



# SafeWizard II Quick Reference

For the complete SafeWizard II Operating Instruction Manual, go to:  
<http://amsec.fyi/sw2>



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## Turning the safe On/Off

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**SafeWizardII Controller  
On/Off Switch**

**Slide Right - OFF  
Slide Left - ON**

## Log In

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### First Time Log In for PIN Only Users

The Pin Only User Code is an eight digit number; the first two digits are the user ID number, in example, user 01, followed by the six digit pin number, factory preprogrammed as 1, 1, 1, 1, 1, 1. The system will prompt for a change of this pin number at your first log in.

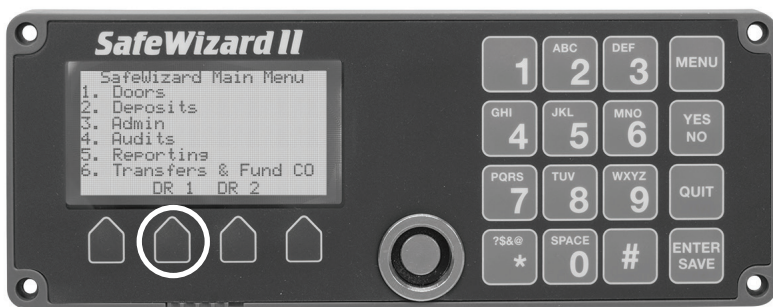
1. Start by entering the User 2-digit ID Number, followed by the factory PIN 1, 1, 1, 1, 1, 1. Press ENTER/SAVE.
2. Screen will display a prompt to change your pin, press Enter to change the Pin. Enter your new 6-digit PIN. Press ENTER/SAVE.
3. Screen will display "Confirm New PIN", enter same 6 digits. Press ENTER/SAVE.
4. Screen will then revert to the Main Menu, and your Pin has now been changed.

After the first login is complete and the factory user pin has been changed to a personal pin, future log in will only require the 2-digit User ID followed by the 6-digit personal pin to access the Main Menu.

### For Key Users: First Time Log In with KEY and PIN

The Key replaces the 2-digit user ID when entering your PIN Code.

1. Present Key to the reader port.
2. Enter factory PIN 1, 1, 1, 1, 1, 1, and follow same instructions as above to change the factory Pin. Once complete, future log in will only require presenting your key first and entering the 6-digit personal pin to access the main menu.



## To Open Doors

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1. Log In to access main menu
2. Press the soft grey key below the "Open Door #" desired.
- 2a. (Optional) Press 1 for Doors, then press the Door # desired and press Enter. If authorized to open doors, access will be granted.

### If a door is programmed with Time Delay:

1. Follow the same steps as above to log in and access Doors Menu.
2. If the door selected has time delay, wait for the Time Delay counter to reach the preset value counting up.
4. The screen will display "Login to Open" with a countdown of the time to Log in again. Proceed with Log in before the timer expires and open door.

## Changing PIN

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1. Login.
2. Press 3 -Admin.
3. Press 5- Change Your Pin. Enter your old 6-digit Pin, press Enter
4. Enter a new 6-digit PIN.
5. Enter the same 6 digits to confirm, press Enter.

The screen will revert back to the menu, your pin has been changed.

## Adding Users (Restricted to Authorized User Levels)

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1. Login.
2. Press 3- Admin.
3. Press 1- User Management
4. Press 1- Add New User
5. Select Validation Mode, Pin Only, Key Only, or Key and Pin.  
\*If Pin Only, pay attention to the 2-digit I.D. number. That will be required along with the 6-digit PIN number.  
\* If adding a User with a key, present key
6. Enter User's name, press Enter when finished.

## **Adding Users (Restricted to Authorized User Levels)**

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7. Select User Profile by pressing 1, then the “ < or > grey soft-keys” to choose profiles (i.e. Cashier, Manager, etc.). Press Enter/Save Key.
8. If applicable, select any door permissions, i.e., Open Safe Doors and Authorize Time Delay Bypass. Press the list number associated with the applicable submenu desired to access the permissions and press Yes/No button per desired selection.
9. Hit Enter to exit the menu, save, and finally enter to confirm information and successfully add the user.

## **Deleting Users (Restricted to Authorized User Levels)**

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1. Login.
2. Press 3- Admin.
3. Press 1- User Management
4. Press 3- Delete User
5. Select User by pressing the list number (note, the user ID number is adjacent to the right of the list number, you must choose the list number in the order that it appears to select the correct user). You can press the “ < or > grey soft-keys to access additional users in the list.
6. Once user is selected, Press “grey soft-key” under YES to delete that User.

A confirmation will appear.