Onity OS700 RFID Safe

User Manual

Onity
United Technologies

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1   Introduction

The *Onity OS700 RFID Safe User Manual* describes how to use and maintain the OS700 RFID safe.

1.1   Features

- Powered by four (4) Alkaline batteries AA, providing approximately 5000 cycles
- Audible feedback with different tones to indicate valid or invalid cards, openings, and closings
- Integrates into Onity Systems (Onity® OnPortal™ Lock Management system, HT24w, OnPoint and HT22 stand-alone), using the key card to access to the Onity front desk equipment, guest room, and the OS700 safe
- Uses a Portable Programmer or tablet Portable Programmer to open the safe
- Key override for emergency openings
- Has an audit trail feature which records the last 500 events in the auditor of the safe

1.2   Factory Mode

The OS700 RFID Safes are shipped unlocked and with some construction working cards included for their operation (until the safes are initialized).

1.3   Technical Support

For technical support in North America, call 1-800-248-6189 or contact your sales representative. For technical support in Europe/Middle East/Africa, call 34-943-448-300, email EMEA@onity.com or contact your sales representative.

2   Guest Use

When a guest arrives, the safe door should be opened. If the safe is locked when the guest arrives, it must be opened using the Portable Programmer or with the safe master card.

If the OS700 safe door is closed and a new guest card is presented (not the previously used one) a red light and a sound warning is displayed telling that the card is not valid.

During the stay, the guest can open and close the safe at any time. If a guest loses the card, they must report it to reception to cancel the existing guest card. If the safe is closed they must contact reception to open it. The safe must be left unlocked for the next guest.

Close the Safe
1.   Place items in the safe and close the safe door.
2.   Touch the key card to the safe RFID reader.
3.   Green light flashes until the safe bolts are extended and the safe is closed.

Open the Safe
1.   Touch the key card to the safe RFID reader.
2.   Green light flashes until the safe bolts are retracted and the safe is open.
3.   Open the safe door and remove items.

3   Emergency Opening

⚠️ **CAUTION**! *Keep all tools, emergency card, Portable Programmer, and mechanical key in a secure location.*

There are three (3) ways to open the safe in emergency situations:

- Safe emergency card
- Portable Programmer or tablet PP
- Mechanical key

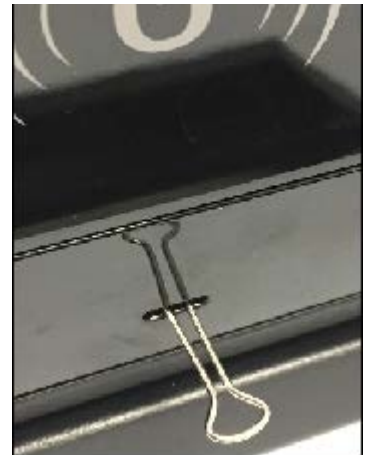| Safe Emergency Card Option	
1.	Touch the safe emergency key card to the safe RFID reader.
2.	Green light flashes until the safe bolts are retracted and the safe is open.

Portable Programmer or Tablet PP Option	
Note: *The PP or Tablet PP would open the safe even if the safe batteries are dead.*	
1.	Attach the PP cable to the safe RFID reader.
2.	Use the OPEN option to open the safe.
3.	Green light flashes until the safe bolts are retracted and the safe is open.

Mechanical Key Option	
1.	Insert the clip or screwdriver into the cover slot and remove the plastic cover over the programming connection of the safe.
2.	Insert the mechanical key in the cylinder hole.
3.	Rotate the key clockwise until the bolts are retracted and the safe door opens.
4.	Retrieve your items.
5.	Rotate the key counter-clockwise until the bolts secure the door.

4   Portable Programmer Operation

The Portable Programmer (PP) model PP32, works with OS600 or OS700 Onity safes and Onity door locks. The PP can open safes when the batteries are spent.

If OS700 safes are used with the HT24w, HT22, and OnPoint systems, it must be programmed through the PP. If the OS700 safes are used with the OnPortal system the PP or the tablet PP can be used. The safes must be added in the system locking plan using one of the front desk Onity systems.   Use the PP to test, perform maintenance, initialize, update, and collect the audit data from the safes.

Portable Programmer	Tablet Portable Programmer

4.1   Initialization

This option is used to establish the safe operation and provide a name to the safe. This is mostly used when installing the OS700 safe the very first time.

Note: *The door must be open for the initialization.*

Step	Action
1.	Load the data of the OS700 safes to the PP from the Onity front desk.
Note: *The programming of the safe must be done with the door opened.*	
2.	Open the OS700 safe with the construction card.
3.	On the safe, remove the plastic plate that covers the PP connection jack.
4.	Connect the PP to the safe.
5.	Turn ON the PP.
6.	Using the arrow keys, select the menu option **# 4. Initialize**, or select the **Initialize Lock** option on the screen.
7.	Choose the safe to initialize by selecting the $ sign and room number (example: $101).
8.	For the PP, press TX and for the tablet, tap **Initialize Lock**.
9.	Disconnect the PP from the safe when finished.
10.	Test the safe with a new guest card and the safe emergency card.
11.	Align the plastic plate tabs with the tab slots and snap in position to replace the plate that was removed in step 3.

4.2 Update

This option is used when the safe configuration has changed and the new settings must be loaded into the safe. The PP or tablet PP must be loaded with the latest information first, then follow the steps in the Initialization process.

Common reasons to update safes:

- Twice a year if Daylight Saving Time applies
- Changes in special cards
- If the database (master users) or safe settings have been changed

4.3 Test

This option allows you to test and check some important points on the safes in order to see their status. Battery level, firmware version, and more can be tested and displayed for a first diagnosis of the safes.

4.4 Read Opening

This option collects all the audit data from the safe. The OS700 safe stores the last 500 events (openings and closings).

In order to see the events, a standard PP must be connected to the Onity front desk system and the audit data loaded into the system. After that, the events can be displayed in the PC screen, in the HT22 standalone encoder, or in OnPoint system.

If a tablet PP is used, the audit data is displayed in the tablet or sent over LAN or WLAN to the Onity server.

5   Maintenance

If the safe door is closed and the batteries are dead, use the Portable Programmer to open the safe. *Note: The safe door will not close if the battery level is extremely low.*

5.1 Test Battery Level

The battery level of the safe can be tested with a diagnostic card, master card, or using the Portable Programmer (or tablet PP). ***Best Practice****: Test the battery levels every six (6) months (minimum).*

Step	Action
1.	Touch the safe diagnostic key card or master card to the safe RFID reader, or connect the PP.
2.	If the green light flashes within three (3) seconds, the batteries levels are good.
3.	If the green light is steady and the red light is flashing, go to the next section to replace the batteries.

5.2 Replace Batteries

WARNING! Use only fresh, approved, high-quality batteries with same type and rating. Never mix used and new batteries in the safe. Battery holders with signs of corrosion must be replaced. Dispose of all batteries as required by local ordinances, regulations, and/or the latest WEEE and European 2012/19/CE requirements. Do not throw batteries in the common garbage.

Suggested batteries:

- Varta Industrial Alkaline 4006
- Energizer Industrial Alkaline 2010
- Panasonic Plus Alkaline

Step	Action
1.	Open the OS700 safe door and locate the battery cover at the back of the door.
2.	Using a Phillips screwdriver, unscrew the screws and remove the battery cover.

Step	Action
3.	Replace the batteries matching the correct polarity as shown in battery holder.
4.	Replace the battery cover and secure with screws.

Step	Action
5.	Dispose of spent batteries per local regulations.

5.3   Remove the Safe Door

⚠ **CAUTION**! *Be sure to hold on to the door during removal to keep it from falling. The door is very heavy.*

Step	Action
1.	Using a 13mm ratchet, remove the two (2) nuts at the hinged side of the door

Step	Action
2.	After the two nuts are removed, partially close the door, and separate the hinge from the door.
3.	Slide the door completely out of the slot between the hinge and the safe body.

5.4   Replace the Safe Door

To install the new door on all safes, reverse the steps used to remove it. Verify the door swings closed and opened.

When the door is properly aligned, replace the inside cover (if necessary) and secure it with the screws. With the door open, present a valid RFID key card to make sure the bolts extend without obstruction from the inside cover. If the bolts do not extend properly, adjust the inside cover accordingly.

6 Certifications and Label

Certifications
• FCC, IC, & CE
• Radio Equipment Directive (2014/53/EU)

7 Regulatory

Regulatory Statements	
United States (FCC)	This device complies with part 15 of the FCC rules. Operation is subject to the following conditions: 1. This device may not cause harmful interference. 2. This device must accept any interference received, including interference that may cause undesired operation. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
Canada (IC)	This device complies with Industry Canada's license-exempt RSSs. Operation is subject to the following two conditions: 1. This device may not cause interference; and 2. This device must accept any interference, including interference that may cause undesired operation of the device. Cet équipement est conforme á la (aux) norme(s) canadienne(s) d'exemption de licence RSS Industry Canada. Son opération est sujette aux deux conditions suivantes: (1) cet équipement ne provoquera aucune interference el (2) cet équipement doit tolérer toute in interférence pouvant provoquer une opération indésirable de l'equipement.
European Union (CE)	This Class B digital apparatus conforms to the requirements of the following EU directives: 1. Radio Equipment Directive (2014/53/EU) 2. WEEE Directive (2012/19/EC)

8 Legal Disclaimer

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