

# KeySafe

VERSION 2  
Firmware Rev 2H & 3.1



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# User Guide

## QUICK START GUIDE

To enter management mode, open the door and press the # key.  
After a delay, you will be in *MANAGEMENT* mode.  
Use the 1 & 7 keys to scroll through the menu items.  
Use the # key to make a selection, the \* key to cancel.  
To enter *USER* mode, close the door.

## USER GUIDE

### MANAGEMENT MODE

#### SET MAXIMUM KEYS - FIRST TIME USE ONLY

- Scroll (1 or 7 keys) until you see *Set Max Keys*
- Press the # key
- You will be prompted to *Enter New Max*. The current setting is shown on the second line. This should be set for the maximum number of Keys you wish to load or alternatively set to 8 or 24 depending on the model of KeySafe purchased. This can also be set to the number of keys in use.  
eg for the 8 key KeySafe, press 8 then #. This procedure only needs to be done once. Version 3 Software – you will be prompted to confirm the change by typing 999#.

### CHANGE CODE

NOTE: For security purposes, codes should be changed every time a key has been dropped. Codes should not be shorter than 6 digits, although 1 to 10 digits are allowed.

#### TO LOAD A NEW CODE

- Scroll (1 & 7 keys) until you see *Change Code*
- Press # - you will then be prompted to *Enter Key ID*
- To enter a new code for dispenser number 1, type 1 followed by #. You will then be prompted to enter a new code number. This can be up to 10 digits long.
- Type the new code eg 987601 followed by #. If the code is in use, a warning will be displayed and you will be returned to the menu. Press # to confirm the change or \* to cancel. The dispenser will open for around 10 seconds to allow you to insert the key.

You may close the dispenser earlier by pressing the \* key.

### SHOW CODE

Use this function to display an individual code.

#### TO DISPLAY A DISPENSER CODE

- Scroll (1 & 7 keys) until you see *Show Code*
- Press # - you will then be prompted to *Enter Key ID*. Type the dispenser number you wish to display followed by the # key.

The display will show the code for around 10 seconds.

### SHOW ALL CODES

Use this function to display all codes in sequence to ensure they were entered correctly.

#### TO DISPLAY DISPENSER CODES

- Scroll (1 & 7 keys) until you see *Show All Codes*
- Press # to activate the function. The display will show all the codes entered for around 1 second each

Version 3 Software Press \* to pause the display, # to continue or \*\* to cancel.

### DROP ALL KEYS

Use this function to quickly remove all keys from the machine. Codes will remain unaltered.

This function may also be used to test the KeySafe unit.

#### TO DROP ALL KEYS

- Scroll (1 & 7 keys) until you see *Drop All Keys*
- Press # to activate the function

The dispenser will drop all keys at 1 second intervals.

You may cancel the sequence by pressing the \* key.

### LOAD KEY

Use this function to drop or load an individual key without reprogramming.

#### TO LOAD A KEY

- Scroll (1 & 7 keys) until you see *Load Key*
- Press # - you will then be prompted to *Enter Key ID*. Type the dispenser number you wish to load followed by the # key.

The Dispenser will open for around 10 seconds to allow you to insert the key.

You may close the Dispenser earlier by pressing the \* key.

### CLEAR CODE

Use this function to delete an individual code.

- Press # - you will then be prompted to *Enter Key ID*
- Type the dispenser number to delete followed by the # key. A confirmation message will appear.

### CLEAR ALL CODES

Use this function to clear all codes from the KeySafe.

- Press # for Yes or \* for No
- You will then be prompted to enter 999# to confirm or \* for No

### BACKLIGHT ON

Where supplied, use this function to turn the Backlight on by pressing #. A \* will appear next to the prompt if the feature is active.

### BACKLIGHT OFF

Where supplied, use this function to turn the Backlight off by pressing #. A \* will appear next to the prompt if the feature is active.