

Safes Users Manual



INDEX

1 - INTRODUCTION

2 - SAFES IN THE SYSTEM TESA-HOTEL

3 - TYPES OF SAFES

3.1-ONLY KEYPAD

3.2-MAGNETIC STRIPE CARD + KEYPAD

3.3-PROXIMITY CARD + KEYPAD

3.3-SIZE

3.4-COLOR

4 - TECHNICAL SPECIFICATIONS OF SAFE

OVERALL DIMENSIONS

4.1-PLANE

4.2- SETUP

4.2.1- Reader Module

Magnetic Stripe Card Reader
Connection to portable programmer

4.2.2-Control Module

Memory Capacities
Clock and Calendar

4.2.3-Battery Module

4.2.4-Safe

4.3-CONDITIONS FOR PROPER OPERATION

4.3.1 Conditions of temperature and humidity

4.3.2 Water-Resistance

4.3.3-Vandal Resistance

5 – SAFES INSTALLATION AND SETUP

5.1 STATEMENT OF WORK-

5.2-INSTALLATION

5.3-INITIALIZATION AND UPDATING

6 - MODES

6.1 Card + Keypad Mode

6.2 Keypad-Only Mode

6.3 Card-Only Mode

7 - OPERATING INSTRUCTIONS

8 - EMERGENCY OPENING OF SAFE

9 - MAINTENANCE OF SAFES

9.1-PORTABLE PROGRAMMER TEST

9.2 - BATTERY REPLACEMENT

9.3- CLEANING CARD

10 - WARRANTY

11 - CERTIFICATES OF QUALITY

1- INTRODUCTION

As we know TESA-HOTEL system is a comprehensive system of access control management for the hotel. A system based on both stand-alone products on-line and wireless together under one only platform.

In TESA we consider that an access control system in a hotel would be incomplete if we did not have the benefit of being able to manage and control safes, the hotel could have in the rooms for use by their customers.

Thus, in addition to electronic locks and wall readers, TESA-HOTEL system offers safes for hotel rooms.

Safes are products of the TESA-HOTEL family:

Strong on technology. Keypad based systems or systems combining keypad plus card room, both magnetic stripe and proximity cards for added security.

Strong profit. Amortized investment quickly obtaining large long-term profitability.

And strong quality. You can find compatible safes with different technologies covering the TESA-HOTEL benefits system and different configurable by the customer to meet all their needs.

2- 2 - SAFE IN THE SYSTEM TESA - HOTEL

Within the system, safes will always be associated with a room. That is, when on site, in addition to the electronic locks to be installed in rooms, safes are fitted, they will always be associated with the electronic lock installed in the room to which they belong.



Depending on what the safe is card + keypad or only keypad format, in the first case, when a guest comes to the hotel and he makes the check-in for his room, you encode the card. With this card, you can open the door of the room and operate the safe with it. And of course this will be optional. That is, when the receptionist make the check-in, you have the option to allow the use or not of the safe (safe rentable or safe included by default within the services of the room). This possibility is always achieved by requiring a grant for safe. See USERS MANUAL.

The management of the safes, of course is done through TESA software, the same we use for managing locks and / or wall readers installed in hotel rooms or other doors.

The system card + keypad requires the user ID (personal PIN) to use the safe. In this way it is achieved that only authorized guests can use the safe.

This manual explain different types of safes that the system provides and the different operating modes.

3- TYPES OF SAFES

There are a range of safes that complement the lock system installed on site. When we have a safe card + keypad we can program it in Only Card mode (in this case the safe will operate as if it had no keypad) or in Only Keypad mode too. Choosing one way or another operation will be done in the setup of the locking plan. Default operation mode when safe model is supplied is Card + Keypad.

All safe models available have an electromechanic closing mechanism. The closing of the safe is done through two solid bolts of 17mm in length, anti-drill. The operation of the safe is as follows: when the user enters his identification card (which will be card or keypad depending on the mode of operation in which is programmed safe), and the control unit allows opening or closing thereof, the reader automatically activates a motor that is driving the locking bolts. Whether to open the safe to close it.



3.1- ONLY KEYPAD

It is the simplest operation mode in its safe. Not rentable from the reception of the hotel and the customer once in his/her room program his own code to operate the safe. The safes are supplied with the programming instructions for the customer in a template inside.

3.2- MAGNETIC STRIPE CARD + KEYPAD

Opening the safe is done through a card reader built-in magnetic stripe safe. This reader has a built in keypad. This safe offers the ability to configure it to work on card + keypad, only card or only keypad mode.

When the safe operates in card + keypad mode, it gives to the reception staff during check-in the possibility of renting the safe and likewise provide guest security and privacy. If the locking plan of the system is properly configured, the staff is allowed to open the safe through a master code.



3.2- PROXIMITY CARD + KEYPAD

The operation is the same as case magnetic stripe card + keypad but using proximity credentials (Mifare or ISO 15693).

3.3- ONLY CARD

To use the safe on the card only mode, the user must insert and remove the magnetic/proximity stripe card reader in it.



3.4- COLOR

Safes are only available in standard finish BLACK color.

4- TECHNICAL SPECIFICATIONS OF THE SAFE

We see then the technical features of safe and how each and every one of the elements that compose it.

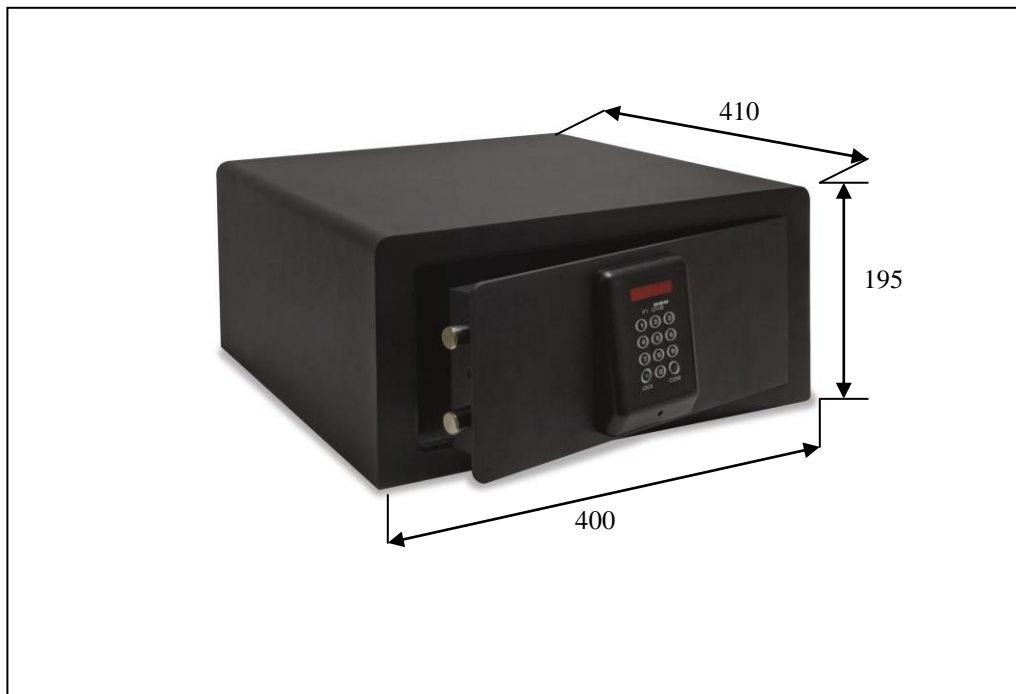
4.1- GENERAL DIMENSIONS

Size LAPTOP safe:

External Dimensions: 400 x 195 x 410 (width x height x depth)
Internal Dimensions: 392 x 182 x 360 (width x height x depth)



LAPTOP



4.2- ELEMENTS

The safe is made up of the following elements: Reader Module (Card Reader with keypad and display), Control Unit, Battery Module, electromechanic closing mechanism and box itself.

4.2.1- Reader Module

As in the electronic lock and the wall reader system, the reader is a magnetic stripe reader or RFID antenna. When the user inserts his card into the reader, it reads the information encoded on the card, the control unit analyzes the information regarding the locking plan information to the control unit has in its memory, and according to that locking plan will allow access it or not, the ability to open or close the safe by the guest.

Magnetic Stripe Reader Module

Magnetic stripe card readers are fully standardized. Due to the multitude of applications that have the magnetic stripe card, they were standardized, so that the measures, the width of the magnetic stripe of the card, as far recording etc.. Characteristics are imposed by the standard.

The system uses the encoding in track 3, so that the tracks 1 and 2 are free for other uses. This allows us to use cards that users of the facility being used for other applications which are recording tracks 1 and / or 2. Track 3 must be free and it CAN NOT BE SHARED with two applications.

The resistance of the recording cards called "coercitivity" and its unit of measurement is the "Oersted". There are two types of cards: low coercitivity cards and high coercitivity cards, which measures samples in the following table.

	LOW COERCITIVITY:	HIGH COERCITIVITY:
COERCITIVITY	300 OERSTEDS	4000 OERSTEDS

The reader can read both low coercitivity cards as high. Normally low coercitivity cards are used, since they are less expensive than high coercitivity ones.

Portable Programmer Connection



The reader has a connector type "jack" just below the keypad, as shown in Fig.

How to connect the portable programmer to the safe is exactly as connecting it to the locks.

Portable programmer Connection

4.2.2- Control Unit

The control unit incorporates a nonvolatile memory chip, a clock and calendar in real time, and a relay which send a signal to the motor to allow safe opening and closing. The control unit feeds with the battery module case.

Memory of control module

Relating to the locking plan, this is transmitted via the portable programmer. Two types of information are stored in the memory of the safe: initialization operations and / or updatings with the locking plan of the memory of the control unit of the safe and operations recorded relating to the events log, where all operations performed by users are recorded.

For information concerning to the locking plan is the system code of the hotel, the room number to which it is associated, the grant required (as safes always require a grant) etc.

And in the event log all events that occur are stored, that is, openings and openings attempts, password changes, etc.

Of course the memory has a limited capacity, measured in number of events that the safe can store in its memory, the number of time zones, calendar, etc.. In fact, as the safe is set, no time zones or calendars and limit the number of users on the number of users affected are used. However, there are limits and are as shown in the following table:

Number of users	Up to 1.500
Number of events	Up to 1.000
Number of time zones	Up to 14
Calendar	1 Year
Activation and Expiration dates	
DST (Winter - Summer)	

Non-volatile memory means that if the safe is run out batteries, memory is not lost. All that will happen is that the internal clock of the safe “stop”, and therefore have to set the time updating the safe with the portable programmer.

Clock and calendar

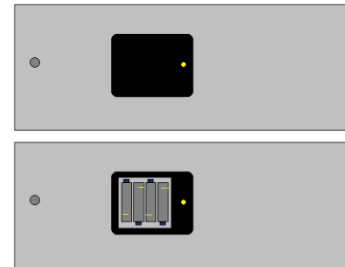
The control unit of the safe has a clock and calendar, which is put in time when you initialize or update the safe through the portable programmer. What actually happens is that when we send data from the computer to the portable programmer, are sending both the date and time of the computer from the data is loaded. And then this time will be transmitted to the safe from the portable programmer. Therefore the date and time of the safe is the date and time of the computer.

The actual calendar is also transmitted. That’s because the control unit recognizes all weekdays from Monday to Sunday every week of the year or holidays of the hotel. In fact, this holiday calendar does not impact too much on the operation of the safes, since for hotel guests, there is no difference between a holiday of another who is not for guests in a hotel (this only affects, usually, to staff). It is important the correct calendar and clock of the safe (is for the event log that is stored in it) so that you are able to know the exact date and time at which each event occurred.

If the safe is without batteries, the clock will stop and you will lose both the clock and the calendar (not the rest of information). When we make the change of batteries, the clock will start, but it will take a completely random time and date may not coincide with the actual date and time. Therefore, when we make a change of batteries, we will have to update them to transmit the correct date and time.

4.2.3- Battery Module

The battery module feeds the reader module safe. It consists of four AA alkaline batteries LR6 1.5 V. The safe consumption makes batteries have a capacity to power more than 50,000 openings and closures of it.

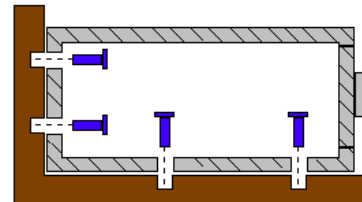


The control unit of the safe is able to recognize that the batteries are running low, warning through the keypad display (indicating "Low Bat"). If they are completely exhausted, the safe will stay in the status (open or closed) which came into last operation of battery life. If the safe is closed we will need to use the portable programmer to open in emergency the safe (the portable programmer uses its energy to open the safe) in order to change the batteries and update the memory of the control module.

4.2.4- Box

The safe implements a strong anti-vandal in the door design thanks to a laser cutting avoiding creases and leverage.

It is designed to secure both the base on which it places as on the rear wall on which it rests, as we see in the following figure:



4.3- CONDITIONS FOR PROPER OPERATION

Like any product, for a good operation of the safe, it must be properly installed and in good working conditions.

4.3.1- Humidity and Temperature Conditions

Because alkaline batteries using the safe temperature range for which the safe work correctly is 0 °C to 65 °C.

And you can get to support up to 85% humidity.

4.3.2- Water Resistance

The reader safe is NOT waterproof, so that if we introduce any liquid in the reader this may not work and can be damaged.

4.3.3- Vandal Resistance

The resistance of the safe is provided by 17mm bolts of the locking mechanism and design of anti-vandal door opening lever.

5- SETUP AND INITIALIZATION OF SAFES

The steps for the installation and programming of the safes is similar to that of electronic locks and wall readers.

5.1- MANUFACTURING MODE

Safes, as electronic locks, when delivered are in a manufacturing mode. We have a manufacturing code keypad while for use during delivery and installation, and allows open and close them to be previously initialization.

The safes are no longer in manufacturing mode when initialized via the portable programmer with the locking plan in which it was installed.

The status of manufacturing mode, allows us to open and close the safes, while the installation is not in normal use and has not performed the start-up of the installation.

5.2- INSTALLATION

The assembly consists only of the location of the safe in the room which will be associated. As explained above may be fixed to the base on which it rests and on which the wall rests.

5.3- INITIALIZATION AND UPDATING

As in the lock initialization, the safe is programmed via the portable programmer. It mean, this device will transmit the data with the locking plan from the PC to the safe.

Of course to do this we must first program the locking plan in the management software system. In this locking plan, we will create a safe associated with all rooms that will have one. Appropriate grants will be created and assigned or not, depending on each case. See USERS MANUAL.



Once programming is complete, we can proceed to initialize the safes. To which we first transmitted locking plan to the portable programmer from the computer.



And once the data is loaded to portable programmer, we can initialize the safes. See MANUAL PORTABLE PROGRAMMER

6- OPERATING MODES

As explained above, there are different types of modes of safes. Thus, depending on the type of safe, we have several possibilities which we explain below. By having and being able to combine keypad with card reader (either magnetic stripe or proximity) there are three different modes: keypad only, card only or card + keypad.

The operating mode is selected in the state tables of software programming TESA-HOTEL system. If we do not create any table of special status for safes, the operating mode will be the default one: card + keypad. See SOFTWARE MANUAL.

We explain the different modes:

6.1- Card + PIN Mode

The safe must be open. If the previous guest has left the safe closed, we perform an emergency opening thereof, with portable programmer. SEE USER MANUAL

With the safe open, the guest must insert and remove the card in the reader of the safe (in the case of magnetic stripe technology. For proximity technology be sufficient to bring the card to the reader-antenna). If the customer has permission to use the safe, the safe will be activated and will wait for the guest to choose his password (flashes the first digit of the display). To choose your password you must type the key on the keypad (at least 4 digits and a maximum of 6), and at the end you must press the green button (Lock). The LED display indicates the PIN typed to confirm that no mistakes are made when entering the desired code. This is the PIN that will now be used to open and / or close the safe. This way when the guest wants to open or close the safe must enter the password and press green key. No need to use the room card unless he wants to change the password again.

When leaving the hotel, the guest must leave the safe open, so the next guest can use it.

If the guest does not have permission to use the safe, the programming will reject any attempt by the guest, never being able to close it.

6.2- Only Keypad Mode

In this mode, all hotel guests have allowed the use of the safe without rent. When the guest arrives to the room the safe should be open. If it is closed it must perform an emergency opening.

To close the safe the guest must enter a password of his choice, twice consecutively. Enter a (minimum 4 and max 6 digits) code, and press the green button.

To open the safe simply enter the password and press the green button. To close the safe, we will return to repeat the first process.

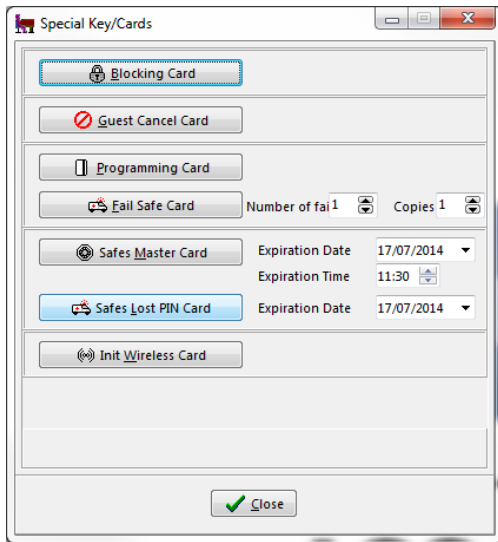
6.3- Only Card Mode

To use the safe, the guest must have permission granted (which is encoded at check-in in the reception) and the safe must be open. If the previous guest has left the closed safe, we perform an emergency opening.

To open or close the safe, the guest simply insert and extract (or approach the reader in the case card case with proximity) card reader in the safe. The keypad will not work, it is as if the safe had no

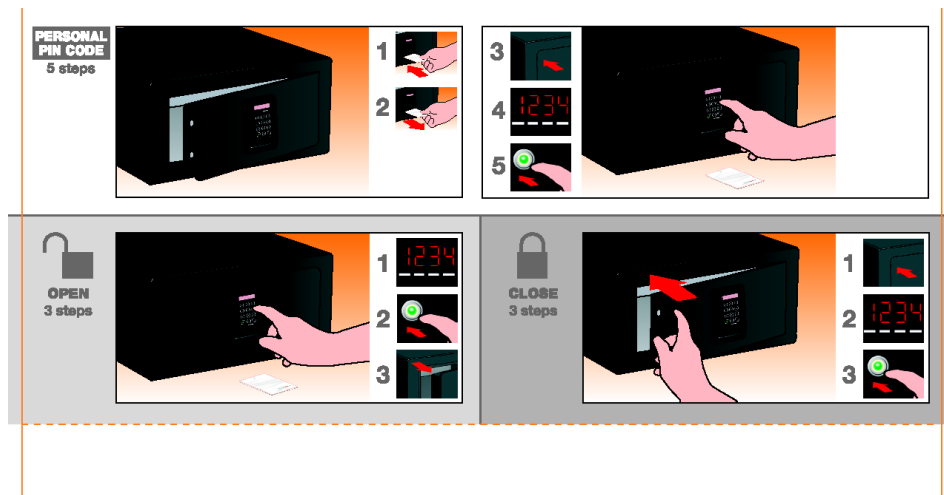
keypad.

In motorized safes, working on card + keypad only card mode, a special opening called “Safe Lost PIN Card” Safes If the customer forgets the PIN he chose to open or close the safe . This card is encoded on the reception and open the safe in combination with the customer's card. Use this card in the safe and after that the guest uses his own card. After that the safe will be open and the guest will be able to program a new personal code.



7- OPERATING INSTRUCTIONS

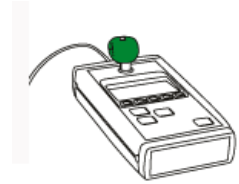
All safes are delivered with an instruction manual for the hotel guest. Supplied with in a template inside it. The instructions are as you can see in the following figure:



8- SAFE EMERGENCY OPENING

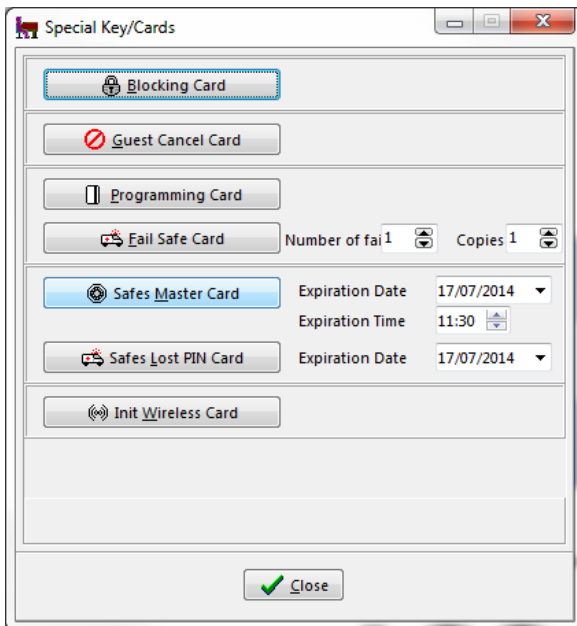
If for whatever reason, it can not make an opening in the safe, we can perform an emergency opening via the portable programmer, just so we can make with the electronic locks.

We will connect the portable programmer to the safe and press "Open" option from the second menu ("Doors" menu). It will make an emergency opening. This opening will open the safe even if the batteries of the safe are run out.



These actions always be recorded on the events log of the memory of the safe.

Besides the possibility of opening the safe with the portable programmer, there are another special card for opening the same if a guest leaves safe closed when leaving the hotel: The "Safes Master Card". You have to encode this card in the reception (with an expiration date and time because security) and use it into the safe. The safe will be opened.



9- SAFES MAINTENANCE

The safes do not require specific maintenance control except for battery. It is not needed to say that for their preservation and proper operation of safes they must be protected from certain external elements such as dirt, water, humidity excess, etc..

9.1- PORTABLE PROGRAMMER TEST

In addition to the above, a TEST with portable programmer can be done to check the status of the safe. With the portable programmer connected to the safe the TEST menu can check the status of the following:

- Firmware version of the safe
- State of clock and calendar
- Card reader magnetic stripe

-
- State of the keypad (for safes with keypad only)
 - State of display

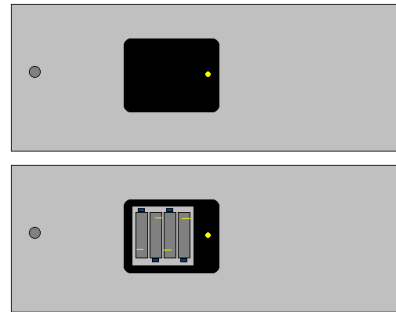
To see the entire process, see the MANUAL PORTABLE PROGRAMMER

If the review of all points has been satisfactory, the safe will be working properly. If any of the test points has been wrong, it means the suffering anomaly at that point. In this case you should contact your dealer to analyze the problem and find the best solution.

9.2- BATTERIES CHANGE

The battery replacement is an operation that does not involve any kind of difficulty. Simply, we must remove the cover of the battery module, located on the inside of the door of the safe and make the change of batteries.

It may be that the change of the batteries may provoke in the control unit of the safe a lost of the actual date and time for which, we should update the safe with portable programmer, only to update the clock and calendar.



9.3- CLEANING CARD

It may be that the magnetic stripe card reader could get dirty with dust or any other substance, so that the reading of the card them becomes difficult. To clean the head of the reader need only enter a few times a 'cleaning card "in the reader.

A cleaning card is simply a card dimensions equal to the magnetic stripe card, with the difference that instead of having a magnetic strip, has a band made of special material to clean the head of the reader.

These cards can be purchased from your oficial dealer or in specialty shops.

10- WARRANTY

The system warranty is one year. Of course, this guarantee covers any failure, malfunction, etc., in any component of the system, provided that the cause has not been caused by negligence in the use thereof.

Any failure or breakdown in any component of readers, involve the immediate replacement of the failed component. Only if your official dealer deemed appropriate proceed to the total replacement of the reader with a new one with the same characteristics.

11- WARRANTY CERTIFICATES

The Department of Environmental Quality and Workshops in TESA certify that:

- All components of their safes have been previously approved by our Product Engineering Department.
- During the different stages of the manufacturing process, including final assembly, have been made the appropriate unit controls to ensure the proper functioning of all the safe, according to the quality requirements of the market.

Under these conditions, periodic tests performed for resistance and life tests, result compliance with these specifications:

In addition to the above, in particular the safe reference, referring to certify Talleres de Escoriaza, SA (designer, manufacturer and distributor of such safe), that:

The Quality Management System of: TSEA has been certified by Lloyd's Register Quality Assurance to the following Standards of Quality Management Systems:

ISO9001:	1994
ENISO9001:	1994
BSENISO9001:	1994
UNEENISO9001:	1994
ANSI/ASQCQ91:	1994
approval	
CertificateNo:	934749

The Quality Management System is applicable to: Design, manufacture and assembly of mechanical and electronic locks. Stamped parts for locks and others.

And that:

The Environmental Management System of: TSEA has been certified by Lloyd's Register Quality Assurance to the following Standard Environmental Management System:

ENISO14001:	1996
approval	
CertificateNo:	772303

The Environmental Management System is applicable to: Design and manufacture of mechanical and electronic locks.

Furthermore, Our safes meet the essential requirements dictated by the European directive on electromagnetic compatibility: 89/336/EEC of 3 May 1989