JVD CUSTODIAN

HOTEL ROOM SAFE SYSTEM

OPERATION MANUAL

JVD Custodian Safe
CS model - Operating Instructions

PLEASE READ CAREFULLY AND FOLLOW ALL THE INSTRUCTIONS BEFORE YOU START USING THE SAFE AND SAVE THIS MANUAL FOR FUTURE REFERENCE

About this Manual

This Manual shows how to operate the JVD Custodian Digital Hotel Room Safe System.

CONTENTS

CAUTION: Safety Instructions

Use the following safety guidelines to help ensure your own personal safety and to help protect your electronic safe from potential damage.

General

- Do not attempt to service the safe yourself unless you are a trained service technician. You are advised to contact your local JVD representative. For the safe operations, always follow this manual instruction closely.

- Your safe uses 4 x AA (1.5V) alkaline cell battery. Do not dispose of the battery along with other waste. Contact your local waste disposal agency for the address of the nearest battery deposit site. Protect the environment.

- If you are using the AC operated model (direct current), do not connect or disconnect any cables or perform maintenance or reconfiguration of this product during an electrical storm. This is to avoid the potential hazard of electric shock.

- If you are having the option of a power socket inside the safe (for laptop charging), the following safety guidelines must be strictly observed.

    - Before you clean the inside of the safe, ensure that the power socket inside has been switched off.
    - Do not push any objects into the power socket. Doing so can cause electric shock.
    - Keep your safe away from radiators and heat sources.
    - Always ensure that the power socket is switch off when not in use.

Please refer to the JVD Statement of Warranty on Page 8 of this Manual

1. Operating Instructions

1-1. Locking the Safe

a. Close the safe door, key in any 4-6 digits personal code, eg. 123456 and press the "LOCK" button. The safe will lock automatically

1-2. Opening the Safe

a. Key in the same personal code, e.g. 123456 and the safe will open automatically

1-3. Relocking the Safe

a. Repeat the above instruction 1-1.

2. Safe Display:-

The safe has a bright and easy to read LED Display.
The commonly displayed messages are described as follow:-

2-1 OPEN   - Your safe is in open position

2-2 CLOSED   - Your safe is in lock position

2-3 ERROR   - A set of wrong code is used to open the safe

2-4 HOLD15   - After the 4th attempt to open the safe with wrong codes, the security feature in the safe will shut down the safe system automatically. It will not allow further attempts to open the safe. The safe will remain inoperable for 15 minutes. During this time, a clock timer will be on display each time the user presses any button on the safe keypad. Fresh attempts to open the safe can only be made after the 15 minutes lock-out period.

2-5 BA – HI   - The battery power level is high (good)

2-6 BA - LO   - The battery power is weak (to replace batteries)

3.   CUSTODIAN SERVICE UNIT (CSU)

The Custodian Service Unit (CSU) is a hand-held unit comprising the keypad with display. It is used as an electronic tool for emergency opening and interrogation (audit trail).

3-1   Functions
A.   It is used by the Hotel to open the safe in the event that the guest forgets the code or when the guest has departed from the Hotel and leaving the safe in lock position.
B.   It can also be used to terminate the security lockout period and to open the safe when there is no battery power.
C.   By using the Custodian Service Unit, the Hotel can also download the last 100 past events from the safe and view the information on the CSU Screen or download the information to a computer for viewing and/ or printing of the events.

3-2   Power
The CSU works on 4 x AA alkaline batteries. There is a symbol on the screen to show the state of the batteries.

3-3   CUSTODIAN SERVICE UNIT Operations –

For security reasons, it is important that all the programming be done before you start using the safes.

A.   Switch on the CSU by depressing the ON/OFF button.
You will see the main menu. Select the option by pressing the up/down arrow to go to the function of choice.

The CSU will display the main menu which is as follow;
A-1   EMER OPEN
A-2   SETTING
A-3   AUDIT
A-4   SET SERIAL NUMBER
You may choose your option by using the arrow up or down keys and press OK.

IMPORTANT: Before you start using the safes and CSU, you will need to proceed with the SETTING procedure first.

3-4   SETTING

Choose this option to change all the security codes to hotel's own security codes and for setting the date and time of the logger unit.

Select SETTING and press OK. The display will show:-

'Mgr Code____', enter Mgr Code and press OK (default Mgr Code is 1111)

The display will show the following:-

1.   ROOM NO.
2.   DATE AND TIME
3.   CHANGE MGR CODE
4.   CHANGE SEC CODE

A   Select Room No. (To input the room number into the safe)
A-1   Display shows 'Enter Room No.____', connect the CSU to the safe
A-2   Key in room number and press OK
A-3   Once the room number is transferred to the safe, the display shows DONE

B.   Select Date and Time (to program the Date and Time in the CSU or transfer the Date and Time to the safe)
B-1   Display shows 'Set time' followed by the date and time.
B-2   Key in the correct date and time and press OK to confirm.
B-3   Display shows 'Done'
B-4   Press the back button to go back to the menu.

C.   Select Change Manager Code (default code is 1111)
C-1   Select Change Mgr Code and press OK
C-2   Display shows 'New Mgr Code: ____'
C-3   Key in your own 4-6 digit Mgr code and press OK
C-4   Display will shows 'Confirm Mgr Code' enter the Mgr Code again and press OK
C-5   Display shows DONE

D.   Select Change Security Code (default code is 2222)
D-1   Select Change Sec Code and press OK
D-2   Display shows 'New Sec Code: ____'
D-3   Key in your own 4-6 digit Sec code and press OK
D-4   Display will shows 'Confirm Sec Code' enter the Sec Code again and press OK
D-5   Display shows DONE.

3-5   EMER OPEN
Choose this option to override/open the safe. It can also be used to terminate the security lockout, and to open the safe when there is no battery power.

a.   Select EMER OPEN and press OK

b.   The Logger Unit will display 'Manager Code: ____'

c.   Key in the 4-6 digits Manager code and Press OK.

d.   Display will show 'SEC Code:____'
30:00 (this is a clock countdown, you have 30 minutes to enter the Security Code)

e.   Remove the cover near the safe keypad and insert the Logger cable to the USB connector. You will have a maximum of 30 minutes to enter the Security user code (you will see a small 30 minute countdown clock on the Logger display)

f.   Key in the 4-6 digits security code and press OK.

g.   OPEN will appear and the safe will be open and the logger unit will be shut-off.

3-6.   AUDIT
The Audit function allows you to download up to the last 100 events from the safe and view the information on the Logger Unit.

By selecting the audit button, the Logger Unit will start the downloading of event from the safe;

a.   The CSU shows 'Loading', the room number and the number of events being download. Once the safe data is downloaded to the CSU, the display will show the events on the display.

3-7.   Battery
a.   Your safe is powered by 4 x AA Alkaline batteries.
b.   Your safe is able to detect battery power level. To check battery level, simply press LOCK Button once when the safe is in closed position. If display show Bat-Lo or if there is Battery low message from the safe, it is time to change the batteries.

4-1   Opening a lock safe with no battery power
a.   If the safe is in lock position, open the safe as per normal opening procedures by using your code. Once open, change the batteries.
b.   If the safe battery power is totally flat, connect the CSU to the safe. Once connected, switch on the CSU and it will automatically provide external power to the safe. Open the safe with the user code or you may wish to perform an emergency override.

4-2   Changing of Battery

a.   Dismantle the battery compartment panel located behind the door of the safe by removing the screw holding the battery compartment.
b.   Once the panel is removed, you will see the batteries. Simply replace the batteries.
c.   Fix back the battery cover and the safe is ready for usage.

5   Initializing Safes
In order to ensure that the date and time stay current for the Audit functions, the 'Initializing Safes'' procedures must be strictly adhered to.

a.   Your safe has been initialized to suit your local date and time. However, in the event of a prolonged period of time without battery power or when changing battery cells, you will need to re-initialize your safe to ensure that the date and time in the safe is current.

5-1   Initialization Procedures

a.   Before you begin to initialize the safe, ensure that the date and time in the Logger Unit has been set to your current local date and time.
b.   Lock the safe with any 4 to 6 digit code
c.   Connect the Logger unit to the safe and perform electronic override
d.   The current date and time as in the Logger will be automatically transferred to the safe.
e.   Remove the Logger and the procedure is completed.

6.   Mechanical Override – To open safe with Emergency Key

a.   Remove the keyhole cover, insert the emergency key and turn the key to retract the locking bolts.

b.   Open the safe door, turn the key to back to extend the lock bolt (lock position) and press the 'LOCK' button, the locking bolt will then retract and the safe is now in the open state, remove the emergency key, the safe is now ready for use.

6. Warranty Statement

LIMITED WARRANTY

JVD warrants the safe to be free from defects in workmanship and materials for period specified in the sales contract/agreement.

This limited warranty does not cover damage or problems that result from:

- External causes such as accident, abuse, misuse, or problems with electrical power.
- Servicing, alteration, modification not authorized by JVD or its respective Country Distributor
- Usage that is not in accordance with product instructions
- Use of parts and components not supplied by JVD
- Acts of God, fire, flood, war, act of violence or any similar occurrence.

JVD's responsibility for malfunctions and defects is limited to repair and replacement as set forth in this Warranty Statement. All express and implied warranties for the product including but not limited to any implied warranties and conditions of merchantability and fitness for a particular purpose, are limited in time to the term of the limited warranty period as specified in the sales contract/agreement. No warranties, whether express or implied, will apply after the limited warranty period has expired.

WE DO NOT ACCEPT LIABILITY BEYOND THE REMEDIES PROVIDED FOR IN THIS LIMITED WARRANTY. JVD OR ITS APPOINTED DISTRIBUTORS SHALL NOT BE LIABLE FOR ANY LOSS OF OR DAMAGE TO ANY PROPERTY OR INJURY TO OR DEATH OF ANY PERSONS CAUSED BY ANY NEGLIGENT ACT OR OMISSION OR WILFUL MISCONDUCT OF THE USER. WE ALSO DO NOT ACCEPT ANY LIABILITY FOR THIRD-PARTY CLAIMS AGAINST YOU FOR DAMAGES, FOR PRODUCTS NOT BEING AVAILABLE FOR USE, OR FOR ANY LOST OF PROPERTY.