

# HOTEK LAPTOP HOTELSAFE NEW EDITION v1.0



Please read this instruction carefully before resetting

## ***To Reset The Program Parameters***

### **Door Position: Open**

Press “\*/clear” twice , the screen will display “PROG”. After it disappeared from the screen, enter the function code “751019”, the first 6 digit code will be read on the screen.

The 1st default group numbers is “171301”



### **(a) To show or hide the entered code**

Pressing 0 means the entered code will be hidden.

Pressing 1 means the entered code will be visible on the screen.

### **(b) How many digits are required for the personal code**

Pressing 3 means the personal code has 3 digits only

Pressing 4 means the personal code has 4 digits only

Pressing 5 means the personal code has 5 digits only

Pressing 6 means the personal code has 6 digits only

Pressing 7 means the personal code has 3-6 digits

### **(c) To set the locking time.**

The system will be locked automatically if you enter the wrong opening code four times continuously

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Pressing **0** means no locking time.

Pressing **1** means the locking time is 15 minutes.

Pressing **2** means the locking time is 30 minutes.

### **(d) To set the master code.**

If you forget your personal code you can use the master code to open it .

Pressing **0** means without Master Code you can open the door with electric power.

Pressing **1** means both electric power and Master Code are available.

Pressing **2** means neither electric power or Master Code are available.

Pressing **3** means Master Code allowed but electric power not available.

### **(e) To set the track record.**

Pressing **0** means just record the trail of opening.

Pressing **1** means record both opening and closing information.

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**(f) To set home users mode or hotel users mode.**

**Pressing 0 means for home users:**

Under this mode, enter your personal code and press “#/lock” to open the door and enter the personal code to close the door at the first time. But next time to close the door only need to press “#/lock”.

Here is the way to change your personal code:

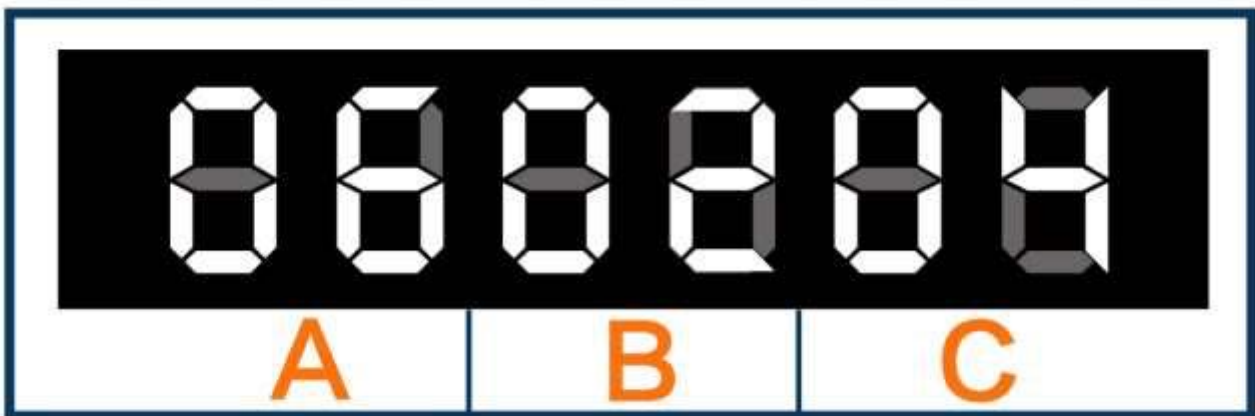
When the door is open, press “\*/clear” twice , enter “68 ”,press“#/lock ”, the screen will display “NEW”, then enter a new code as you want and press “#/lock”.

**Pressing 1 means for hotel users:**

Under this mode, enter your personal code and press “#/lock” to open the door and enter the personal code to close the door.

Here is the way to change your personal code:

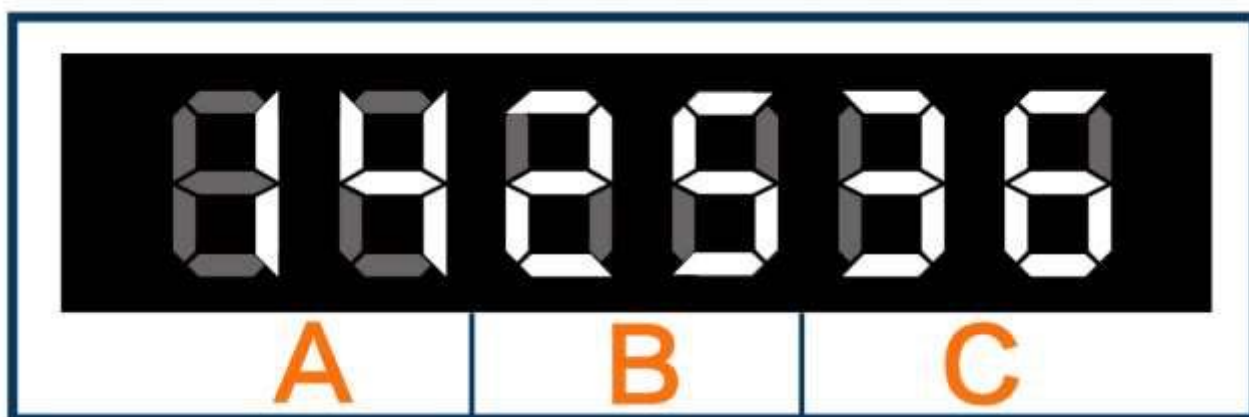
When the door is open, enter a new code as you want and press “#/lock”, the safe will be closed with the new code. Next time you need to open it with the new code.



(1) Press “#/lock”, the 2nd group numbers will be read. For example,

A/B/C in stand of Date / Month / Year      That means today is 06<sup>th</sup>, Feb. 2004

(2) Press “#/lock”, the 3rd group numbers will be read. For example,



A/B/C in stand of Hour / Minute / Second      That means it is 14:25:36

Press “#/lock” and exit the program mode.

### ***To Set The Master Code***

**Warning:** Always remember the new master code, or you will not be able to change it gain.

#### **Door Position: Open**

1. When the door is OPEN, enter “\*/clear” twice, the screen will display “PROG”, after it disappears from the screen, please enter the default master code “475747”, the screen will display “NEW”.
2. When “NEW” disappears, enter any combination of 6 digits as you want in 15 seconds, the screen will display “AGAIN”.
3. Again enter the new master code in 15 seconds. The screen will display “DONE”. It means the master code is changed successfully.

## ***To Open And Close The Door***

**Warning:** In case you forget your personal code, please use the master code or metal emergency key to open.

### **1. For the home users:**

To close the door, at the first time, enter the personal code and press “#/lock”, the screen will display “CLO-“. The door will be closed. Under this mode, next time to close the door only need to press “#/lock”.

To open the door, enter the personal code, the screen will display “OPEN”. The door will be opened.

### **2. For the hotel users:**

To close the door, enter the personal code and press “#/lock”, the screen will display “CLO-“. The door will be closed.

To open the door, enter the personal code, the screen will display “OPEN”. The door will be opened.

## ***Code Blanking Function***

**Warning:** The hotkey can be available only for one time.

1. If you don't want to show the code on the screen, you can use the Hotkey to hide it.

Enter hotkey “0”, press “#/lock”, then the code will be hidden.

Enter hotkey “9”, press “#/lock”, then the code will be read on the screen when you enter it.

2. If you want to hide the personal code for a permanent time

When the door is open, press “\*/clear” twice, the screen will display “PROG”. Then enter the function code “751019”, the program default code “171301” will be read. Now you can enter “061301” and press “#/lock” to hide the code.

If you want to read the code on the screen, reset the default number back again.

## ***Locking Function***

The system will be locked automatically if you enter the wrong opening code four times continuously. After that once you press any key, it will display “H-15”. At this time you have to wait for 15 minutes until you can try again.

### **To reset the locking time**

When the door is open, enter “\*/clear” twice, the screen will display “PROG”. After it disappeared from the screen, enter the function code “751019”, the screen will display “171301”. You can change the waiting time to 0, 15 or 30 minutes through resetting the third default number.

0 means no locking time.

1 means the locking time is 15 minutes.

2 means the locking time is 30 minutes.

## ***Lowest Power Consumption Function***

This function makes the system to be in a lowest power consumption condition. We can save the power of the battery and prolong the time of the battery.

## ***Emergency Opening***

**Warning:** There is a USB port in the bottom of the keypad for CEU overriding and external power supply but not for Audit Trail.

If you forget the opening code or the battery runs out, please use the mechanical emergent key to open the door, or use CEU to unlock it.

## ***Testing Battery Energy***

When the door is closed, press “#/lock”,

If the screen displays “HI”, it means the batteries are normal.

If the screen displays “LOW”, it means the batteries are low and must be replaced.

## ***Data Display***

### **1. Normal Data Display**

- AGAIN:** Indicates that you need to key in the same code for a second time.
- BA-HI:** Indicates that the power of the batteries is normal.
- BA-LO:** Indicates that the power of the batteries is low. They need to be renewed.
- CLOSE-:** Indicates that the locking bolts are extending.
- CLOSED:** Indicates that the locking bolts have extended.
- OPEN-:** Indicates that the locking bolts are retracting.
- OPENED:** Indicates that the locking bolts have retraced.
- DONE:** Indicates that the previous operation was finished correctly.
- NEW:** Indicates that you need to enter the new code at once.

### **2. Error Data Display**

When the following data appear on the screen, it means an operation error has occurred and you should follow the operation as below:

- HOLD15:** This data appears on the screen after you enter the wrong code for 4 times continuously. It means the electronic code system is blocked automatically. At this time you have to wait for 15 minutes then the system will be unblocked.
- ERROR:** This data means that you've incorrectly entered the code and you need to enter the correct code.
- ERROR1:** This data means the door fails to open as the bolts get stuck. You can push against the door and try to loosen the bolts.
- ERROR2:** This data indicates the bolt studs get blocked and the locking bolts fail to extend. Please push against the door and let it fit firmly.

## ***Rental Mode***

**Warning:** As the default setting the rental function is closed.

If shut off the electric power, the rental mode will be closed again. In the valid period you can just enter the certain rental code to activate the rental mode.



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1. To unlock the rental function must get a special rental code from the professional software. It is 6-digit and suppose it as "xxxxxx", then you should enter "\*xxxxxx", press "#/lock" to unfreeze the hold mode.
2. To unlock the rental mode can be also operated by CEU. When the rental mode is closed, you can operate the safe with your personal code and without a rental code.

### 3. Operation Process

(1) press "\*/clear" twice, the screen will display "PROG". Then enter the function code "751019", the first 6-digit code will be read on the screen.

Press "#/lock", the 2nd group numbers will be read. For example,



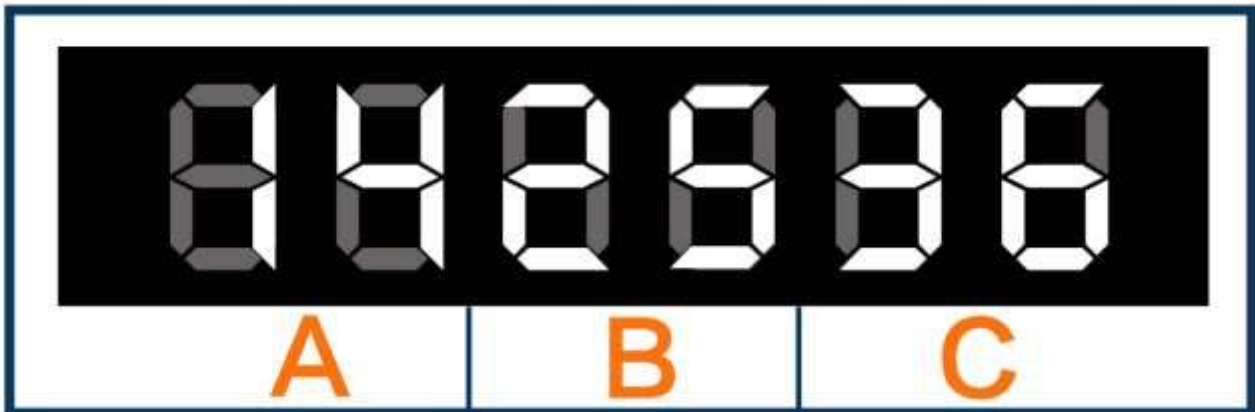
A/B/C in stand of Date / Month / Year

That means today is 06<sup>th</sup>, Feb.

2004

Please set the current date correctly.

Press "#/lock", the 3rd group numbers will be read. For example,



A/B/C in stand of Hour / Minute / Second      That means it is 14:25:36

Please set the current time correctly.

Press “#/lock” and exit the program mode.

(2) Plug the CEU into the CEU Port in the bottom of the keypad, then press “\*/clear” twice, enter “662662”, press “#/lock” the screen will display “AGAIN”. Enter “662662”, press “#/lock” again, it will display “DONE”. Now the rental mode is available.

(3) Under rental mode, to open the safe you must get a certain rental code form the hotel manager.

For example: Suppose the current time is 4th, Nov. 2003. When a guest wants to use the safe in room 0405 for 3 days, he needs to press “\*/clear” twice, enter “147761”, press “#/lock” given by the hotel manager. The screen will display “DONE”. Then he can use the safe till 12 o’clock of 7th, Nov. 2003.

(4) To close the rental mode, please plug the CEU into the safe, then press “\*/clear” twice, enter “661661”, press “#/lock”. The screen will display “AGAIN”. Enter it again. When the screen will display “DONE”, it means the rental mode is closed.

#### 4. Operation Example

Basic information: Room number: 0405

Lasting days: 3 days

Current time: 4th, Nov. 2003

Deadline: 12 o’clock on 7th, Nov. 2003

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Operation process:

(1) press “\*/clear” twice, enter “46”, press “#/lock” on the keyboard to check the room number.

(2) Set the current date and time correctly.

For example: If the current time is 11:50, on 7<sup>th</sup>, Nov. 2003, you should finish the following operation in 10 minutes.

(3) Get a certain rental code from the professional software.

(4) Now you can open the safe with the rental code press “\*/clear”, enter “147761”, press “#/lock”.

As the above example, the screen will display “HOLD” when the time is after 12:00.

## **OPTIONAL:**

### Audit Trail Printer:

Connect the Audit Trail Printer to the safe with the supplied cable. Turn the printer on by pressing the "POWER" button. Press the green button on the right side of the safe. The printer will start printing the openings.

### CEU:

#### **Function Features**

LED display shows:

- \*Electric power as normal or not
- \*Error data display
- \*Audit trail

Electric emergency power

Reading and outputting the latest 100 audit trails

Emergency key

Program functions

#### **Function Instruction**

##### **1. To change the PIN code of CEU**

Enter "\*\*\*", the screen will display "PROG". Then enter the function code "7510\*5" and it will display "NEW". After it disappeared from the screen, please enter the new 6-digital PIN code and press "#", then the screen will display "AGAIN". Enter the same code and press "#" again. When the screen shows "DONE", it means the new code is available.

##### **2. To set the room number**

Plug the CEU into the USB Port in the bottom of the keypad, then enter "\*\*\*", the screen will display "PROG". Enter "7510\*6", the screen will display "NO". After it disappeared from the screen, please enter the 4-digital room number and press "#". The screen will show "DONE".

##### **3. To read the opening and closing record**

Plug the CEU into the USB Port in the bottom of the keypad, then enter "\*\*\*", the screen will display "PROG". Enter "7510\*8", the screen will display "READ\*\*\*". "\*\*\*" means the room number. After the reading finished, the screen will show "END".

##### **4. To recover the default setting of CEU**

If you are not sure of the manager code, you can recover the default setting. Enter "\*\*\*", the screen will display "PROG". Then enter the function code "9101\*9", the PIN

code will be back to “475747” and the manager code will be back to “3333” and “4444”.

## 5. To read the audit trail

Enter “\*\*”, the screen will display “PROG”. Then enter the function code “7706\*”, then you can check the audit trail which have already finished reading.

## 6. To open the safe as an emergency key

Plug the CEU into the USB Port and press the first manager code as well as “#”, then press the second manager code as well as “#”. Then the door will be opened.

## 7. To change the manager code

Press “\*\*” and the screen will display “PROG”. Enter the first default manager code “3333” and press “\*1”, the screen will display “NEW-C1”. Please enter your new 4-digital manager code and press “#”. The screen will display “DONE”.

Press “\*\*” and the screen will display “PROG”. Enter the second default manager code “4444” and press “\*2”, the screen will display “NEW-C2”. Please enter your new 4-digital manager code and press “#”. The screen will display “DONE”.

## 8. To shut off the rental function of safe

Plug the CEU into the USB Port in the bottom of the keypad, then enter “\*\*” on the CEU, the screen will display “PROG”. Enter the function code “661661” and press “#”, CEU display “AGAIN”. Enter it again and it will show “DONE”.

## 9. To turn on the rental function of safe

Plug the CEU into the USB Port in the bottom of the keypad, then enter “\*\*” on the CEU, the screen will display “PROG”. Enter the function code “662662” and press “#”, CEU display “AGAIN”. Enter it again and it will show “DONE”.

## About CEU

To check the version of CEU, please press “\*\*”, the screen will display “PROG”, then enter “36#”. CEU will show its version such as “d08”.