



BARSKA®
Hotel Safe

USER'S MANUAL FOR HOTEL SAFE

Read all instructions before using this safe.

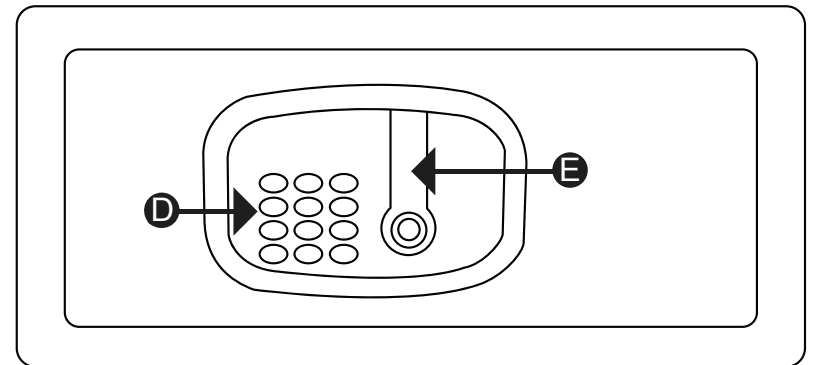
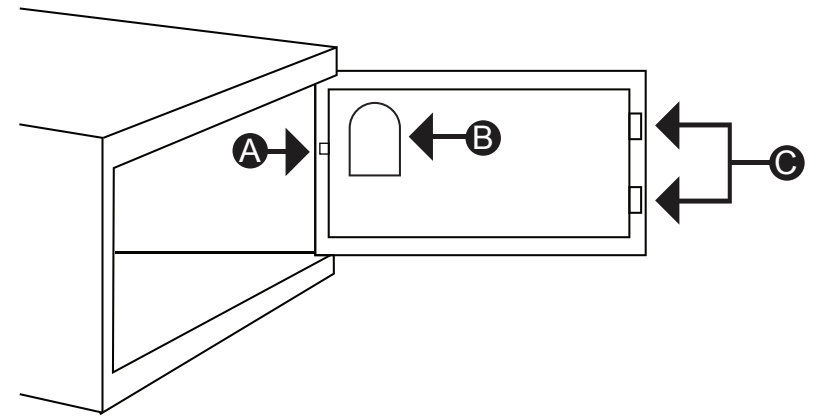
Warning

Test and make sure the safe works properly before mounting. Once tested, mount the safe before use.

NOTE

Barska is not responsible for any installation damages and any lost or stolen contents.

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PARTS OF THE SAFE

- A. LED Light
- B. Battery Compartment
- C. Bolts
- D. Keypad
- E. Emergency Key & USB Port Access

CONCEPT

1. Personal Code: the code registered by guest to close or open the safe.
2. Master Code: the code for override opening by hotel manager when guest forgets the personal code.
3. Handheld Unit (CEU): the device can be connected with the safe to open the safe when the guest forgets the personal code. CEU can be used to download the data from safe as well.



4. Serial Code: safe and Handheld Unit (CEU) are with factory default serial code 111222. For security purpose, we suggest hotel manager set up their own serial code for the safes and CEU before start to use. The serial code of safe must be the same as CEU's if hotel manager would like to use CEU to open the safe or download the data from safe.
5. Emergency Key: mechanical key to open safe when personal code, master code, and CEU don't work.

MASTER CODE & PERSONAL CODE SETTING

1. Set Master Code

- a. In order to register Master Code, safe door must remain open and bolts must be retracted.
- b. Press "CLEAR" twice on keypad and you will see "PROG" on the screen. Enter an old master code (factory default code "888888"). You will see "NEW" on the screen. Then, enter a new master code of 6 digits. It shows "AGAIN" on the screen.
- c. Re-enter the new master code and you will see "DONE" on the screen. It means that the registration of master code is successful now.

2. Set Personal Code(for Hotel Mode Setting)

- a. Close safe door, enter a 3-6 digit code and press "LOCK". The new personal code is registered successfully. Safe has to be open with new personal code.

NOTE: Every time when safe door opens, the old personal code won't retain. Personal code can be set when locking the safe every time.

OPEN/LOCK SAFE WITH PERSONAL CODE

1. Lock Safe with Personal Code

- a. Close safe door, enter 3-6 digit code and press "LOCK" on keypad. The screen will show "CLOSED" and the door will be locked automatically.

NOTE: if the door is not closed properly, the screen will show "ERROR2" and the bolts are retracted automatically. Remove the barrier and try again.

2. Open Safe with Personal Code

- a. Enter registered personal code on keypad and the door will open automatically. Display will show "OPENED".

NOTE: display will show "ERROR" when the wrong code is entered.

HOW TO SET SERIAL CODE

NOTE: if you would like to use CEU to operate with safe (open or download the data from safe), you need to set the CEU and safe with the same serial code.

1) Set serial code of CEU

- a. Turn on the CEU and press "*" twice→CEU shows "PROG"
- b. Enter "7510" and press "*" then "5"→CEU shows "NEU"
- c. Input new 6-digit serial code in CEU and press "#". CEU shows "AGAIN" and then input the same serial code again and press "#"→CEU shows "DONE". Serial code setting with CEU is successful.

2) Set serial code of safe

- a. Open the safe and make sure that the bolts are retracted.
- b. Connect the CEU to safe with USB port.
- c. Input safe's old serial code (factory default code: "111222) in CEU and press "*". The safe panel display and CEU show "DONE".
- d. After CEU shows "NEW", input new 6-digit serial code and press "#" in CEU. Safe panel display and CEU will show "DONE" and new serial code. Serial code setting with safe is successful.



NOTE: New serial code on CEU will keep flashing until you turn off the CEU.

HOW TO SET ROOM NUMBER OF SAFE

- a. Turn on the CEU and connect CEU to safe with USB port.
- b. Press "*" twice in CEU→CEU shows "PROG"
- c. Enter "7510" and press "*" then "6" with CEU→CEU shows " NO"
- d. Input 4-digit room number and press "#" with CEU→ Safe panel display and CEU show "DONE" and safe display shows Room Number. It means that room number setting is successful.

OVERRIDE PROCEDURES

1. To open the safe with CEU

1. Turn on the CEU
2. Input the 1st manager code (factory default code: "3333") in CEU and then press "#". CEU display shows "GOOD".
3. Enter the 2nd manager code (factory default code: "4444") in CEU and then press "#". CEU display shows "OPEN" and safe can open now.

To reset manager codes

- a. Turn on the CEU
- b. Press "*" twice in CEU→CEU shows "PROG"
- c. Input the old 1st manager code (factory default code: "3333") and press "*" then "1"→CEU shows "NEW-C1"
Input your new 4-digit manager code and press "#"→CEU shows "DONE"
- d. Press "*" twice in CEU→CEU shows "PROG"
- e. Input the old 2nd manager code (factory default code: "4444") and press "*" then "2"→CEU shows "NEW-C2"
Input your new 4-digit manager code and press "#"→CEU shows "DONE"

NOTE: This operation works only when the serial code of safe is the same as serial code of CEU.

After 1st manager code and 2nd manager code are changed, when you press new 1st manager code, CEU display will show "ERROR", please ignore it and press new 2nd manager code. Then, press "#" and safe should be opened.

2. To open the safe with Master Code

1. Enter the correct Master Code in safe keypad. The door will open automatically and screen will show "OPENED".

3. To open the safe with Emergency Key

1. Expose the emergency key access located behind E.
2. Insert the key into the access. Push and turn clockwise to open the safe.



AUDIT TRAIL FEATURE

1. Download data from safe to CEU

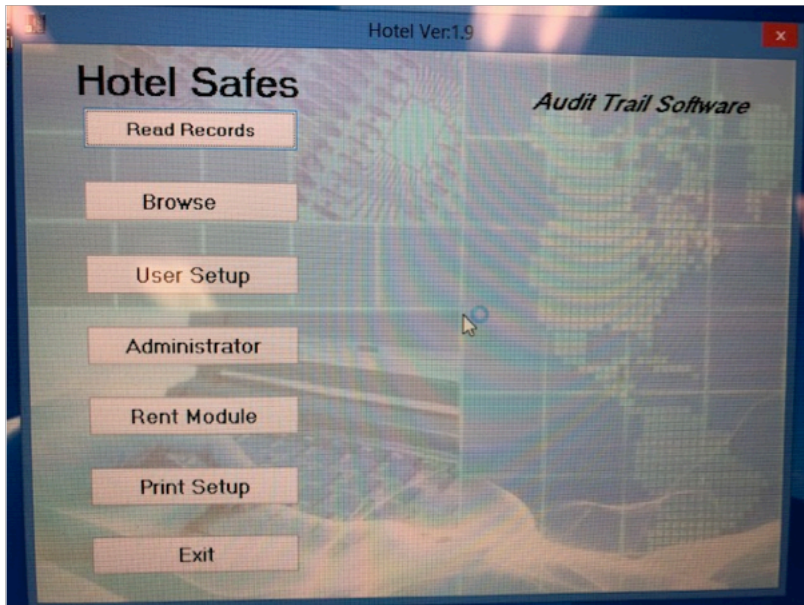
- a. Turn on the CEU and connect the CEU to safe with USB port
- b. Press "*" twice in CEU→CEU shows "PROG"
- c. Enter "7510" and press "*" then "8"→CEU shows "SAVE xx"("xx" is the number of SAVE which has been read)
- d. Press "#" in CEU and data will start to be downloaded. CEU shows "Rd 001" until "Rd 100" and then "END"



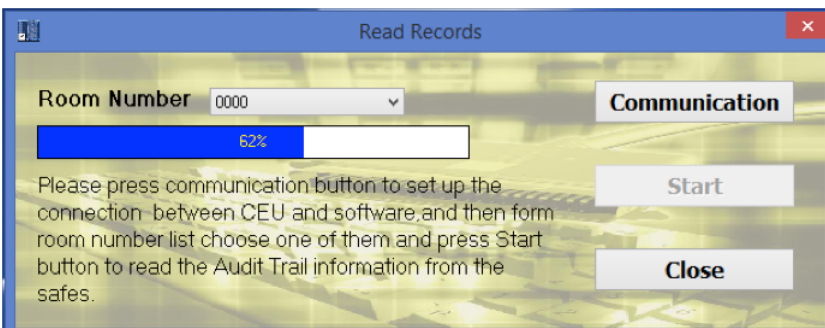
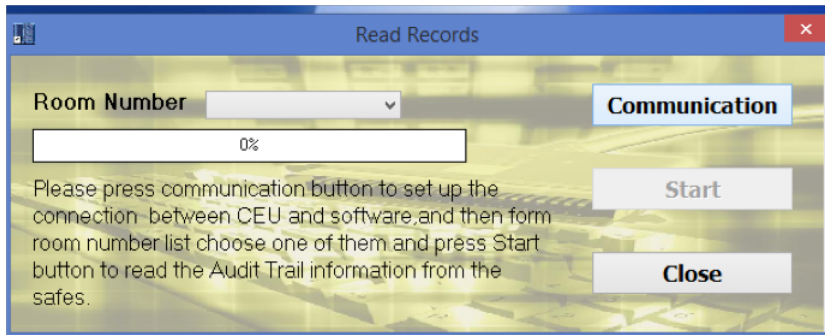
NOTE: CEU can read records of 10 safes each time. After CEU saves records from 10 safes, you must download the records from CEU to computer. If not, the new record will override previous data. After you complete to export the data from CEU, CEU can be used to download new data.

2) Download data from CEU to Computer

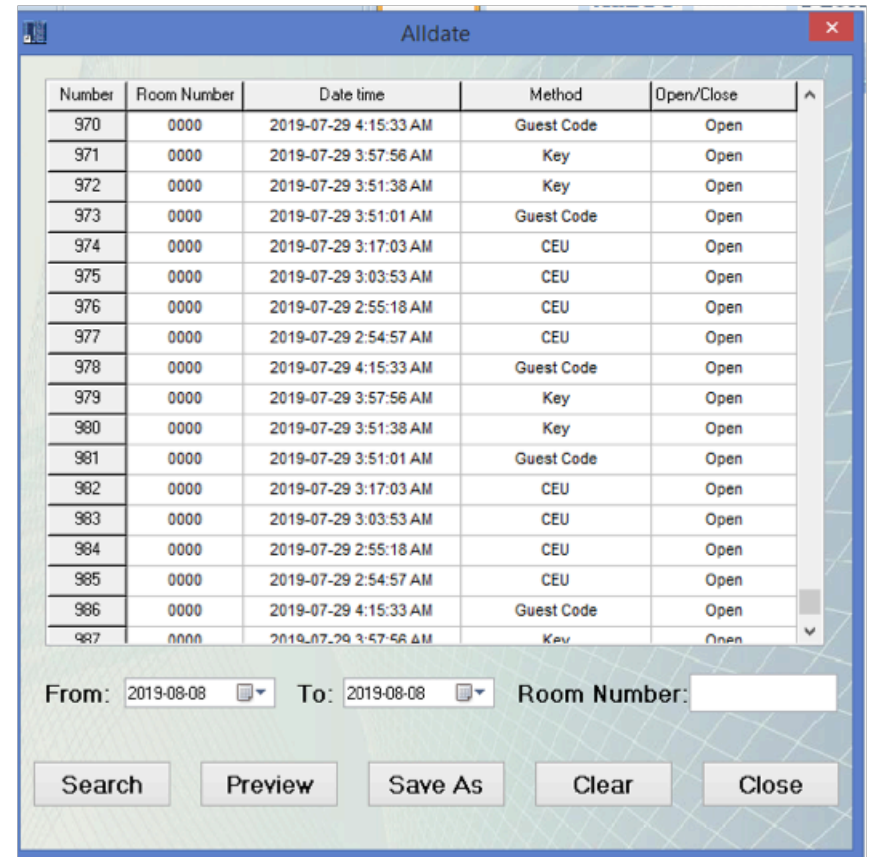
- a. Install the software Hotel V1.9
- b. Turn on the CEU and connect the CEU to computer with USB port
- c. Run the software (default password: 1234) and computer will find the CEU automatically. If not, please install the software according to your computer system, like Vista_Win7_Win8_Drive or XP Drive.
- d. Within the software panel, press "Read Records"



e. Press "Communication" and select the room number you would like to read the records from CEU.



f. After closing the "Read Records" window, you will be back to main software panel. Then, press "Browse" and you will see the records from CEU.



PROGRAMMING INSTRUCTIONS

- a. Open the safe and make sure that the bolts are retracted.
- b. Press "CLEAR" twice on the keypad and you will see "PROG" on the screen
- c. Enter programming code "895100" and the screen will be ready for setting program codes of the safe. Three displays for program code setting are available as below:

a. First Display
Default Code is 171101.

(1)	(2)	(3)	(4)	(5)	(6)
1	7	1	1	0	1

1. Code display position:

Tap 0 – do not show each personal code when it is entered
 Tap 1 – show each personal code when it is entered and when the safe is locked

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

3. Setting lock-out time for error data input for 4 consecutive times

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

4. Setting master code

Tap 0 – means that Master Code is disabled
 Tap 1 – means that Master Code is enabled

5. Recording information

Tap 0 – record door opening information
 Tap 1 – record door opening/closing information

6. Setting working mode

Tap 0 – for the first time to use under this setting, user will enter a personal code and then press the locking key “LOCK” to lock the door. The safe will save the code at the last closing. User will need only press “LOCK” to close the door next time.

Change code: While the door is opened, double press “CLEAR”, and press “68” and then press “#”. The word “NEW” will be displayed. Now, your old personal code is deleted, and you will need to enter a new personal code.
 →*This setting is for household use

Tap 1 – The user will enter his personal code and then press “LOCK” to lock the door. Now you can set a new code while the door is open. →*This is suitable for use at a hotel in particular.

Press the confirmation key “LOCK” in the safe panel, and the system will proceed to second screen for setting of current date: dd/mm/yy

b. Second Display

1	7	0	3	1	9
(1)	(2)	(3)	(4)	(5)	(6)
d	d	m	m	y	y

The example indicates the current date is March 17, 2019.

Press the confirmation key “LOCK” in the panel, and the system will proceed to third screen for setting of current time: h/m/s

c. Third Display

1	3	3	5	4	7
(1)	(2)	(3)	(4)	(5)	(6)
h	h	m	m	s	s

This indicates the current time is 13:35:47.

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

TROUBLE SHOOTING GUIDE

1. ERROR Code shows on the display

Display	Solution
ERROR The code you have entered is not correct when opening or the code is not the number of digits required according the Safe Parameters setting when locking.	Check the code and re-enter
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.
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)

Under hotel mode, press “LOCK” to check the battery condition.

Under household use mode, press any number on keypad and press “LOCK” to check the battery condition.

If the display shows “BA-HI”, it means that the battery condition is still good to use. If the display shows “BA-LO”, it means that the batteries need to be replaced. Use 4 AA / LR6 alkaline batteries only.

CARE AND MAINTENANCE

- To maximize the security and performance of the safe, keep Fingerprint Scanner clean; use a dry cloth to remove any smudges or prints off the Fingerprint Scanner after each use
- Test registered fingerprints and PIN code every 6 months
- Keep liquids away from the control panel. Spills on the control panel will cause damage and possibly electric shock
- Secure safe in a proper area to prevent from falling and causing damage or injury
- DO NOT disassemble the product. For all repairs, contact BARSKA Customer Service
- DO NOT use chemicals or cleaning agents to clean the safe

MOUNTING INSTRUCTIONS

The safe may be mounted to a wall or floor. Be aware of load bearing. Failure to do so can result in personal injury and/or damage to property. Use appropriate tools when performing work and always use eye protection.

Wall Mounting

Do not mount the safe without anchoring to the wall

- Find the studs in the wall, at your desired location. Most studs are 16 inches or 24 inches apart.
- Drill the appropriate size holes for the anchors you are using
- Carefully press the anchor into the holes at this time
- Mount the safe by running screws from inside of the safe and securing to anchors; ensure the safe is mounted securely

Floor Mounting

- Use proper drill tools depending on the type of floor you are mounting the safe (wood, tile, or concrete)
- Measure the location of the pre-set drill holes; mark their exact position onto the floor

- Drill the appropriate size holes for the anchors you are using
- Carefully press the anchor into the holes at this time
- Mount the safe by running screws from inside of the safe and securing to anchors; ensure the safe is mounted securely