## OPERATING INSTRUCTIONS FOR CEU
## (COMPUTERISED EMERGENCY UNIT)
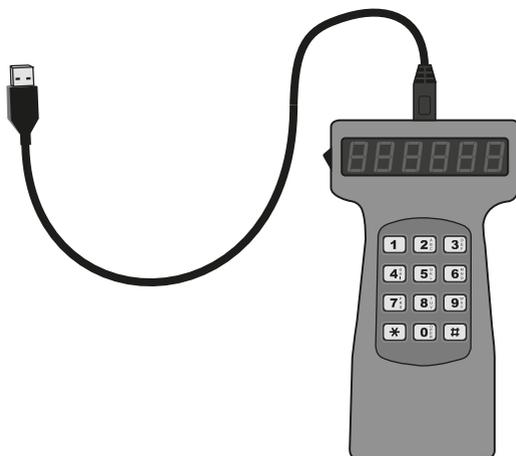


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It is necessary to install batteries before using the CEU. To do this, remove the four screws on the back of the unit to reveal the power pack. Install 4 x 1.5V AA size batteries, taking care to observe the correct polarity. Re-assemble the CEU, ensuring the power pack sits flat and no wires are trapped or damaged.

Two different codes are required to use the CEU – the CEU Master Code (factory set to 1111) and the CEU Opening Code (factory set to 2222). Both can be programmed by the individual(s) controlling the installation. N.B. These are not related to the User and Master codes of the Safe itself.

## 1. USING THE CEU TO OPEN THE SAFE

**1**
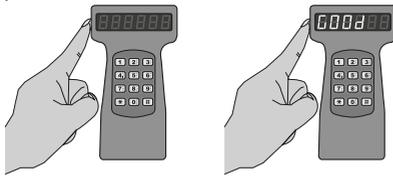


Turn on the CEU by pressing the side mounted switch to the "I" position. The unit will beep and the display will show "**GOOd**".

**2**



Input the current CEU Master Code (factory preset 1111) and confirm by pressing the # key. The display will show "**GOOd**".

**3**
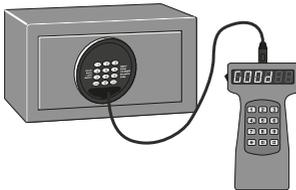


Remove the access panel at the base of the keypad and connect the CEU to the safe using the USB connector supplied.

**4**



Input the CEU Opening Code (factory set to 2222) followed by #. The CEU display will show "**OPEn**", the safe locking bolts will retract and the safe opens.

**5**



Turn off the CEU by pressing the side mounted switch to the "0" position.

## 2. PROGRAMMING THE CEU MASTER AND CEU OPENING CODES

### Programming the CEU Master Code

**1** `PrOG--`

⁕ ⁕

With the CEU turned on, press ⁕⁕. The display will show "**PrOG**".

**2** `1111--`

1 1 1 1

Input the current CEU Master Code (factory set 1111).

**3** `nEU-C1`

⁕ 1

Press ⁕ and then press "**1**". The display will show "**nEU-C1**".

**4** `????--`

? ? ? ? #

`dOnE--`

Input the new 4 digit CEU Master Code and confirm by pressing #. The display will show "**dOnE**". The new CEU Master Code has been successfully changed.

### Programming the CEU Opening Code

**1** `PrOG--`

⁕ ⁕

With the CEU turned on, press ⁕⁕. The display will show "**PrOG**".

**2** `2222--`

2 2 2 2

Input the current CEU Opening Code (factory set 2222).

**3** `nEU-C2`

⁕ 2

Press ⁕ and then press "2". The display will show "**nEU-C2**".

**4** `????--`

? ? ? ? #

`dOnE--`

Input the new 4 digit CEU Opening Code and confirm by pressing #. The display will show "**dOnE**". The new CEU Opening Code has been successfully changed.

### Resetting the CEU Master and Opening Codes to factory setting

**1** `PrOG--`

⁕ ⁕

With the CEU turned on, press ⁕⁕. The display will show "**PrOG**".

**2** `6208--`

6 2 0 8

Input the factory reset code "**6208**".

**3** `rESEt`

⁕ 9

Press ⁕ and then press "**9**". The display will show "**rESEt**". Both the CEU Master and CEU Opening codes have been reset successfully to the factory set codes – 1111 (CEU Master) and 2222 (CEU Opening).

## 3. SETTING THE DATE AND TIME OF THE CEU

In order that the audit function has meaning, it is necessary to set the time and date in both the CEU and the installed safes. Once the CEU date and time have been set, the CEU can be used to set each safe quickly and avoid having to do so via each individual keypad.

### Using the CEU keypad

1 `PrOG--`

✱ ✱

With the CEU turned on, press ✱✱. The display will show "**PrOG**".

2 `5968--`
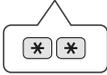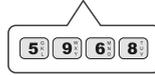
5 9 6 8

Input the factory reset code "**5968**".

3 `000000`   `YEAr`   `MOntH`   `dAY`

✱ 4   ? ?   ? ?   ? ?
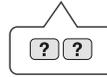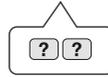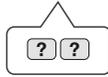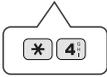
Press ✱ and then press "**4**". The display will show "**000000**", i.e. "**YEAr**, **MOntH**, **dAy**", two digits for each. Using the CEU keypad, enter in the Year, Month and Day.

4 `000000`   `HOUr`   `MInUtE`   `SECOnd`   `dOnE--`

✱   ? ?   ? ?   ? ?   #

Press ✱ again and the display will show "**000000**" i.e. "**HOUr**, **MInUtE**, **SECOnd**", two digits for each. Using the CEU keypad, enter in the Hour, Minute and Second and then press **#**. The display will show "**dOnE**". The date and time have been successfully set.

### Transferring the time and date from the CEU to the safe

1

Connect the CEU to the safe via the USB cable supplied and turn on the CEU by pressing the side mounted switch to the "I" position. The unit will beep and the display will show "**GOOd**".

2 `PrOG--`

✱ ✱

Press ✱✱, the display will show "**PrOG**".

3 `5968--`

5 9 6 8

Input the factory reset code "**5968**".

4 `dOnE--`

✱ ✱

Press ✱ and then press "**0**". The display will show "**dOnE**". The date and time have been successfully programmed into the safe lock and synchronised with the CEU.

4

## 4. DOWNLOADING LOCK OPENING RECORDS FROM THE SAFE LOCK

It is possible to download a history of the opening and closing events from the lock to your PC via the CEU.

**1**
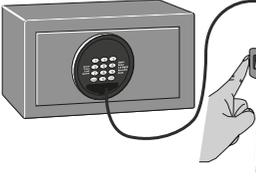
Connect the CEU to the safe via the USB cable supplied and turn on the CEU by pressing the side mounted switch to the "I" position. The unit will beep and the display will show "**GOOd**".

**2**
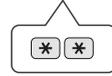
Press **✱✱**. The display will show "**PrOG**".

**3**
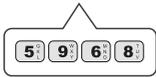
Input the factory reset code "**5968**".

**4**
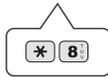
Press **✱** and then press "**8**". The display will show "**rEAD**". Now the records are being downloaded from the safe to the CEU. At the same time the display on the safe keypad will read "**SEnd**".

When both CEU and Safe displays show "**dOnE**", the transfer has finished.

## 5. VIEWING THE DOWNLOADED RECORDS ON YOUR COMPUTER

Once the lock records have been downloaded from the safe to the CEU, the file can be viewed on your computer.

**1**

Firstly upload the software supplied onto your computer. The software is windows based.

**2**
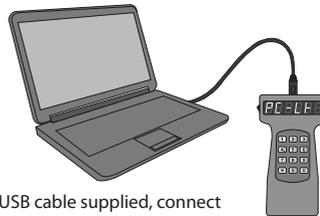
Using the USB cable supplied, connect the CEU to your computer and turn it on. The CEU display will show "**PC-LInKEd**" during the connection.

**3**

Open the software program that allows the record to be viewed and printed.

5

## 6. SETTING THE RENTER FUNCTION

It is possible, via the CEU, to set a finite period during which the safe can be used by the renter. Once this period has elapsed, the user code programmed into the safe will cease to function. The Master Code and the CEU paired to the safe will continue to function.

### To set a renter's time period

**1** Connect the CEU to the safe via the USB cable supplied and turn on the CEU by pressing the side mounted switch to the "I" position. The unit will beep and the display will show "**GOOd**".

**2** `PrOG--`

`* *`

Press ✱✱. The display will show "**PrOG**".

**3** `8090--`

`8 0 9 0`

Input the factory reset code "**8090**".

**4** `000000`

`* 4`

Press ✱ and then press "**4**".

**5** `YEAr` `MOntH`

`? ?` `? ? #`
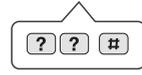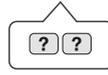
Input the "**YEAr** and **MOntH**" (2 digits for each), when renting is to end and press **#**.

**6** `dAY` `HOUr` → `dOnE--`

`? ?` `? ? #`
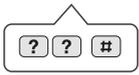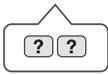
Input the "**Day** and **HOUr**" (2 digits for each), when renting is to end and press **#**. The display will show "**dOnE**". The renting function is successfully set.

### To cancel the renter function

**1** Connect the CEU to the safe via the USB cable supplied and turn on the CEU by pressing the side mounted switch to the "I" position. The unit will beep and the display will show "**GOOd**".
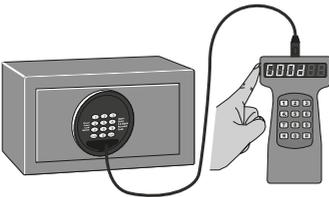
**2** `PrOG--`

`* *`

Press ✱✱. The display will show "**PrOG**".

**3** `8090--`

`8 0 9 0`

Input the factory reset code "**8090**".

**4** `dOnE`

`* 5`
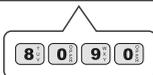
Press ✱ and then press "**5**". The display will show "**dOnE**". The renting function has been successfully cancelled.

## 7. SETTING THE CEU SERIAL CODE

The CEU and each safe have serial codes that can be programmed and set so that only authorised CEU units can operate with an authorised number of safes. It is the decision of the installation owner as to whether or not they choose to set this function. **Once set, the CEU will only communicate with safes with the same serial number and so it is necessary to programme all safes accordingly. All CEU and Safes have the factory setting 0-0-0-0.**

### To set the CEU Serial code

**1**

`PrOG`

✱ ✱

With the CEU turned on, press ✱✱. The display will show "**PrOG**".

**2**
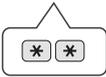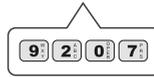
`9207`

9 2 0 7

Input the factory reset code "**9207**".

**3**

`nEU-SO`

✱ 5
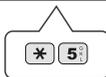
Press ✱ and then press "**5**". The display will show "**nEU-SO**".

**4**

`?????` ➡ `dOnE`

? ? ? ? #
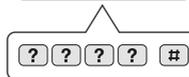
Input the new 4 digit serial code followed by **#.** The display will show "**dOnE**" and the new CEU Serial code is now set.

### To set the Safe Serial code

**1**
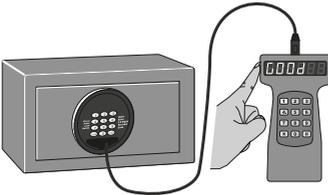
`GOOd`

Connect the CEU to the safe via the USB cable supplied and turn on the CEU by pressing the side mounted switch to the "I" position. The unit will beep and the display will show "**GOOd**".

**2**

`PrOG`

✱ ✱

Keeping the CEU turned on, press ✱✱. The display will show "**PrOG**".

**3**
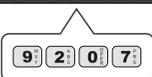
`9207`

9 2 0 7

Input the factory reset code "**9207**".

**4**

`OLd-SO`

✱ 6

Press ✱ and then press "**6**". The display will show "**OLd-SO**".

**5**

`?????`

? ? ? ? #
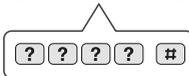
Input the old safe Serial code (factory set code is 0-0-0-0) followed by **#.** The display will show "**dOnE**", followed by "**nEU-SO**".

**6**

`?????` ➡ `dOnE`

? ? ? ? #
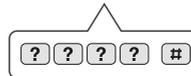
Input the new 4 digit serial code (**N.B. This must match the CEU Serial Code**), followed by **#.** The display will show "**dOnE**" and the new Safe Serial code is now set.

## 8. CEU ERROR CODES

If incorrect entries are made during any of the above processes a series of error messages are displayed. If one of the following occurs, simply turn off the CEU, turn it back on again and restart the process being attempted.

| Error Message | Reason |
|---|---|
| Error1 | Wrong master code |
| Error2 | Wrong opening code |
| Error3 | Incorrect process during programming |
| Error4 | Serial Code of CEU does not match the safe |
| Error5 | Time out of CEU / Safe connection |
| Error6 | Failed communication between CEU and Safe |

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