



# USER MANUAL

Keybox Basic

Keybox Plus

Keybox Extension

# KEYBOX



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# I. Operating instructions

## KeyBox Basic

**KeyBox basic model. Series with six small key cabinet. Programming and control by means of 12 character keypad.**

**Key compartments are opened with a personal PIN code.**

**All key cabinets can be expanded with cabinets from the KeyBox Extension series.**



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# 1. General Information

KeyBox Basic is available with six door. Each door is opened by using a personal PIN code that is entered on the keypad.

These codes can only be programmed, altered and removed by the person who has access to the service

code. KeyBox Basic can be expanded with our KeyBox Extension series up to 96 doors in the same system! This makes our KeyBox series highly flexible and user-friendly.

# 2. Testing

We have always had a high level of quality awareness.

This means that customers are supplied with a well-developed product that is also carefully tested prior to delivery in our production facility. KeyBox is tested

at SEMKO and fulfils the CE requirements and EMC Low Voltage Directive. The tests are carried out as specified in standard EN 60950 and checked according to EMC Standards A 50081-1 and A 50082-1.

# 3. Connection of 230 V power cable

KeyBox is always supplied as “plug-and-play” as standard. This means that all you need to do is to connect the power cable on the cabinet’s underside. When this has not been done, open the service door with the key supplied. Then insert the 230 V power cable, that has been supplied, from the back of the cabinet. Connect the cable to the cabinet’s power supply as follows:

Phase (L), Zero (N) and Earth, — . Ensure that the earth cable is longer than the others.

The cabinet should be installed by a specialist as a fixed mounting with a disconnection device with a 3 mm contact separation. The disconnection device should be positioned close to the cabinet.

## 4. Wall mounting

There are four pre-drilled holes for wall mounting.



## 5. Codes set on delivery

KeyBox has no codes on delivery. To programming new codes, enter the service code for entering the service menu. This code is 301042# on delivery from the factory. This code should be changed after installation in order to prevent unauthorised programming. This code can never be removed, only changed.

## 6. New service code

The example below shows how to program a new service code. Note that it is important to follow the instructions carefully as the new service code is the most important code needed to operate KeyBox.

**301042#** Enter the service code that applies on delivery. Note that the light now starts flashing at shorter intervals.

**\*99\*new service code#** Enter \*99\* to access the new service code operation. Then select new service code, e.g. 123456.

**\*89#** Exit service mode. Note that the light starts flashing at longer intervals

### Important Information!

Note that it is very important to select a service code that will not be forgotten. To achieve maximum security the system is configured so that without the right service code nobody, not even the supplier, can change codes. KeyBox then has to be reset in order to return to the delivery setting. When a reset is carried out all settings are restored to the delivery configuration. See under chapter 11 (Reset).



# 7. Programming new PIN codes

Programming new PIN codes always requires the service code to be entered in order to access programming mode. If one or more expansion cabinets are connected the codes are inputted by entering the number of the door counting from the top down for each expansion cabinet. PIN code shall have 1-8 characters.

Example of programming new PIN code:

- 301042#**

Enter the relevant service code.  
Note that the light now starts flashing at shorter intervals.
- \*11\*door\*PIN code#**

Enter \*11\* to access the add new code operation. Then select which door you wish to program followed by \*. Then the code you wish to use for this door. Finish with #

Repeat the procedure to program more doors before you exit the service mode.

- \*89#**

Exit service mode. Note that the light now starts flashing at longer intervals.

You can now test your code.

Remember that when you enter the PIN code on Keybox you must finish with # to the door to be opened.

Example:

- 301042#**

Enter the relevant service code.  
Note that the light now starts flashing at shorter intervals.
- \*11\*1\*1111#**

You have now programmed door 1 with code 1111.
- \*11\*6\*4545#**

You have now programmed door 6 with code 4545.
- \*11\*12\*1010#**

You have now programmed door 12 with code 1010.
- \*89#**

Exit service mode.

## 8. Delete codes

Below is a description of how to remove PIN codes for opening doors. The service code cannot be deleted in any circumstances. It can only be changed by inputting a new service code, see chapter 6.

The procedure for deleting a particular PIN code is:

**301042#** Enter the relevant service code.  
Note that the light now starts flashing at shorter intervals.

**\*12\*PIN code you wish to delete#**

Enter \*12\* to access the delete operation. Then the PIN code you wish to remove. Finish with #.

**\*89#** Exit service mode. Note that the light now starts flashing at longer intervals.

To delete all codes:

**301042#** Enter the relevant service code.  
Note that the light now starts flashing at shorter intervals.

**\*00#** Enter \*00# for the delete all PIN codes operation.

**\*89#** Exit service mode. Note that the light now starts flashing at longer intervals.

## 9. Setting magnet time (opening time)

This function is set at 3 seconds on delivery, but can be changed from 1 to 10 seconds.

To change magnet time:

**301042#** Enter the relevant service code.  
Note that the light now starts flashing at shorter intervals.

**\*69\*1-10#** Enter \*69\* for the change magnet time operation, then the number of seconds for how long the magnet is to be disabled.

**\*89#** Exit service mode. Note that the light now starts flashing at longer intervals.

## 10. Checking key compartments

After installation you can test that all key compartments open and close.

**301042#** Enter the relevant service code.  
Note that the light now starts flashing at shorter intervals.

**\*59#** Enter \*59# to access the check all key compartments operation. All key compartments open and close in order.

**\*89\*#** Exit service mode. Note that the light now starts flashing at longer intervals.

## 11. Resetting

Reset is carried out when you want to return to delivery mode. This deletes all settings and codes that have previously been programmed. Reset is carried out as follows:

**301042#** Enter the relevant service code.  
Note that the light now starts flashing at shorter intervals.

**\*01#** Enter \*01# to access the reset KeyBox operation. A total reset of your KeyBox is now performed.

**\*89\*#** Exit service mode. Note that the light now starts flashing at longer intervals.

If you now have forgotten the service code you need to make a total reset of the cabinet.

- Turn off the power to the cabinet, battery backup as well if the cabinet has one.
- Press \* and # on the keypad and turn the power on again.
- When the diode starts flashing again the cabinet is in factory mode and you can start over the programming with the service code, 301042#.

## 12. Connecting Expansion Cabinets

If there is a requirement for a larger number of keys to be stored, the system can be expanded with a Key-Box from the Extension series. A total of 15 cabinets from the Extension series can be connected to a main cabinet in the Basic series.

To connect a new Extension cabinet do as follows:

- Disconnect the power to the main cabinet, KeyBox Basic.
- Also disconnect the power to the backup battery if the cabinet has one.
- A Can-cable is factory-installed in the KeyBox Extension cabinet on the IN connector. The other end of the cable should be installed in the main cabinet on the OUT connection.
- Then turn on the power to the cabinet. The KeyBox Extension cabinet should now be installed in the system.

### **Tip!**

Test the checking process for key compartments as per chapter 10 to ascertain that all cabinets are now active.



# 13. Mounting backup battery (Accessory)

If not factory-mount:

The backup battery consists of a rechargeable battery and a printed circuit card, as well as the supplied cable with which to connect to the main card.

Do as follows:

- Disconnect the power to the cabinet.
- Attach the backup battery in the cabinet's top left corner. There are pre-drilled holes in which to secure the backup battery.
- Remove the cable running between the power supply unit and the main card, one black and

one red cable.

- Now connect the supplied black cable and red cable to the power supply unit, red cable to + and black cable to -. Then connect this to the backup battery's printed circuit card.
- Then connect the black, red, blue and white cable from the printed circuit card to the backup battery and to the main card. NB! The cabinet is now powered via the battery.
- Then power up the cabinet.

Backup battery must be installed by a specialist.

# 14. Quick guide

This is a summary of all the operations and how to carry out the programming.

**301042#** Enter the relevant service code

## Codes

**\*11\*door number\*code#** Add a new PIN code.  
See chapter 7.

**\*12\*code#** Delete a PIN code.  
See chapter 8.

**\*00#** Delete all PIN codes.  
See chapter 8.

## Settings

**\*99\*service code#** Change the service code.  
See chapter 6.

**\*69\*time in seconds#** Change magnet time.  
See chapter 9.

**\*59#** Check key compartments.  
See chapter 10.

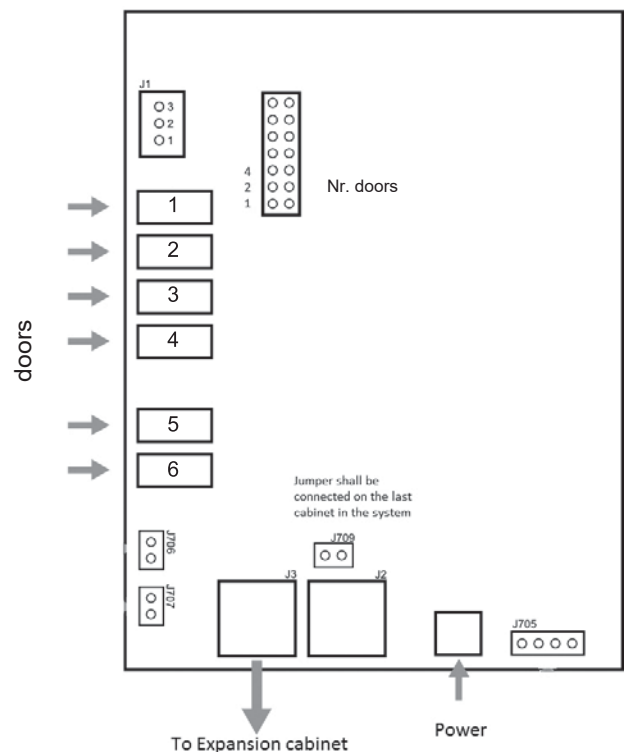
**\*01#** Reset – Total resetting of cabinet. See chapter 11.

**\*89#** Exit service mode.

# 15. Technical data

- Mains voltage:** 230 V / 50 Hz
- Memory for codes:** Codes remain in the event of a power failure.
- Lock:** Electron magnet 12V,1A
- Material cabinet:** Steel plate 1.5 mm
- Surface finish:** Galvanized sheet metal, powder coated.
- External dimensions:** 350x280x85 mm (BxHxD)  
(Model 9001, 9002, 9006)  
746x730x140 (model 9500)  
745x460x270 mm (model 7000)
- Weight (kg):** 5,3 kg (model 9001, 9002)  
6,0 kg (model 9006)  
28 kg (model 9500)  
20 kg (model 7000)

# 16. Printed circuit diagram



Printed circuit board Keybox Basic

# Notes


## II. Operating instructions

### KeyBox Plus series

**KeyBox system model. Series with three small and one large key cabinet. Display with simple menu management. Programming and control by means of 12 character keypad. Key compartments are opened using personal PIN codes containing 1-7 characters.**

**The system can be expanded with cabinets from the KeyBox Extension series.**





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# 1. General information

KeyBox Plus is available with six key compartments – and each user opens one or several compartments with their personal PIN code. KeyBox Plus is equipped with a keypad and a display for simple programming. KeyBox Plus can be expanded with a maximum of 15 expansion cabinets from the

KeyBox Extension series. Up to 96 doors can be managed in a single system!

# 2. Testing

We have always had a high level of quality-awareness, which means that customers are supplied with a well-developed product that is also carefully tested prior to delivery in our production facility. KeyBox is tested at SEMKO and fulfils the CE requi-

rements and EMC Low Voltage Directive. The tests are carried out as specified in standard EN 60950 and checked according to EMC Standards En 50081-1 and EN 50082-1.

# 3. Connection of 230 V power cable

KeyBox is always supplied as “Plug-and-Play” as standard. This means that all you have to do is to connect the cable supplied in the lower edge of the cabinet’s left side. Where this is not required, a power cable is supplied that is inserted into the back of the cabinet. Then open the service door and install the cable in the power supply inside the cabinet.

Connect Earth to, — Zero to N and Phase to L. It is important that the Earth is longer than the other cables.

The cabinet should be installed by a specialist as a fixed mounting with a disconnection device with a 3mm contact separation. The disconnection device should be positioned close to the cabinet.

## 4. Wall mounting

There are four pre-drilled holes for wall mounting.



## 5 .Codes set on delivery

### **Service code**

All KeyBox Plus are supplied with a service code set to 301042.

Only persons with access to the service code can enter new codes, delete codes or change the settings for KeyBox.

### **Important Information!**

The service code can never be deleted, only replaced with a new service code. If the service code should be forgotten, KeyBox has to be reset in order to revert to the delivery setting. Resetting entails KeyBox returning to the factory setting. See also under chapter 8.6, option 9.

### **User codes:**

No user codes are set on delivery.

# 6. User menus

When operating KeyBox Plus and programming codes the user is guided by the display menu.  
All keypad buttons, characters and \*# are clearly indicated in each menu and window.  
Log into the user menu with your service code, 301042# on delivery

**Main menu**

- 1 Codes
- 2 Analysis - reports
- 3 Load settings
- 4 Save log
- 5 Language
- 6 System

**Function menu**

- |  |                      |
|--|----------------------|
| 1 New code                                     | 5 Extra service code |
| 2 Remove code                                  | 6 Erase all codes    |
| 3 Display codes                                |                      |
| 4 Service code                                 |                      |
|  |                      |
| 1 As of date                                   | 5 Name               |
| 2 Until date                                   | 6 Locker             |
| 3 Start time                                   | 7 Show on display    |
| 4 End time                                     |                      |
|  |                      |
| 1 From USB (Only for KeyWin Light PC software) |                      |
|  |                      |
| 1 To USB (Only for KeyWin Light)               |                      |
|  |                      |
| 1 English                                      | 5 Finnish            |
| 2 Swedish                                      | 6 Spanish            |
| 3 German                                       | 7 France             |
| 4 Danish                                       | 8 Italian            |
|  |                      |
| 1 Clock  | 6 Alarm              |
| 2 Date   | 7 Remote             |
| 3 Solenoid time                                | 8 Door sequence      |
| 4 Lock out time                                | 9 Factory reset      |
| 5 Twin code                                    |                      |

## 7. Display

The display window has four lines with 20 characters each. When programming: Follow the text in the display window and the menu instructions.

**Line 1** Shows current position

**Line 2** For programming

**Line 3** For programming

**Line 4** Instructions for programming

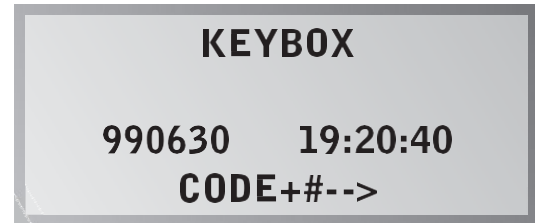
**Use the following commands on line 4:**

**\*** To move upwards in the menu, go back through the windows and correct mistakes.

**0** To go back to start position in the main menu.

**#** To move down in the menus, go forward through the windows to confirm a selection.

When analyses and reports are shown in the display window the headings are displayed on the top line and the information on the other three lines.



## 8. Programming

Programming is based entirely on the Main Menu and Function Menu.

All programming must start from the programming position and can only be executed by those who have access to the service code. To enter the programming position the operator has to input the relevant service code. On delivery from the factory this is 301042#.

In programming position; select the required option in the main menu and then select the required option in the function menu. After programming, or to change to another menu, press 0 to return to the previous position.

As long as you are working in the same menu, for example entering codes, you don't need to return to start position after each programming.

All examples below are based on the operator being in programming position to then select the required option in the main menu.

### 8.1 Codes

#### 8.1.1 – New Code

##### Press 1 for NEW CODE

- Enter code (1-7 characters) and press #
- Enter compartment no. and press # twice. NB! If more compartments are required press # once and then select the next compartment for which you want the code to apply. On completion, finish off with #.
- Enter name (1-12 characters) and press #.
- Enter how many times the code is to apply. NB! This is an option. If you want the code to apply once, enter 1 then #. If the code is to always apply don't enter anything and proceed by pressing #.
- Enter start date. NB! This is if you want the code to be activated on a particular date. To use this function you must also specify end date, start time and end time. If this is not required press # to proceed.
- Enter end date and press#. NB! This is if you want the code to be deactivated on a particular date. To use this function you must also specify start date, start time and end time. If this is not required press # to proceed.
- Enter start time and press#. NB! This is if you want the code to be activated at a particular time. To use this function you must also specify start date, end date and end time. If this is not required press # to proceed.
- Enter end time and press#. NB! This is if you want the code to be deactivated at a particular time. To use this function you must also specify start date, end date and start time. If this is not required press # to proceed.

You will now return to the function menu CODES. If you wish to enter more codes select 1 for NEW CODE and repeat the previous steps.

### **8.1.2 – Remove Code**

#### **Press 2 for REMOVE CODE**

Enter the code you wish to remove and finish with # The message CODE ERASED is shown in the display.

To remove more codes, enter code and press #. Press \* to go back to menu.

### **8.1.3 – Display codes**

#### **Press 3 for DISPLAY CODES**

All codes in the cabinet are now displayed here. Press 0 to move back in the menu.

### **8.1.4 – Service Code**

#### **Press 4 for SERVICE CODE**

Enter code and press #. You automatically return to the menu.

NB! The service code is the code you use to access the programming position. This is the most important code to enable operation of KeyBox. If this code is forgotten you have to reset KeyBox, then all previous programming will be deleted.

### **8.1.5 – Extra service code**

#### **Select 5 for EXTRA SERVICE CODE**

This code has the same function as in the section before. You can then have two different codes to use to program KeyBox.

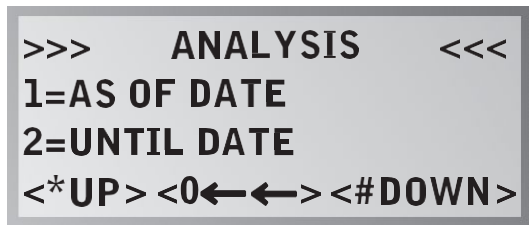
### **8.1.6 – Erase all codes**

#### **Select 6 for ERASE ALL CODES**

You are now asked ARE YOU SURE? Press # to confirm and 0 to cancel.

## 8.2 Analysis

Analysis is an effective and flexible tool. It is then simple to view the event log directly in the display via the selections you make! You can select whether to view events sorted by date, time, name or specific door. You select yourself which parts you want to use for your search. The more options you select, the more specific analysis you receive.



### 8.2.1

Press 1 for AS OF DATE

Select the date from which you want to have analysis.  
Press #

Press 2 for UNTIL DATE

Select the date to which you want to have analysis.  
Press #

Press 3 for START TIME

Select the time from which you want to have analysis.  
Press #

Press 4 for END TIME

Select the time to which you want to have analysis.  
Press #

Press 5 for NAME

Select the name for which you want to have analysis.  
Press #

Press 6 for LOCKER

Select the door for which you want to have analysis.  
Press #.

Press 7 for SHOW ON DISPLAY

You can now view the analysis you selected to show in the display.

## 8.3 Load settings

**NBI** This is used only with the KeyWin Light software.

When you have inserted the USB memory in the cabinet. Go into the menu and select LOAD SETTINGS and all information will be transferred to the cabinet. See more information on page 32.

## 8.4 Save Log

**NB!** This is used only with the KeyWin Light software.

When you have inserted the USB memory in the cabinet. Go into the menu and select SAVE LOG, and all events will be saved to the USB memory. See more information on page 32.

## 8.5 Language

Press 5 to change language in your menu.

Select 1 for English.

Select 2 for Swedish

Select 3 for German

Select 4 for Danish

Select 5 for Finnish

Select 6 for Spanish

Select 7 for French

Select 8 for Italian



## 8.6 SYSTEM

Select option 6 in the main menu to access SYSTEM to change settings in your KeyBox.

### 1 - Clock

Set the time and press #

### 2 - Date

Set the date and press #

### 3 - Solenoid time

Set how many seconds the solenoid is to be active when open a door.

### 4 - Lock out time

Specify how many seconds the cabinet shall be locked after three incorrect PIN codes attempts. This function is always activated.

### 5 - Twin code

Activate Double code. Press # to confirm. NB! Two persons who have access to the same door then have to enter their codes after each other to open the door.

E.g. Person 1 has access to all compartments 1-6.

Person 2 only has access to compartment 1.

This means that they can only open compartment

1. Access is always controlled by the person with the lowest authorization.

### 6 - Alarm

Activate alarm. Press # to confirm. For information about connecting to the circuit board, see chapters 11 and 14.

### TIP

Make sure to install the alarm before the function is activated in the menu.

### 7 - Remote

Activate external card reader. Press # to confirm.

For information about connecting to the circuit board, see chapters 12 and 14.

### TIP

Make sure to install the external unit before the function is activated in the menu.

### 8 - Door sequence

Press # to start. All doors in the system will now open and close after each other.

### TIP

It is a good idea to use this function when new cabinets are installed in the system. All doors are then tested and you know that the system is correctly installed.

### 9 - Factory settings

To return to factory settings. All previous programming will be deleted. Press # to confirm.

If you have forgotten the service code you need to make a total reset of the cabinet.

- Turn off the power to the cabinet, battery backup as well if the cabinet has one.
- Press \* and # on the keypad and turn the power on again.
- When the display is starting up, the cabinet is in factory mode and you can now start over the programming with the service code, 301042#.

## 9. Connecting Expansion Cabinets

If there is a requirement for a larger number of keys to be stored, the system can be expanded with a Key-Box from the Extension series. A total of 15 cabinets from the Extension series can be connected to a main cabinet in the Plus series.



To connect a new Extension cabinet do as follows:

- Disconnect the power to the main cabinet, KeyBox Plus. Also disconnect the power to the backup battery if the cabinet has one.
- A Can-cable is factory-installed in the KeyBox Extension cabinet on the IN connector. The other end of the cable should be installed in the main cabinet on the OUT connection.
- Then turn on the power to the cabinet. The KeyBox Extension cabinet should now be installed in the system.

### **Tip!**

Test the checking process for key compartments as per chapter 8.6.8 to ascertain that all cabinets are now active.

## 10. Mounting backup battery (Accessory)

### **If not factory-mount:**

The backup battery consists of a rechargeable battery and a printed circuit card, as well as the supplied cable with which to connect to the main card.

Do as follows:

- Disconnect the power to the cabinet.
- Attach the backup battery in the cabinet's top left corner. There are pre-drilled holes in which to secure the backup battery.
- Remove the cable running between the power supply unit and the main card, one black and one red cable.
- Now connect the supplied black cable and red cable to the power supply unit, red cable to + and black cable to -. Then connect this to the backup battery's printed circuit card.
- Then connect the black, red, blue and white cable from the printed circuit card to the backup battery and to the main card. **NB! The cabinet is now powered via the battery.**
- Then turn on the power to the main cabinet.

Backup battery must be installed by a specialist.

## 11. Alarm

The activation of alarms under chapter 8.6.6 includes an alarm for door and burglar alarm (service door and wall).

Door Alarm – Connector J706

Burglar alarm – Connector J707

(See drawing, chapter 14)

At burglar alarm our external alarm connector will be activated. This is connected to connector J1, see drawing chapter 14

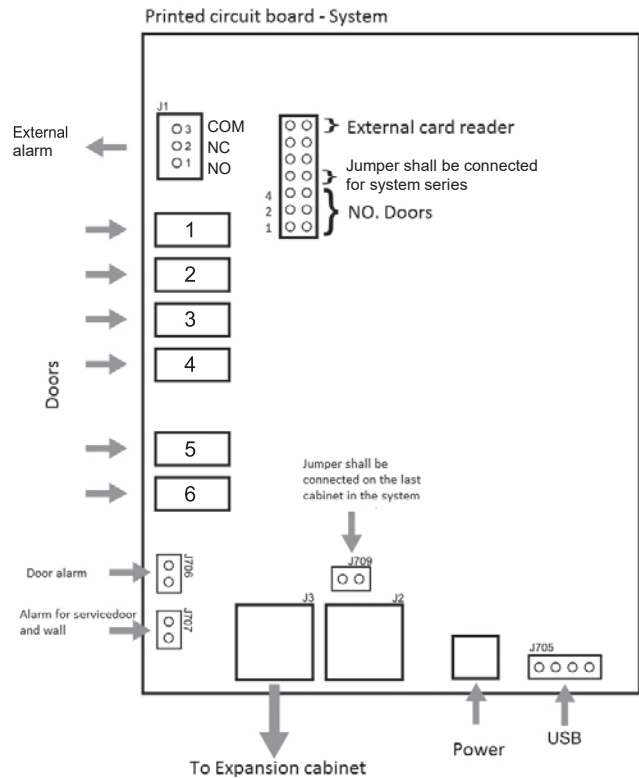
## 12. External card reader

To connect an external card reader unit, see chapter 14.  
Contact your retailer for further information.

## 13. Technical data

<b>Mains voltage:</b>	230 V / 50 Hz
<b>Memory for codes:</b>	Codes remain in the event of a power failure.
<b>Lock:</b>	Electron magnet 12V,1A
<b>Material cabinet:</b>	Steel plate 1.5 mm
<b>Surface finish:</b>	Galvanized sheet metal, powder coated.
<b>External dimensions:</b>	350x280x85 mm (BxHxD) (Model 9001, 9002, 9006) 746x730x140 (model 9500) 745x460x270 mm (model 7000)
<b>Weight (kg):</b>	5,3 kg (model 9001, 9002) 6,0 kg (model 9006) 28 kg (model 9500) 20 kg (model 7000)

## 14. Printed circuit diagram



Circuit board drawing Keybox S

# Notes


### III. Operating instructions

#### KeyBox Extension series

**KeyBox expansion series. Series with six small cabinets. Easy to combine to the other KeyBox-models after your need for more compartments or keyhooks in your KeyBox-system.**

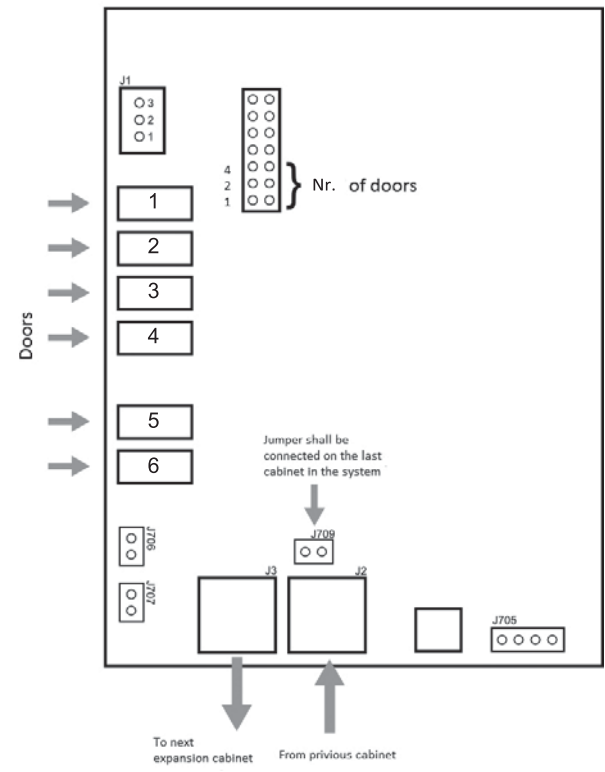
**A total of 15 cabinets from the Extension series can be connected to a main cabinet in the KeyBox Basic series or KeyBox Plus series.**



# 1. Technical data

<b>Lock:</b>	Electron magnet 12V,1A
<b>Material cabinet:</b>	Steel plate 1.5 mm
<b>Surface finish:</b>	Galvanized sheetmetal, powder coated.
<b>External dlimenslons:</b>	350x280x85 mm (BxHxD) (Model 9001, 9002, 9006) 746x730x140 (model 9500) 745x460x270 mm (model 7000)
<b>Weight (kg):</b>	5,3 kg (model 9001, 9002) 6,0 kg (model 9006) 28 kg (model 9500) 20 kg (model 7000)

# 2 Printed circuit diagram



# EICHNER

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