



# MINITECH

## USER INSTRUCTIONS



**INSAFE HELPDESK**

**0800 52 63 88**

**helpdesk@insafe.co.uk**



# MINITECH USER INSTRUCTIONS



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The MiniTech lock system fitted to this safe has one keypad which operates two motorised locks.

The default Mastercode is 12345678. This should be changed in both locks after installation and kept securely for possible future use.

The 8-digit default Manager Code is 01 123456. This should be changed in both locks after installation.

There are two methods for opening the lock system:

Standard opening, where an 8-digit code must be input twice i.e. first input to open lock 1 followed by a second input to open lock 2.

Sequential opening, where it is only necessary to input the code once to open both locks sequentially.

The following instructions explain how to open the lock sequentially and make changes to codes.

## **OPENING THE LOCKS**

1. *Press any button to wake up the keypad.*
2. *Press "2" to select lock 2.*
3. *Input your 8-digit code. This will open lock 1 followed by lock 2.*
4. *When the green LED is lit, turn the handle to retract the boltwork.*
5. *Carefully pull the door open.*

## **CLOSING THE LOCKS**

1. *Carefully close the door.*
2. *Turn the handle fully. The display will show "Closing" while the locks close.*
3. *Test by attempting to turn the handle. Do not use excessive force.*

## **CODE CHANGING (MANAGER & USER CODES)**

The 8-digit Manager or User Codes are made up of a 2-digit ID (cannot be changed) followed by a 6-digit PIN (can be changed). Codes should be changed in both locks. The door should be in the open position during the code change and testing process.

1. Press any button to wake up the keypad.
2. Press "1" to select lock 1.
3. Press and hold "0". "Enter old code" will be displayed.
4. Input the existing 8-digit code. "Enter new code" will be displayed.
5. Input the new 6-digit PIN. "Confirm code" will be displayed.
6. Input the new 6-digit PIN again.

The new code is now set in lock 1. Repeat the process for lock 2. Then test code several times by locking the boltwork while the door is in the open position.



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## CODE CHANGING (MASTERCODE)

The Mastercode is 8 digits long. The factory default code, 12345678, should be changed in both locks. The Mastercode should be kept securely for possible future use. The door should be in the open position during the code change and testing process.

1. Press any button to wake up the keypad.
2. Press "1" to select lock 1.
3. Press and hold "OK". "Master menu" will be displayed.
4. Input the current Mastercode. "Time & date settings" will be displayed.
5. Use the button to scroll through the menu until "Change Mastercode" is displayed.
6. Press "OK". "Enter new code" will be displayed.
7. Input the new 8-digit code. "Confirm code" will be displayed.
8. Input the new 8-digit code again. "Operation done" will be displayed.

The new code is now set in lock 1. Repeat the process for lock 2.

## ADDING USERS (USERS 02-49)

It is possible to add up to 48 Usercodes (Users 02-49) in the Manager Menu. The 8-digit User Codes are made up of a 2-digit ID (cannot be changed) followed by a 6-digit PIN (can be changed). Codes should be added to both locks. The door should be in the open position during the code change and testing process.

1. Press any button to wake up the keypad.
2. Press "1" to select lock 1.
3. Press and hold "1". "Users management" will be displayed.
4. Input the 6-digit Manager PIN. A list of User Positions and their status will be displayed.

User Status - User Positions with " \_ " below are available. Users with a " ✓ " below are in operation. Users with a " X " below are disabled.

5. Input the 2-digit User ID to be added. "Install?" will be displayed.
6. Press "OK". "Enter new code" will be displayed.
7. Input the new 6-digit User PIN. "Confirm code" will be displayed.
8. Input the new 6-digit code again. "Operation done" will be displayed.

The new code is now set in lock 1. Repeat the process for lock 2.

## DELETING USERS (USERS 02-49)

Codes should be deleted from both locks. The door should be in the open position during the code change and testing process.

1. Follow steps 1 to 5 above. "Disable" will be displayed.
2. Press the ➡ button once to scroll to "Delete?".
3. Press "OK". "Operation done" will be displayed.

The code is now deleted from lock 1. Repeat the process for lock 2.



**INSAFE.COM**

**SALES & SERVICE • SALES@INSAFE.CO.UK**

**0800 52 63 88**

Insafe International Limited

Insafe House Decimus Park Kingstanding Way Tunbridge Wells TN2 3GP  
Telephone 01892 533 000