



MINIBAR SYSTEMS

OPERATING MANUAL



SmartBox Digital Code Safe

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1. How to Lock and Open Safe

For the purpose of security, please change the factory master codes prior to use.

1) TO LOCK THE SAFE WITH A PERSONAL CODE

- a) Close the safe door.
- b) Enter a personal code (4 digits) and press “#” key. The door will be locked automatically, and the display will show “**CLOSED**”.

***Note:** If the door is not shut properly, the display will show “**ERROR2**” and the bolts are retracted automatically. Remove the barrier and try again.*

- c) In case of an incorrectly entered digit, you can delete it by pressing “*”.

2) TO OPEN THE SAFE WITH A PERSONAL CODE

- a) Enter the same code.
- b) The door will open automatically, and the display will show “**OPENED**”.

***Note:** The display will show “**ERROR**” if incorrect code is entered.*



2. How to Set Room Number to Safe

1) TO SET ROOM NUMBER TO THE SAFE

- a) Connect the Handheld Unit to the safe
- b) Press “*” button twice, and the LED display will show “**PROG**”
- c) Enter “**8100**”, and then press “*” button and “**6**” before it disappears
- d) The LED display will show “**NO**”



- e) Enter a 4 digit room number (ex. “0301”), then press “#” to confirm

Switch off the Handheld Unit to preserve battery power



3. Override Procedures

For the purpose of security, please change the factory master codes prior to use. Please keep the emergency key in a safe place.

1) TO OPEN THE SAFE WITH MASTER CODE USING SAFE KEYPAD

- a) Enter the master code in use (pre-selected 0-0-0-0-0-0)
- b) the door will open automatically, display will show **“OPENED”**

To Set a New Master Code (it must be 6 digits)

To change the master code, the safe must be opened (i.e. the bolts are retracted).

- a) Press key **“*”** twice, the display shows **“PROG”**
- b) enter old master code (pre-selected 0-0-0-0-0-0).
- c) When display shows **“NEW”**, enter a new master code of 6 digits.
- d) The display will show **“AGAIN”**. Re-enter the new master code, the display will show **“DONE”** to indicate that new master code has been changed successfully.

Note: Do not use Master Code if override procedure is done with Handheld Unit (see Chapter 3.3 To Open the Safe with Handheld Unit)



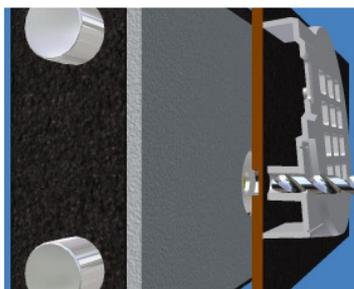
3. Override Procedures (cont.)

2) TO OPEN THE SAFE WITH THE EMERGENCY KEY

Note: This procedure to be used only if electronic ones failed



Front panel with keyhole location



Insert key here after drilling the plate



Emergency key

- a) Unscrew the Allen Key plastic cover to access the keyhole.
- b) Make a hole in the plate of the door using metal drill diameter 5/16" (8 mm).
- c) Insert the emergency key and turn clockwise 90 degrees to open the door
- d) Open the door safe



3. Override Procedures (cont.)

3) TO OPEN THE SAFE WITH THE HANDHELD UNIT

There are two Emergency Codes:

- 1) Manager Code
- 2) Opening Code

In case you forget the MANAGER CODE or OPENING CODE, please call your Minibar Systems office to reset your Handheld Unit.

To open the safe with emergency unit, please follow the following instructions:

- a) Connect handheld unit to the safe
- b) Emergency unit position: On
- c) Input the Manager Code: (pre-selected 5555), the screen will show: 5 5 5 5 - -, then press **"#" (ENTER)**.
- d) The word **"GOOD"** will appear on the screen. Now the Handheld Unit is programmed and ready for entering the second code.
- e) Input the opening code (pre-selected 6666), the screen will show: 6 6 6 6 - -, then press **"#" (ENTER)**.
- f) The LED display on the Handheld Unit and on the safe will show **"OPEN"** and then **"OPENED"**, the safe door will be opened.



4. Audit Functions

Each safe should have its own room number prior to any audit function (see Chapter 2 of this manual)

1) HOW TO DOWNLOAD DATA FROM SAFE TO HANDHELD UNIT (last 100 records)

- a) Connect the Handheld Unit to the safe
- b) Press “*” button twice, and the LED display will show “PROG”



- c) Enter “8100”, and then press “*” button and “8” before it disappears
- d) Handheld Unit will read the 100 last opening records from the hotel safe, and when the LED display counted to 100 and shows “END” this means Handheld Unit has completed reading of the audit records.

Switch off the Handheld Unit to preserve battery

2) HOW TO DOWNLOAD DATA FROM SAFE TO HANDHELD UNIT (last 50 errors)

- a) Connect the Handheld Unit to the safe
- b) Press “*” button twice, and the LED display will show “PROG”
- c) Enter “8100” and then press “*” button and “7” before it disappears
- d) Handheld Unit will read the last 54 incorrect attempt records from the hotel safe. The screen will appear “ENA” when it is done.

Switch off the Handheld Unit to preserve battery

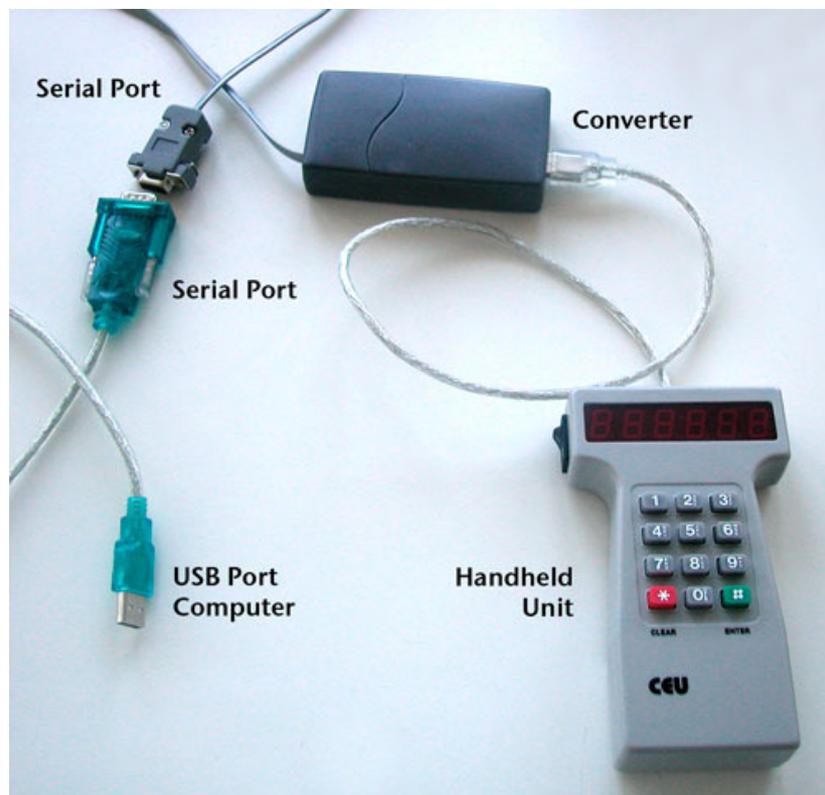


4. Audit Functions (cont.)

3) HOW TO TRANSFER DATA FROM HANDHELD UNIT TO COMPUTER

Before you proceed:

Make sure the audit software has been properly installed. For installation details refer to instructions supplied with Software CD.



- a) **If you HAVE a serial port on your computer:** Connect Handheld Unit to the converter and plug into serial port on your computer.

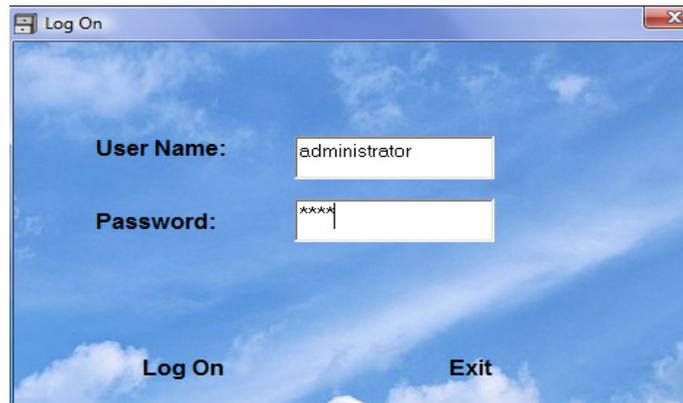
If you DO NOT HAVE a serial port on your computer: Connect Handheld Unit to the Converter and the Converter to the Serial/USB adapter (not supplied) in blue). Connect to any USB port on your computer.



4. Audit Functions (cont.)

- b) Start Hotel Ver: R7.2.06 Software on your computer. You are requested to enter the **CD Key: 70081-43642-68082**

Enter your login and Password, press **“Log On”**



to access the main screen





4. Audit Functions (cont.)

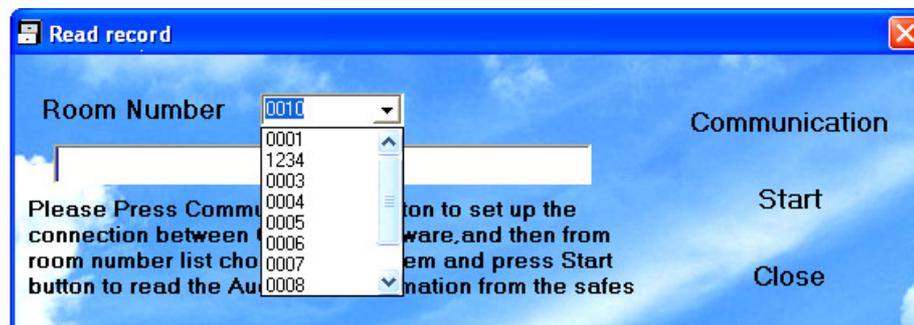
- c) Press **“System Setup”** to assign a Comm Port to the serial port. If you need assistance please contact your Minibar Systems Representative.



- d) Press **“Read Records”**. Switch on Handheld Unit and press **“Communication”** to get the list of rooms you can download



Select the room number from the list



- e) Press **“Start”** to start reading the records, and then **“Close”** the window



4. Audit Functions (cont.)

- f) Press **“Browse”** to display all records

The screenshot shows a window titled "Alldate" with a table of records. Below the table are search filters for "From" and "To" dates, and buttons for "Search", "Preview", "Save As", and "Close".

Number	Room number	Date time	Method	Open_close
1	0005	19/05/2008 11:26:54 a	Guest Code	close
2	0005	19/05/2008 11:26:32 a	Guest Code	open
3	0005	19/05/2008 11:26:18 a	Guest Code	close
4	0005	19/05/2008 11:26:12 a	CEU	open
5	0005	19/05/2008 11:26:06 a	Guest Code	close
6	0005	19/05/2008 11:24:45 a	CEU	open
7	0005	19/05/2008 11:24:13 a	Guest Code	close
8	0005	19/05/2008 11:22:09 a	Guest Code	open
9	0005	19/05/2008 11:22:01 a	Guest Code	close
10	0005	19/05/2008 11:21:16 a	Guest Code	open
11	0005	19/05/2008 11:21:08 a	Guest Code	close
12	0005	19/05/2008 11:20:26 a	Guest Code	open
13	0005	19/05/2008 11:20:08 a	Guest Code	close
14	0005	19/05/2008 11:19:56 a	Guest Code	open
15	0005	19/05/2008 11:19:49 a	Guest Code	close
16	0005	19/05/2008 11:19:23 a	Guest Code	open
17	0005	19/05/2008 11:19:14 a	Guest Code	close
18	0005	19/05/2008 11:18:58 a	Guest Code	open
19	0005	19/05/2008 11:18:50 a	Guest Code	close
20	0005	19/05/2008 11:18:35 a	Guest Code	open
21	0005	19/05/2008 11:18:28 a	Guest Code	close
22	0005	19/05/2008 11:18:23 a	Guest Code	open
23	0005	19/05/2008 11:18:15 a	Guest Code	close
24	0005	19/05/2008 11:18:09 a	Guest Code	open
25	0005	19/05/2008 11:18:01 a	Guest Code	close

- g) Press **“Preview”** to view records

The screenshot shows a window titled "DataReport-Hotel Ver.R7.7.4.01" displaying a report titled "Hotel Electronic safe". The report includes a date "Miércoles, 20 de Mayo de 2009" and a list of records with columns for Number, Room number, Date time, Method, and Open/Close.

Number	Room number	Date time	Method	Open/Close
1	0005	19/05/2008 11:26:54 a.m.	Guest Code	close
2	0005	19/05/2008 11:26:32 a.m.	Guest Code	open
3	0005	19/05/2008 11:26:18 a.m.	Guest Code	close
4	0005	19/05/2008 11:26:12 a.m.	CEU	open
5	0005	19/05/2008 11:26:06 a.m.	Guest Code	close
6	0005	19/05/2008 11:24:45 a.m.	CEU	open
7	0005	19/05/2008 11:24:13 a.m.	Guest Code	close
8	0005	19/05/2008 11:22:09 a.m.	Guest Code	open
9	0005	19/05/2008 11:22:01 a.m.	Guest Code	close
10	0005	19/05/2008 11:21:16 a.m.	Guest Code	open
11	0005	19/05/2008 11:21:08 a.m.	Guest Code	close
12	0005	19/05/2008 11:20:26 a.m.	Guest Code	open
13	0005	19/05/2008 11:20:08 a.m.	Guest Code	close
14	0005	19/05/2008 11:19:56 a.m.	Guest Code	open
15	0005	19/05/2008 11:19:49 a.m.	Guest Code	close
16	0005	19/05/2008 11:19:23 a.m.	Guest Code	open
17	0005	19/05/2008 11:19:14 a.m.	Guest Code	close
18	0005	19/05/2008 11:18:58 a.m.	Guest Code	open
19	0005	19/05/2008 11:18:50 a.m.	Guest Code	close
20	0005	19/05/2008 11:18:35 a.m.	Guest Code	open
21	0005	19/05/2008 11:18:28 a.m.	Guest Code	close
22	0005	19/05/2008 11:18:23 a.m.	Guest Code	open
23	0005	19/05/2008 11:18:15 a.m.	Guest Code	close
24	0005	19/05/2008 11:18:09 a.m.	Guest Code	open
25	0005	19/05/2008 11:18:01 a.m.	Guest Code	close
26	0005	19/05/2008 11:17:50 a.m.	Reset	open
27	0005	19/05/2008 11:17:42 a.m.	Guest Code	close
28	0005	19/05/2008 11:17:22 a.m.	Guest Code	open
29	0005	19/05/2008 11:17:02 a.m.	Guest Code	open
30	0005	19/05/2008 11:15:59 a.m.	CEU	open
31	0005	19/05/2008 11:15:51 a.m.	Guest Code	close

- h) Press **“Print”, “Print Preview”** and **“Save as”** to print and save your records



5. Programming Instructions

1) HOW TO MODIFY THE MANAGER CODE OF HANDHELD UNIT

- a) Emergency unit position: On
- b) Press the “*” (**CLEAR**) button, the word “**PROG**” will appear on the screen.
- c) Enter the current existing code (factory code is 5555)
- d) Press “*” (**CLEAR**) key, then Press “1”, the word “**NEW- C1**” will appear on the screen.
- e) Enter a new 4 digit code and “#” (**ENTER**). The word “**DONE**” will appear on the screen.

2) HOW TO MODIFY OPENING CODE OF HANDHELD UNIT

- a) Press the “*” (**CLEAR**) button twice, the word “**PROG**” will appear on the screen.
- b) Enter the current existing code (factory code is 6666)
- c) Press “*” (**CLEAR**) and “2.” The word “**NEW- C2**” will appear on the screen.
- e) Enter a new 4 digit code and “#” (**ENTER**). The word “**DONE**” will appear on the screen.

3) HOW TO SET SERIAL CODE ON THE HANDHELD

- a) Press twice the “*” (**CLEAR**) button. “**PROG**” will appear on the screen.
- b) Press “**8100 * 5**,” “**NEW**” will appear on the screen.
- c) Enter new serial code on handheld unit (same as safe serial code) and press “#” (**ENTER**). “**AGAIN**” will appear on the screen.
- d) Enter the serial code again and press “#” (**ENTER**) to confirm, “**DONE**” will appear on the screen, the new serial code is set.

Explanation

- 1) *The back-up serial code for the safe and corresponding Handheld on delivery from manufacturer is “000000.” Please note that the safe’s serial code is fixed, but you may modify the Handheld Unit’s serial code according to the above instructions. You can open the safe with the Handheld Unit only when both the handheld and safe codes are identical. We differ the serial code for the safe and Handheld Unit in order to secure the customer’s property.*
- 2) *When you forget the opening code or manager code and execute the emergency operation to reset them to 5555 and 6666 respectively, you must reset the Handheld Unit’s serial code to “000000” synchronously. So you must modify the Handheld Unit’s serial code to keep it consistent with the safe.*



5. Programming Instructions (cont.)

4) HOW TO MODIFY MASTER CODE ON SAFE (IF USED)

To change master code, safe must be open (i.e., the bolts retracted)

- a) Press the “*” button twice. The word “**PROG**” will appear on the screen.
- b) Enter old master code (pre-selected 0-0-0-0-0-0). Display shows “**NEW**”
- c) Enter a new **6 digit** master code. The display will show “**AGAIN**”
- d) Re-enter the new master code. The display will show “**DONE**” to indicate new master code has been changed successfully.

5) HOW TO SET SAFE PARAMETERS

- a) Leave the door open
- b) Press “*” twice quickly, the display will show “**PROG**”
- c) Enter programming code “**810018**” and the screen will be ready for setting program codes of the safe. Three displays for program code setting are available, as explained below:

A) First screen

Default number is **172331**

(1)	(2)	(3)	(4)	(5)	(6)
1	7	2	3	3	1

(1) Code display position:

Tap 0 – do not show each personal code entered

Tap **1** – show each personal code entered

Tap 2 – show each personal code entered, the code won't show when closed

(2) Setting number of digits for code

Tap 3 – set the 3-digit code

Tap 4 – set the 4-digit code

Tap 5 – set the 5-digit code

Tap 6 – set the 6-digit code

Tap **7** – set the 3–6 digit code



5. Programming Instructions (cont.)

(3) Setting lock time after 4 failed attempts to input open code

- Tap 0 – locking time 0 minutes
- Tap 1 – locking time 15 minutes
- Tap **2** – locking time 30 minutes

(4) Setting use of master code

- Tap 2 – master code disabled
- Tap **3** – master code enabled

(5) Recording information

- Tap 0 – record door opening information
- Tap **3** – record door opening/closing information

(6) Setting working mode

- Tap 0 – User will enter a personal code and then press the locking key “#” to close the door. The safe will save the code at the last closing. User will need only press “#” to close the door next time
- Tap **1** – The user will enter their personal code and then press locking key “#” to close the door. Now you can set a new code while the door is open. This is suitable for hotel use.

Press the confirmation key “#” and the system will proceed to second screen.

B) Second screen: Date

To set current date: dd/mm/yy

0	6	0	2	0	4
(1)	(2)	(3)	(4)	(5)	(6)
d	d	m	m	y	y

This indicates the current date is February 6, 2004.

Press the confirmation key “#”, and the system will proceed to third screen



5. Programming Instructions (cont.)

C) Third screen: Time

To set current time: hh/mm/ss

1	4	2	5	0	0
(1)	(2)	(3)	(4)	(5)	(6)
h	h	m	m	s	s

This indicates the current time is 14:25:00.

Press confirmation key “#”, and the system will exit the programming mode.



6. Troubleshooting Guide

1) **ERROR CODES SHOWN ON THE LED DISPLAY AND**

- a) **ERROR** – The code you have entered is not correct. Check the code and re-enter.
- b) **ERROR 1** – The locking bolts are blocked and cannot retract. Push the door inward to release the blocked bolts. Try to open the safe by re-entering the code.
- c) **ERROR 2** – The door is not shut properly and the bolts have been retracted automatically. Remove the barrier and try it again.

2) **Battery Condition—BA-HI/LO (Battery high/low)**

The batteries will last for 12 months for normal use. The display will show “**BA-LO**” if the batteries need to be replaced. Use 4 AA / LR6 alkaline batteries only.

Note: Please refer to local ordinances and environmental standards for proper battery disposal.



7. Installation

Anchoring bolts

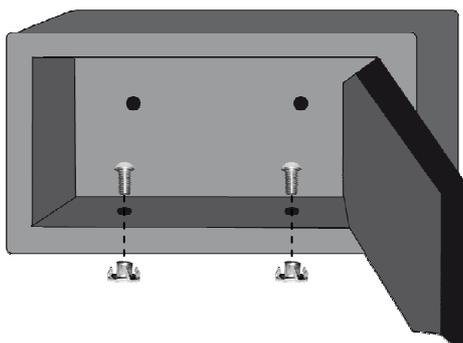
The safe must be anchored by securing either the back or the bottom of the safe.

You may select the expansion bolt for a concrete wall surface or select a clamping bolt for a wooden surface.

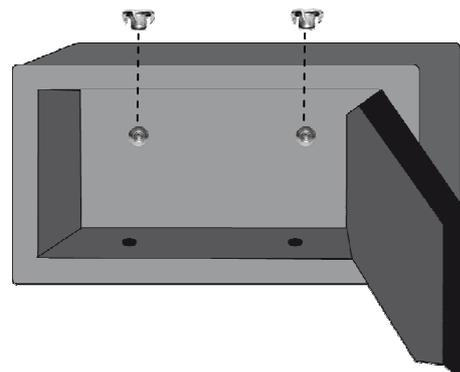


Example of a clamping bolt

Securing the bottom of the safe



Securing the back of the safe



Safe Dimensions

Model	Dimensions H x W x D (mm)	Net weight (kgs)	Volume (litres)
S	200 x 350 x 220	9	10
M	200 x 435 x 383	14	22
L	254 x 483 x 400	17	34

Technical Specifications

Thickness of body	2 mm
Thickness of door	5 mm
Material of body, door and bolt work	solid steel DIN ST37-2
Material of fixing screws	solid steel DIN ST37-2



8. How to Install/Replace Batteries

To install/replace the batteries in the safe a small cross headed screwdriver is required.

The battery type used is size 1.5v, AA/LR6 (AM3).

NB Replace all four batteries complete, do NOT mix with old batteries or use with other types.

To install/replace the batteries in the SmartBox product, proceed as follows:

- a) Open the SmartBox door.
- b) Remove screw from battery compartment in the door and unclip the compartment cover (see Diagram A)



**Retaining
screw**



Diagram A
Battery compartment
cover retaining screw

Diagram B
4 AA/LR6 type batteries.
Note orientation

- c) Install the four batteries provided or replace with new batteries (see Diagram B). Note the correct orientation of the batteries when inserting. The base of the plastic compartment has imprinted guidance to help you.
- d) Clip the cover into place and retain with the screw.

Please dispose and recycle the spent batteries in accordance with local ordinances and environmental standards legislation.

The replacement batteries must conform to the latest Battery Regulations Directive



MINIBAR SYSTEMS

9. Global Offices

Switzerland & Austria

Minibar Enterprises AG
Blegistrasse 9
CH-6340 Baar
tel +41 41 767 23 00
fax +41 41 767 23 23
info@minibar.ch
www.minibar.ch

United States

Minibar North America, Inc.
7340 Westmore Road
Rockville, MD 20850
tel +1 301 309 1100
fax +1 301 309 1115
info@minibarNA.com
www.minibarNA.com

United Kingdom & Ireland

Minibar UK Ltd
Suite 18 Maple Court
Grove Park Business Estate
White Waltham, Maidenhead
Berks SL6 3LW United Kingdom
tel +44 1628 820 800
fax +44 1628 820 801
minibar.uk@minibar.ch
www.minibar.ch

Asia

Minibar Systems Asia Pte Ltd
31 Kaki Bukit Road 3, #03-01C
Singapore 417818
tel +65 6741 3373
fax +65 6741 6303
msasia@singnet.com.sg
www.minibar.ch

France & Benelux

Minibar Services (France) Sarl
4, Passage Saint-Antoine
FR-92508 Rueil-Malmaison Cedex
tel +33 1 55 47 07 07
fax +33 1 47 49 61 62
minibar.france@minibar.ch
www.minibar.ch

Nordic & Scandinavia

Minibar Norge AS
Fagernes 4
N-5043 Bergen
tel +47 97 95 94 84
fax +47 55 31 10 85
minibar.norge@minibar.ch
www.minibar.ch

Germany

Minibar (Germany) GmbH & Co.
Venloer Strasse 151-153
D-50672 Köln
tel +49 2271 993 120
fax +49 2271 993 119
minibar.germany@minibar.ch
www.minibar.ch

Canada

Minibar Systems Canada
21 Queen Street East, Unit #201
Brampton, Ontario L6W 3P1
tel 905-487-0620
fax 905-487-0622
info@minibarNA.com
www.minibarNA.com

Spain & Portugal

Minibar S.A.
c/o Pedro Avila Suarez
Calle Tutor nº 43
28008 Madrid
tel +34 630 061 433
minibar.spain@minibar.ch