setup
4 Change Order Setup
5 Receipt Setup
Auto Logout BR   Y/N
Auto Logout sec  030
BACK    ▲    ▼    ENTER
```

From the CashWiz Setup Menu, select 5 for Receipt setup.

3-7-1-5.2 Receipt Setup

```
  Number of Receipts
Bill Reader Drop    0
Manual Drop         1
Courier Pickup      1
Adjustments         1
Transfer            1
Change Order        1
BACK   ▲▼   ◄ ►   ENTER
```

This screen allows for setting the number of receipts.

Chapter 3-7-2

Cash Management Settings -
Note Setup

This function allows programming of the note denominations accepted into the bill readers.

The Cash System Setup 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. For SafeWizard these options are not applicable since there are no Bill Readers are not available.

3-7-2.1 Note Setup Menu

```
Note Direction: 4 Way


1 Set BR1
2 Set BR2
3 Set BR3
4 Set BR4


BACK    ◄    ►    ENTER
```

Note Direction: Allows for face up or 1, 2, 4 way note feeding.

3-7-2.2 Note Direction Setup Menu

```
$1              Y
$2              Y
$5              Y
$10             Y
$20             Y
$50             Y
$100            Y
QUIT   ▲    ▼   SAVE
```

Users can turn off/on denominations to be accepted by the bill readers. The default setting is to allow all denominations to be deposited into the bill readers.

Chapter 3-7-3

Administration -
Cash Management Settings -
Courier Setup

This menu allows the configuration of currently supported Courier companies, which are presently Brinks, Garda and Loomis. By default , it is configured to 'AMSEC default'. Brinks EOD report is sent via FTP, Garda report is sent as e-mail.

3-7-3 Courier Setup Menu

```
      Courier Setup
Send EOD Files
            From Safe
Courier          Garda
1 Courier Acct No.
2 File Setup
3 Courier P/U Setup
QUIT   ▼▲   ◄ ►  SAVE
```

Send EOD Files: Setting this value determines whether to send courier report on End of Day event
The Safe sends the EOD report if the selection is "From Safe",
The Cloud sends the EOD report if selection is "From Cloud"
Both Cloud and Safe does not send if the selection is "Do not Send"

Courier: Choose the Courier company.
Select 1 for Courier Account Settings. Account number of the courier selected

Select 2 for Courier Settings. The configuration will be for the courier company chosen.

Select 3 for Courier Pickup Settings

3-7-3-2 Garda Setup Menu

```
     Email Setup for
       Garda Files
Enter Email Address:
Cashlink@gocashlink.com



BACK  ▼▲   ◄ ►  ENTER
```

Destination e-mail to send courier report, in case of Garda.

3-7-3-2 Brinks Setup Menu

```
  FTP Setup for Brinks
Server IP:
     012.185.087.200
FTP Port        00020
FTP Mode      Dynamic
Enable Secure Comm. Y/N

BACK  ▼▲   ◄ ►  ENTER
```

Set FTP server IP, port, mode and Secure Communication Enable

Press **ENTER** to set next set of FTP parameters

Chapter 3-7-3

Administration -
Cash Management Settings -
Courier Setup

3-6-4.4 Brinks Setup Menu

```
  FTP User Settings
      for Brinks
Username
BRINKS
Password
PAC325


BACK   ▼▲    ◄ ►   ENTER
```

Configure FTP user name and password.

Press **ENTER** to save FTP Parameters

3-6.4 Courier Pickup setup Menu

```
 Courier P/U Settings

MD direct to CP    Y/N
Recon Value     10000
Auto Reset BR Total Y


QUIT   ▼▲   ◄ ►   ENTER
```

MD direct to CP: If this setting is enabled Manual drop automatically falls to Courier packet
Set Recon Value: This is a tracking number for activities from courier pick-up to courier pick-up.
Auto Reset BR Total: If this setting is enabled, BR totals will be automatically cleared on courier pickup done by a courier user.

Chapter 4

Audit

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

4.1 Main Menu

```
1 User Management
2 Access Control
3 Date and Time
4 Factory Settings
5 Change your PIN
6 USB Operations
7 Cash Management
QUIT
```

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

```
    Access Denied!

    Insufficient
    Permission
```

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

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

4.3 Audits Menu

```
      Audit Trail
1 Audit By User
2 Audit By Door
3 Audit By Date
4 Audit By Event
5 Audit User List
6 Config. Report
BACK
```

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

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

Chapter 4-1

Audit by User

4-1.1 Audits Menu

```
      Audit Trail
1 Audit By User
2 Audit By Door
3 Audit By Date
4 Audit By Event
5 Audit User List
6 Config. Report
QUIT
```

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

```
    Audit By User
     Select User
      To Audit

      User XXX
 [   User Name   ]

BACK    ◄      ►   ENTER
```

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

4-1.3 Select Date Range Screen

```
     Select Audit
     Date Range

      01/01/2001
         To
      06/15/2003

 BACK   ▼▲   ◄ ► ENTER
```

Using the soft keys 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 Receipt Printer




               CANCEL
```

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

2 Receipt Printer: The audit will print from the safe's printer.

Before going to the next menu it will show "Sorting data Please wait…" message.

4-1.5 Audit by User

```
Record No :     0090
00:01      06/15/2003
User ID  :      001
                 BOB
Event No :       03
     LOGIN ATTEMPTED

BACK    ◄      ►
```

Using the **NEXT** and **PREV** soft keys, you can scroll through the audit record history for this user. By pressing **QUIT** or **BACK** soft key, you will go back to the "Audit to What Device" menu.

Chapter 4-2

Audit by Door

4-2.1 Audit by Door Screen

```
Audit By Door Number


    Select Door
     To Audit


     Door XX

BACK    ◄      ►    ENTER
```

"Audit By Door" allows an audit report of all events for a door.
Using the **NEXT** and **PREV** arrows on the number pad, you can scroll through the door to be audited. Pressing **QUIT** on the key pad will take you to the "Audit to What Device" menu.

4-2.2 Select Date Range Screen

```
     Select Audit
      Date Range


      01/01/2001
          To
       06/15/03

BACK   ▼▲   ◄ ►  ENTER
```

Using the soft keys 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 Receipt Printer




              CANCEL
```

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

2 Receipt Printer: The audit will print from the safe's printer.

Before going to the next menu it will show "Sorting data Please wait…" message.

4-2.4 Audit Records Screen

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

BACK    ◄      ►
```

Using the **NEXT** and **PREV** soft keys, you can scroll through the audit record history for this door. By pressing **QUIT** or **BACK** soft key, 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 Audit
       Date Range


       01/01/2001
           To
        06/15/03

QUIT   ▼▲   ◄ ►   ENTER
```

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

4-3.2 Audit to What Device Screen

```
 Audit To What Device

1 Display
2 Receipt Printer




              CANCEL
```

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

2 Receipt Printer: The audit will print from the safe's printer.

Before going to the next menu it will show "Sorting data Please wait…" message.

4-3.4 Audit Record Screen

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

BACK   ◄      ►
```

Using the **NEXT** and **PREV** soft keys on the SafeWizard ®, you can scroll through the audit record history for this date range. By pressing **QUIT** or **BACK** soft key, you will go back to the "Audit to What Device" menu.

Chapter 4-4

Audit by Event

4-4.1 Audit By Event Screen

```
   Audit By Event
    Select Event
      To Audit

        059
  DOOR LEFT OPEN

QUIT  ◄    ►   ENTER
```

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

4-4.2 Select Date Range Screen

```
   Select Audit
    Date Range

    01/01/2001
        To
     06/15/03

BACK  ▼▲   ◄ ►  ENTER
```

Using the soft keys 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 Receipt Printer



            CANCEL
```

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

2 Receipt Printer: The audit will print from the safe's printer.

Before going to the next menu it will show "Sorting data Please wait…" message.

4-4.4 Audit Record Screen

```
Record No :    0090
00:01    06/15/2003
User ID  :      01
                BOB
Event No :     003
     LOGIN SUCCESS

BACK   ◄      ►
```

Using the **NEXT** and **PREV** soft keys on the SafeWizard ® you can scroll through the audit record history for this event. By pressing **QUIT** or **BACK** soft key, 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

```
 Print To What Device

1 Receipt Printer




QUIT
```

"Audit by User List" prints permissions of all the users enrolled in the safe.

1 Receipt Printer: The audit will print from the safe's printer.

Chapter 4-6

Configuration Report

4-6.1 Configuration Report Screen

```
        Audits
1 Audit By User
2 Audit By Door
3 Audit By Date
4 Audit By Event
5 Audit User List
6 Config. report
BACK
```

Configuration report prints all the settings configured on the safe.

4-6.2 Configuration Report Screen

```
    Sorting Data
    Please Wait..
```

Chapter 5

Cash Safe Reporting

Cash reporting transactions can be viewed by selecting the Cash Safe Reporting Menu. Records can be viewed by entering a start date and time and then entering an end date and time.

5.1 Main Menu

```
 SafeWizard Main Menu
1 Doors
2 Deposits
3 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
    DR1   DR2
```

From the Main Menu, select 5 for Cash Safe Reporting

5.2 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

1. Depart & Transfers: View department wise deposit information and Transfer records.

2. **Courier Records**: View past courier records

3. Inventory Records: View current inventory of the safe.

4. **Transaction History**: View past cash transactions.

5. **Shift Reports**: View past shift reports.

6. **User Shift Reports**: View past user reports.

7. **End of Day Reports**: View past end of day
Press '►' key to view menu for selecting 'Adjustment Report'.

Cash safe reporting menu will display these options, if Department feature is disabled. Select 1 to navigate to date range menu to print transfer report.

Chapter 5-1

Cash Safe Reporting-
Department Records

Department and transfers reports can be viewed by selecting the Cash Safe Reporting Menu. Department reports will show deposit information by department for a selected business day and Transfer reports will show transfer reports for a selected time range.

5-1.1 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

If department feature is enabled in the safe, this menu will be shown on selecting 5 from Main Menu. From the Cash Safe Reporting Menu, select 1 for Depart & Transfers Records.

5-1.2 Depart & Transfers Records Menu

```
Department & Transfers
       Reporting


1 Department Reports
2 Transfer Records




BACK
```

Select 1 for Department report.

5-1.3 Department Records Menu

```
   Department Report


  Enter Business Day
     Start date:


     XX/XX/20XX


BACK  ◄      ►   ENTER
```

Enter any date that the business day started on. Press **ENTER** to navigate to menu to select department.

5-1.4 Select Department Menu

```
  Select a Department
      to Report
          XX



BACK            ALL
```

Enter a department to print report.

Chapter 5-1

Cash Safe Reporting-
Transfers Records

Transfer reports will show transfers done in a selected time range.

5-1.1 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

Cash safe reporting menu will display these options, if Department feature is disabled. Select 1 to navigate to date range menu to print transfer report. If department is disabled Option 1 is Displayed as Transfers

5-1.2 Transfer Records Menu

```
   Transfer Records
   Select Time Range

xx/xx/20xx  at xx:xx

        To
xx/xx/20xx at  xx:xx

 BACK   ▼▲   ◄►  ENTER
```

Enter start date and time and end date and time. Then press **ENTER** to print report.

Chapter 5-2

Cash Safe Reporting-
Courier Records

Courier records can be viewed by selecting the Cash Safe Reporting Menu.

5-2.1 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

From the Main Menu, select 2 for Courier Reports

5-2.2 Courier Records Menu

```
  Courier  Reports


1 Duplicate Report
2 Date Range Summary




BACK
```

Choose 1 to print courier report of a selected day or 2 to print courier report of a selected time range.

5-2.3 Courier Records Menu

```
   Courier Report
  Duplicate Re-Print
    Enter Business
         Date


    XX/XX/20XX

BACK  ◄      ►  ENTER
```

This menu allows to print duplicate courier report of any day.

5-2.4 Courier Records Menu

```
   Courier Pick up
   Date/Time Range

 xx/xx/20xx   at  xx:xx

         To
 xx/xx/20xx   at  xx:xx
  BACK  ▼▲  ◄► ENTER
```

Enter start date/time and end date/time, then select **ENTER** to print courier report.

Chapter 5-3

Cash Safe Reporting-
Inventory Records

Cash reporting transactions can be viewed by selecting the Cash Safe Reporting Menu. This menu helps to get the current inventory details.

5-3.1 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

Select 3 to print current inventory report.

Chapter 5-4

Cash Safe Reporting-
Transaction History

Cash reporting transactions can be viewed by selecting the Cash Safe Reporting Menu. Records can be viewed by entering a start date and time and then entering an end date and time.

5-4.1 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

From the Main Menu, select 4 for Cash Transaction History

5-4.2 Transaction History Menu

```
Transaction History
  Date/Time Range

xx/xx/20xx  at  xx:xx

        To
xx/xx/20xx  at  xx:xx
BACK  ▼▲    ◄ ► ENTER
```

Enter Start Date and Time and End Date and Time. Select **ENTER** to print the report.

Chapter 5-5

Cash Safe Reporting-
Shift Report

Cash reporting transactions can be viewed by selecting the Cash Safe Reporting Menu. Records can be viewed by entering a start date and time and then entering an end date and time.

5-5.1 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

From the Main Menu, select 5 for Shift Reports

5-5.2 Shift Report Menu

```
     Shift Report
     Select Period


1 Current Bus Day
2 Enter a Date


BACK
```

Choose the current business day or a previous business day. If item 2 is selected go to menu item: 5-5.4

5-5.3 Shift Report Menu

```
     Shift Report
Current Business Day


1 Print Report
2 End Shift & Report



BACK
```

If the current business day is selected and the manual shift end feature is turned on, users have the option to run a report or close the shift and print the report.

* Note* If the safe is programmed with automatic shift ends, and a user manually ends the shift within the gap threshold (pg.65), the auto end of day will not run.

5-5.4 Shift Report Menu

```
   End Shift and
    Print Report


Are you sure you want
  to End Shift X?



BACK            YES
```

Enter any date that the business day started on.

5-5.5 Shift Report Menu

```
   Select Shift Number


1 SHIFT 1    4 SHIFT 4
2 SHIFT 2    5 SHIFT 5
3 SHIFT 3    6 SHIFT 6


BACK  ◄        ►
```

Select the shift that is needed. The report will print.

*The system will only display the shifts that were created. Example if there was only 1 shift for the day, only 1 shift will display.

5-5.6 Shift Report Enter Date Menu

```
      Shift Report

  Enter Business Day
     Start date:


      12/29/15

BACK    ◄      ►   ENTER
```

On selecting the Enter Date option from 5-5.2 Shift Report Menu, Shift Report Enter Date Menu will be displayed.

5-5.7 Shift Report Menu

```
   Select Shift Number


1 SHIFT 1    4 SHIFT 4
2 SHIFT 2    5 SHIFT 5
3 SHIFT 3    6 SHIFT 6


BACK  ◄        ►
```

Select the shift that is needed. The report will print.

*The system will only display the shifts that were created. Example if there was only 1 shift for the day, only 1 shift will display.

Chapter 5-6

Cash Safe Reporting-
User Reports

Cash reporting transactions can be viewed by selecting the Cash Safe Reporting Menu. Records can be viewed by entering a start date and time and then entering an end date and time.

5-6.1 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

From the Main Menu, select 6 for User Reports

5-6.2 User Report Menu

```
       User Report
       Select User


       [User ID]
      [User Name]



QUIT    ◄      ►   ENTER
```

Scroll through the users to select the appropriate user.

5-6.3 User Report Menu

```
      User Report
  Enter Business Day
     Start date:


     XX/XX/20XX



BACK ◄        ►   ENTER
```

Enter any date that the business day started on. Once **ENTER** is selected, the report will print.

Chapter 5-7

Cash Safe Reporting-
End of Day Report

Cash reporting transactions can be viewed by selecting the Cash Safe Reporting Menu. Records can be viewed by entering a start date and time and then entering an end date and time.

5-7.1 Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

From the Main Menu, select 7 for End of Day Report

5-7.2 End of Day Report Menu

```
      End of Day
     Select Period


1 Current Bus Day
2 Enter a Date




BACK
```

Choose current business day or previous business day. Option 2 will navigate to menu 5-7.5

5-7.3 End of Day Report Menu

```
    End of Current
    Business Day

1 Print Report
2 End Day & Report



BACK
```

If the manual EOD option is turned ON, the user has two options.

1. Run the current End of Day report, without closing the day.

2. Close the business day and print the report.

* Note* The safe should have an Auto End of Day programmed in the event that a manual End of Day was not run. The Auto End of Day should be programmed at the latest point that the manual End of Day should have occurred. If a manual End of Day occurs within the gap threshold (pg. 65), the auto End of day will not run.

5-7.4 End of Day Report Menu

```
    End Business
  Day & Print Report

Are you sure you want
   to end the Day?



BACK          ENTER
```

Confirm that the End of Day should be closed. Select **ENTER** to end day and print report.

5-7.5 End of Day Report Menu

```
┌─────────────────────────────┐
│   End of Day Report         │
│                             │
│  Enter Business Day         │
│     Start date:             │
│                             │
│                             │
│      XX/XX/20XX             │
│                             │
│                             │
│ BACK   ◄       ►   ENTER    │
└─────────────────────────────┘
```

Enter the date that the business day started on. If the manual End of Day feature is turned OFF, or a previous business date entered the report will print once the user hits **ENTER**.

Chapter 5-8

Cash Safe Reporting-
Adjustment Report

Cash reporting transactions can be viewed by selecting the Cash Safe Reporting Menu. Records can be viewed by entering a start date and time and then entering an end date and time.

5-8.1Cash Safe Reporting Menu

```
1 Dept & Transfers
2 Courier Reports
3 Inventory Report
4 Trans History
5 Shift Report
6 User Report
7 End of Day Report
8 Adjustment Report
```

From the Cash Safe Reporting Menu, press '►' to view menu option for Adjustment Report

5-8.2 Adjustment Report Menu

```
  Adjustment Report
  Date/Time Range

xx/xx/20xx   at xx:xx

        To
xx/xx/20xx at   xx:xx

BACK   ▼▲    ◄ ► ENTER
```

Enter Start Date and Time and End Date and Time. Hit **ENTER** to print adjustment report.

Chapter 6
Transfers and Funding the Change Order

The SafeWizard ® unit tracks inventories as well as change order payments.

Inventories include: Manual Drops, Store Bank and Courier Packets. When deposits are made into the safe, the funds are kept in the manual drop inventory. These can be transferred to other inventories by the manager.

6.1 Main Menu

```
SafeWizard Main Menu
1 Doors
2 Deposits
3 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
   DR1  DR2
```

From the Main Menu, select 6 to Transfer Funds

Chapter 6-1
Asset Transfers

Inventories allow managers to track funds in different areas of the safe.

6 -1.1 Transfer Funds Menu

```
Transfer & Fund C/O

1 Transfer Assets
2 Fund Change Order
3 Adjustments
4 Resend End of Day
5 Resend Courier P/U
BACK
```

Select 1, Transfer Assets.

6-1.2 Transfer Assets From

```
Transfer Assets From

1 Manual Drop
2 Store Bank
3 External
4 Courier Packet


BACK
```

Select the inventory in which assets will be moved FROM.

6-1.3Transfer Assets To

```
  Transfer Assets tO

1 Store Bank
2 External
3 Courier Packet



BACK
```

Select the inventory in which assets should be moved TO.

6-1.4 Transfer Items

```
    Transfer Items
1 Cash
2 Coin
3 Checks
4 Other
5 Cash and Check
6 All
BACK
```

Select the item to be transferred.

6-1.5 Transfer Amounts

```
    Transfer Items


Avail :    $2000.00
Tfr Amount  $1000.00
From  Courier Packet
TO        External
BACK   ◄    ►   ENTER
```

Enter the amount to be transferred. A receipt will print to confirm that the transfer occurred.

Chapter 6-2

Funding the Change Order

The SafeWizard ® System has the ability to track Change Order payments. Change Orders are funded by transfers from the Bill Readers. Notes feed into the bill reader are available to be transferred to the change order during the business day in which they were inserted. Once the end of day occurs, the funds are no longer available for transfer.

Main Menu

```
SafeWizard Main Menu
1 Doors
2 Deposits
3 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
   DR1 DR2
```

From the Main Menu, select 6 for Transfer Funds

6-1 Transfer Funds Menu

```
Transfer & Fund C/O

1 Transfer Assets
2 Fund Change Order
3 Adjustments
4 Resend End of Day
5 Resend Courier P/U
BACK
```

Select 2, Fund change order.

6-1.A Select Department

```
 Enter Dept. Number
  For Change Order
       XX



BACK         ENTER
```

Select 2, If department is Enabled Menu will be prompted to enter Department number. If department is not enabled, this menu will not appear.

6-2 Fund Change order Type Selection

```
 Fund Change Order


1 Acceptor Transfer
2 Deposit Funds




BACK
```

Select 1, Acceptor Transfer to transfer funds to change order from Bill deposit Funds.

Select 2. Deposit Funds to deposit funds directly to Change Order.

Since bill readers are not supported in Safewizard this option is not applicable in Safewizard.

6-2.1 Transfer Funds Menu

```
   Fund Change Order


1. Increase C/O
2. Decrease C/O




BACK
```

Select 1, to Increase change order. Select 2 to Decrease Change Order. This menu will only be displayed if any amount is available to decrease.

6-2.3 Change Order Menu

```
Fund Change Order
CO Reqd.   $000000.00
Funded     $000000.00
Avail.Cash $000000.00
Enter Transfer Amount
        $000000.00
BACK   ◄    ►    ENTER
```

The CO req. amount is the amount of the change order that is stored into the safe, and the amount that should be funded prior to the courier pickup. The funded amount is the actual amount that has been funded. The change order can only be funded by funds placed into the bill reader during the current business day. The available cash reflects the total amount of funds available to transfer to the change order. The change order grows from courier pick-up to courier pick-up.

Chapter 6-3

Adjustments

The SafeWizard ® System has the ability to do Adjustments on certain type of funds

Main Menu

```
SafeWizard Main Menu
1 Doors
2 Deposits
3 Admin
4 Audits
5 Reporting
6 Transfer & Fund CO
    DR1  DR2
```

From the Main Menu, select 6 for Transfer Funds

6-3.1 Transfer Funds Menu

```
Transfer & Fund C/O

1 Transfer Assets
2 Fund Change Order
3 Adjustments
4 Resend End of Day
5 Resend Courier P/U
BACK
```

Select 3, Adjustments.

6-3.2 Adjusment Menu

```
      Adjustments

1 Manual Drop
2 Store Bank
3 Courier Packet



BACK
```

Select the inventory in which needed Adjustment.

6-3.4 Transfer Items

```
   Adjustment Items

1 Cash
2 Coin
3 Checks
4 Other



BACK
```

Select the item to be Adjusted.

6-3.5 Adjustment Amounts

```
        Adjustments

Current Inventory:
            $000000.00


Key in New Amount
            $000000.00
BACK     ◄      ►    ENTER
```

Enter the amount to make Adjustment.

6-3.6 Adjustment Confirmation

```
        Adjustments

Confirm Change
Inventory to:


        $000000.00

BACK            ENTER
```
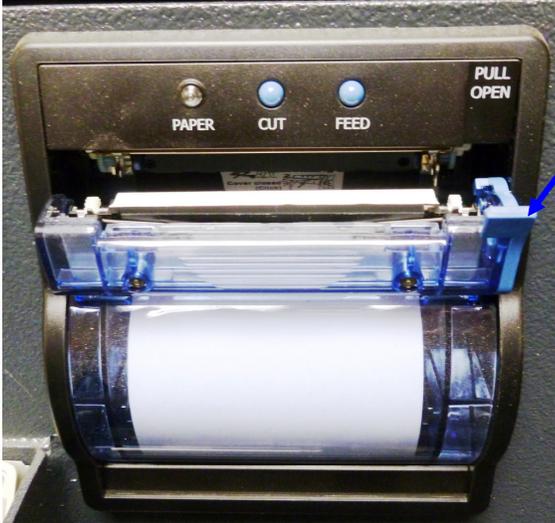
Receipt will print on confirming the value.

Chapter 8

Maintenance-
Printer Paper Replacement

The SafeWizard ® system is equipped with a thermal printer that uses 80MM paper.

1. To replace paper, pull the blue lever on the printer.

2. Place the paper in the machine with the paper feeding from the top.

3. Close the printer cover.

Appendix A

Standard User Profiles

	Standard Profiles	Cashier	Manager	Courier	Super User	Remote Adm.
	User Authority Level (UAL)	0	6	0	8	7
1	Open Safe Doors		Y		Y	
2	Time Delay Bypass			Y		
3	Time Lock Bypass			Y		
4	Authorize Time Delay Bypass		Y		Y	Y
5	Authorize Time Lock Bypass		Y		Y	Y
6	Change Own PIN	Y	Y	Y	Y	Y
7	Set Time and Date				Y	Y
8	Adjust Daylight Savings				Y	Y
9	Add Subordinate Users		Y		Y	Y
10	Modify Subordinate Users		Y		Y	Y
11	Delete Subordinate Users		Y		Y	Y
12	Enable/Disable Users		Y		Y	Y
13	Enroll Courier User				Y	Y
14	Run Audit Reports		Y		Y	Y
15	Purge Exempt		Y	Y	Y	Y
16	Purge Audit Trail				Y	
17	Remote Access				Y	Y
18	Set Time Delays				Y	Y
19	Set Time Locks				Y	Y
20	Set Immediate Time Lock				Y	Y
21	Set Holidays				Y	Y
22	Factory Setup				Y	Y
23	Change UAL				Y	Y
24	Make Manual Drops	Y	Y		Y	Y
25	Create Transfers		Y		Y	Y
26	Create Change Orders		Y		Y	Y
27	Run All reports		Y		Y	Y
28	Run Own User Report	Y	Y		Y	Y
29	End Shift Manually				Y	Y
30	End Day Manually				Y	Y
31	Make Adjustments		Y		Y	Y
32	Courier Door User			Y		Y
33	Configure Business Settings				Y	Y
34	USB				Y	Y

Note 1:   Validation Modes: 1 = PIN Only
                                2 = Dallas Key Only
                                3 = Dallas Key + PIN

Appendix B

User Authority Levels

User Profiles
Standard User Profiles

Profile No.	Profile Name	Default UAL
0	Factory User	10
1	Cashier	0
2	Manager	6
3	Courier	0
4	Remote Administrator	7
5	Super User	8

Appendix C
Quick Reference Menu Shortcuts

Action	Menu Shortcut Selections starting from the Main Menu	Process
Manual Deposit	Log In, 2	Login – Select Deposit. - Select Drop type (Cash, Coin, Checks, or Other). - Enter Amount. - Confirm Amount. Receipt will print. Select Enter and manual drop lock will unlock (if equipped). Open Drop and insert deposit. Close the deposit drawer, and select "Yes or No," for another receipt.
Change Order	Log In, 6, 2	Log in - Select Transfer & Fund Change order. – Select Fund Change Order. – Key in the amount. Hit Enter to Safe. Note: Only cash dropped in the bill readers during the current business day are available to be transferred to the change order.
Add a new User	Log In, 3 – 1 – 1	Log in - Select Administration – Select Set Up Users – Select Add a new User Note: Only available to Manager or higher User
Modify a User	Log In, 3 – 1 – 2	Log in - Select Administration – Select Set Up Users – Select Modify a User Note: Only available to Manager or higher User
Delete a User	Log In, 3 – 1 – 3	Log in - Select Administration – Select Set Up Users – Select Delete a User Note: Only available to Manager or higher User
Change P.I.N.	Log In, 3 – 5	Log in - Select Administration – Select Change Your Own PIN
Reset a P.I.N.	Log In, 3 – 1 – 2	Log in - Select Administration – Select Set Up Users– Select Modify a User. Press NEXT key until the USER is found and then press ENTER. Press the DOWN arrow key to the P.I.N. line and press "Yes". The P.I.N. will revert to 111111 Note: Only available to Manager or higher User
End of Day Report	Log In, 5, 7	Log in – Select Cash Safe Reporting. - Select End of Day report. - Key in the date that is needed. - Press Enter. - Select 1 to print the report without ending the day.
Asset Transfers	Log In, 6, 1	Log in – Select Transfer Assets– Select Transfers – Select Inventory to move from – Select inventory to move to –Select Item type - Enter Amount – Confirm Amount – Enter to complete