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LCD Display

LED Lights

Keypad

Thumb Turn Knob
(releases Key
Container)

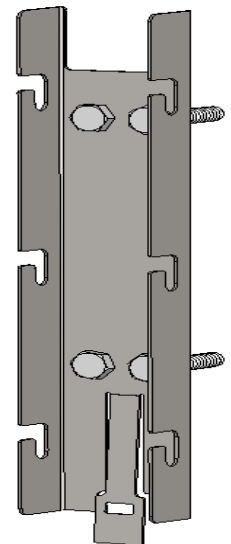
Serial
Number

Key Container – Key
“leash”



RF
Transmitter
(PointSafe RF
only)

Mounting Bracket



PointSafe Overview

The **PointSafe** provides a secure electronic method for storing a key(s), eliminating the need for employee or vendor keys, accidental lockouts and costly change of locks due to lost, unreturned or stolen keys. The **PointSafe** also records each access increasing employee and vendor accountability.

Each employee or vendor who you have authorized for access is assigned a unique PIN number. To gain access they simply enter their PIN number into the **PointSafe** keypad, turn the thumb lever and remove the key container.

The access key should be attached to the removable key container with a “key leash” (included with the **PointSafe**). After removing the key and unlocking the door the employee or vendor simply reinserts the key container back into the **PointSafe**.

Each access is recorded by PIN, date and time. The last 90 days of access history can be viewed on the **PointSafe** display by date or by PIN.

The **PointSafe** comes pre-programmed with 9,000 unique PIN’s. There are three “PIN permission” levels:

- a) Administrative PIN
 - a. Only PIN that enables programming of **PointSafe**, PIN deletion, view history
- b) Manager PIN
 - a. Allows access, deletion of employee and vendor PIN, view access history
- c) Employee PIN
 - a. Access only
- d) Vendor PIN
 - a. Access only

There are 5 simple steps required to begin using the **PointSafe**:

- 1) Install the **PointSafe** at the desired access point
- 2) Register the **PointSafe** at www.pointcentral.com
- 3) Set the **PointSafe** clock
- 4) Obtain PIN codes at www.pointcentral.com
- 5) Assign PIN codes to authorized employees and/or vendors

Registering your PointSafe

You will receive a sealed envelope containing a Registration code and an Administration code in your **PointSafe** shipment. If this envelope has been opened without your knowledge please call the following number (insert tech support number)

The **PointSafe** comes pre-programmed with a 7 digit Registration Code. The Registration Code and the **Administration** code are required to **Register** your **PointSafe** which is done via the PointCentral website. The ADMINISTRATOR can be you or whomever you authorize as the ADMINISTRATOR. The ADMINISTRATOR will be responsible for future setup and programming of the **PointSafe**.

The ADMINISTRATOR needs to register your **PointSafe** online the first time it is used. This will activate your 6-digit ADMINISTRATOR User Code.

1. Your pre-programmed 7-digit **PointSafe** Registration Code is located in the tamper-proof envelope included with your **PointSafe**. To register your **PointSafe** with your pre-programmed 7-digit Registration Code, simply log onto the Web at www.pointcentral.com.
2. Key your **PointSafe** Registration Code _____ (here) _____ to register your device online. Complete registration by providing all customer information requested.
3. This will activate your 6-digit ADMINISTRATOR User Code that belongs to this device.
Write this ADMINISTRATOR code down and store in a secure place for future referrals. Subsequent setup and administration of additional **PointSafe users and their user codes will always require this ADMINISTRATOR User Code. To avoid resetting the entire **PointSafe** system, retain this ADMINISTRATOR code in a secure, permanent location.
4. Now that you have activated your 6-digit ADMINISTRATOR User Code, you are able to view PIN codes online and print them as needed. Store these codes in a secure location for future referrals. If you subscribe to the **PointCodes** service option (during or after **PointSafe** on-line registration) you will be able assign and store all PIN code and information on-line using the **PointCodes** application. Logging on to www.PointCentral.com and entering your user name and password provides access to the **PointCodes** application.

Quick Start Guide

Before getting started please check to ensure that you have the following items:

PointSafe Registration Envelope

Note: This envelope was sealed at the factory. If this envelope is not sealed and was opened by someone other than you or your authorized installer please call the following customer support number (insert tech support number)

PointSafe mounting template

Mounting hardware (included with exception of hardware for brick mount location)

Quick Start Instructions

Step 1 – Select desired location for mounting the **PointSafe**

Step 2 - Mount the **PointSafe** per the enclosed mounting instructions

Step 3 - Open the sealed “registration envelope”

Step 4 - Log onto the following site: www.PointCentral.com

Step 5 - Click on the “**Registration**” tab on the lower left hand corner of the home page

Step 6 – Obtain PIN codes: Log onto www.PointCentral.com

Note: If you subscribed to **PointCodes** service plan

Step 7 – Program **PointSafe** clock

Step 8 – Provide PIN codes to employees (remember to document and securely store)

PointCodes web service (complete instructions once software has been completed)

User Guide - PointSafe

Programming the PointSafe

Set Clock

- a. Press *** key** on **PointSafe** keypad
- b. Enter **"administrative PIN"** (obtained during registration process)
- c. Screen will display **Access?** press the > until **"setup?"** is displayed press **"OK"**
- d. Press the > button until **"Set Time"** is displayed, press **"OK"**
- e. Screen will display **"delete PIN"** Press the > button to scroll until **"set time"** is displayed, then press **"OK"**
- f. "Hours" will be displayed, **press "OK"**, use the > or < button until desired hour is displayed – press **"OK"**
- g. "Minutes" will be displayed, **press "OK"**, use the > or < button until desired minutes are displayed - press **"OK"**
- h. "AM/PM" will be displayed, **depress "OK"**, use the > or < button to select AM or PM - press **"OK"**
- i. "Month" will be displayed, **depress "OK"** use the > or < button to select month – press **"OK"**
- j. "Day" will be displayed, **depress "OK"**, use the > button to select month – press **"OK"**
- k. "Year" will be displayed, **depress "OK"**, use the > or < button to select year – press **"OK"** button
- l. After year is selected **"Exit?"** will display – press **"OK"**

Using the PointSafe

Accessing the Key

- a. Press *** key** on **PointSafe** keypad
- b. **"Enter PIN?"** will be displayed (red LED flashes on each number entered)
- c. Enter your 6 digit PIN, press **"OK"**
- d. **"Turn Knob"** will be displayed (flashing green LED)
- e. **Turn knob to the right** to release key container
- f. Key container will drop partially from the **PointSafe**
- g. Pull on key container to remove
- h. Return key container to **PointSafe** by sliding it up until it locks in place

Deleting a PIN Code

- a. Press *** key** on **PointSafe** keypad
- b. **"Enter PIN?"** will be displayed
- c. **Enter your 6 digit PIN** – press **"OK"**

Note: only administrative and manager PIN's can perform delete function

- d. Screen will display **Access?** Press > key until **Setup?** is displayed - press **"OK"** button
- e. **"Delete PIN"** is displayed, press the **"OK"**
- f. **Enter the PIN code to be deleted** – press **"OK"**
- g. **"Manager PIN"** will be displayed, if the code to be deleted is a manager code depress **"OK"**, or scroll until the correct PIN type code is displayed (user, vendor) and depress **"OK"**
- h. **"PIN deleted"** is displayed
- i. If the PIN code type is incorrect or if the PIN code input was invalid **"Not Found PIN"** will be displayed
- j. **Go back to step a) above**

Using the PointSafe

Review Access History

- a. Press * key on PointSafe keypad
- b. Enter your 6 digit PIN – Press “OK”
- c. Access? will be displayed, use the > button until “history?” is displayed – press “OK”
- d. Use the < or > keys to scroll through the access history by date & PIN.
- e. To view the hour and minute for a specific PIN access record depress the * key. The PIN, hour and minute for that access will be displayed

Note: Only administrative and Manager PIN’s can review access history

User Guide – PointSafe RF

Enrolling the PointSafe RF

(GE-UTC security systems only)

(Enrollment to be done by a licensed GE-UTC Security dealer only)

Enroll Transmitter

- a. Press * key on PointSafe keypad
- b. Enter “administrative PIN” (obtained during registration process)
- c. Screen will display Access? Use > key until Setup? is displayed, then depress “OK” button
- d. Use the > button to scroll until “enroll transmit” is displayed then depress the “OK” button
- e. “Press > to enroll” will be displayed, press the > button to begin enrollment with security panel
- f. Note: Put final instructions here as it relates to LED flashing lights, what status the alarm system should be in etc...

Programming the PointSafe RF

Set clock

- a. Press * **key** on **PointSafe** keypad
- b. Enter **“administrative PIN”** (obtained during registration process)
- c. Screen will display **Access?** Depress the **“OK”** button
- d. Use the > button select the **“Set Time”** option and depress the **“OK”** button
- e. Screen will display **“delete PIN”** Press the > button to scroll until **“set time”** is displayed, then press **“OK”** button
- f. **“Hours”** will be displayed, depress **“OK”**, use the > or < button until desired hour is displayed – depress **“OK”** button
- g. **“Minutes”** will be displayed, depress **“OK”**, use the > or < button until desired minutes are displayed - depress **“OK”** button
- h. **“AM/PM”** will be displayed, depress **“OK”**, use the > or < button to select AM or PM - depress **“OK”** button
- i. **“Month”** will be displayed, depress **“OK”** use the > or < button to select month – depress **“OK”** button
- j. **“Day”** will be displayed, depress **“OK”**, use the > button to select month – depress **“OK”**
- k. **“Year”** will be displayed, depress **“OK”**, use the > or < button to select year – depress **“OK”** button
- l. After year is selected **“Exit?”** will display – depress **“OK”** button

Using the **PointSafe RF**

Accessing the Key & Disable Alarm

- a. Press * **key** on **PointSafe** keypad
- b. “Enter PIN?” will be displayed
- c. Enter your 6 digit PIN & * **key**
- d. Depress “**OK**” – Solid green light should be displayed
- e. “Turn Knob” will be displayed
- f. Turn knob to the right to release key container
- g. Key container will drop partially from the **PointSafe**
- h. Pull on key container to remove
- i. Return key container to **PointSafe** by sliding it up until it locks in place

Returning the Key & Disable Alarm

- a. Return key container to **PointSafe** by sliding it up until it locks in place
- b. Press * **key**
- c. “Enter PIN?” will be displayed
- d. Enter your 6 digit PIN & # **key**
- e. Press “**OK**” – Solid green light should be displayed
- f. “Alarm On” will be displayed

Deleting a PIN Code

- a. Press * **key**
- b. “Enter PIN?” will be displayed
- c. Enter your 6 digit PIN – press “**OK**”
- d. Screen will display **Access?** Press > key until **Setup?** is displayed - press “**OK**”
- e. “Delete PIN” is displayed, press the “**OK**”
- f. Enter the PIN code to be deleted – press “**OK**”
- g. “Manager PIN” will be displayed, if the code to be deleted is a manager code depress “**OK**”, or scroll until the correct PIN type code is displayed (user, vendor) and depress “**OK**”
- h. “PIN deleted” is displayed”
 - i. If the PIN code type is incorrect or if the PIN code input was invalid “Not Found PIN” will be displayed Go back to step a

Note: only administrative and manager PIN’s can perform delete function

Using the PointSafe RF

Review Access History

- a. Press * key on PointSafe keypad
- b. Enter your 6 digit PIN – press “OK”
- c. Use the > or < button to select “access history by date” or “access history by PIN” – press “OK”
- d. If you selected “access history by date” use the < or > keys to scroll through the access records, beginning with the most recent PointSafe access. Each access displayed by PIN, month, day and year
- e. To view the hour and minute for a specific PIN access record press the # key. The PIN, hour and minute for that access will be displayed
- f. If you selected “access history by PIN” enter the PIN number and press the “OK”
- g. Enter the PIN – press “OK”
- h. Access transactions for that PIN will be displayed – Use the < or > key to view the PIN access info by month, day and year.
- i. To view the hour and minute for a specific PIN access record press the # key.

FCC Notice

Changes or modifications not expressly approved by PointCentral could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference.
- This device must accept any interference that may be received, including interference that may cause undesired operation.

IC Notice (Canada)

This device complies with Industry Canada license-exempt RSS standard(s). 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.

This product meets the applicable Industry Canada technical specifications.

Avis Canadien

Cet appareil est conforme avec Industrie Canada RSS standard exempts de licence (s). Son utilisation est soumise à Les deux conditions suivantes:

- (1) cet appareil ne peut pas provoquer d'interférences et
- (2) cet appareil doit accepter Toute interférence, y compris les interférences qui peuvent causer un mauvais fonctionnement du dispositif.

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

Model: PC-R100
FCC ID: ZPI-PCR100
IC: 9731A-PCR100