



Management Manual

Safelock24 display

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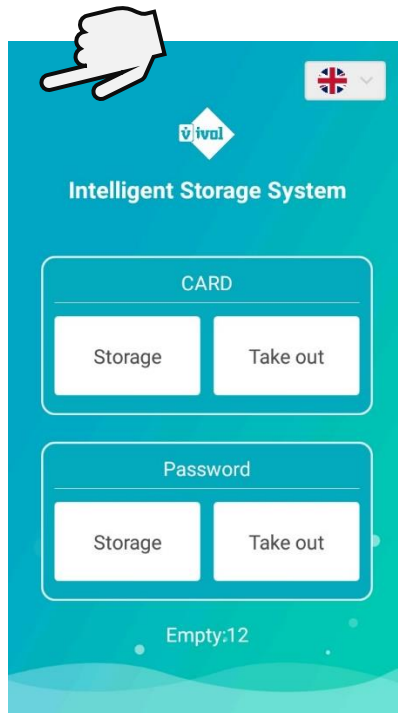
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Admin password change

It is important to change the administration password immediately upon commissioning the locker.

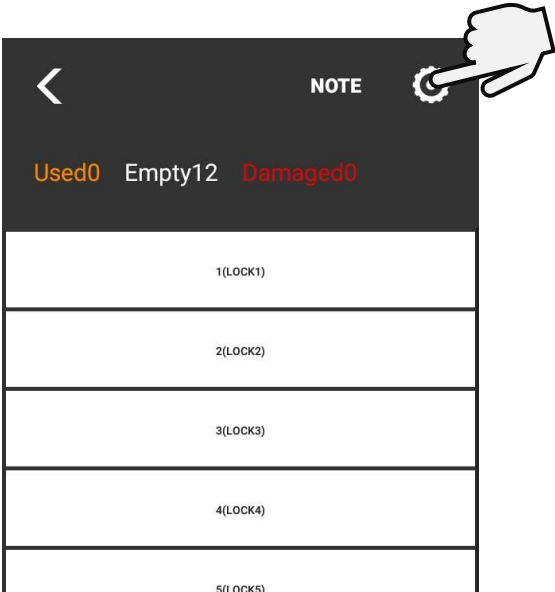
Press in the upper left corner of the screen for several seconds



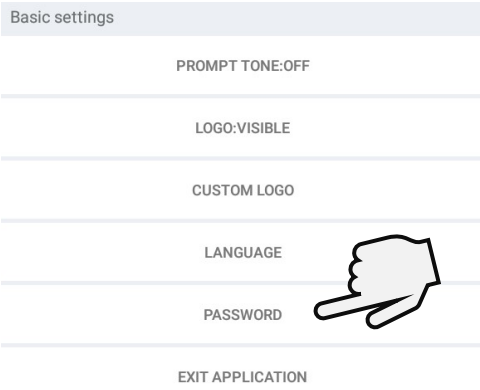
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.

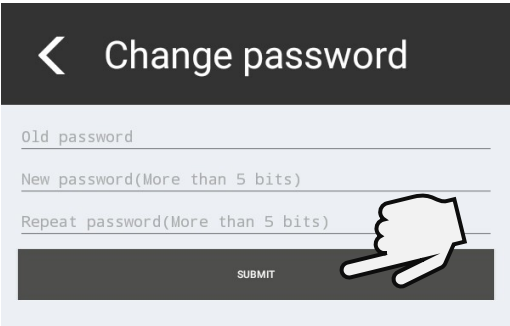


In the next menu, scroll down to Basic settings and press "Password"



You will be asked to enter your old password and 2-times the new password.

After this, press "SUBMIT"

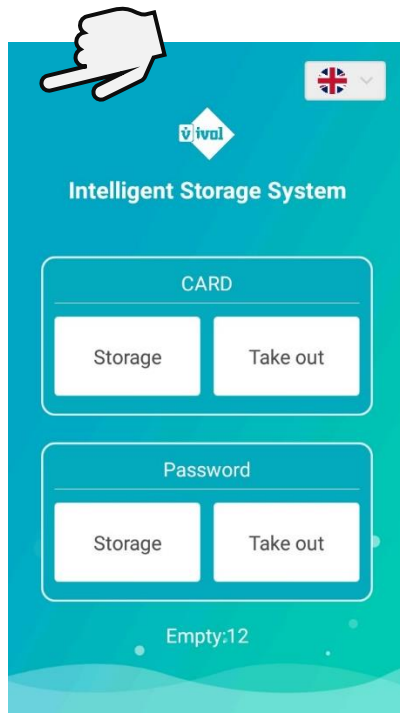


Your password for managing the locker has been changed.

Admin Pass Setup

In addition to using a PIN/password, you can also use a pass to access the locker's management software.

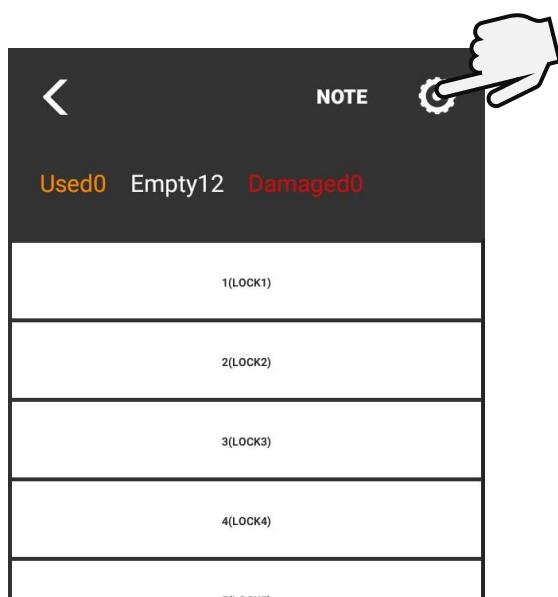
Press in the upper left corner of the screen for several seconds



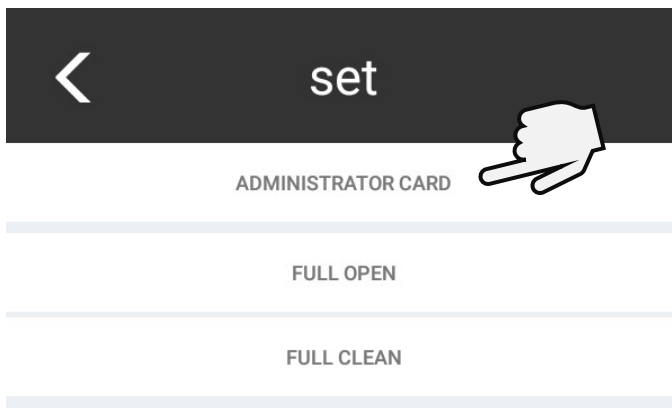
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



Press the "ADMINISTRATOR CARD" button.



If no pass has been added yet, the screen is blank. You then scan a pass that is not yet in use.

You will then see it return in the list. By clicking on it, you can delete the pass again if necessary.

You can add multiple passes by scanning them each time in this screen.

If you now want to log into the management software, you no longer need to enter a PIN/password. You then scan the pass and press submit.

Opening safes

From the management software, it is possible to open all lockers as an administrator.

Opening all lockers

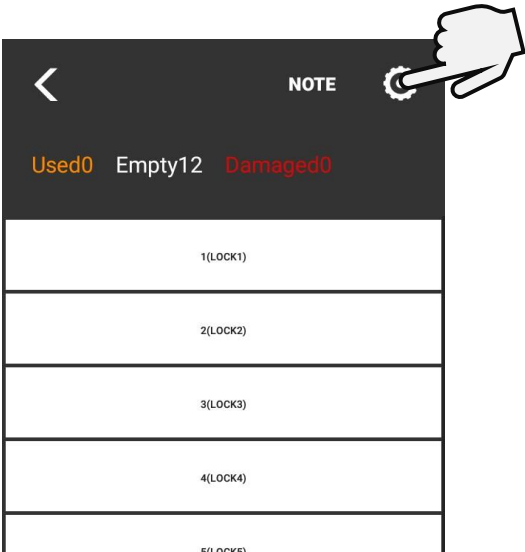
Press the upper left corner of the screen for several seconds



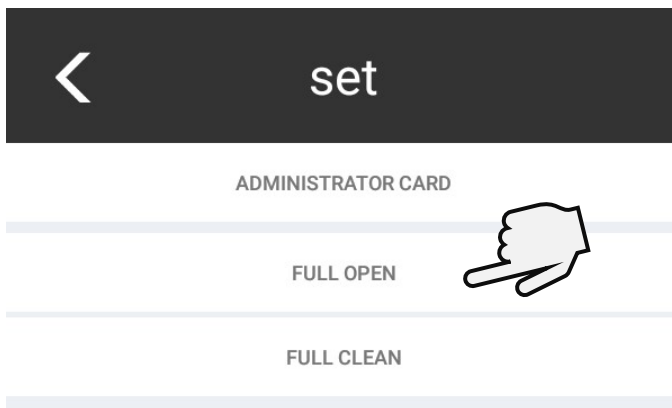
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



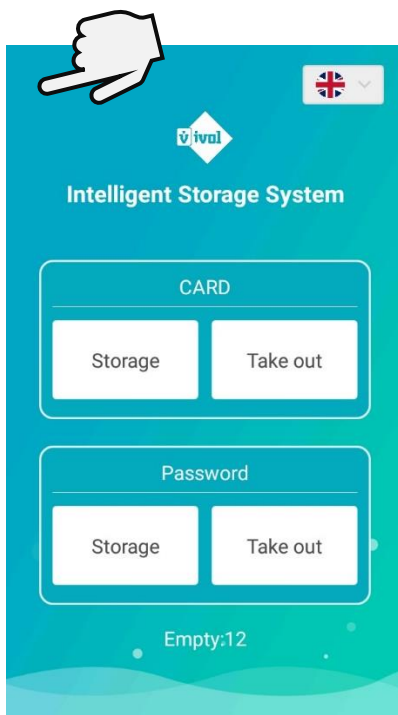
Press the "FULL OPEN" button



All lockers will open

1 specific locker opening

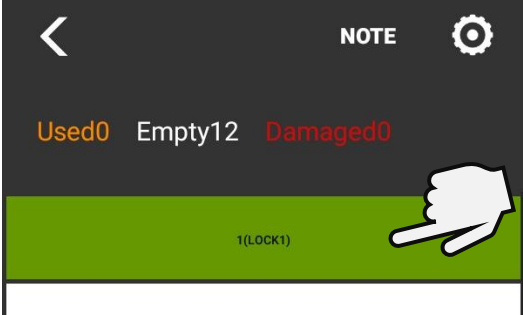
Press the upper left corner of the screen for several seconds



You will be prompted for a password. If you have not already changed it, the default is "123456"

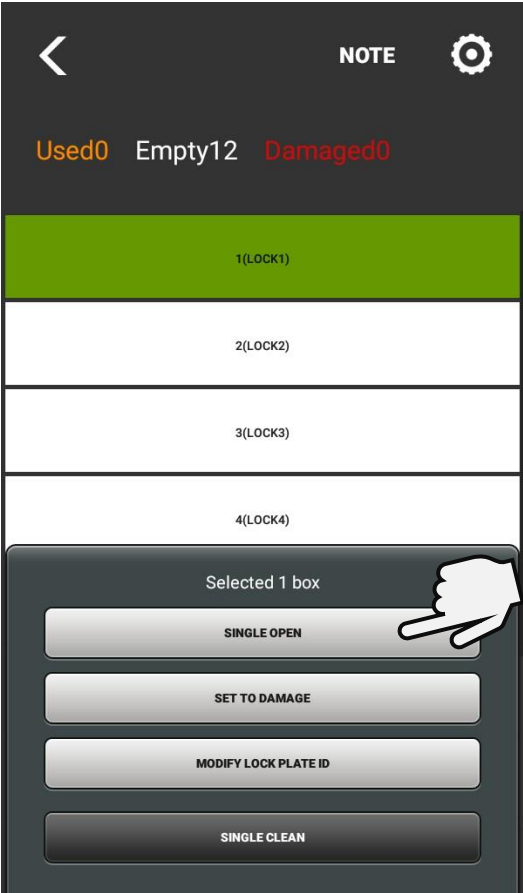
You then enter the management part of the software.

Press the locker you want to open.



A menu opens at the bottom of the screen.

Press "SINGLE OPEN"

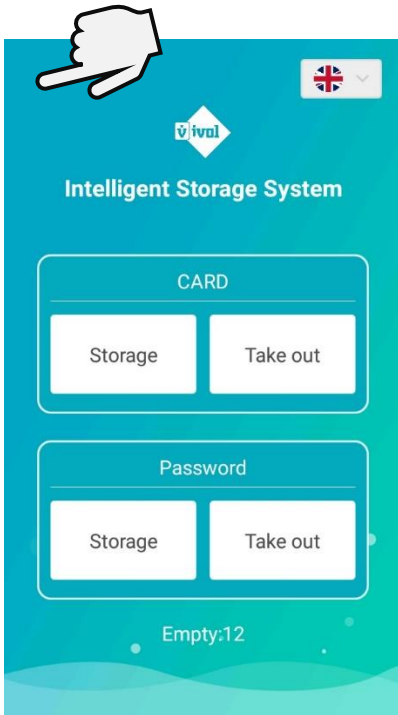


The safe will open.

Resetting lockers

Resetting all lockers

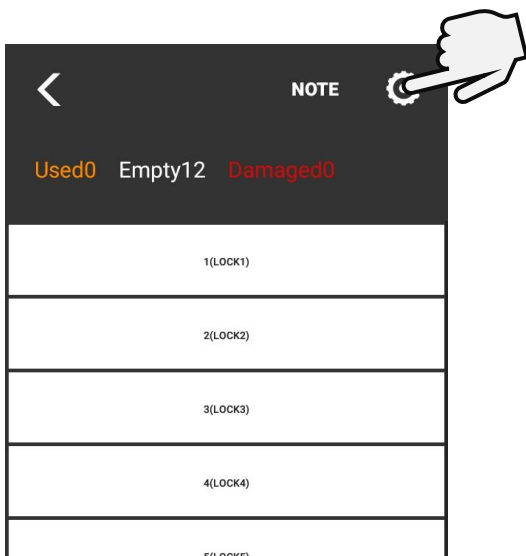
Press in the upper left corner of the screen for several seconds



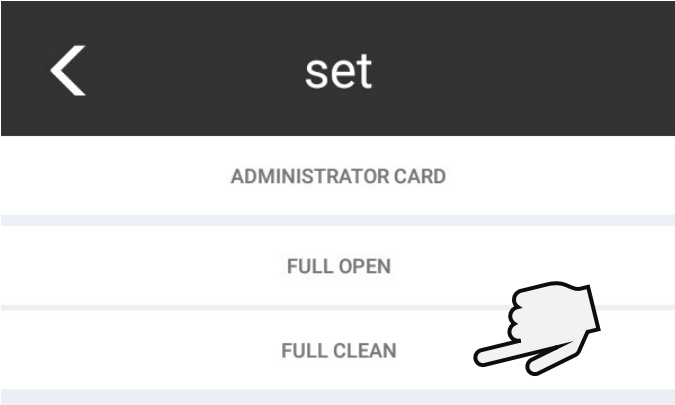
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



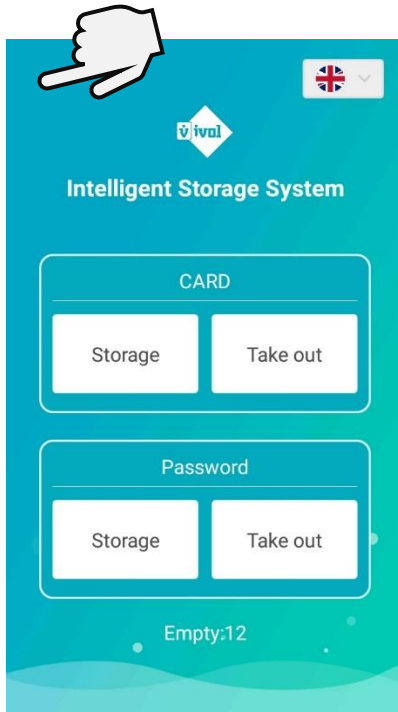
Press the "FULL CLEAN" button.



All passes and PINs set will be removed.

1 specific vault reset

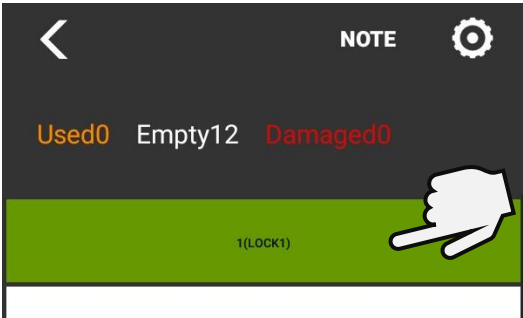
Press in the upper left corner of the screen for several seconds



You will be prompted for a password. If you have not already changed it, the default is "123456"

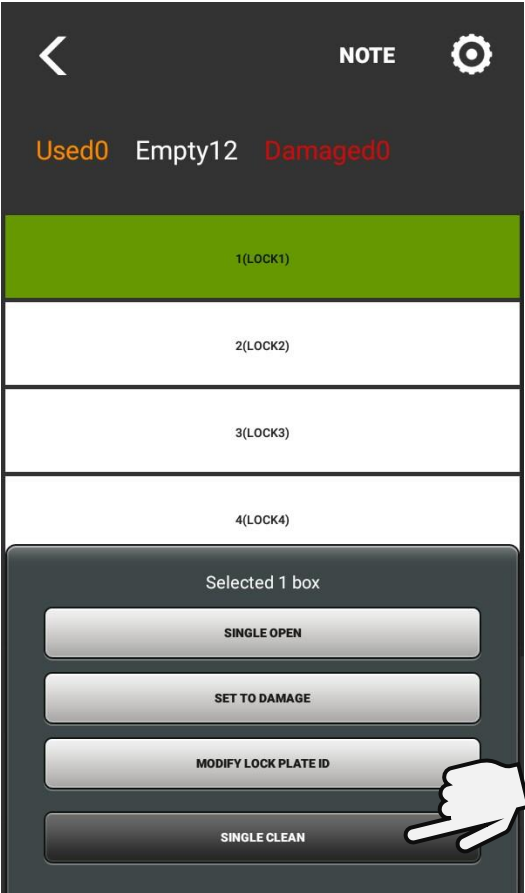
You then enter the management part of the software.

Press the locker you want to open.



A menu opens at the bottom of the screen.

Press "SINGLE CLEAN"

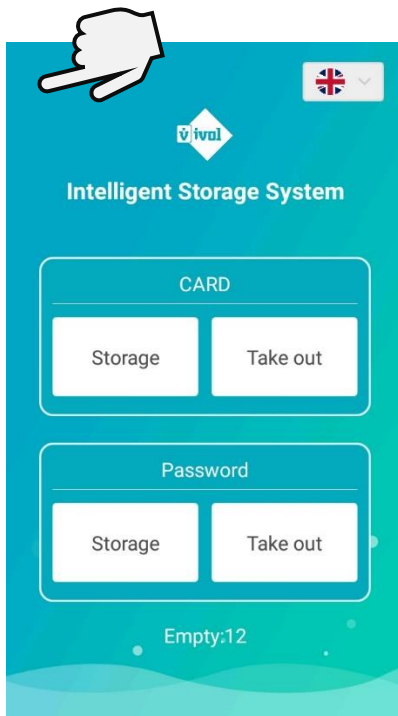


The specific safe deposit box will be reset. All passes and PINs assigned to this locker will be removed.

Locker set to "Public normal mode"

Upon delivery of the locker, it is already set to this mode by default. This allows you to use either a PIN code or card per locker. After each use of a locker, the PIN code or cards are removed from the locker.

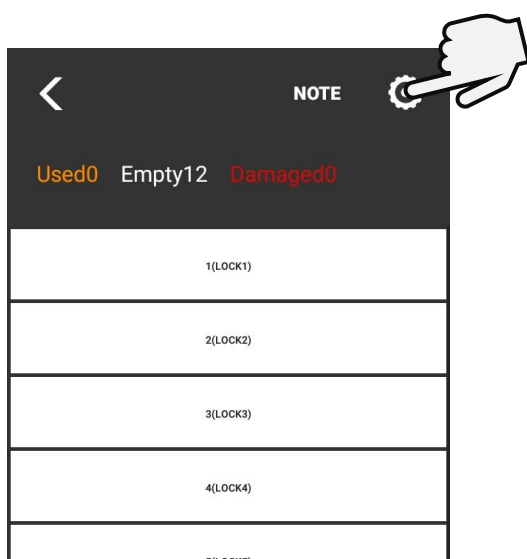
Press the upper left corner of the screen for several seconds



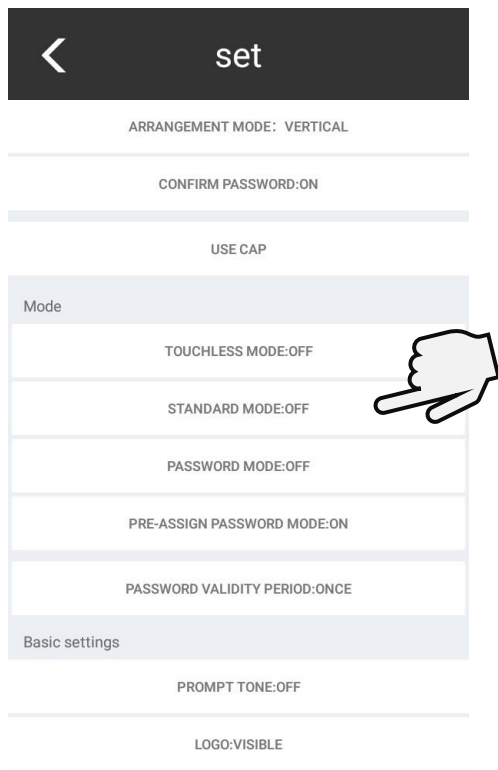
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



Scroll down and press "STANDARD:OFF" under the Mode section



The mode of the locker has changed and you will now see "STANDAR MODE:ON".

For further instructions on how to use this mode, use the user guide under the "Public Normal Mode" section

Locker set to "Public PIN mode"

By default, the locker is set to Public Normal mode. You can change it to "Public PIN mode" only. The pass reader cannot be used in this mode. In this mode, the PIN of a specific locker is deleted after each use.

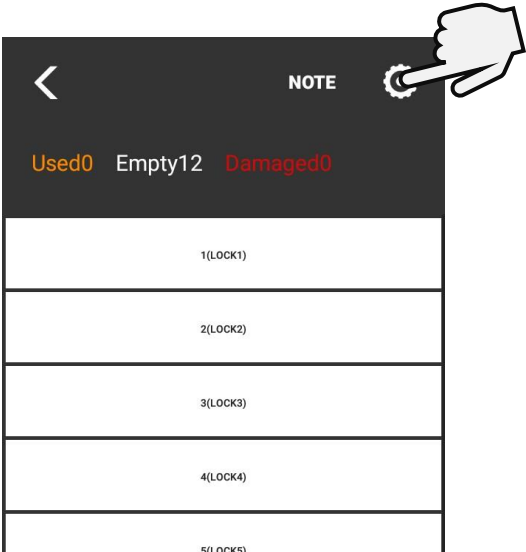
Press in the upper left corner of the screen for several seconds



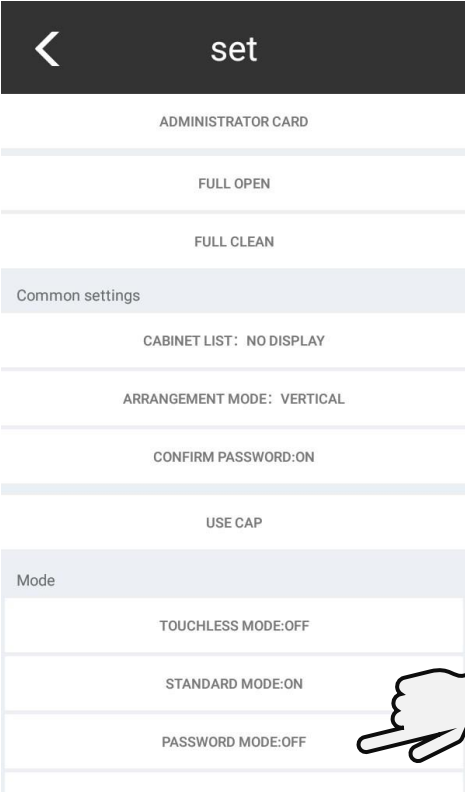
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



Scroll down and press "PASSWORD MODE:OFF" under the Mode section



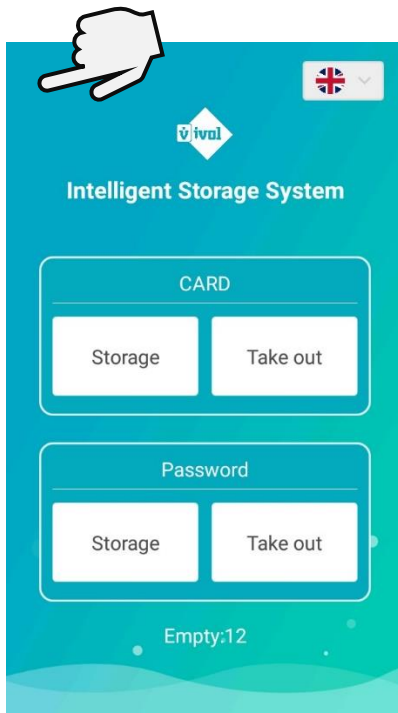
The mode of the locker has changed and you will now see "PASSWORD MODE:ON".

For further instructions on how to use this mode, use the user guide under the "Public PIN Mode" section

Locker set to "Private only pass mode"

By default, the locker is set to Public normal mode. You can change it to "Private only pass mode" only. 1 or more passes are permanently assigned to 1 locker in this mode.

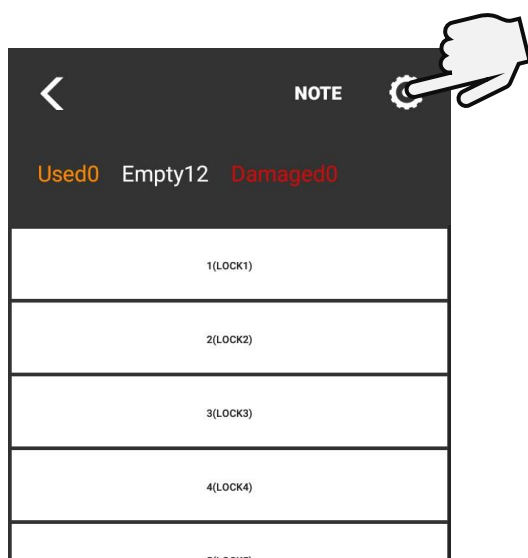
Press in the upper left corner of the screen for several seconds



You will be prompted for a password. If you have not already changed it, the default is "123456"

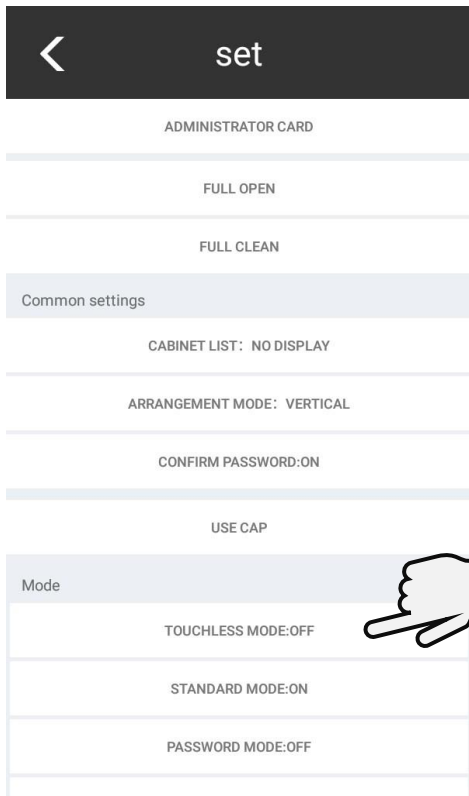
You then enter the management part of the software.

Click on the cog icon in the upper right corner.



Scroll down and press "TOUCHELESS:OFF" under the Mode section

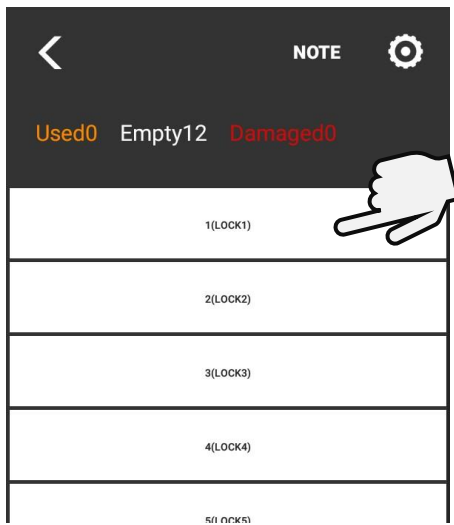




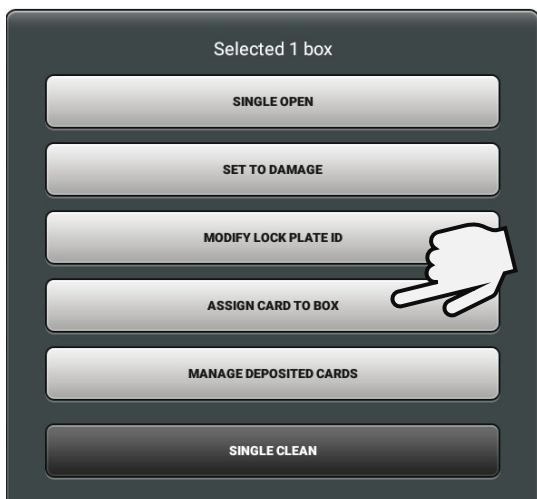
The mode of the locker has changed and you will now see "TOUCHLESS MODE:ON".

Assign pass to specific locker

In the management section, click on the locker you want to permanently assign the pass to.



Press "ASSIGN CARD TO BOX"



Holds a pass in front of the pass reader

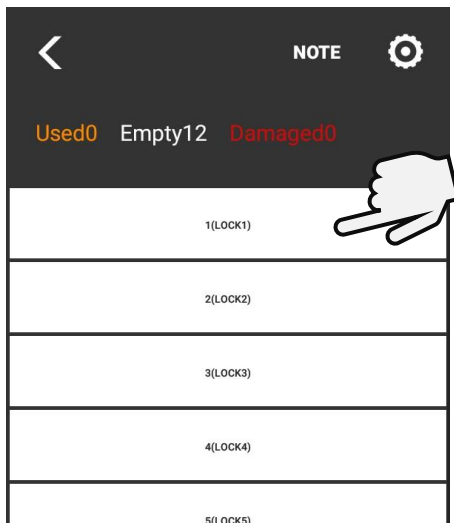
This is now permanently assigned to the locker

If you want to assign multiple passes to a locker, you can repeat these steps.

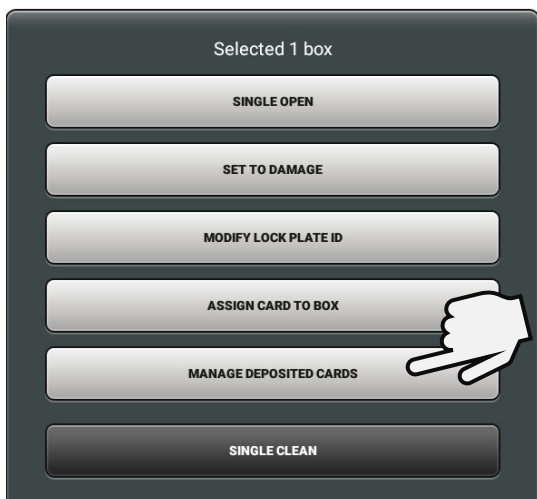
For further instructions on how to use this mode, use the user guide under the "Closed Pass Mode" section

Manage assigned passes

In the management section, click on the locker you want to permanently assign the pass to.



Press "MANAGE DEPOSITED CARDS"

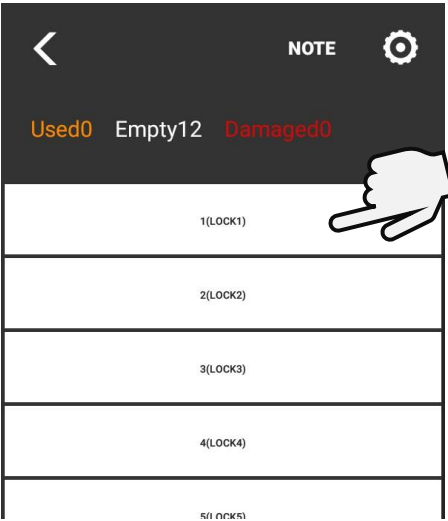


You will now see a list of the passes in use on the locker.

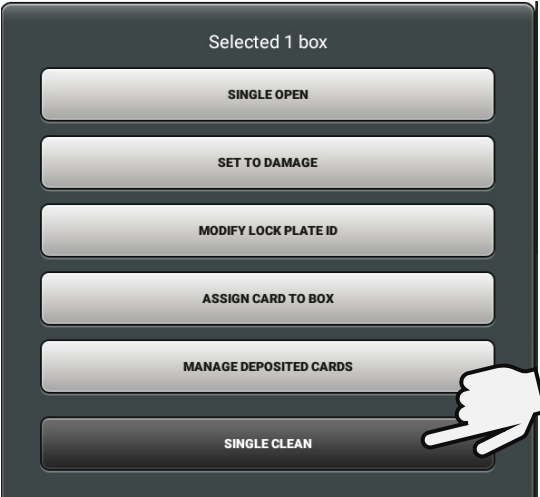
In the overview, press a pass. You will be asked if you want to remove it. When you press Submit, the pass is removed from the locker.

Delete all assigned passes

In the management section, click on the locker you want to permanently assign the pass to.



Press "SINGLE CLEAN"



All awarded passes have been removed

Locker set to "Locked PIN mode"

By default, the locker is set to Public Normal mode. You can change it to "Private PIN mode". 1 PIN code is permanently assigned to 1 locker in this mode.

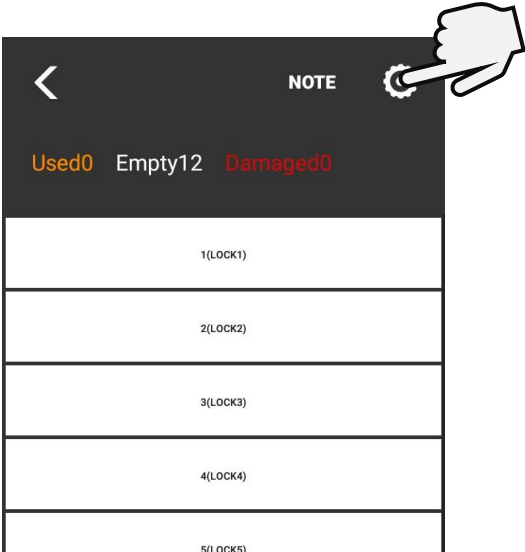
Press in the upper left corner of the screen for several seconds



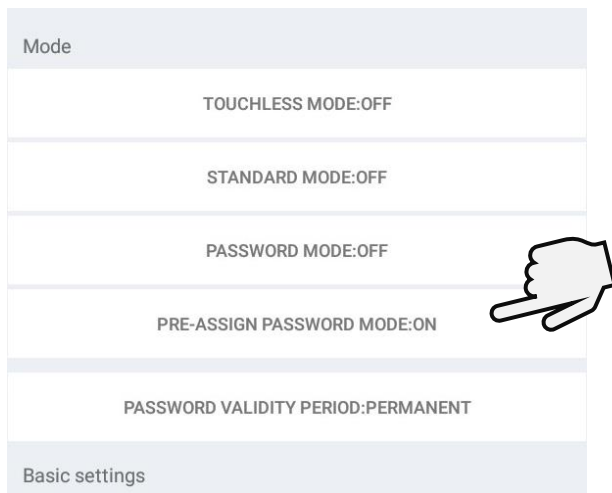
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



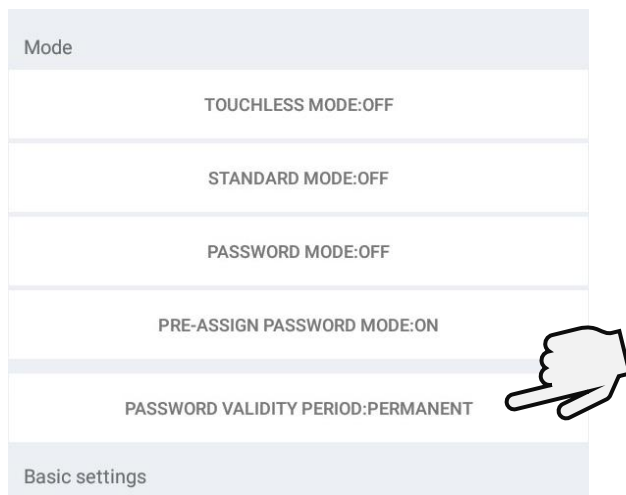
Scroll down and press "PRE-ASSIGN PASSWORD MODE:OFF" under the Mode section



PROMPT TONE:OFF

The mode of the locker has changed and you will now see "PRE-ASSIGN PASSWORD MODE:ON".

After this, press "PASSWORD VALIDITY PERIOD:ONCE" again.



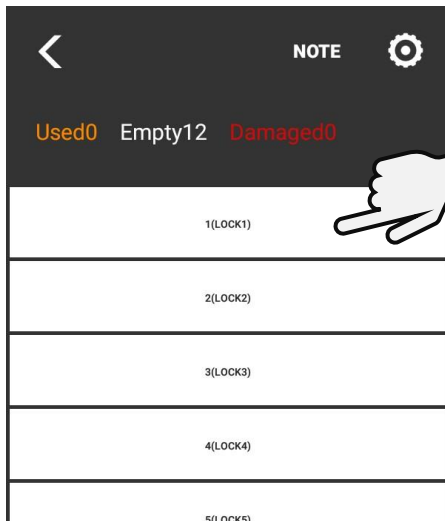
PROMPT TONE:OFF

After this, the button was changed to "PASSWORD VALIDITY PERIOD:PERMANENT"

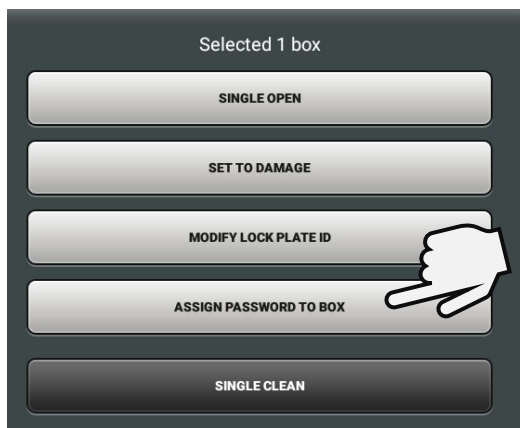
You can now permanently assign a PIN to 1 locker

Assign PIN to safe deposit box

In the management section, click on the locker you want to permanently assign a PIN to.



Press "ASSIGN PASSWORD TO BOX"



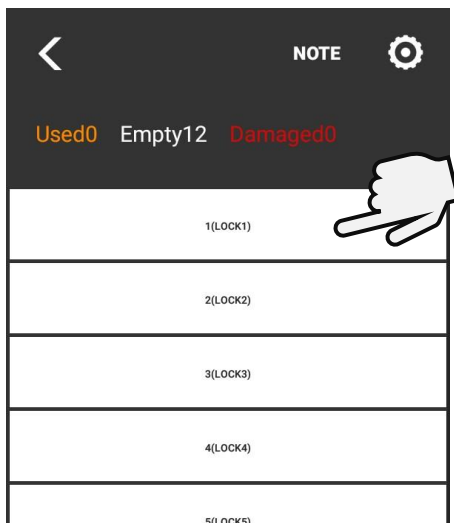
Enter the pin code

This is now permanently assigned to the locker

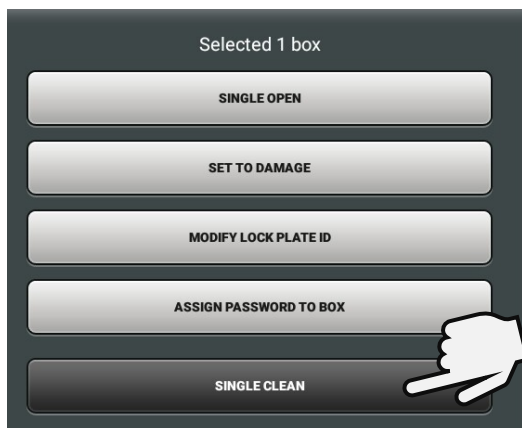
For further instructions on how to use this mode, use the user guide under the "Private PIN Mode" section

Pin code removal from safe deposit box

In the management section, click on the safe you want to remove the PIN from



Press "SINGLE CLEAN"

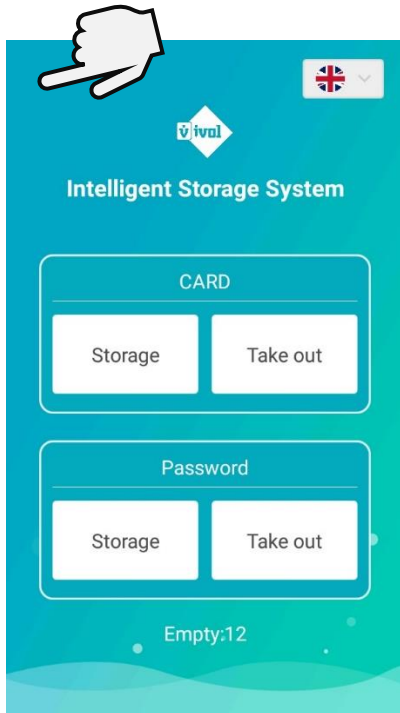


The PIN that was set has now been removed.

Manage audio instruction when opening safe deposit box

It is possible to have an instructional audio played after opening a locker. This audio fragment is in English.

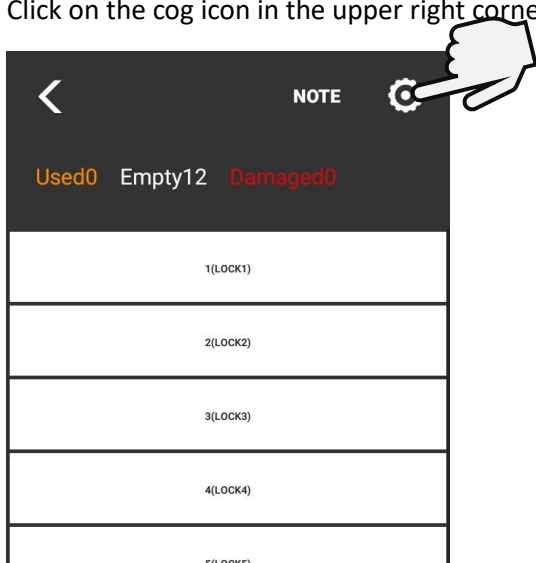
Press in the upper left corner of the screen for several seconds



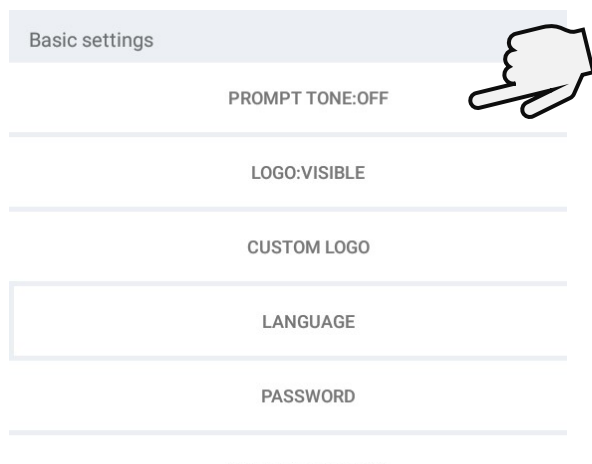
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



In basic settings, press "PROMPT TONE:OFF"



The button will now change to "PROMPT TONE:ON"

Playing the audio fragment after opening safe is now on.

To turn it off again, press the button again

Logo setting

By default, the IVOL logo is set. You can turn the logo on or off or change it to your own logo.

Logo on or off

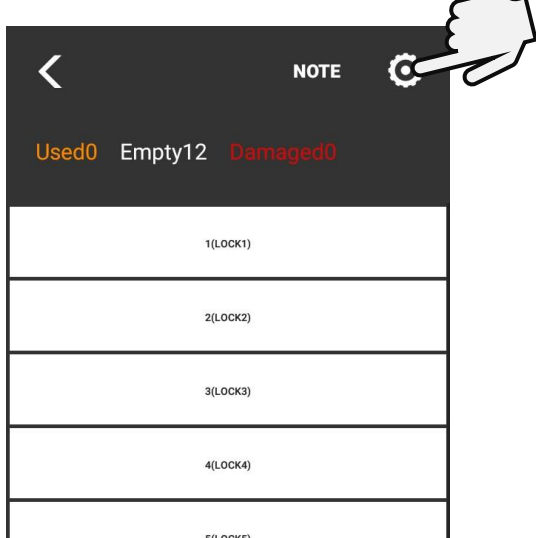
Press the upper left corner of the screen for several seconds



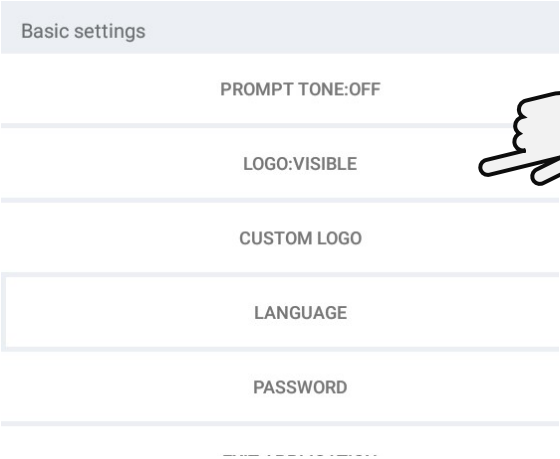
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



In basic settings, press "LOGO:VISIBLE"



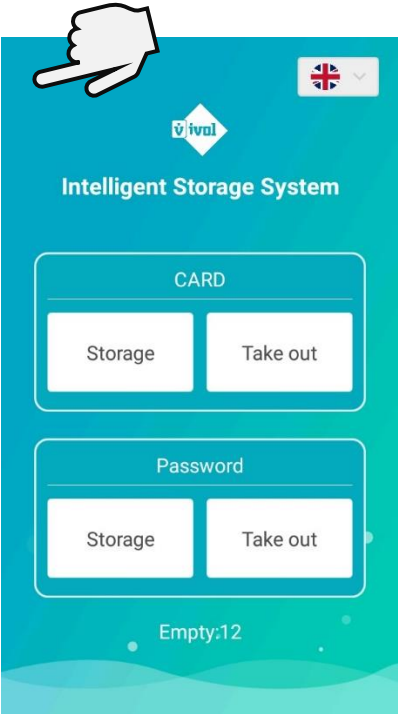
The button will now change to "LOGO:INVISIBLE"

The IVOL logo is no longer visible in the home screen.

To turn the logo back on, press the button again

Change default language

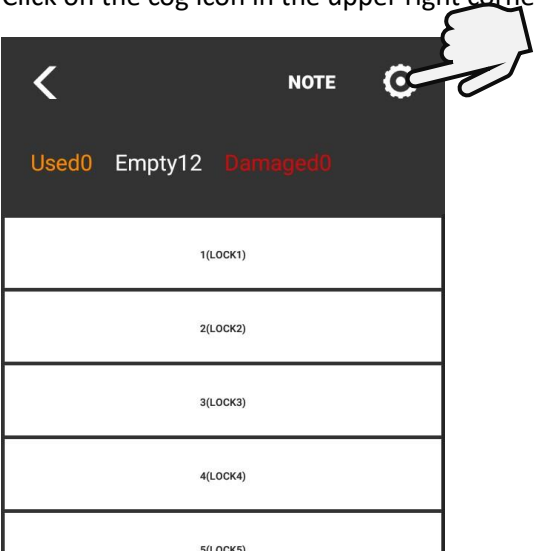
By default the cabinet is set to English language you can change it to Dutch, German and French.
Press in the upper left corner of the screen for several seconds



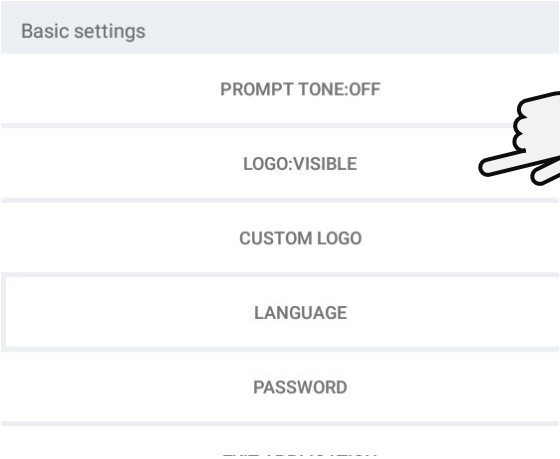
You will be prompted for a password. If you have not already changed it, the default is "123456"

You then enter the management part of the software.

Click on the cog icon in the upper right corner.



Under basic settings, press "LANGUAGE"



You can now choose what the default language of the cabinet will be. Select the language and press "SUBMIT"

