MiniTech

High Security Lock for Safes & Vaults

Standard User 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. These instructions cover changing code for the Master. For all other Master functions, including setting time and date and setting weekly timelock, please refer to **MiniTech Master Instructions**, available to download from our website.

Manager (01)
The Manager and 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 OK 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 OK
- To exit a menu, press ➡ to scroll to **EXIT** and press OK 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.

Open the lock   *Manager/Users*

Depending on the construction of the safe or vault, other locks such as key locks may need to be opened first. Any actions required to open the door and lock, should be reversed to close and secure the door and lock.

- Press any key to wake the display
  The display shows **ENTER CODE XX-XXXXXX**
- Enter a valid ID and 6-digit code
- Wait until the LED is illuminated green and the display shows **OPEN**, then turn the safe handle / knob.

If time delay is in operation, after entry of a valid ID and code, the display shows **TIME DELAY** *with a counter showing the time that has elapsed. The LED will flash red every second. When the time display has elapsed, the display will show* **OPEN WINDOW***, with a counter showing the time that has elapsed. Double beeps will sound every 5 seconds. During the open window, repeat code entry and wait until the display shows* **OPEN** *before turning the safe handle / knob.*

To stop time delay counting:
- Press ➡ then OK to accept.

Users 50-59, if installed, can override time delay and open the lock immediately.

Special function shortcuts

Each digit and symbol can be used to access a special function.

- Press any key to wake the display
  The display shows **ENTER CODE XX-XXXXXX**
- Press and hold the relevant key to access the special function.

Key	Special Function	Permission
0	Change code	All
1	Manage users	Manager
2	System setup (Not applicable)	N/A
3	Dynamic codes (If in use)	Dynamic user
4	Block the lock	Manager
5	Test the keypad	All
6	Change keypad language	All
7	Audit	Manager
8	View keypad firmware / adjust contrast / view time and date	All
9	Time delay menu	Manager
➡	Return to code-entry screen	All
OK	Access the Master menu	Master

Change code (0) — *Manager/Users*

Opening codes should be changed and tested with the safe or vault door open where possible.

- Press and hold 🔲
  The display shows **ENTER OLD CODE XX-XXXXXX**
- Enter the ID and existing 6-digit code
  The display shows **ENTER NEW CODE XXXXXX**
- Enter the new 6-digit code
  The display shows **CONFIRM CODE XXXXXX**
- Enter the new 6-digit code again to confirm
  The display shows **OPERATION DONE**

Change code (Master) — *Master*

- Press and hold 🆗
  The display shows **MASTER MENU**
- Enter the Master code
  The display shows **TIME AND DATE SETTINGS**
- 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**

Add and manage Users (1) — *Manager*

- Press and hold 1️⃣
  The display shows **USERS MANAGEMENT**
- Enter the Manager code *(The ID (01) is pre-filled).*
  The display shows a table with symbols under each user ID.
  (_ is deleted), (✓ is installed and enabled), (X is disabled)

Add a user
- Press ➡ to advance each page if required
- Enter the ID to be added
  A cursor will flash underneath the User ID
- Press 🆗 to access options
- The first option shown is **INSTALL?**, press 🆗
  The display shows **ENTER NEW CODE**
- The user must enter their 6-digit code.
  The display shows **CONFIRM CODE**
- Enter the 6-digit code again to confirm
  The display shows **OPERATION DONE**

Users 50-59 can only be added if the lock's bolt is in the open position.

Manage a user
- Press ➡ to advance each page if required
- Enter the ID to be edited.
  A cursor will flash underneath the User ID
- 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**

Block the lock (4) — *Manager*

Blocking the lock prevents access to all lock functions (Opening and special functions) until the time and date that is specified **(Up to 31 days ahead)**

Warning: Once blocked, the lock cannot be unblocked. It is important to ensure that the correct values are entered.

- Press and hold 4️⃣
  The display shows **BLOCK SYSTEM**
- Enter the Manager code *(The ID is pre-filled).*
  The display shows **BLOCK UNTIL** *and either* **DD/MM hh:mm** *or the next opening date and time if timelock is active*
- Enter the date and time the lock should be blocked until in the format shown using the 24 hours clock: **DD/MM hh:mm**
- When the display shows ✓ after the time, press 🆗
  The display shows **BLOCK THE LOCK?**
- Press 🆗 to confirm
  The display shows **OPERATION DONE**

Test the keypad (5) — *All*

The keypad membrane is a replaceable part. If keys do not appear to be functioning normally, a keypad test can determine if there are any problems.

- Press and hold 5️⃣
  The display shows **TEST MODE 123456789→✓**
- Press each key in the order that appears on the screen, The ✓ symbol means ✅ or 🆗
- Keys functioning normally will sound a short beep, and the digit/symbol will disappear. If a key is faulty, the display shows **WRONG/FAULTY KEY**
- If all keys are functioning normally, the display shows **OPERATION DONE**

Change the language (6) — *All*

- Press and hold 6️⃣
- *The display shows* **ENGLISH 1 2 3 4 5 6 7**
- Each digit refers to a different language, where English is 1. Press each digit until the desired language shows.
- Press 🆗 to accept
  The display returns to the code entry screen

Audit (7)   *Manager*

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.*

- Press and hold 🔢**7**
  The display shows **LOCK AUDIT**
- Enter the Manager code *(The ID is pre-filled).*
  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

Special function (8)   *All*

- Press and hold 🔢**8**
  The display shows the **keypad** *firmware version and firmware release date*
- Press 🔢**1** to display the lock firmware version
  Or;
- Press ➡ to display time and date
  The display shows the current time and date
  OR;
- Press and hold 🔢**8** again
  The display shows **ADJUST CONTRAST** *with levels 1-8. A cursor flashes over the currently selected level*
- Press a digit to select a suitable level
  A cursor flashes over the selected level
- Press 🆗 to accept
  The display returns to the code-entry screen

Manage time delay (9)   *Manager*

Time delay requires a period of time to elapse before the lock can be opened, to prevent users from being forced to open the lock immediately.

- Press and hold 🔢**9**
  The display shows **SET TIME DELAY**
- Enter the Manager code *(The ID is pre-filled).*
  The display shows the current settings
- Press 🆗
  A cursor flashes for **TIME DELAY**
- Enter 2 digits for the time delay e.g. 01 minute (Max. 99 minutes).
  The cursor will move to **OPEN WINDOW**
- Enter 2 digits for the open window, e.g. 01 minute (Min. 01, max 19)
- Press 🆗 to accept

Note: If the time delay values are to be reduced or removed, the lock must first be unlocked during the open window and the bolt must be held in the open position before again accessing the time delay menu. To remove time delay, use 00 for the time delay and 01 for the open window.

Troubleshooting

Display message: LOCK PENALTY
An incorrect code has been entered 4 times. Wait for the penalty period of 4 minutes to elapse before entering a valid code.

Display message: BATTERY LOW
The batteries must be replaced immediately. MiniTech is usually powered with a battery box mounted inside the safe or vault. Please consult the safe or vault supplier for more information on changing batteries. MiniTech can also be powered in an emergency using a 9v alkaline battery from the slot at the bottom of the keypad. Unscrew the security screw if fitted, pull the handle of the battery cover and connect the battery to the battery connector located inside the slot.

Display message: NO ANSWER
There is a connection fault between the keypad and the lock. Contact a safe engineer.

The display is not functioning
See BATTERY LOW, the batteries should be replaced.

A key does not beep when pressed
Undertake a keypad test (Special function 5) if any keys are faulty, contact a safe engineer.

The safe or vault door does not open
If the lock system is otherwise operating normally, there is a mechanical fault. Contact a safe engineer.

Optional features

MiniTech is programmed as standard to operate as shown in these instructions. On occasion the specification may vary changing how the lock operates. For more information, please refer to **MiniTech Optional Feature Instructions**, available to download from our website.

Blocked users: Some users may be blocked
Block the lock: Operates differently, unblock may be enabled
Dallas keys (Fobs): A key is used in addition to a code
Dual mode: 2 codes are required to open the lock and or access the Manager menu
Dual locking: One MiniTech keypad operates 2 locks
Duress: A duress code generates a silent alarm to a connected alarm system
Remote blocking: An input signal from a connected alarm system changes lock operation
Dynamic codes: One-time codes are in use
Manager doesn't open: The manager can manage but not open
Manager management disabled: The Master cannot manage the manager
Time delay management: The Master may also be able to manage time delay
Timelock exemption: Some users may be exempt from timelock schedules

Document version

These instructions may be updated from time to time, visit safelocksystems.co.uk to check for updates or download additional documents such as **MiniTech Master Instructions.**