

McGunn Smart Lock

v. 1.08



Operations Manual

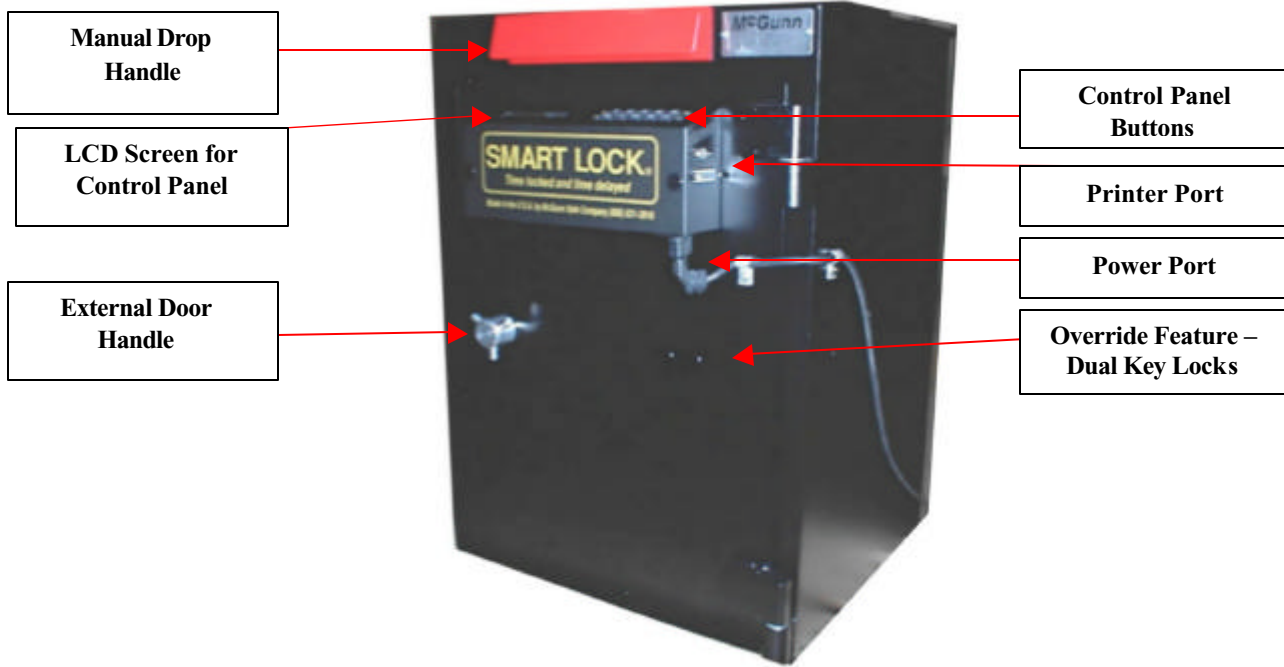
McGunn is a member of **FKI** Security Group
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DIAGRAMS OF SAFE

External View of Safe



Congratulations!

You've invested in one of the finest safes available in today's market.

Your new McGunn safe is 100% American-made. The safe has been designed with strength and simplicity to help you and your employees with secure, reliable cash control.

Our safes are built to last, but sometimes through rough handling during shipment, or through normal wear, problems will develop that may require our assistance.

We are here to help you.

If you have a problem or a question, please call us. We will be glad to provide whatever assistance is necessary to meet your needs.

For parts and service, contact us at

800.621.2816

We ship via UPS on a daily basis.

Our mailing address is:

McGunn Safe Company
a member of FKI Security Group
101 Security Pkwy
New Albany IN 47150

Ph. 812.948-8400

Fax 812.948.0437

*****IMPORTANT INFORMATION*****

Introduction to the Smart Lock

This manual is designed to help you learn how to program and use your new safe. Each section provides you with easy to follow steps that guide you through programming and using the features offered with your safe.

Warranty and Quality Statement

All McGunn safes carry a One-Year Warranty.

Any safe or component of a McGunn safe, including the locks, that fail to function or perform as designed will be repaired or replaced at McGunn Safe Company's option with a new or functionally new safe component. All labor to repair or replace such defective equipment will be performed by McGunn Safe Company or its authorized agent at no charge to the safe customer.

McGunn's warranty is limited to failure caused by normal wear or defective manufacture. The warranty does not cover damage resulting from accidents, rough handling by others, alterations, tampering, misuse or abuse, actual or intended burglary or vandalism.

Only McGunn Safe's factory-authorized agents must perform all services. Any other services performed by locksmiths or safe service persons will not be reimbursed and may void the safe's warranty.

McGunn maintains a 24-hour emergency phone number for service problems and the number is posted on all safes. Please call for service or information. Services furnished pursuant to this warranty will be provided only during normal business hours, Monday through Friday, excluding holidays.

Under no circumstances shall McGunn Safe Company be liable for any incidental or consequential damages to property or losses from theft. The user of a safe assumes the risk and is informed that no safe is absolutely burglar or theft proof and is not offered as such.

We Guarantee:

QUALITY

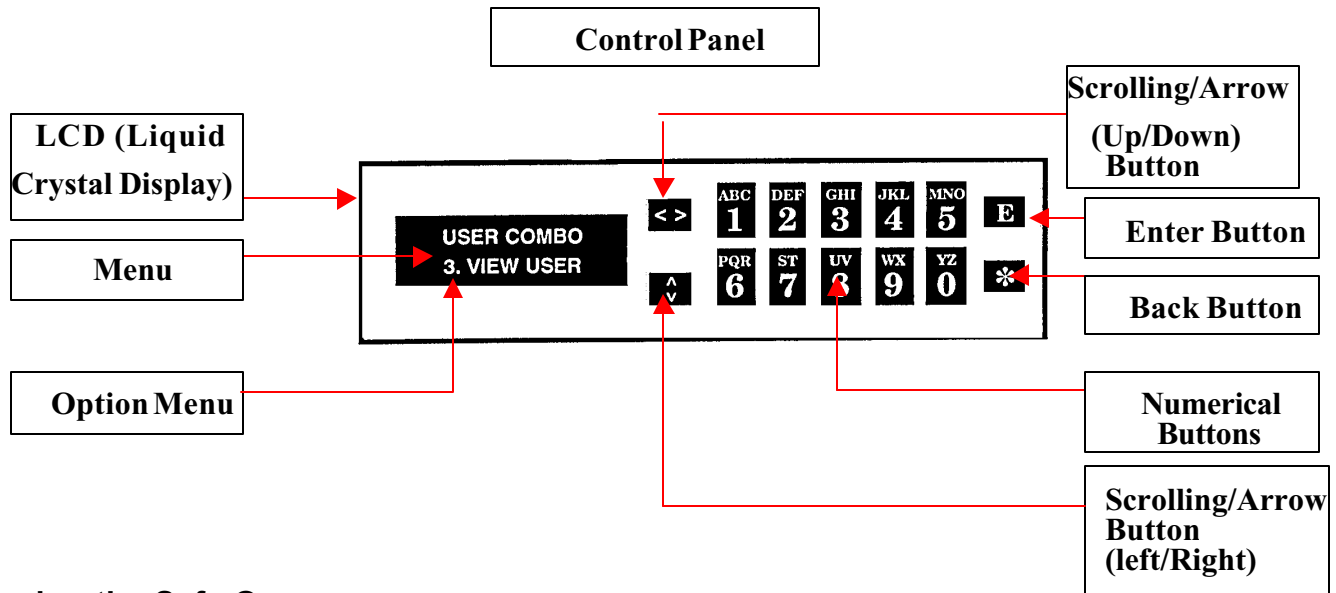
SOLUTIONS

SERVICE

Getting Started

Using a Smart Safe

All Options for the safe are located in the Menu displayed on the control panel. By scrolling through the keypad using either the arrow buttons or number keys, Users can select the function they wish to perform. The Safe comes pre-programmed with a factory set Master Combo. Before changing the settings, open the safe door using the pre-programmed code.



Turning the Safe On

1. Make sure the power cord is plugged into the Power Port located on the bottom of the Control Panel.
2. The safe will read "Modem Setup..." for up to 60 seconds at which point the screen will read "McGunn Safe Company." You are now ready to **GET STARTED**.

Opening the safe using the pre-programmed Master Combo. Open the safe using the following steps:

1. Enter the Master Code using the control panel. Safe is shipped with 1,2,3,4,5,6,7,8 as Master Code.
2. Press **E**.
3. Press **1**. The screen will read **Door# _ _**. Enter **0 1**. Press **E**. The factory set time delay of 10 minutes will begin. After the 10-minute delay has elapsed, the safe will emit beeps to indicate your open window has begun (it's time to open the safe!) and the screen will show **OPEN WINDOW**. Press **E**
4. Enter the Master Code 1,2,3,4,5,6,7,8. Press **E**
5. Turn the handle counter clockwise and open the door. The screen will show **OPENING SAFE DOOR**.

THE FOLLOWING INSTRUCTIONS WILL GUIDE YOU THROUGH THE SETUP OF THE SAFE.

Note: *If at any time there is more than 20 seconds of inactivity, the safe will return to the main screen and you will need to reenter your 8-digit user code.*

Once the Master User code has been entered, the following menu options are available.
(“*” can always be used to exit from any screen.)

THE MAIN MENU SCREEN WILL OFFER THE FOLLOWING OPTIONS:

- 1 - Open Door
- 2 - User Combo
- 3 - Audit Trail
- 4 - Master Menu

Setting the Master User Features

Master Menu Settings

To access the Master Menu:

- 1. Type in the 8-digit Master Combo (pre-programmed).
- 2. Press **E**.
- 3. Scroll through the Main Menu until you reach the Master Menu option. Press **E**

The following menu options will appear on your screen:

- 1 - Master Combo
- 2 - Armored Carrier
- 3 - Set Date/Time
- 4 - Doors Delay
- 5 - Time Lock

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SET DATE/TIME BEFORE PERFORMING ANY OTHER PROGRAMMING WITH THE SAFE!

Set Date/Time

- 1. Change the month using the Up/Down arrow keys.
- 2. Press **E** to move to the day.
- 3. Enter the day with the number keys.
- 4. Press **E** to move to the year.
- 5. Enter the year with the number keys.
- 6. Press **E** to move to the hour.
- 7. Enter the hour with the number keys. Remember that the hours are a 24-hour Military Format.
- 8. Press **E** to move to the minutes.
- 9. Enter the minutes with the number keys.
- 10. Press **E** to finish.
- 11. Press the * button 3 times. The screen will read: **Are You Sure?** Press **E**.

Enter your 8 – Digit Master Code. Use the UP / DOWN arrows to scroll to Master Menu (option 6). Press E.

Setting the Master Combination

The factory has programmed the Master Code as 1,2,3,4,5,6,7,8. Use the following steps to change the 8-digit factory code to a code you can easily remember, but is not readily known to any others.

(It must be 8 digits)

1. Enter the Master Code using the control panel (The safe is shipped with 1,2,3,4,5,6,7,8 as the Master Code.) This will allow you to access the other options on the control panel.
2. Select Master Menu on the control panel. Press **E**.
3. Select Master Combo. Press **E**.
4. Choose change combo option. Press **E**.
5. Enter the NEW 8-digit Master Combo. Press **E**.
6. Re-enter the NEW 8-digit Master Combo. Press **E**.

Setting the Armored Carrier Combination

If you need to set an Armored Carrier code, this is your Second Step. Please refer to Page 13 for instructions for setup.

If you do not need to set an Armored Carrier code – **DO NOTHING AND** proceed to the following step.

Doors Delay

1. The Screen will read: **Door #01** (This is the Outer or Main Door)
Time Delay = _ _
2. Press E. Enter 0 0 for no time delay, or enter the desired Time Delay. Recommended Time Delay is 10 minutes.
You must enter 2 digits for the time delay – even if your delay is 1 – 9 minutes. (05 for example)
3. Press E.
4. The Screen will read: **Door #01**
Open Window = 05 (Standard Open Window Period)
5. Press E to accept. Or...enter a number between 01 and 15 minutes and press E to accept.
6. The screen will read: **Door#02** (This is the Inner Door)
Time Delay = 10
6. 7. Press E. Enter 1 0 for a 10 minute time delay, or enter the desired Time Delay. Recommended Time Delay is 10 minutes.
You must enter 2 digits for the time delay – even if your delay is 1 – 9 minutes. (05 for example)
7. Press E.
8. The Screen will read: **Door #02**
Open Window = 05 (Standard Open Window Period)
9. Press * to return to the first screen of the Master Menu.

The Doors Delay –in this instance– is No Time Delay for Door #1 and a 10 Minute Time Delay for Door #2.

Time Lock

1. Time lock is the ability to restrict access to the safe to specific times of each day. *All 7 days must be programmed individually.* The entry will read as an **OPEN FROM** and **OPEN TO** period. Time lock must be programmed separately for each day, but does **not** affect access by the master user. Time lock is programmed in 24-hour military format. Once programmed, managers can only open the safe during the **OPEN FROM** and **OPEN TO** window. *If a manager tries to open the safe during time lock, the display will show them when the safe can next be opened.*
2. Press **E** when MONDAY (**MO**) is displayed.
3. Press **E** after each entry of hours and minutes to move forward.
4. Press * when finished.

➤ *Now, exit from the Master Menu and go to the Main Menu.*

*Return to the Main Menu.
Select **USER COMBO***

CHANGING THE USER COMBO

The following menu options are available:

- 1 - Add User
- 2 - Delete User
- 3 - View User
- 4 - User Language
- 5 - User Limits
- 6 - Assign Manager

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McGUNN recommends as a safety precaution that the Master User add herself as the first Manager (03), add all other managers following her, and complete all future programming (as is possible) using the manager code.

McGUNN does not recommend regular use of the 8 – Digit Master Code!

1. **Add User**

- 1. Enter the 2-digit user #. Press **E**. (03 through 07 for Managers; 08 through 50 for Clerks)
 - 2. The user now enters a personal 6-digit code. **NO ONE BUT THE USER SHOULD KNOW THIS CODE!**
 - 3. Enter the User’s name using the keypad. Press **E** to move cursor. Press * when finished.
 - 4. You will be prompted, **Are You Sure? E = Yes * = No**
 - 5. Set the hours (in military time) the user can access either of the safe doors. Press **E** to accept.
- If you do not want a USER to access DOOR 2, then you set their access at*

**From 00 : 00
To 00 : 00**

(Each Manager should add users on their shift.)

2. **Delete User**

Enter the 2-digit User #. Press **E**. The User is deleted.

3. **View User**

Use the Up/Down arrows to scroll the list of Users. Press * to exit.

4. **User Language**

This feature is not available on this model.

5. **User Limits**

- 1. This feature allows you to change the hours a user can access the safe and the amount of cash that can be dispensed.
- 2. Press **E** to move from the hours to minutes.

6. **Assign Manager** *(This will change the access privileges of the User)*

- 1. This feature allows you to change a user from a manager to a standard user or from a standard user to a manager.
- 2. Enter the User #. Press **E**.
- 3. Use the up/down arrows to select either, Option 1 – Standard User; Option 2 – Manager.

PROGRAMMING AUDIT TRAIL FUNCTIONS

These functions are the accounting functions that can be completed on your safe.

The following are available Audit Trail menu options:

- 1 - Scroll List
- 2 - Print List
- 3 - Recover Audit

1. Scroll List*

A. By User / Date

- i. The Safe will prompt you to enter a USER #. It must be a USER 03 – 50.
- ii. You will now enter the Dates you want to run the report From and To. Use the
 - Up/down Arrow button to select the correct month. Press E.
 - Keypad to enter the correct day, hours and minutes
 - E button to accept the entries you have made.

B. By Date

- i. You will be immediately prompted to enter the Dates you want to run the report From and To. Use the
 - Up/down Arrow button to select the correct month. Press E.
 - Keypad to enter the correct day, hours and minutes
 - E button to accept the entries you have made.

C. From Last Audit

- i. The screen will immediately display the first activity since the last report. Use the arrows to scroll through the entire report.

*** All the activities of the Audit Reports printed to the LCD screen will be presented by FUNCTION codes. Please refer to page in this User Manual for the FUNCTION CODE LIST.**

2. Print List

- Before you select this option – *Make sure you have hooked up a 9 PIN NARROW CARRIAGE DOT MATRIX PRINTER to the RS232 port (the larger of the ports) on the Right side of the Control Panel!!!*

A. By User / Date

- i. The Safe will prompt you to enter a USER #. It must be a USER 03 – 50.
- ii. You will now enter the Dates you want to run the report From and To. Use the
 - Up/down Arrow button to select the correct month. Press E.
 - Keypad to enter the correct day, hours and minutes
 - E button to accept the entries you have made.
- iii. Once you have pressed the E button for the final entry in the TO screen, the printer will begin printing.

B. By Date

i. You will be immediately prompted to enter the Dates you want to run the report From and To.

Use the

- Up/down Arrow button to select the correct month. Press E.
- Keypad to enter the correct day, hours and minutes
- E button to accept the entries you have made.

ii. Once you have pressed the E button for the final entry in the TO screen, the printer will begin printing.

C. From Last Audit

i. The printer will immediately begin printing – in detail – a full Audit Report from the last date and time of a Scrolling or Printed Audit.

3. **Recover Audit**

Technician option only. Do not use.

**There may be up to a 30 second delay after you press “E”. The safe will be checking the data.*

ARMORED CARRIER PROCEDURE

The armored carrier code works with the master user, on-duty manager, or on-duty codes.

1. The armored carrier must enter their code **first**.
1. The prompt will read **Match**.
2. The clerk, manager or master user must then enter their 6- or 8- digit User code.
3. The door will immediately unlock. Open the door.

SETTING THE ARMORED CARRIER CODE

1. Combo – This feature allows the **Master User** to set or change the Armored Carrier combination.
 1. To Set the combo, the Master User will need to enter the 8 – Digit Combination. Go to the Master Menu. Choose option 2 Armored Carrier. Press **E**.
 2. (When the Armored Carrier is present.) Enter the NEW 8-digit Armored Carrier Combo. Press **E**.
 3. Re-enter the NEW 8-digit Armored Carrier Combo. Press **E**.

**Once entered, the Armored Carrier Code cannot be deleted from the system!*

Important Functions and Procedures

Opening Safe Door – General Instructions –

1. Enter your 6 –Digit User Code. Press **E**.
2. Press 2. You will be asked **Door# _ _**.
3. Once you enter the door you want to open, the Time Delay, if set, will begin counting down.
PLEASE NOTE: If you choose Door# 2, the safe will count down the LONGER of the TIME DELAYS.
4. After the time delay has passed, the safe will emit a beep to indicate your open window (time to open the safe) has begun. The screen will show **OPEN WINDOW**. Press **E**.
5. Re-enter your 6 – Digit User Code. Press **E**
6. Turn the handle counter clockwise and open the door. The screen will show **OPENING SAFE DOOR**. (If you are opening Door#2, then both doors will open upon entry of the correct code.)

Customer Care Information

Technical Service is available for McGunn Safe products 24 hours a day, 7 days a week. Technicians are directly available to receive your call 8 am to 8 pm Monday through Saturday and 8 am to 4 pm on Sundays and holidays. Outside these hours you may leave a voice message and an on-call technician will return your call promptly.

To speak to Customer Service or to order parts from the McGunn Parts Department please call during normal business hours (8 am to 5 pm Mon - Fri).

All times are Eastern time zone.

You may also email us at
customerservice@fkisecuritygroup.com or
technicalservice@fkisecuritygroup.com

Please Note:

All Electronic Safes must **be kept dry and clean** AT ALL TIMES for best operation.

Information about Your Safe

More information on your safe has been included for your convenience.

Your safe is equipped with the following keys and locking mechanisms:

i. Outer Door Override Keys

These are used to open the main door of the safe in the event of a power failure. They are also commonly used with armored carrier pick-ups. McGunn Safe Company keeps and manages these keys. They are available with the proper authority to be shipped to the safe owner, ***or appropriate armored carrier.*** Please contact McGunn Safe Company customer service for the necessary release forms.

ii. Safe Access Codes

Access codes are required to operate any function of the safe. The master user can program all access codes. Outlined below is the hierarchy of these codes:

1. User 1 – Master Code (8 Digits)
 2. User 2 – Armored Carrier (8 Digits)
 3. User 3, 4, 5, 6, 7 – Manager Code (6 Digits)
 4. User 8, 9, 10, 11, through 50 – Clerk Code (6 Digits)
- It is possible to increase the number of manager code through the **Assign Manager** feature of **USER COMBO**.

Note: The Smart Lock on the safe will record when the safe has been opened and signals with a Beep and 'Door Ajar' message on the control panel. This signal will occur until the door has been locked and will print out on your FULL AUDIT report.

Features included with your safe:

- ✓ Durable sliding drop drawer for manual deposits
- ✓ Complete management audit reports detail all activities
- ✓ Fully programmable time lock and time delay provides crime prevention safeguards.

Hardware included with your safe:

- ✓ One (1) safe manual
- ✓ Door & window decals
- ✓ 50 Drop envelopes

Note: If you do not receive all of these items at the time of delivery notify McGunn Safe Company.

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