



# Safeplace

## Override and Audit Handheld Unit Operating Manual

**BiMax ST** – BiMax Standard: without fingerprint identification

**BiMax HS** – BiMax High Security: with fingerprint identification

For safe models:

M800 - C,C4,SL,W,MS,E

T800 - C,C4,SL,W,MS,E

M500 - C,C4,SL,W,MS,E

T500 - C,C4,SL,W,MS,E

T300 - C,C4,SL,W,MS,E

Q300 - C,C4,SL,W,MS,E

M300 - C,C4,SL,W,MS,E

IMPACT - C,C4,SL,W,MS,E

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## GENERAL DESCRIPTION OF HANDHELD CAPABILITIES

This manual describes the operating procedure for the **Handheld** unit used with Safeplace electronic safes.

**Safeplace** electronic safes were designed to provide maximum security.

Up to five different levels of security control can be applied:

1. Access to the **Handheld** itself
2. Personal entrance password
3. Fingerprint identification (for **BiMax HS**)
4. Emergency opening using coded Dallas iButton master key
5. Audit surveillance of the safe operation and the **Handheld** itself

The **Handheld** was designed to provide solutions to all aspects of security, operations, and maintenance of the safe, including:

1. Audit report of safe operations
2. Self-audit report of the **Handheld** unit
3. Emergency opening of the safe
4. Automatic power back-up to the safe
5. Interactive trouble-shooting of the safe
6. Replacement/change of emergency opening master key in case of loss or theft
7. Reprogramming of personal entrance password and fingerprint in case of user changeover

The user interface of the **Handheld** is designed to be “menu driven.” This means that the user does not have to enter instructions into the **Handheld**. Instead, simply scroll through the menu using the arrows until you reach the desired function, and press <ENTER> to select it. If there is a secondary menu, it operates in the same way. You may exit the menu by pressing the <MENU> button.

## GENERAL GUIDELINES

In order to make the best use of the **Handheld**, please observe the following rules:

1. Store the **Handheld** in a dry dust-free place.
2. Do not expose the **Handheld** to high temperatures, direct sunlight, or any source of radiation.
3. Clean the **Handheld** with a dry cloth only.
4. Do not apply pressure to the display surface.
5. Enforce stringent security procedures to ensure observance of the following:
  - 5.1. The **Handheld**'s location should be known at all times.
  - 5.2. The iButton master key location should be known at all times.
  - 5.3. Entrance authorization (password & fingerprint) should be strictly controlled.

## ACCESS LEVELS

There are two access levels:

1. **User Level** - This level allows access for emergency opening of the safe, audit function and maintenance features. The Handheld recognizes up to 21 users and each user should have his own password and fingerprint identification.
2. **High Level** – For use by the Security Manager or General Manager, henceforth known as “**Main User**”. In addition to all the functions of the User Level, the Main User Level allows for the display of the Self Audit, for the reprogramming of the iButton Master Key (in cooperation with the authorized agent), and for adding and deleting user passwords. There is only one Main User password known as the “**Main Password**”.

## USING THE IBUTTON MASTER KEY

To use the iButton master key, touch it to the round metal reader above the display.

## BIMAX HANDHELD OPERATING INSTRUCTIONS

1. Press  button. **Enter Password** appears on the display. Enter personal password.

*Steps 2&3 for BiMax HS*

2. **Put Finger On The Sensor** will appear on the display. Touch your finger to the fingerprint reader at the bottom of the handheld.
3. Display will show: **Image Captured**, You are now in the Main Menu of the **Handheld**.
4. If you entered the wrong password or wrong fingerprint, display will show: **Wrong Password or Wrong Finger**. Start the process again.

The display shows:



You can now use the arrows to scroll among the different items in the menu. (**OVERRIDE SAFE** is the first item on the menu.)

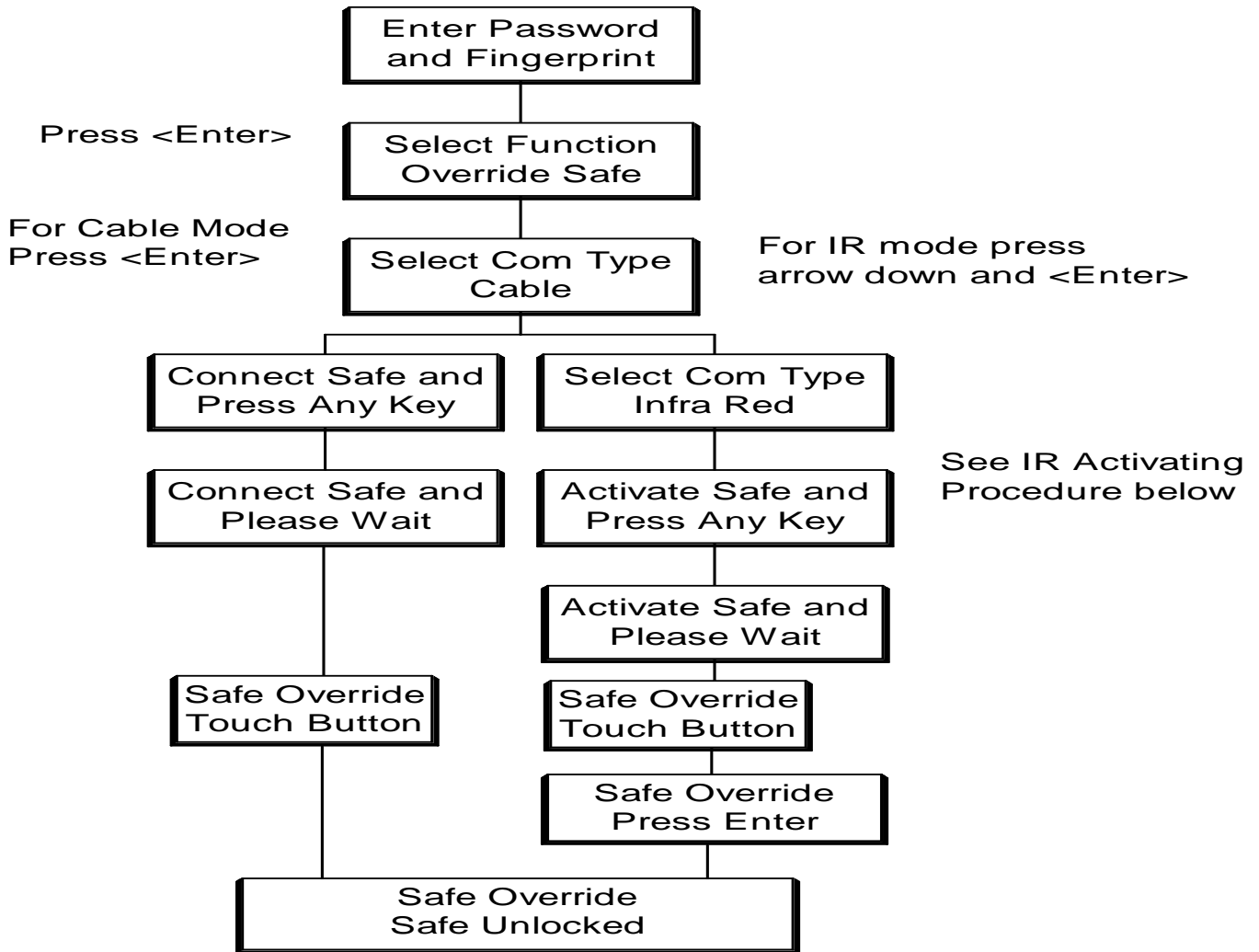
5. When not in use, the **Handheld** will shut off automatically after 60 seconds. **SLEEP** will appear on the display for a few seconds before the **Handheld** switches off. Deactivate the **Handheld** by pressing the **OFF** key.

**Important!** When using the **Handheld** for the first time, enter the preset factory access password “9999” for BiMax HS and “999999” for Bimax ST. (This password is on the **Main User** level. Then reprogram your personal access password. See section on “Handling Password.”)

## EMERGENCY OPENING PROCEDURE

Turn on **Handheld** and follow display instructions

### Override Safe



**Activating safe for IR communication for Models Magna 800, Titan 800, Titan 500, and Impact Fingerprint:**

**Card Models (Titan 800, Titan 500):**

Slide the IR Activating Card on the safe panel.

**Digital Models (Magna 800):**

Press on “CLR” key. The board light will turn on.

Immediately press on “LOCK” key. The safe will confirm activating by sounding a beep.

**Impact Fingerprint:**

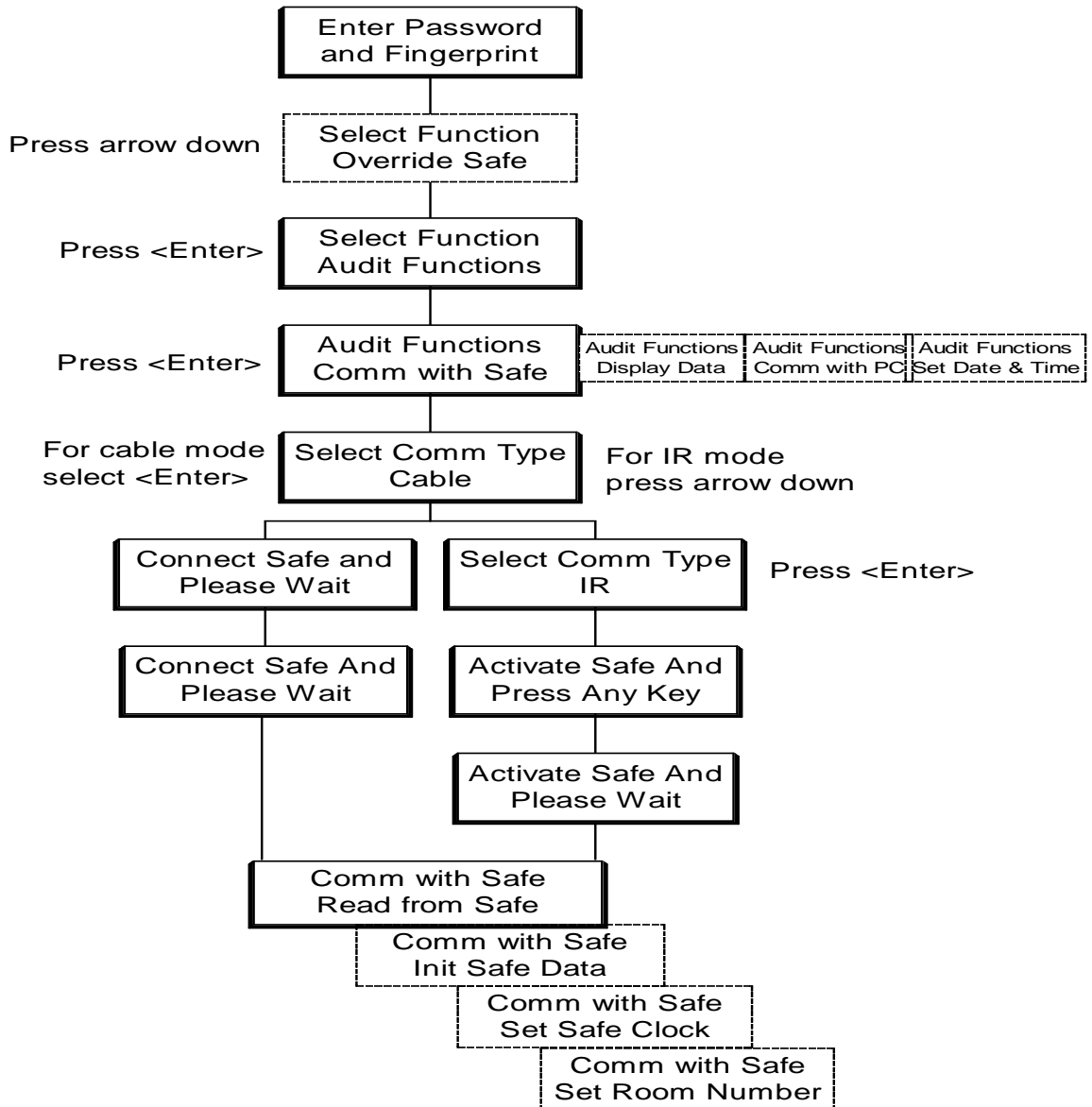
Press and hold the button under the panel grip, and click on the fingerprint sensor.



## OPERATING THE AUDIT FUNCTION

The audit function allows the user to display the safe operations on the **Handheld**. If you wish to print, save to file, or read the data on your PC, you may transfer the data to your PC using the **Safe Place Audit Software (Audit 2000)**, which should be installed in your computer.

### HOW TO ENTER THE AUDIT SYSTEM



## **AUDIT OPERATIONS:**

1. **Read From Safe:** To download audit records from the safe to the HHU, select **Read From Safe** and press <ENTER>.

**Confirm HHU Date & Time:** After selecting **Read From Safe**, the HHU display will show **Unit Clock, OK?** with the date and time.

If the date and time are correct, press <ENTER>. **Reading Data** will appear at the beginning of this operation. **Data Transferred** will appear upon completion.

If the date and time are incorrect, press <MENU> and go to **Set Date & Time** to correct the HHU date and time and then perform the operation again.

2. **Display Data:** After the completion of the **Read From Safe** process, the display will show **Display Data**. Press < ENTER > to review the audit report. From the main menu, select **Audit Functions** and then select **Display Data**. Using the arrows, you can page back and forth through the operations. Each operation is represented by a two-line display. The first line shows the date and time of the operation, while the second line shows the type of operation and who performed it.

3. **Init Safe Data:** To initialize a safe with new room number, date and time and **clear memory** select **Init Safe Data** and press <ENTER>, display then will display a question: **Erase Safe Data? OK-Enter , No-Menu.**

If you press <ENTER> display will show **Safe Setup Room: ?**. Enter the room number (up to 8 digits) and press <ENTER>. The following operations will take place and will be displayed: **Memory Cleared** and **Set Clock OK**. Safe display shows **Clr** and **End** after finishing setup.

\* This procedure should only be done after installing the safes and before use, or whenever you move a safe from one room to another. The procedure will clear the safe memory!

4. **Set Safe Clock:** To set the safe date and time, select **Set Safe Clock** and press <ENTER>. The HHU will automatically update the safe date and time. HHU display will show **Safe Setup**, and **Set Clock OK**. Safe display will show **End** after finishing setup.

\* This procedure should be done after replacing batteries and the safe display shows **Error 0** during safe operation.

5. **Set Room Number:** To enter or change only the room number, select **Set Room Number** and press <ENTER>. Enter the room number and press <ENTER>. Safe display will show **End**.

Please note that before performing **Set Safe Clock** or **Init Safe Data**, you should verify that the HHU date and time are accurate.

6. **Comm. With PC:** (Communicating with the PC) - Before choosing this item, connect the HHU to the PC at the serial communication port - RS 232 (Com 1 or Com 2) using the flat connection cable supplied with the HHU. Then choose this item from the menu. The HHU will enter the slave mode and **Slave Mode** appears on the screen. The PC is now in control.

Please refer to the section **Safe Place Audit Software (Audit 2000)** for further details.

7. **Date & Time:** To set or change the HHU date & time, select **Date and Time** and press <ENTER>. Follow these steps:
  - **Enter Year** - Enter 2 digit year or press < ENTER > for next level.
  - **Enter Month** – Enter 2 digit month or press < ENTER > for next level.
  - **Enter Day** – Enter 2 digit day of the month or press < ENTER > for next level.
  - **Enter Hour** – Enter 2 digit hour (01 to 23) or press < ENTER > for next level.
  - **Enter Minute** – Enter 2 digit minute or press < ENTER > for next level.

## TESTING BATTERY STATUS

**Only for Magna 800, Magna 500, and Titan 800:**

1. From the main menu, select **Safe Test** and press < ENTER >.
2. **Connect Safe and Press Any Key** will appear on the display. Check the connection to the safe and press any key.
3. **Please Wait** will appear on the display. (The HHU is identifying the safe.)
4. If the battery voltage is normal, the display will show: **Safe Batteries, Battery - OK**. If the battery voltage is low, the display will show: **Safe Batteries Battery – Low**.

## HANDHELD SELF-AUDIT OPERATIONS

(This function is only available for users with “Main User” level access.)

**Self Audit:** Displays a list of most operations performed by the **HHU**. Select the function **Self Audit** from the main menu. Immediately upon entering the menu, the display will show the last operation that took place. Using the arrow keys, you can page up or down within the record.

Each operation has its own code. The first letter represents the type of operation: **A** = Audit, **O** = Override, **P** = Programming, **S** = Safe Parameters.

- A-RD – Read Safe Data
- O-WM – Safe Override Wrong Master
- O-NC – Safe Override Not Completed
- O-IB – Safe Override By Master Button
- P-MB – Handheld Master Button Changed
- P-MP – Handheld Master (high level) Password Changed
- P-UD – Handheld User Deleted
- P-UA – Handheld User Added
- P-DN – Download User Names From PC.
- S-IS – Initiate Safe
- S-RN – Set Room Number
- S-SC – Set Safe Clock
- S-AC – Adjust Audit Data
- S-AT – Set Safe Activity Times
- P-EB – Enable Handheld iButton Reader
- P-DB – Disable Handheld iButton Reader

Each operation is registered in a separate record. The first row will indicate the date and time of the operation. The second row will indicate the type of operation, room number and the user number (for example - USER 02).

An additional click on <ENTER> will show the user name. To go back to the report, click <ENTER> again.

**USER CODE: 02**  
**JOHN DOE**

The **Handheld Unit** will retain the last 120 operations in its memory.

## **SPECIAL USER IDENTIFICATION FEATURE FOR IMPACT FINGERPRINT SAFE**

### **Fingerprint Verification.**

1. Connect the BiMax unit to the safe.
2. Open the audit report.
3. Choose the audit report listing of the number of the fingerprint you want to identify and press ENT on the BiMax unit. The safe enters verification mode.
4. Ask the person whose fingerprint you want to verify to place their finger on the safe sensor. The safe will read the fingerprint and compare it to the chosen fingerprint number. The resulting match or mis-match will be displayed on the safe's display panel.
5. If the safe does not verify the fingerprint, it remains in verification mode. The verification mode terminates if ten seconds pass without the placement of a finger on the sensor,

## REPROGRAMMING THE IBUTTON MASTER KEY

(This function is only available for users with “Main User” level access.)

This function allows the iButton master key to be reprogrammed in case of loss, or if you suspect that the master key is being misused. In order to ensure enforcement of strict operating procedures, this function should be undertaken **only with new iButtons and guidance from an authorized agent of the manufacturer.**

After entering the main menu, select **Change Override**. You will be asked to do the following:

- 1) **Attach iButton**: Touch the old (existing) master iButton to the rounded reader.
- 2) **Attach New iButton**: Touch the new master iButton to the rounded reader in the same way.

**Action Completed** will appear upon completion of the process.

## HANDLING PASSWORDS

1. **Add User** – adds a new user password. Up to 21 different users are permitted. For maximum security, first download the list of user names from the Audit software to the PC. (For instructions, see page 24: "Add User Names.")
  - 1.1. Select **Handle Password** from the Main Menu.
  - 1.2. Select **Add User**
  - 1.3. Select from list of names previously downloaded from the PC or USER 1 to 21 (if names were not downloaded), using the arrows. Select the user you wish to add and press <ENTER>.
  - 1.4. The display shows **Enter New Password**. Enter a four-digit number for BiMax HS (six-digit number for BiMax ST).
  - 1.5. The display shows: **New Code** with the new password for a few seconds. (The operation is completed for BiMax ST).

### **Step 1.6 for BiMax HS**

- 1.6. The display shows: **Put Finger On The Sensor.** Touch your finger to the fingerprint reader and hold it until display shows: **Image Captured.** Display will show: **Press Enter To Verify Finger.** Touch the fingerprint reader again using the same finger. Display will show: **Image Captured** and **Finger Verified.** The operation is completed.
- 1.7. **Please note:** You cannot change an already existing user password. If you enter an existing user whose password you wish to change, the display shows: **User Exists** for a few seconds. The display will show **Add User** again. In order to change the password, you must first delete it (see “Delete User” section) and then add it as a new user.

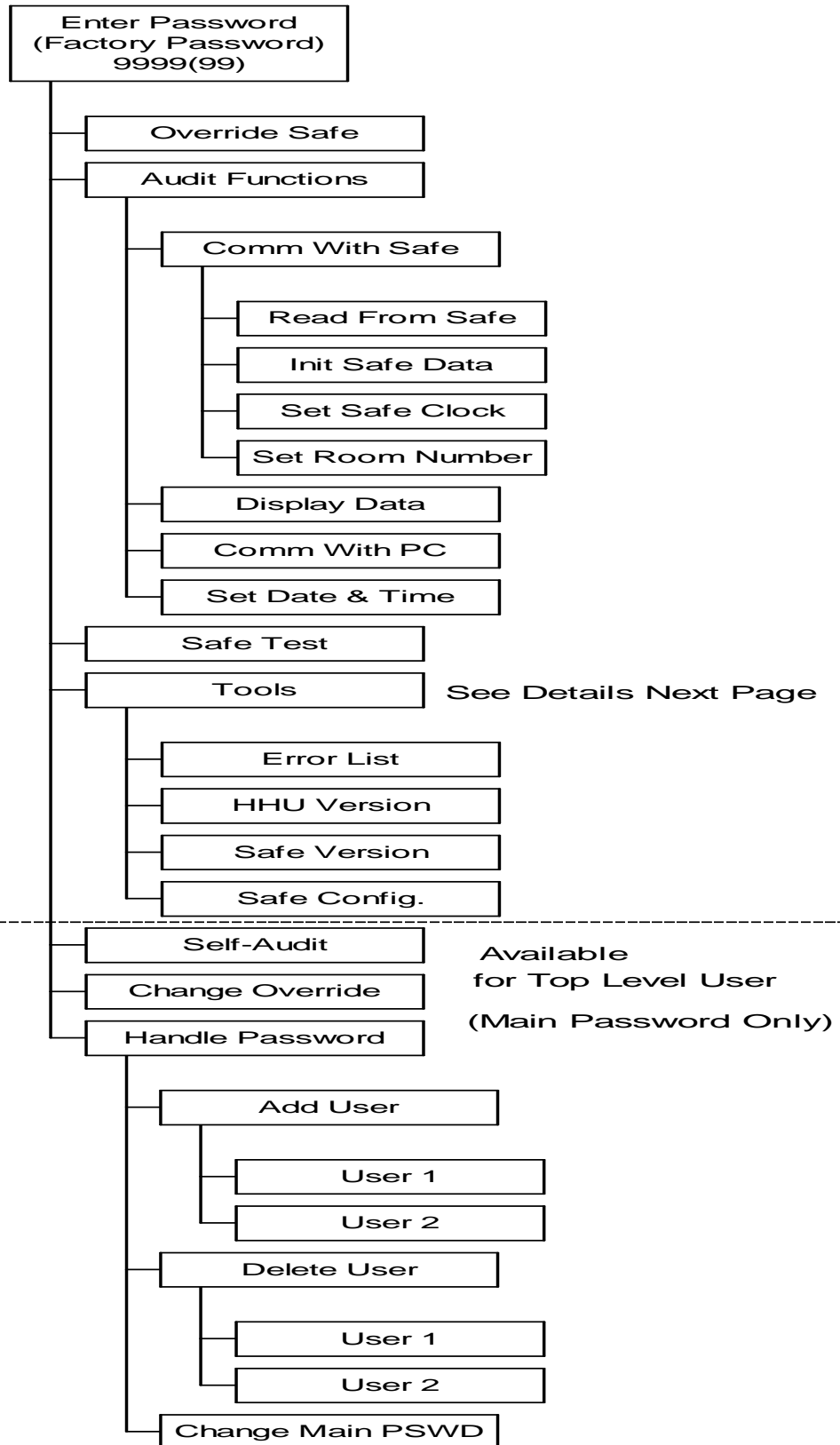
**Important!** For maximum security make sure to download users’ names to the HHU. (See page 24)

2. **Delete User** – deletes a user password.
  - 2.1. Select **Handle Password** from the Main Menu.
  - 2.2. Select **Delete User.**
  - 2.3. Select from list of names previously downloaded from the PC or USER 1 to 21 (if names were not downloaded), using the arrows. Select the user you wish to delete and press <ENTER>.
  - 2.4. **User Deleted** will appear on the display for a few seconds. The operation is completed.
3. **Change Main Password** – changes the entrance password for Main User (high level).
  - 3.1. Select **Handle Password** from the Main Menu.
  - 3.2. Select **Change Main PSWD.**
  - 3.3. The display shows **Enter New Password** on the top line. Enter a four-digit number for BiMax HS (six-digit number for BiMax ST).
  - 3.4. The display shows: **New Code:** with the new password for a few seconds. (The operation is completed for BiMax ST).

### **Step 3.5 for BiMax HS**

- 3.5 The display shows: **Put Finger On The Sensor.** Touch your finger to the fingerprint reader and hold it until display shows: **Image Captured.** Display will show: **Press Enter To Verify Finger.** Touch the same finger again. Display will show: **Image Captured** and **Finger Verified.** The operation is completed.

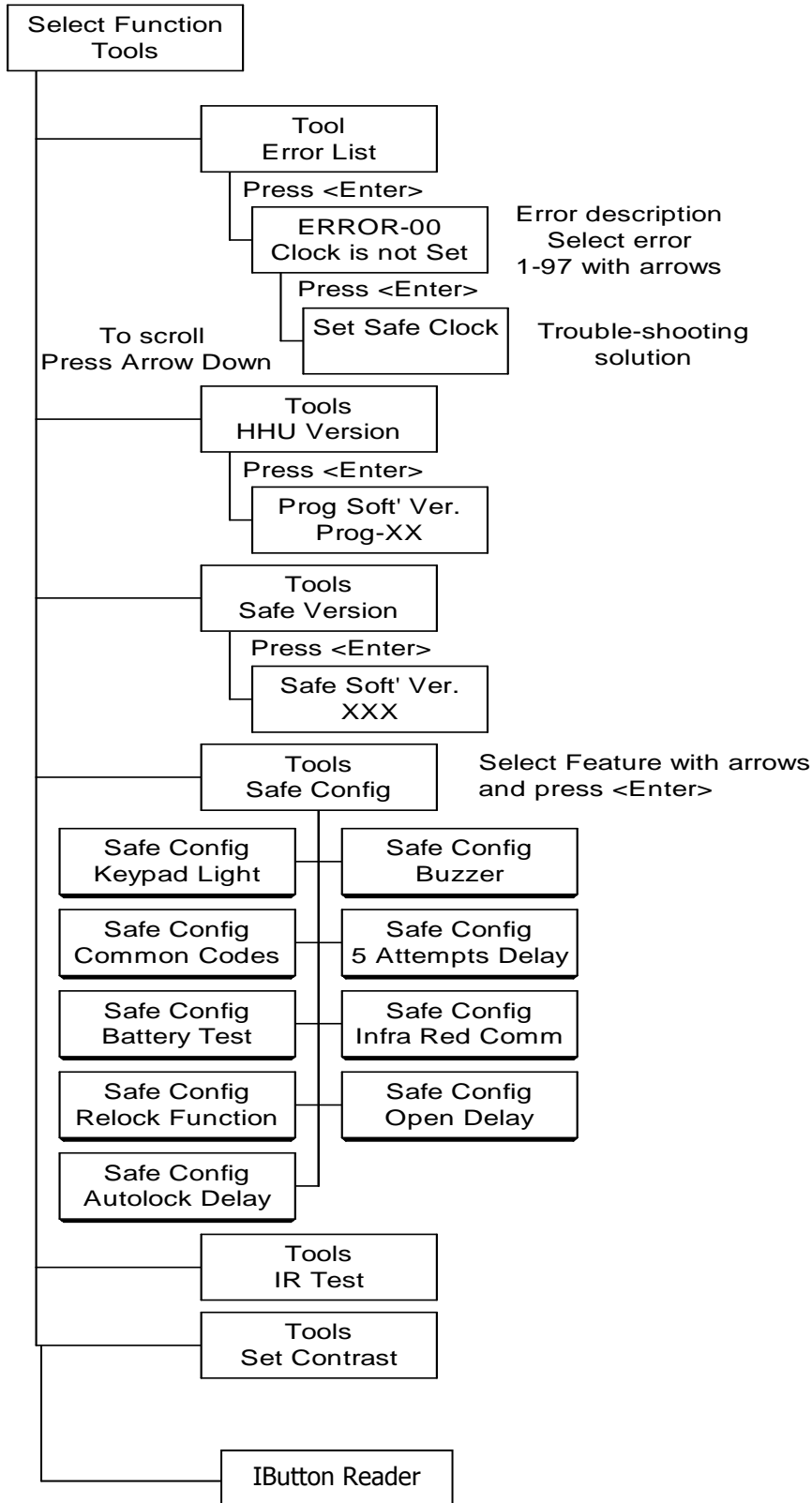
## BLOCK DIAGRAM OF HANDHELD MENU





# TOOLS FUNCTIONS

## TOOLS



### **Safe Configuration (Only for Magna 800 and Titan 800):**

Enables the hotel to enable or disable different safe features:

1. Press arrow up or down to scroll among the functions and press <ENTER> on your selected function.
2. With the arrows select **ENABLE** or **DISABLE** and Press< ENTER >.
3. Select **Cable** or **Infra-Red** and press < ENTER >
4. Wait for message that operation is completed and safe display shows **Done**.

### **The relevant functions:**

1. Keypad Light
2. Buzzer
3. Common Codes - Limits the use of codes like : 1111, 1234, etc
4. 5 Attempt Delay - Puts the safe into 20 minute sleep mode after 5 attempts to open safe with wrong code.
5. Low Battery Alert
6. Infra Red Comm.
7. Relock Feature
8. Open Delay
9. Autolock Delay

## SAFE PLACE AUDIT SOFTWARE (AUDIT 2000)

The AUDIT 2000 Software enables displaying, printing and filing of the safe Audit Report and the HHU Self Audit Report. It is also enables the programming of personal user names for the HHU.

**Hardware Requirements:** To operate *Audit 2000* you need a computer which operates under Windows-98 or higher and at least 10 MB free space on the hard disk.

**Installing the Program:** Put the CDROM in the chosen drive. Follow the instructions on the screen.

**Upon completing installation:** *Audit 2000* will be added on the “Program” menu. Select *Audit 2000* in order to operate the program.

**Operating the Program:** To begin operating the program, enter your user code and password.

Safe Place - Audit system

Type your name and password

User Name safeplace

Password x/x/x/x/x/x

OK Cancel

Audit 2000 Ver. 06 05/02/2007

Enter "Safeplace" for User Name.

Enter "topaz" for Password.

Then select "OK".

The main window will appear.



**Download Data From BiMax** – After downloading the audit report from the safe to the **Handheld** unit, you can download the report to your PC and save or print it. Click on "Download Data from Bimax" icon. Two types of reports can be printed:

1. Data transferred from the safe to the **Handheld** (Safe Audit Report)
2. Data recording the operation of the **Handheld** Unit itself (Self Audit)

**Display Audit Report** – displays data reports which were saved in the temporary file on the screen. After selecting the Audit Report icon, you will be asked to select which of the two types of reports to display. You can print the reports by selecting the printer icon at the bottom of the report, or save the report as a file by selecting the suitcase icon.



**Delete Report** – erases the temporary files.

**General System Setting** – sets the general parameters. After selecting this icon, the following window will appear. There are several general parameters located in the “Audit.ini” file, which are used to initialize the program. Selecting “**Update**” updates the “Audit.ini” file and closes the program.

**The following parameters can be set:**

1. **Select safe type** – select **SAFE 2000**.
2. **Select serial communication port #** - select the computer communication port (Com1, Com2, etc.) to which you will connect the HHU. You will need to use a port that is not being used by the mouse or modem. If necessary, consult a computer technician.
3. **Adjust to daylight savings time (in hours)** – enables you to adjust the report display to daylight savings time without changing the time setting in each safe. For example, if the safe time is set to 14:30 but, because of daylight savings time the time in your country is 15:30, you can change this parameter to 1, and the operation will be displayed as if it took place at 15:30. (In the new HHU TQM with the “Audit Integrity Protection” system, this feature is not necessary anymore!)

**Set BiMax Date and Time** – sets the date and time of the Handheld internal clock. After selecting this icon, a window will open which allows you to set the internal clock as desired. The default setting is identical to the computer’s internal clock, but the clock can be set for any date or time you desire. Select “**OK**” to update the new time in the **Handheld**. (This operation can be done on the HHU itself directly. See page 11.)

**Safe Error List** – A list of all the safe errors.

**Handle Passwords** – handling of user codes and passwords to access the audit program. In order to view this icon you must enter Audit 2000 with the following parameters:

Enter SECURITY to User Name window

Enter MANAGER to Password window

Select OK

Select:  
(Only Level # 2)

Change System  
Passwords



Select "Add New."



**User Name:** Enter the name of the operator.

**Password:** Enter password to enter the Audit system.  
Re-enter Password.

**Select Security Level #1 or #2.** Level #2 is the highest security level with access to all screens. Level #1 is the regular operator level and does not permit access to the two security screens.

**Select Accept.**

Add BiMax User Names (only Level #2)

Select:





