

MiniTech

High Security Lock for Safes & Vaults



Master Instructions

v2023-01-24 Keypad firmware v1.24 Safelock Systems Standard Specification

Available users and default codes

User	ID	Default Code
Master	N/A	12345678
Manager	01	123456
Users	02-49	Deleted, 6 digits (Can be added by the Manager)
Time Delay Override Users	50-59	Deleted, 6 digits (Can be added by the Manager)

Warning: Default codes must be changed immediately. The Master has overall administrative control of the lock system and can therefore **create other users who can open the lock.**

User hierarchy

Master > Manager (01) > Users 02-49 + 50-59

Master

The Master has administrative control of the lock including Manager management but cannot open.



Manager (01)







The Manager can open the lock, change their own code, manager users, block the lock, audit and manage time delay.

Users (02-49 + 50-59)



Users can open the lock and change their own code. Users 50-59 also have the ability to override time delay if in use and open the lock immediately.

Using the keypad

Older keypads may have a  key instead of an  key. Both keys function in the same way.

- Press any key to wake the display
If a key is not pressed for 30 seconds, the display will automatically switch off.
- To scroll menu items press 
- To accept press 
- To exit a menu, press  to scroll to **EXIT** and press  to accept.
- To return to the main code-entry display, press and hold 
- If a mistake is made during entry press  or allow the display to timeout.

Access the Master menu

- Press and hold 
The display shows MASTER MENU
- Enter the Master code
The display shows TIME AND DATE SETTINGS
- Once procedures are completed, press and hold  to exit the Master menu

Master menu structure

TIME AND DATE SETTINGS

>View and amend time and date

AUTOMATIC DST

>Scroll to ON or OFF

TIME LOCK SETTING

>WEEKLY TIME LOCK SETTING

>ADD NEW VALUES

>VERIFY OR DELETE VALUES

>EXIT

>CLOSING PERIODS SETTING

>ADD NEW VALUES

>VERIFY OR DELETE VALUES

>EXIT

>OPENING PERIODS SETTING

>ADD NEW VALUES

>VERIFY OR DELETE VALUES

>EXIT

>EXIT

SYSTEM AUDIT

>PC LINK

>SCROLL EVENTS

CHANGE MASTER CODE

>Enter the new code twice

MANAGER MANAGEMENT

>INSTALL / DELETE / DISABLE / ENABLE

DYNAMIC CODES

>Scroll to DISABLE or ENABLE

LOCK RECLOSURE MODE (Motorbolt locks only)





>Select MANUAL or AUTOMATIC

PC LINK

>Initiate communication with a PC





EXIT

Set time and date

- Access the Master menu
- Press  to scroll to **TIME AND DATE SETTINGS**
- Press 
The display shows the current time and date
- Press  again to enter values in the format shown, using the 24-hour clock.
- When the display shows ✓ after the date, press 
The display loads the day, entry is complete

Automatic DST

The lock's bolt must be in the open position to change DST status.

- Access the Master menu
- Press  to scroll to **AUTOMATIC DST**
- Press  then  to select ON or OFF press ok
The display shows the current time and date
- Press 
The display shows CHECK/TIME DATE VALUES as a reminder














Timelock: Enter or adjust weekly timelock

A weekly schedule can be entered to specify periods of time when the lock can be opened by users (Open periods). The lock cannot be opened at any times outside of the save open periods (Timelock active)

Warning: The timelock menu is only accessible during open periods, as such timelock should only be adjusted during an expected open period. **Ensure that open periods are entered and stored for every applicable day before saving all open periods and exiting the weekly timelock setting menu, to avoid the risk of lockout.**

The safe door does not need to be open to amend timelock. If the door is left open and a mistake is made during the procedure, safe contents are still accessible, however, it may not then be possible to secure the safe.










During entry, the first open period to be added defaults to today. Prepare a note in advance with all applicable open periods by day.

- Access the Master menu
- Press  to scroll to **TIME LOCK SETTING**
- Press 
The display shows WEEKLY TIMELOCK SETTING
- Press 
The display shows ADD NEW VALUES
- Press  to accept
- The first open period defaults to today. If an open period is required, enter the start and end times using the 24-hour clock. When a ✓ shows under the day, press  to temporarily store that open period. If the day shown should not have an open period, press 
- The display shows the following day with the same pre-filled start and end times as the previous day. Overwrite if necessary and press  to temporarily store, or  if no open period should exist on that day
- Continue through each day, pressing  to store an edited open period or  if no open period should exist on that day
- At the end of 7 days, the display will show **END OF LIST EXIT AND SAVE?**
- Press 
The display shows ADD NEW VALUES
- Press  to scroll to **VERIFY OR DELETE VALUES** to check settings, or press and hold  to exit to the main code-entry screen.

Timelock: Verify or delete weekly timelock

After entering weekly timelock values, before leaving the **TIME LOCK SETTINGS** menu, it is advisable to check the values have been entered correctly.

Warning: Do not delete an open period that covers the current time and date unless ALL open periods are to be deleted.

- Access the Master menu
- Press  to scroll to **TIME LOCK SETTING**
- Press 
The display shows WEEKLY TIMELOCK SETTING
- Press 
The display shows ADD NEW VALUES
- Press  to scroll to **VERIFY OR DELETE VALUES**
- Press 
The display shows the first value
- Press  to scroll through each open period or press  to delete it.
The displays shows DELETE VALUES? ✓
- Press  to confirm deletion
- At the end of 7 days the display shows **END OF LIST EXIT?**
- Press  to save any deletions

Timelock: Add additional daily open periods

Each day can hold up to 4 open periods. To add any additional open periods, follow the procedures shown in **Enter or adjust weekly timelock**.

Warning: If an additional daily open period is added which includes the times of an existing open period, that open period will be overwritten. Check existing open periods first using **VERIFY OR DELETE VALUES**.










Timelock: Open periods over midnight

Where an open period must cross over midnight, it is necessary to add an open period up to 23:59 for each day that applies, then an opening period from 00:00 to the required time for each day that applies. For example, if a bar is open from 12:00 to 01:00 daily, the following values should be entered.

	First Entry	Second Entry
MON	12:00 to 23:59	MON 00:00 to 01:00
TUE	12:00 to 23:59	TUE 00:00 to 01:00
WED	12:00 to 23:59	WED 00:00 to 01:00
THU	12:00 to 23:59	THU 00:00 to 01:00
FRI	12:00 to 23:59	FRI 00:00 to 01:00
SAT	12:00 to 23:59	SAT 00:00 to 01:00
SUN	12:00 to 23:59	SUN 00:00 to 01:00

Timelock: adjust closing periods

Closing periods are occasions when the safe would normally have a timelock open period, but is required to be inaccessible. E.g. the lock would normally have an open periods of 07:00 to 19:00 on a Monday, but a closing period is required for a public holiday.

- Access the Master menu
- Press  to scroll to **TIME LOCK SETTING**
- Press 
The display shows WEEKLY TIME LOCK SETTING
- Press  to scroll to **CLOSING PERIODS SETTING**
- Press 
The display shows ADD NEW VALUES
- Press 
The display shows a closed padlock with DD/MM/YY hh:mm, followed by an open padlock with DD/MM/YY hh:mm
- Enter the close and open dates and times as required. When a ✓ shows, press  to save.
The display shows a closed padlock with DD/MM/YY hh:mm, followed by an open padlock with DD/MM/YY hh:mm
- Enter further closing periods or press  to exit.
- Press  to scroll to **VERIFY OR DELETE VALUES** or press and hold  to exit to the main code-entry screen.







Timelock: adjust opening periods

Opening periods are occasions when the safe would normally have timelock active, but is required to be accessible. E.g. the lock would normally have timelock active on Sundays, but an opening period is required for a special event.



Follow the same instructions for 'Adjust closing periods', but scroll to **OPENING PERIODS SETTING** to adjust values.

Audit







A basic on-screen audit shows an open/closed padlock, the User ID where it is an opening, the day, date and time the event occurred. *Instructions to download audit to a PC are available to view on our website.*

- Access the Master menu
- Press  to scroll to **SYSTEM AUDIT**
The display shows ENTER DALLAS
- Press 
The display shows PC LINK → SCROLL EVENTS ✓
- Press 
The display shows SCROLL EVENTS ON LCD
- Press , then press  repeatedly to scroll through each event
- Press  to exit


Change Master code

- Access the Master menu
- Press  to scroll to **CHANGE MASTER CODE**
- Press 
The display shows ENTER NEW CODE
- Enter the new Master code
The display shows CONFIRM CODE
- Enter the new Master code again to confirm
The display shows OPERATION DONE





Manager management

- Access the Master menu
- Press  to scroll to **MANAGER MANAGEMENT**
- Press 
*The display shows the current status of the Manager.
(_ is deleted), (✓ is installed and enabled), (X is disabled)*
- Press  to access options
- Press  to scroll to **DELETE? | DISABLE? | ENABLE?** as required
Enable is only visible if the user has been disabled.
- Press 
The display shows OPERATION DONE
- If the Manager has previously been deleted, the first option shown is **INSTALL?** press 
The display shows ENTER NEW CODE
- The Manager must enter their 6-digit code.
The display shows CONFIRM CODE
- Enter the 6-digit code again to confirm
The display shows OPERATION DONE

Lock reclosure mode

Where a motorbolt lock is in use, the lock's bolt will drive to close automatically after 8 seconds (This value may differ) or can be set to close by pushing and holding 

The lock's bolt must be in the open position to change lock reclosure mode.

- Access the Master menu
- Press  to scroll to **LOCK RECLOSURE MODE**
- Press 
The display shows the current setting AUTOMATIC or MANUAL
- Press , then  to accept

Other settings

Please contact us for information regarding Dynamic Codes and PC Link if required.

Document version

These instructions may be updated from time to time, visit safelocksystems.co.uk to check for updates.