



# Secure Shift<sup>®</sup> Operations Manual



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## Table of Contents

### Section 1: Installation and Set Up

1.1 The Secure Shift station	3
1.2 Installation Outline	3
1.3 Installing the Secure Shift station	4
1.4 Adding the Secure Shift station to the Network	5-8
1.5 Adding Staff Members in the System 6000 Client Software	9-10
1.6 Adding Staff Members to Master keys	11-12
1.7 Adding the Admin and Stand-Alone PIN	13

### Section 2: Using the Secure Shift Station

2.1 Entering Information on the Secure Shift station Keypad	14
2.2 Entering Input Info and Menu Selections	15
2.3 The PIN and Sign on Screen	16
2.4 Using the Integrated Insertion Encoder	17
2.5 Troubleshooting the Insertion Encoder	18
2.6 Cleaning the Secure Shift Encoder	19

### Section 3: Staff Keycards

3.1 Issuing and Controlling Master Keycards	20-21
3.2 Replacing Master Keycards	22
3.3 Reauthorizing Master Keycards (Magstripe Key)	23
3.4 Reauthorizing Master Keycards (Smart or Memory Key)	24
3.5 Memory Card Information	25
3.6 Reading Key Logs in SAFLOK Client (Smart/Memory Cards only)	26-29

### Section 4: Administration Menu

4.1 Accessing the Admin Menu	30-31
4.2 Displaying the Version (available in Stand-Alone mode only)	32
4.3 Setting a User PIN (available in Stand-Alone mode only)	32
4.4 Setting the Admin PIN	32
4.5 Selecting the Mode	33
4.6 Displaying the Time	33
4.7 Setting the Date and Time (available in Stand-Alone mode only)	34-35
4.8 Setting the Property Number (available in Stand-Alone mode only)	35

### Section 5: Stand-Alone Operation

5.1 Configuring the Secure Shift station for Stand-Alone Mode Operation	36
5.2 Setting the Property Number in Stand-Alone Mode	37
5.3 Setting the Date and Time in Stand-Alone Mode	38-39
5.4 Reauthorizing Keycards in Stand-Alone Mode (Magstripe Key)	40
5.5 Reauthorizing Master Keycards (Smart or Memory Key)	41

### Section 6: Error Codes

42-43

## Section 1: Installation and Set Up

### 1.1 The Secure Shift Station

The Secure Shift station consists of a station keypad display and an integrated insertion encoder. Designed for use with SAFLOK System 6000™, it can be located anywhere a network connection is available. Employees with Master-level keycards use the station to reauthorize their keycards at the beginning of each shift to gain access to rooms.

The Secure Shift station, like the SAFLOK MT™, ädäsē®, and Quantum™ MT™ locks, works with both magstripe and memory keycards. Memory keycards can be interrogated to determine the rooms in which they were used and generate lock maintenance reports.



### 1.2 Installation Outline

This section outlines the Secure Shift installation process. Each step must be completed for the system to operate properly.

1. When the equipment arrives, check the packing slips to make sure all the equipment was received. Refer to the following section for detailed installation instructions.
2. Once the Secure Shift station is set up, it should immediately receive the system date, time, and Daylight Saving Time (DST) information from the SAFLOK server via the network.

**Note:** The Secure Shift station must have the correct property number, date, and time before use.

3. Determine which employees will use the Secure Shift station and add them as staff members in the SAFLOK System 6000 Client software (refer to Section 1.5 in this manual).
4. Assign each staff member the appropriate Master-level keycard (refer to Section 1.6 in this manual).

**Note:** If your property's SAFLOK keycard design is not configured for Secure Shift, contact SAFLOK Technical Support to make the appropriate design changes for the Secure Shift station to function.

5. Enter the administrative PIN and the Stand-Alone mode PIN in the System 6000 Client software (refer to Section 1.7 in this manual).
6. Train employees on the use of the Secure Shift station.

## Section 1: Installation and Set Up

### 1.3 Installing the Secure Shift Station

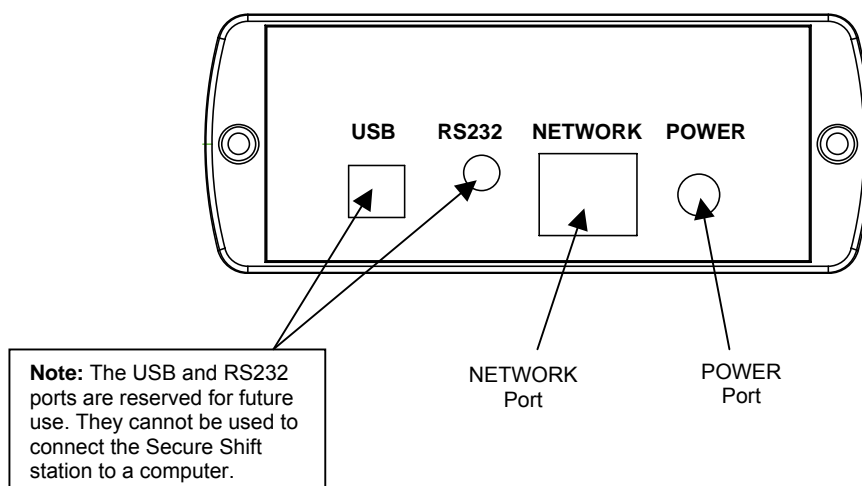
**Important:** If your property's SAFLOK keycard design is not configured for Secure Shift, contact SAFLOK Technical Support to make the appropriate design changes for the Secure Shift station to function.

The Secure Shift station is intended for use in secure locations at the property (e.g., the security office, housekeeping manager's office, etc.). It is designed to reauthorize Master keycards and perform certain system maintenance functions. The station equipment consists of the following items:

- Secure Shift Station
- Power Adapter
- Secure Shift Manual

1. Plug the power adaptor into the POWER port on the back of the Secure Shift station.
2. *For Network mode only:* Plug in the CAT-5 cable to the NETWORK port on the back of the Secure Shift station.
3. Make sure the Secure Shift station is mounted securely.
4. Plug the power supply for the Secure Shift station into a wall socket.
5. You must have the SAFLOK CRS and IRS (version 3.00 or greater) running on the SAFLOK server for the Secure Shift station to operate in Network mode.

**Note:** Add a new user with an interface password of 250 to the SAFLOK Client program. Refer to the System 6000 Manual for additional information on adding users and interface passwords.



## Section 1: Installation and Set Up

### 1.4 Adding the Secure Shift Station to the Network

The Secure Shift station set-up is very similar to setting up a TCP/IP encoder in the System 6000 software. First, make sure the Secure Shift station is connected to power and the network (see the previous section in this manual).

1. Open the CRS program at any computer on the network. A Secure Shift station can be added from any computer's CRS because it is not directly connected to the computer.
2. Click on **File** and **Logon**. The Logon PC dialog box will appear. Type in the **User ID** and **Password** and click **OK**.

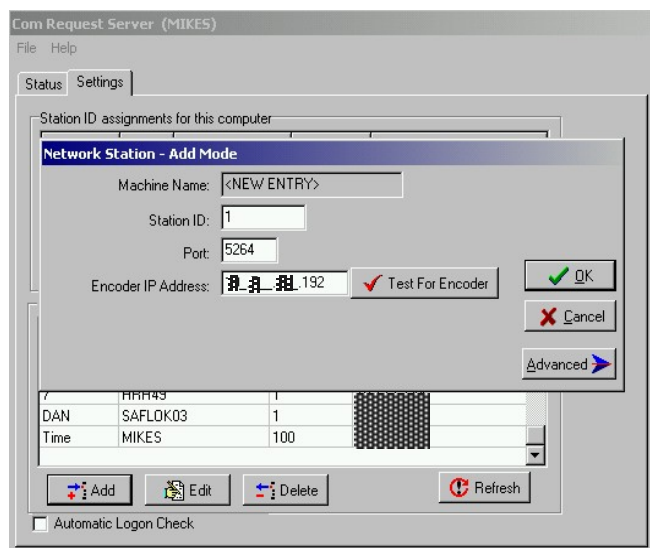


3. Click on the **Settings** tab, then click the **Add** button under "Station ID assignments for entire Saflok System."

- Type in the two-character **Station ID#**.
- The **Port** will default to 5264 and should not be changed.
- The **Encoder IP Address** will appear without the last three digits. Type in the last three digits to assign the IP address to the encoder.

**Note:** Contact your IT department to obtain an IP address.

- Click the **Advanced** button to continue.



**Note:** The Station ID cannot exceed two characters.

4. Type in the **MAC Address**. The MAC address is found on the bottom of the Secure Shift station. If the MAC address is not available, click **Find All** and the screen will display all the TCP/IP devices connected to the network.



## Section 1: Installation and Set Up

### Adding the Secure Shift Station to the Network (continued)

5. Double click on the MAC address when it appears on the screen, and it will move it up to the MAC Address input line. Click **Configure** to send the information to the Secure Shift station.



6. When Secure Shift station receives the information, the "Encoder accepted command!" message will appear. Click **OK**.

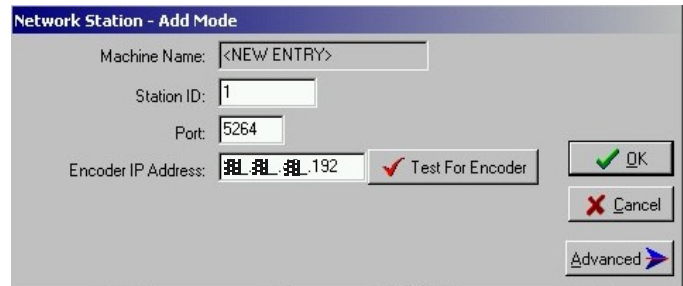


7. Reset the power to the Secure Shift station for changes to take effect. Click **Close** to continue.

## Section 1: Installation and Set Up

### Adding the Secure Shift Station to the Network (continued)

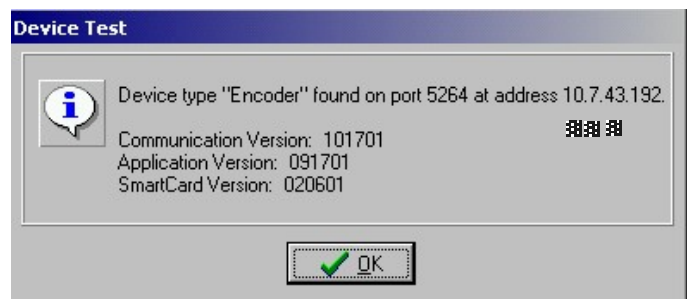
8. At the Network Station-Add Mode PC dialog box, click **Test For Encoder**.



The "Network Station - Add Mode" dialog box contains the following fields and controls:

- Machine Name: <NEW ENTRY>
- Station ID: 1
- Port: 5264
- Encoder IP Address: 10.7.43.192
- A "Test For Encoder" button with a red checkmark icon.
- Buttons on the right: "OK" (green checkmark), "Cancel" (red X), and "Advanced" (blue arrow).

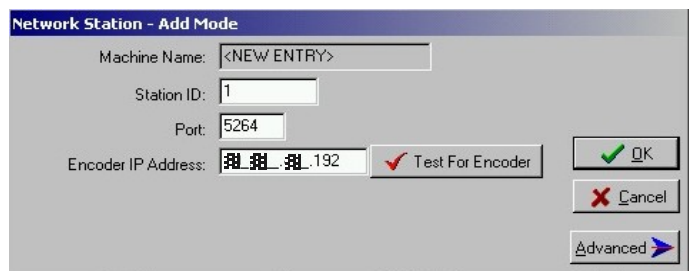
9. Click **OK** at the Device Test PC dialog box.



The "Device Test" dialog box displays the following information:

- An information icon (i) in a speech bubble.
- Text: "Device type 'Encoder' found on port 5264 at address 10.7.43.192."
- Communication Version: 101701
- Application Version: 091701
- SmartCard Version: 020601
- An "OK" button with a green checkmark icon.

10. Click **OK** to add the Station ID to system.



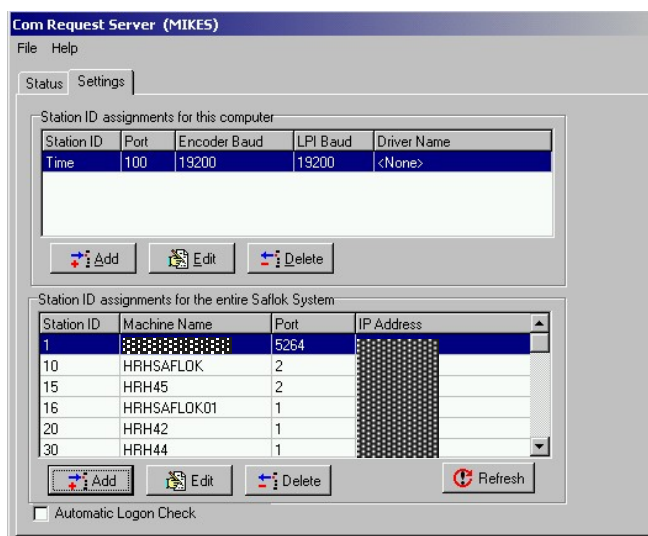
This is a duplicate of the "Network Station - Add Mode" dialog box shown in step 8, with the same fields and controls.



## Section 1: Installation and Set Up

### Adding the Secure Shift Station to the Network (continued)

11. Now the **Station ID** will appear in the assignments for the entire SAFLOK System and can be added or changed in the CRS at any computer on the network.



12. Be sure that the Secure Shift station is connected to power and the network (refer to the previous section) and press any key on the numeric keypad to start the program. The Secure Shift station will display the following screen:

```

  T r y i n g   T o
C o n n e c t   T o   H o s t
  
```

- The station should begin communicating with the SAFLOK System 6000 server right away. If the station is communicating, the insertion encoder's blue and green RS232 Link (LNK) lights and the blue TCP/IP Link (LNK) light will illuminate (the lights will be solid, not flashing). If the SAFLOK server is found, the following screen will appear and you will be ready to add Staff Members.

```

  E n t e r   P I N
  > > _ _ _ _ < <
  
```

- If the SAFLOK server cannot be found, the following error message will appear.

```

  C a n ' t   F i n d   H o s t
  C h e c k   N e t w o r k
  
```

- Press any key and the unit will allow you to try again. Check all network connections and repeat this procedure.

```

  R e t r y   L i n k u p ?
  1 .   Y e s   0 .   N o
  
```



## Section 1: Installation and Set Up

### 1.5 Adding Staff Members in System 6000 Client Software

In order for an employee to use the Secure Shift station, they must be added as a staff member in the SAFLOK System 6000 Client software. Once the Secure Shift feature is activated in the design, all affected levels will be require the user to select a staff member when making those Master keycards.

1. Open the SAFLOK Client program. The Logon PC dialog box will automatically appear. Type in the **User ID** and **Password** and click **OK**.



2. Click on the **Systems** tab.



3. Click on the **Users & Authorizations** function box.

4. At the Select Users, Groups, or Staff PC dialog box, select **Staff Members**, then click **OK**.

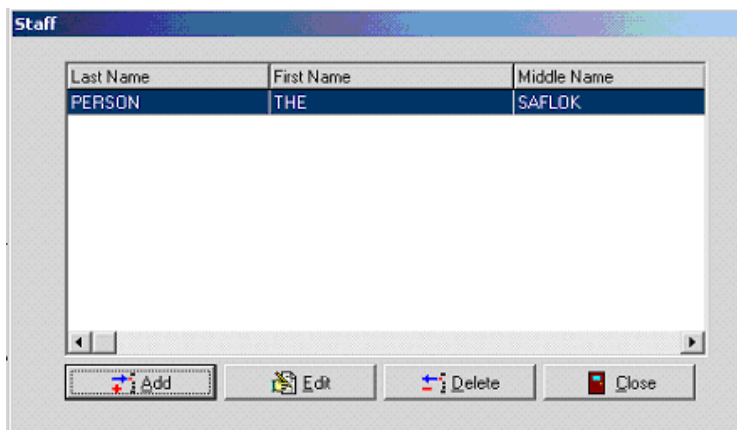


## Section 1: Installation and Set Up

### Adding Staff Members in System 6000 Client Software (continued)

- At the Staff PC dialog box, click on **Add** to add a new Staff Member.

**Note:** At this screen, **Edit** is used to make changes to an existing staff member. **Delete** is used to delete staff members.



- Enter the person's **Last Name**, **First Name**, **Middle Name**, and **PIN**. The PIN is what the Staff Member will need to use the Secure Shift station.

- Click **OK** to continue.

**Note:** DO NOT check the "Keycard Update Blocked" box. If checked, the staff member will not be able to use the Secure Shift station to reauthorize their keys. This box may be checked in the future if management wants to prevent a staff member from using the Secure Shift station.

The screenshot shows a window titled "Staff Member" with input fields for Last Name, First Name, Middle Name, and PIN. The Last Name field contains "PERSON", the First Name field contains "A", and the Middle Name field contains "SAFLOK". The PIN field contains "9899" with a note "(must be 4 to 10 digits)". There is a checkbox for "Key Card Update Blocked" which is currently unchecked. At the bottom, it says "Last Login: Never". On the right side, there are "OK" and "Cancel" buttons. At the bottom right, there is a button labeled "Assigned Keys" with a key icon.

## Section 1: Installation and Set Up

### 1.6 Assigning Staff Members to Master Keys

Once staff members are added, a Master keycard must be created and assigned to each employee.

1. Open the SAFLOK Client program. The Logon PC dialog box will automatically appear. Type in the **User ID** and **Password** and click **OK**.

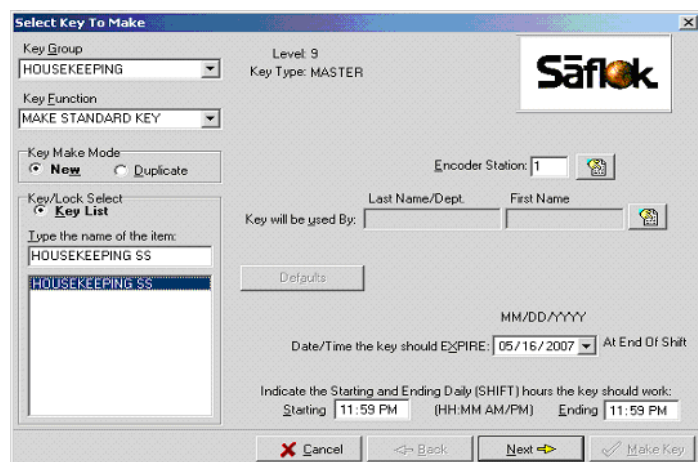


2. Click on the **Keys** tab.



3. Click on the **Make User Keys** function box.

4. Select the Master-level keycard you wish to make.
5. For the Key Make Mode, select **New** or **Duplicate**.
  - Select **New** to make a new keycard if this is the first keycard for that level. If you choose to make a new keycard, all other keycards for that level will be inhibited.
  - Select **Duplicate** to create an additional keycard or a replacement key for that level. Existing keycards will not be inhibited.



## Section 1: Installation and Set Up

### Assigning Staff Members to Master Keys (continued)

6. At the Additional Information PC dialog box, click on the **Staff List icon** to the right of the "Keycard Will Be used By" fields.

7. At the Staff Selection PC dialog box, click on the appropriate staff member to assign to the keycard, then click **OK**.

8. The Additional Information PC dialog box will now display the staff member you selected. Change any settings (e.g., invalid days and shift times), then click on **Make Key**.

**Note:** New Master keycards with Secure Shift activated will have a default expiration of one day greater than the current date in the computer. It is recommended that the default expiration be left at one day. After the initial expiration assigned to the keycard has passed, the keycard will be eligible for reauthorizing at the Secure Shift station.

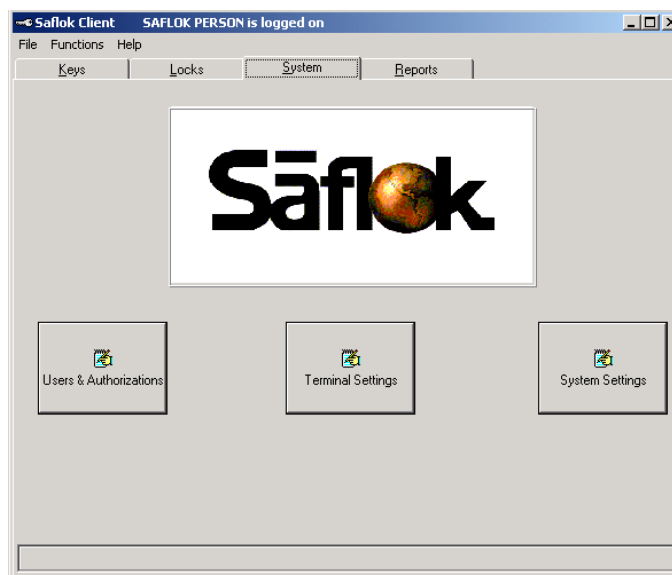
## Section 1: Installation and Set Up

### 1.7 Adding the Admin and Stand-Alone PIN

1. Open the SAFLOK Client program. The Logon PC dialog box will automatically appear. Type in the **User ID** and **Password** and click **OK**.

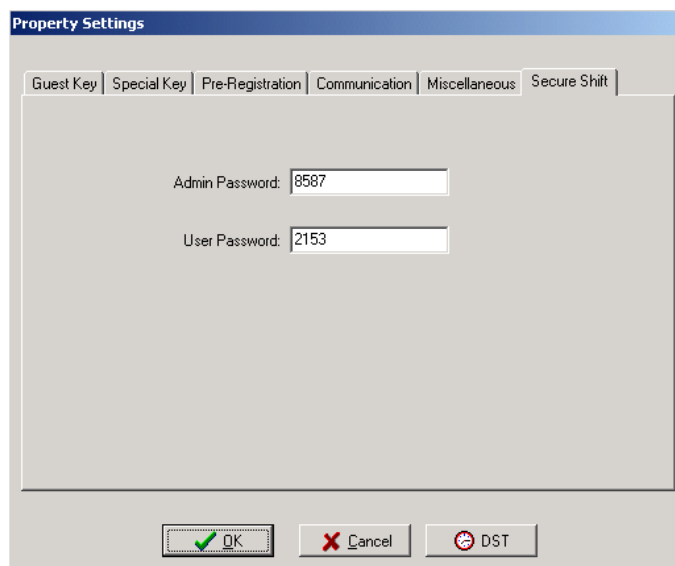


2. Click on the System tab.
3. Click on the **System Settings** function box.



4. At the Property Settings PC dialog box, click on the **Secure Shift** tab. Type the **Admin PIN** and the **Stand-Alone User PIN**, then click **OK**.

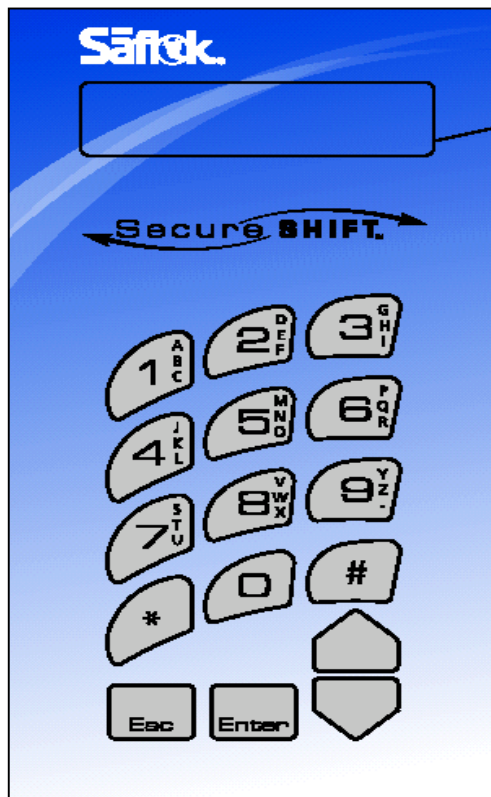
**Note:** The passwords shown in this example are the default values.



## Section 2: Using the Secure Shift Station

### 2.1 Entering Information on the Secure Shift Station Keypad

The Secure Shift station keypad is shown below. **Only Numeric characters are allowed for personal identification numbers (PINs).** When a key is pressed, the station will beep to indicate that the button press registered.



The **0-9** keys are used to enter numbers for input fields. If the cursor is on a menu field or screen, you can enter the number of the menu item instead of scrolling with the arrow keys.

The **ARROW** keys are used to move the cursor from one input field to another. If the cursor is on a menu field, it will move the cursor up or down through the menu items.

The **ESC** key is used to re-enter an input field or to move to the previous input field in a menu. This button can be used if a mistake is made while entering the information.

The cursor will move to the beginning of the field and allow the user to re-enter the information. When the user begins entering the new information, the old information will disappear. The cursor will move one character to the left and allow the user to re-enter the characters.

It is also used to abort a function before it is completed. For certain transaction functions, the station screen may return to a previous menu screen allowing the user to select another menu item. If you are ever in doubt about whether to continue, press **ESC** until you can start over. The **ESC** key is also used to return to the Sign On station screen.

The **ENTER** key is used to end the input of a field and go to the next input field. If a menu item is displayed, it selects the menu item the cursor is on and goes to the next input field. If there are no more input fields, the station will go on to the next screen.

## Section 2: Using the Secure Shift Station

### 2.2 Entering Input Information and Menu Selections

There are two ways in which information or selections are entered into the Secure Shift station. For the most part, the station screen will prompt you to enter the appropriate information. You may choose to move the cursor to the selection and press **ENTER**, or you may press the numeric key that corresponds to the selection.

#### Entering Input Field Information

Input fields require the user to type in the information needed. After entering the numbers, the user would press **ENTER**.

#### Selecting Menu Field Items

The station displays menus for input, allowing you to select what you would like to do. In some cases, only one or two lines of the menu can be displayed on the screen. In these instances, use the **ARROW** keys to scroll through the menu.

Each menu item has a number in front of it. If you are familiar with the menu, you can simply press the **NUMBER** key, and the cursor will immediately go to and display that selection. Once the cursor is on the desired selection, press **ENTER**.

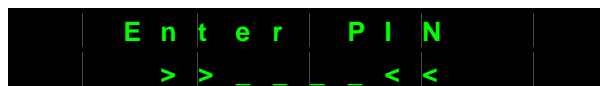


## Section 2: Using the Secure Shift Station

### 2.3 The PIN and Sign On Screens

#### The PIN Screen

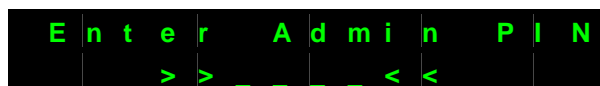
If the PIN station screen is displayed, type your four-digit PIN, and then press **ENTER**.



#### The Admin PIN Screen

At the PIN/Sign On station screen, press the # key four times (####), and then press **ENTER**. At the Enter Admin PIN station screen, enter your four-digit Admin PIN, and then press **ENTER**.

**Note:** The Admin PIN station screen is used to access the Admin menu.



#### The Secure Shift Admin Menu

The Admin Menu is used to access the administrative functions. Listed below are the functions that can be performed through the Admin Menu. (Refer to Section 4 for more information on the Admin Menu selections.)

##### Admin Menu Selections

1. Display Version
2. Set User Pwd
3. Set Admin Pwd
4. Select Mode
5. Display Time
6. Set Date/Time
7. Set Property#

**Note:** Not all menu options are available in all modes.

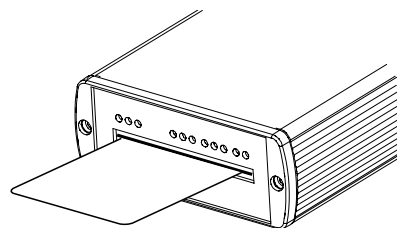
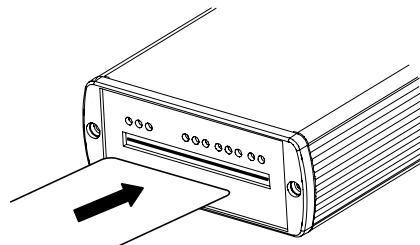
## Section 2: Using the Secure Shift Station

### 2.4 Using the Insertion Encoder

The Secure Shift station features an integrated insertion encoder. When the encoder is ready for a keycard to be inserted, the Secure Shift station screen will display the following message:

P l e a s e   I n s e r t  
K e y c a r d   T o   R e a d

1. When the encoder is ready to receive a keycard, a solid green light will illuminate around the insertion slot.
2. Insert the keycard with the arrow pointing in and the magstripe facing down. If a memory keycard is used, insert the keycard with the arrow pointing in and memory chip facing up.
3. Hold the keycard securely in the encoder until the green lights around the insertion slot flash. The encoder will time out if a keycard is not inserted within 10 to 15 seconds.



## Section 2: Using the Secure Shift Station

### 2.5 Troubleshooting the Insert Encoder

If the unit is unable to encode the keycard properly, the red lights around the encoder's insertion slot will continuously flash, and the Secure Shift station screen will display an error message.

**Important:** Never use a keycard that has received an error because it will not work in any lock.

If a keycard is not inserted within 10-15 seconds, the Secure Shift station screen will display the following:

E	r	r	o	r	R	e	a	d	i	n	g
					K	e	y	c	a	r	d

- To try again, press **1** for Yes. If you press **0** for No, the station will return to the PIN/Sign On station screen.

T	r	y	K	e	y	A	g	a	i	n	?
1	.		Y	e	s	0	.		N	o	

- If a keycard is inserted incorrectly, the red light around the insertion area of the station will continuously flash and the Secure Shift station screen will display the following:

E	r	r	o	r	R	e	a	d	i	n	g
					K	e	y	c	a	r	d

- Do NOT use a keycard that received an error. To try again, press **1** to get the READ KEYCARD station screen. Then re-insert the keycard correctly.

**Note:** When cleaning the encoder, this error screen will appear because the encoder cannot write or read a cleaning key.

- If the encoder was unable to write the keycard properly, the red light around the encoder's insertion slot will continuously flash. The station will beep and will display the following:

E	r	r	o	r	W	r	i	t	i	n	g
					K	e	y	c	a	r	d

Do NOT use a keycard that receives an error. To try the keycard again, press **1** to get the READ KEYCARD screen, then insert the keycard again. If the encoder continues to error, clean it using the cleaning keycard or blow out the encoder slot with compressed air.

## Section 2: Using the Secure Shift Station

### 2.6 Cleaning the Insertion Encoder

The insertion encoder should be cleaned once a week or any time it begins producing a number of errors. Use the special cleaning keycard provided by SAFLOK to clean the encoder. Also, compressed air or an air compressor can be used to blow the dust out of the encoding slot.

**Important:** ONLY USE CLEANING KEYCARDS PROVIDED BY SAFLOK. Using other cleaning keycards may damage the encoder.

1. Open the pouch and remove the cleaning keycard.
2. Insert and remove the cleaning keycard several times.
3. If the cleaning keycard appears very dirty, repeat step 2.
4. If available, spray compressed air down the insertion slot to blow out any dust or debris.

## Section 3: Staff Keycards

### 3.1 Issuing and Controlling Master Keycards

The Secure Shift station will reauthorize Master-level keycards. A Master keycard is typically authorized to operate in a group of locks per the specifications of the property. Depending on the property's keycard design, there may be more than one Master keycard for each level to work in a different group of locks and other locks that will not have a Master keycard for one or more levels.

Examples of typical Master keycards are Section keys, Floor keycards, Building Master keycards, Wing Master keycards, Inhibit keycards, and Grand Master keycards.

**Note:** If your property's SAFLOK keycard design is not configured for Secure Shift, contact SAFLOK Technical Support to make the appropriate design changes for the Secure Shift station to function.

#### Keycard Numbers

When the property keycard design was created, keycard numbers were assigned to each of the Master keycards in the design. For instance, there may be several Section keys. One could have a keycard number 11 and work in rooms 100 through 125; another could have keycard number 12 and work in rooms 126 through 150. The keycard number is important for the following reasons:

- When a lock is interrogated, the keycard number will be printed.
- When there are more than one keycard for a Master level (such as several different Section keycards), it is important to write the keycard number on the keycard so employees will know in which rooms it will work.

#### ID Numbers

When Master keycards are made, the computer system automatically assigns a unique ID number between 1 and 255 to the key. For instance, if there are four copies of a Grand Master keycard (one for each person who needs one) they will have ID numbers 1, 2, 3 and 4. When new keycards are made, the computer begins with ID number 1. The ID number is important for the following reasons:

- When a lock is interrogated, the particular ID number used will be printed. This allows management to determine who entered the room.
- If a worn out keycard needs to be replaced, the ID number must be entered to duplicate the keycard.

#### Expiration

When Master keycards are made for use with Secure Shift, the expiration should be the next day.

## Section 3: Staff Keycards

### Issuing and Controlling Master Keycards (continued)

#### Establishing Master Keycard Control Sheets

A Master keycard control sheet, which includes the information below should be used. This is important to track to be able to identify who used a master keycard if a lock is interrogated. It will also help to know whose keycards must be replaced when new keycards are made.

- Master level (Section, Floor, etc.)
- Keycard number
- ID number
- The name of the person or department that was given the key
- Sign out and sign in times (if keycards are signed out by different people)

When a worn out Master keycard needs to be replaced, the key's ID number can be verified using the control form. When new keycards are made, the Master keycard control form can be used to determine the number of keycards to make. When a lock is interrogated, the control sheets can be used to match the level, keycard number and ID number with the person it was assigned to.

#### Labeling Master Keycards

In order to be able to identify a Master keycard after it is made, the keycards can be marked with the level (Section, Floor, etc.), key number, and ID number. Permanent marker, labels, or another suitable marking device can be used.

If labels are used, do not put them on the keycards until after the keycard is encoded and be sure to apply them to the lower half of the keycard. This is important to ensure the label cannot get stuck in the lock and will not interfere with encoding.

If using a permanent marker, the keycards can be marked before they are encoded. Write on the top half of the keycard so that the marking will not wear off. If writing on the bottom half of the keycard, cover the writing with clear tape. If tape is used, always write on the bottom half of the keycard so the tape will not interfere when the keycard is inserted in the locks.

If holes will be punched in the keycard to use it on a keycard ring, put the hole in the lower portion of the card.

#### Signing Out Master Keycards

If any employees or vendors will sign out Master keycards, be sure to establish a control sheet and procedures to ensure there is a record of who had access to the rooms. Management may also want the person to sign their name or initials. The keycards used for signing out should be different than the ones permanently assigned to employees. In other words, they should have their own ID number so there is no possibility of confusing who had the keycard at any time. When a lock is interrogated, the control sheet can be used to determine who had the keycard at that time.

## Section 3: Staff Keycards

### 3.2 Replacing Master Keycards

#### Replacing Damaged Master Keycards

If a damaged, worn out or expired Master keycard needs to be replaced, ALWAYS MAKE A DUPLICATE KEYCARD from the SAFLOK Client program. Secure Shift CANNOT be used to replace keycards that are damaged or worn.

Once the keycards are made, destroy any original keycards so that there is no possibility they could be used in any locks. Distribute the new keycards to the appropriate people. It is not necessary to use the keycards in the locks because they are duplicates of the original keycards.

**Note:** If a new keycard is made, it would cancel out all other keycard IDs for that Master keycard number when it is used in the locks.

#### Replacing Lost or Stolen Master Keycards

If a Master keycard is lost or stolen, it should immediately be canceled using the “Cancel a Keycard ID” function. This function needs to be performed from the SAFLOK System 6000 Client program. Secure Shift CANNOT be used to make a “Cancel a Keycard ID” keycard.

**Important:** The “Cancel a Keycard ID” keycard will need to be used in all the locks it is assigned to. This will cancel out the lost or stolen keycard ID so it will no longer work.

#### Periodically Replacing Existing Master Keycards with a New Sequence

Periodically, some properties replace all Master-level keycards with new keycards. To do this, make new keycards from the SAFLOK System 6000 Client program. Collect all old keycards from each employee.

Once the new keycards are made, use one of the new keycards in all the locks they operate to introduce the new code to the locks and insure all the lock have the same code in their memory.



## Section 3: Staff Keycards

### 3.3 Reauthorizing Master Keycards (MAGSTRIPE KEY)

Secure Shift will not reauthorize a current keycard if the expiration on the keycard is more than 30 days past. The instructions to reauthorize a magstripe keycard are as follows:

1. At the PIN/Sign On station screen, enter your four-digit PIN and press **ENTER**.

	E	n	t	e	r	P	I	N		
	>	>	-	-	-	-	-	<	<	

2. The station screen will prompt to insert a keycard.

P	l	e	a	s	e	I	n	s	e	r	t	
K	e	y	c	a	r	d	T	o	R	e	a	d

3. The station screen will now prompt to remove the keycard.

P	l	e	a	s	e	R	e	m	o	v	e
K	e	y	c	a	r	d					

4. The station will communicate with SAFLOK System 6000 and the station screen below will prompt you to insert a keycard when the keycard slot green lights are illuminated.

P	l	e	a	s	e	I	n	s	e	r	t		
K	e	y	c	a	r	d	I	f	G	r	e	e	n

K	e	y	c	a	r	d	W	r	i	t	e	
W	a	s	S	u	c	c	e	s	s	f	u	l

5. After the keycard is inserted, wait for the green lights around the keycard slot to flash, and then remove the keycard when the “Please Remove Keycard” station screen appears.

P	l	e	a	s	e	R	e	m	o	v	e
K	e	y	c	a	r	d					

**Note:** If the station times out at any point after Step 4, the transaction will end. The screen will return to the PIN/Sign On station screen.

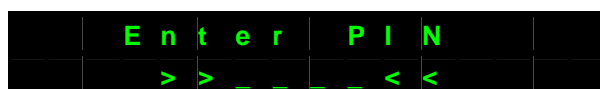
	E	n	t	e	r	P	I	N		
	>	>	-	-	-	-	-	<	<	

## Section 3: Staff Keycards

### 3.4 Reauthorizing Master Keycards (SMART or MEMORY KEY)

Secure Shift will not reauthorize a current keycard if the expiration on the keycard is more than 30 days past. The instructions to reauthorize a Smart or Memory keycard are as follows:

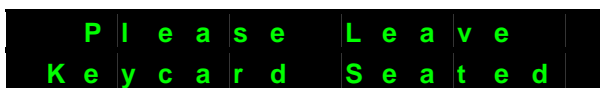
1. At the PIN/Sign On station screen, enter the four-digit PIN and press **ENTER**.



2. The station screen will prompt to insert a keycard.



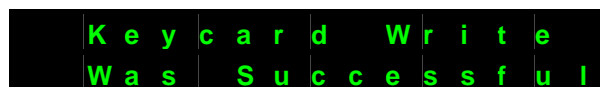
3. The station will communicate with System 6000, and the station screen below will prompt you to leave the keycard inside the keycard slot.



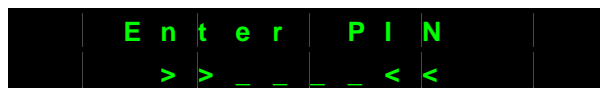
4. Wait for the green lights around the keycard slot to flash, and then remove the keycard.



**Note:** When using memory keys, Secure Shift will automatically store keycard logs for viewing through the SAFLOK Client program. Instructions to view keycard logs are found in Section 3.6.



**Note:** If the station times out at any point after step 4, the transaction will end. The station will return to the PIN/Sign On station screen.



## Section 3: Staff Keycards

### 3.5 Memory Card Information

When a memory-chip keycard is encoded to function as any type of Master key, records of the locks in which the keycard was used in are stored on the chip. The uses of the keycard and additional keycard information can be printed at any time to view the keycards activity.

#### Required Equipment

1. SAFLOK System 6000 with memory-chip keycard encoder
2. SAFLOK memory-chip keycards
3. Locks with memory-chip keycard readers

#### About Memory-chip Keycards

Memory-chip size (bits)	Record of Uses	Part #
2KB	24	10390-Color
8KB	118	10380-Color
64KB	1014	10370-Color

## Section 3: Staff Keycards

### 3.6 Reading Key Logs in SAFLOK Client (Smart/Memory Keycards only)

1. Open the SAFLOK Client program. The Logon PC dialog box will automatically appear. Type in the **User ID** and **Password** and click **OK**.

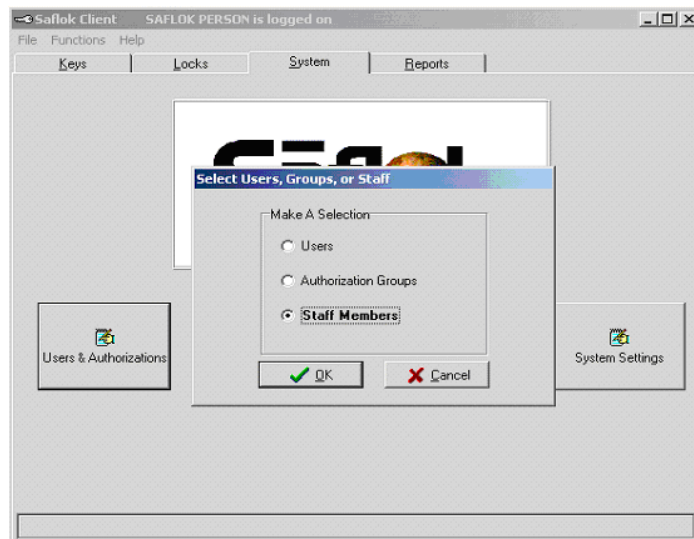


2. Click on the **System** tab.



3. Click on the **Users & Authorizations** function box.

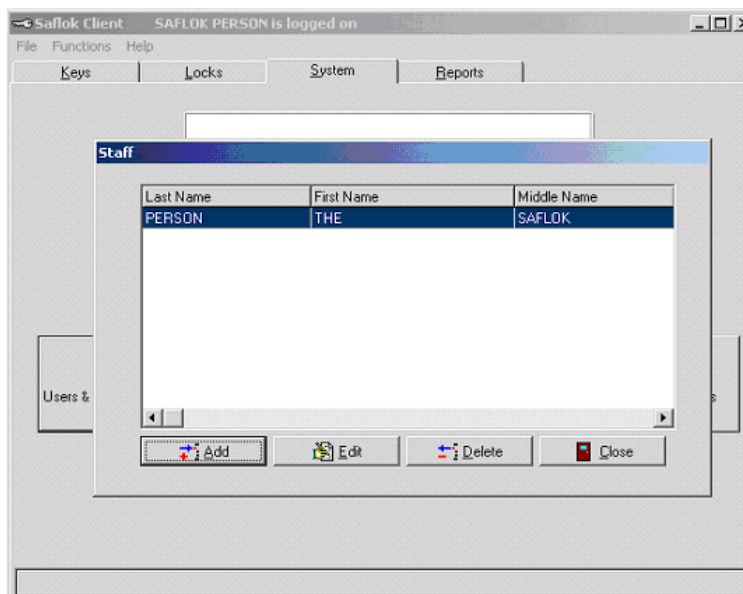
4. Select **Staff Members**, then click **OK**.



## Section 3: Staff Keycards

### Reading Key Logs in SAFLOK Client (continued) (Smart/Memory Keycards only)

5. Click on the staff member to view and click on **Edit**.



6. The Staff Member PC dialog box will appear. Click on **Assigned Keys**.

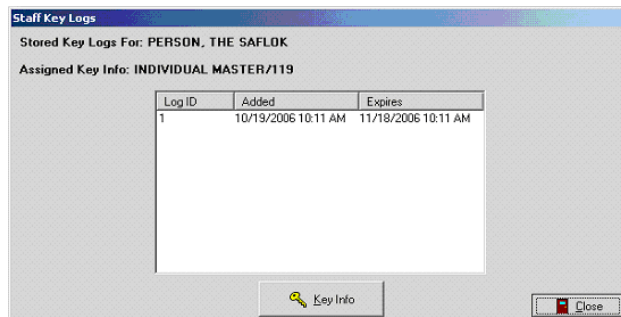
7. The Screen above will appear listing the keycards assigned to this user. Select the keycard to view and click on **Key Logs**.

Key Group	Key Name	ID	Status	Assigned	Updated
INDIVIDUAL MASTER	119	1	OLD KEY	10/18/2006 09:42 AM	Never
INDIVIDUAL MASTER	119	1	CURRENT	10/17/2006 09:54 AM	10/19/2006 10:11 AM
INDIVIDUAL MASTER	119	2	CURRENT	10/17/2006 10:04 AM	10/18/2006 10:10 AM

## Section 3: Staff Keycards

### Reading Key Logs in SAFLOK Client (continued) (Smart/Memory Keycards only)

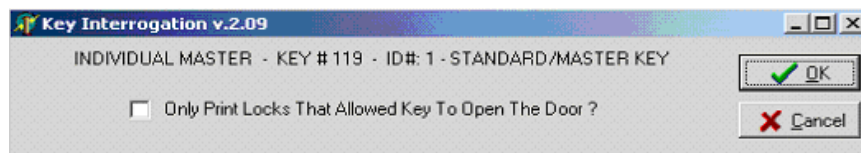
8. Select the **Log ID** to view and click on **Key Info**.



9. The Information About The Keycard Read PC dialog box displays the information regarding the lock code on the keycard. After viewing the information to generate a Keycard Interrogation Report, click on **Report**.



10. Check "Only Print Locks That Allowed Keycard To Open The Door" to get a report which only includes locks that the keycard was allows to open. To see all locks in which the keycard was used, do not check this box. Press **OK** to generate the report. A sample of the Keycard Interrogation Report is on the following page.



## Section 3: Staff Keycards

### Reading Key Logs in SAFLOK Client (continued) (Smart/Memory Keycards only)

KEY INTERROGATION REPORT											
Report Date Format Used: mm/dd/yyyy										Page 1 of 1	
INDIVIDUAL MASTER - KEY # 119 - ID# 1 - STANDARD/MASTER KEY											
- Key ID was assigned to:		THE PERSON									
- Can key open the door?		Yes									
- New key sequence/check in:		CURRENT									
- Key expires in locks:		10/19/2006 11:59 PM									
- Shift hours:		11:59 PM To 11:59 PM									
- Invalid days of the week:		None									
- Pass Areas:		None									
STATUS INFORMATION											
LET OPEN?:		Indicates if the key allowed the door to be opened.									
DIAG ERROR:		If the key was not allowed to open the door, an error code is logged. Refer to error code explanation below.									
TIME SET?:		Indicates if the lock's date & time was set when the key was used. If No, the lock's clock needs to be reprogrammed.									
DEAD BLT?:		Indicates if the dead bolt or privacy button was active when the key was used.									
LOW BAT?:		Indicates if the lock's batteries were low and needed changing.									
LOCK PROB?:		Indicates if the motorized lock was not relatching properly and needs service.									
LOCK LTCHD?:		Indicates if the the lock was supposed to be latched (only unlatches when key is used) vs unlatched (no keys required to open door).									
NEW KEY?:		Indicates if the lock stored the key as a new key.									
KEY USE	LOCK#	LET OPEN?	DIAG ERROR	LOCK DATE & TIME WHEN KEY WAS USED	TIME SET?	DEAD BLT?	LOW BAT?	LOCK PROB?	LOCK LTCHD?	NEW KEY?	
1	119	Yes	0	10/19/2006 10:11 AM DST	Yes	No	No	No	Yes	No	



## Section 4: Administration Menu

### 4.1 Accessing the ADMIN Menu

An Administration Menu is available to perform management functions on the Secure Shift station. The following functions are available to management.

#### ADMIN MENU selections

**1. Display Version**

This function allows the user to view the current version of the Secure Shift station.

**2. Set User PIN (Accessible in stand-alone mode only)**

This function allows the user to modify the default User PIN. The User PIN is a four-digit numerical PIN intended to be used when the Secure Shift is in the Stand-Alone mode. The User PIN will allow users to reauthorize keys. To set the User PIN with the Secure Shift station in network mode, use the SAFLOK Client program (refer to Section 1.7).

**3. Set Admin PIN (Accessible in stand-alone mode only)**

This function allows the user to modify the default Admin PIN. The Admin PIN is a four-digit numerical PIN intended to access the Admin menu. To set the Admin PIN with the Secure Shift station in network mode, use the SAFLOK Client program (refer to Section 1.7).

**4. Select Mode**

This function allows the user to toggle between Network mode and Stand-Alone mode.

**5. Display Time**

This function allows the user to display the current time and date in the Secure Shift station.

**6. Set Date/time (Accessible in stand-alone mode only)**

This function allows the user to set the current date and time in the Secure Shift station when operating in Stand-Alone mode.

**7. Set Prop # (Accessible in stand-alone mode only)**

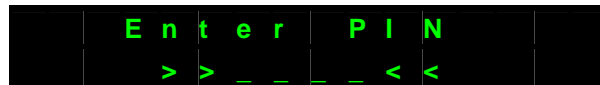
This function allows the user to set the property number in the Secure Shift station. The property number is a unique code for each property and this must be set for the Secure Shift station to function in Stand-Alone mode. The property number is automatically set when operating in Network mode.

**Note:** Once the property number is stored in the Secure Shift station, it should not need to be set again.

## Section 4: Administration Menu

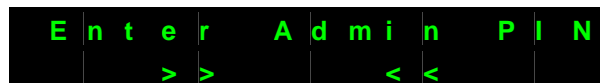
### Accessing the ADMIN Menu (continued)

1. At the PIN/Sign-on station screen, press the # key four times (####) and press **ENTER**.



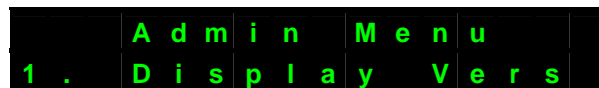
A terminal screen with a black background and green text. The text 'Enter PIN' is displayed in a monospaced font. Below the text, there are navigation arrows: a right arrow, a left arrow, and two sets of underscores, indicating a cursor position.

2. Enter the Admin PIN and then press **ENTER**.



A terminal screen with a black background and green text. The text 'Enter Admin PIN' is displayed in a monospaced font. Below the text, there are navigation arrows: a right arrow, a left arrow, and two sets of underscores, indicating a cursor position.

3. The Admin Menu will appear. The cursor will be flashing on the first option. Use the **UP** and **DOWN** arrow keycards to scroll the menu. Press **ESC** to exit the Admin Menu.



A terminal screen with a black background and green text. The text 'Admin Menu' is displayed in a monospaced font. Below it, the first option '1. Display Vers' is shown, with a cursor flashing on the first character '1'.

## Section 4: Administration Menu

### 4.2 Displaying the Version

1. Press the **ENTER** to select option 1, “Display Vers.”

	A	d	m	i	n	M	e	n	u			
1	.	D	i	s	p	l	a	y	V	e	r	s

2. The Display Version screen will now appear. This screen depicts the current software version in the Secure Shift station.

V	e	r	s	i	o	n	0	.	0	.	A
1	1	-	0	7	-	0	6				

### 4.3 Setting a User PIN (available in Stand-Alone Mode only)

1. Use the **UP** and **DOWN** arrow keys to move the cursor to option 2, “Set User PIN,” then press **ENTER**. Alternately, you may press **2** on the numeric keypad.

	A	d	m	i	n	M	e	n	u		
2	.	S	e	t	U	s	e	r	P	I	N

2. The station screen will prompt you to enter the new PIN. The PIN entered here is the Stand-Alone PIN, which must be four numbers. Type the new PIN, then press **ENTER**.

E	n	t	e	r	N	e	w	P	I	N

### 4.4 Setting the Admin PIN (available in Stand-Alone Mode only)

1. Use the **UP** and **DOWN** arrow keys to move the cursor to option 3, “Set Admin PIN,” then press **ENTER**. Alternately, you may press **3** on the numeric keypad.

	A	d	m	i	n	M	e	n	u			
3	.	S	e	t	A	d	m	i	n	P	I	N

2. The Enter New PIN station screen will appear. The Admin PIN is the PIN, which allows the user to access the Admin menu. It must be four numerical digits. Type in the new PIN then press **ENTER**.

E	n	t	e	r	N	e	w	P	I	N

## Section 4: Administration Menu

### 4.5 Selecting the Mode

1. Use the **UP** and **DOWN** arrow keys to move the cursor to option 4, "Select Mode," then press **ENTER**. Alternately, you may press **4** on the numeric keypad.

	A	d	m	i	n	M	e	n	u	
4 .	S	e	l	e	c	t	M	o	d	e

2. Toggle the selections by pressing **1** or **2** or using the **UP** and **DOWN** arrows. Press **ENTER** on the desired selection. Network mode is used when the unit is to be plugged into a network communicating the SAFLOK System 6000 server via the network. Stand-Alone mode is used when no network connection is available or the network is down.

	1 .	N	e	t	w	o	r	k			
2 .	S	t	a	n	d	-	A	l	o	n	e

### 4.6 Displaying the Time

1. Use the **UP** and **DOWN** arrow keys to move the cursor to option 5, "Display Time," then press **ENTER**. Alternately, you may press **5** on the numeric keypad.

	A	d	m	i	n	M	e	n	u		
5 .	D	i	s	p	l	a	y	T	i	m	e

2. The station screen will display the current time, date and day of the week in the Secure Shift station. It will automatically return to the Admin Menu after five seconds. If the time and date displayed are not correct, follow the instructions on the next page to set the date and time. For Secure Shift Network mode operation, check the time and date on the server running SAFLOK System 6000.

1	2	:	0	0	A	M		D	S	T
1	0	-	0	4	-	0	6	W	E	D

## Section 4: Administration Menu

### 4.7 Setting the Date and Time (available in Stand-Alone Mode only)

This function will allow the system date and time to be set. It is important that the date and time be accurate because it will be used to determine proper keycard expiration.

1. Use the **UP** and **DOWN** arrow keys to move the cursor to option 6, "Set Date/Time," then press **ENTER**. Alternately, you may press **6** on the numeric keypad.

6 .	A	d	m	i	n	M	e	n	u			
	S	e	t	D	a	t	e	/	T	i	m	e

2. The station screen will prompt to enter the New Hour. Type in the two digits to represent the current hour.

**Note:** The Secure Shift station uses a 24-hour military-time clock (e.g., 3:00 pm = 15 hours).

E	n	t	e	r	N	e	w	H	o	u	r
					>	>	H	H	<	<	

3. The station screen will then prompt you to enter the minutes. Type the current minute and press the **ENTER** key.

E	n	t	e	r	N	e	w	M	i	n	u	t	e
					>	>	m	m	<	<			

4. The station screen will then prompt you to enter the month . Type the current month (two digits must be used) and press the **ENTER** key.

E	n	t	e	r	N	e	w	M	o	n	t	h
					>	>	M	M	<	<		

5. The station screen will then prompt to enter the date, or day of the month. Enter the current date (two digits must be used) and press the **ENTER** key.

E	n	t	e	r	N	e	w	D	a	t	e
					>	>	D	D	<	<	

6. The station screen will then prompt to enter the year. Enter the current year and press the **ENTER** key.

E	n	t	e	r	N	e	w	Y	e	a	r
					>	>	Y	Y	<	<	

## Section 4: Administration Menu

### Setting the Date and Time (available in Stand-Alone mode only) (continued)

- The next station screen asks if Daylight Saving Time (DST) is to be set. Enter **1** for Yes for DST or **0** for No to indicate there is no DST.

	S	e	t	D	S	T	?	
1	.	Y	e	s	0	.	N	o

The Secure Shift station will automatically add or subtract an hour from their date and time based on the DST information.

#### DST OPTION 0 (No)

This option indicates that Daylight Saving Time never goes into effect. The time stays on standard time year round.

#### DST OPTION 1 (Yes)

This option is for Standard U.S. Time Changes.

Every year, DST starts on the second Sunday in March at 2:00 a.m.

Every year, DST ends on the first Sunday in November at 2:00 a.m.

Next go to Display Time and view the current date and time.

### 4.8 Setting the Property Number (available in Stand-Alone Mode only)

- Use the **UP** and **DOWN** arrow keys to move the cursor to option 7, "Set Prop #," then press **ENTER**. Alternately, you may press **7** on the numeric keypad.

	A	d	m	i	n	M	e	n	u
7	.	S	e	t	P	r	o	p	#

- The station screen will prompt to insert a keycard to read. This must be a valid encoded keycard for the property. Insert and hold the keycard in the insertion slot.

P	l	e	a	s	e	I	n	s	e	r	t	
K	e	y	c	a	r	d	T	o	R	e	a	d

- If the Secure Shift station reads the keycard successfully, the above messages will appear. Remove the keycard. The property number has been stored in the Secure Shift station.

	O	p	e	r	a	t	i	o	n			
W	a	s	S	u	c	c	e	s	s	f	u	l

## Section 5: Stand-Alone Mode Operation

### 5.1 Configuring the Secure Shift Station for Stand-Alone Operation

The Secure Shift station can operate without being connected to the network and communicating to the SAFLOK System 6000 server. This mode of operation is referred to as Stand-Alone mode. If the network becomes unavailable, the Secure Shift station can be set to Stand-Alone mode. The Secure Shift station can also be used in Stand-Alone mode where a network is unavailable.

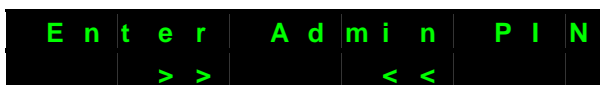
The property number, date, and time in the Secure Shift station must be set before it will be able to reauthorize keycards in the Stand-Alone mode. These settings are found in the Admin menu.

1. At the PIN/Sign On station screen, press the # key four times (####) and press **ENTER**.



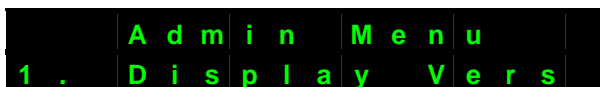
The screenshot shows a black screen with green text. The top line reads 'Enter PIN'. Below it, there are two green arrows pointing right ('> >') followed by four underscores ('\_ \_ \_ \_') and two green arrows pointing left ('< <').

2. Enter the Admin PIN and then press **ENTER**.



The screenshot shows a black screen with green text. The top line reads 'Enter Admin PIN'. Below it, there are two green arrows pointing right ('> >') followed by four underscores ('\_ \_ \_ \_') and two green arrows pointing left ('< <').

3. The Admin Menu shown above will appear. The cursor will be flashing on the first option. Use the **UP** and **DOWN** arrow keycards to scroll the menu. Press **ESC** to exit the Admin Menu.



The screenshot shows a black screen with green text. The top line reads 'Admin Menu'. Below it, the first option is '1. Display Vers'.

4. Toggle the selections by pressing **1** or **2** or using the **UP** and **DOWN** arrows. Press **ENTER** on the desired selection. Network mode is used when the unit is to be plugged into a network communicating the SAFLOK System 6000 server via the network. Stand-Alone mode is used when no network connection is available or the network is down.



The screenshot shows a black screen with green text. The top line reads '1. Network'. Below it, the second option is '2. Stand-Alone'.



## Section 5: Stand-Alone Mode Operation

### 5.2 Setting the Property Number in Stand-Alone Mode

1. At the PIN/Sign On station screen, press the **#** key four times (**####**) and press **ENTER**.

	E	n	t	e	r		P	I	N			
	>	>	_	_	_		<	<				

2. Enter the Admin PIN and then press **ENTER**.

E	n	t	e	r		A	d	m	i	n		P	I	N
>	>	_	_	_		<	<							

3. Use the **UP** and **DOWN** arrow keys to move the cursor to option 7, "Set Prop #," then press **ENTER**. Alternately, you may press **7** on the numeric keypad.

		A	d	m	i	n		M	e	n	u		
7	.	S	e	t		P	r	o	p	#			

4. The station screen will prompt to insert a keycard to read. This must be a valid encoded keycard for the property. Insert and hold the keycard in the insertion slot.

P	l	e	a	s	e		I	n	s	e	r	t		
K	e	y	c	a	r	d		T	o		R	e	a	d

5. If the Secure Shift station reads the keycard successfully, the messages above will appear. Remove the keycard. The property number has been stored in the Secure Shift station.

		O	p	e	r	a	t	i	o	n				
	W	a	s		S	u	c	c	e	s	s	f	u	l

## Section 5: Stand-Alone Mode Operation

### 5.3 Setting the Date and Time in Stand-Alone Mode

This function allows the system date and time to be set in the Secure Shift station. It is important that the date and time be accurate because it will be used to determine proper keycard expiration.

1. At the PIN/Sign On station screen, press the **#** key four times (**####**) and press **ENTER**.

E	n	t	e	r	P	I	N
>	>	_	_	_	<	<	

2. Enter the Admin PIN and then press **ENTER**.

E	n	t	e	r	A	d	m	i	n	P	I	N
>	>	_	_	_	<	<						

3. Use the **UP** and **DOWN** arrow keys to move the cursor to option 6, "Set Time/Date," then press **ENTER**. Alternately, you may press **6** on the numeric keypad.

A	d	m	i	n	M	e	n	u					
6	.	S	e	t	D	a	t	e	/	T	i	m	e

4. The station screen will prompt to enter the new hour. Type in two digits to represent the current hour.

**Note:** The Secure Shift station uses a 24-hour, or military-time, clock (e.g., 3:00 pm = 15 hours).

E	n	t	e	r	N	e	w	H	o	u	r
>	>	H	H	<	<						

5. The station screen will then prompt to enter the minutes. Type the current minute and press the **ENTER** key.

E	n	t	e	r	N	e	w	M	i	n	u	t	e
>	>	m	m	<	<								

6. The station screen will then prompt to enter the month. Type the current month (two digits must be used) and press the **ENTER** key.

E	n	t	e	r	N	e	w	M	o	n	t	h
>	>	M	M	<	<							

7. The station screen will then prompt to enter the date. Type the current date (two digits must be used) and press the **ENTER** key.

E	n	t	e	r	N	e	w	D	a	t	e
>	>	D	D	<	<						

## Section 5: Stand-Alone Mode Operation

### Setting the Date and Time in Stand-Alone Mode (continued)

8. The station screen will then prompt to enter the year. Type the current year and press the **ENTER** key.

E	n	t	e	r		N	e	w		Y	e	a	r	
						>	>	Y	Y	<	<			

9. The next station screen asks if Daylight Saving Time (DST) is to be set. Enter **1** for Yes for DST or **0** for No to indicate there is no DST.

		S	e	t		D	S	T	?				
	1	.		Y	e	s		0	.		N	o	

**DST OPTION 0 (No)** - This option indicates that Daylight Saving Time never goes into effect. The time stays on standard time year round.

**DST OPTION 1 (Yes)** - This option is for Standard U.S. Time Changes.  
Every year, DST starts on the second Sunday in March at 2:00AM.  
Every year, DST ends on the first Sunday in November at 2:00AM.

8. Next go to **DISPLAY TIME** and view the current date and time.

The Secure Shift station will automatically add or subtract an hour from their date and time based on the DST information.

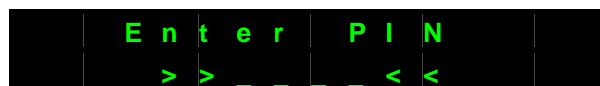
## Section 5: Stand-Alone Mode Operation

### 5.4 Reauthorizing Master Keycards (MAGSTRIPE KEY)

The Prop number and Date and Time in the Secure Shift station must be set before it will reauthorize keycards in the Stand-Alone mode.

Secure Shift will not reauthorize a current keycard if the expiration on the keycard is more than 30 days past. The instructions to reauthorize a magstripe keycard are as follows.

1. At the PIN/Sign On station screen, enter the four-digit Stand-Alone PIN and press **ENTER**.



Station screen showing "Enter PIN" with a numeric keypad overlay.

2. The next station screen will prompt to insert a keycard.



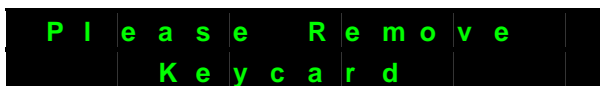
Station screen showing "Please Insert Keycard To Read".

3. If keycard is read successfully, the station screen above will appear and the green lights around the keycard slot will flash.



Station screen showing "Keycard Read Was Successful".

4. The station screen will prompt to remove the keycard.

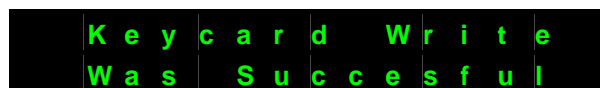


Station screen showing "Please Remove Keycard".

5. The station will prompt to insert the keycard for reauthorization.



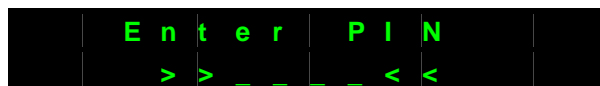
Station screen showing "Please Insert Keycard To Write".



Station screen showing "Keycard Write Was Successful".

6. Insert the keycard and wait for the lights around the keycard slot to flash green, and then remove the keycard when the "Please Remove Keycard" screen appears.

**Note:** If the Station times out at any point after step 4, the transaction will end. The station will then return to the PIN/Sign On station screen.

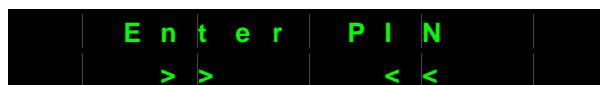


## Section 5: Stand-Alone Mode Operation

### 5.5 Reauthorizing Master Keycards (SMART or MEMORY KEY)

Secure Shift will not reauthorize a current keycard if the expiration on the keycard is more than 30 days past. The instructions to reauthorize a Smart or Memory keycard are as follows:

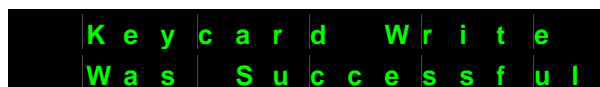
1. At the PIN/Sign On station screen, type a four-digit PIN and press **ENTER**.



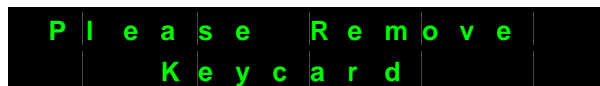
2. The next station screen will prompt to insert a keycard.



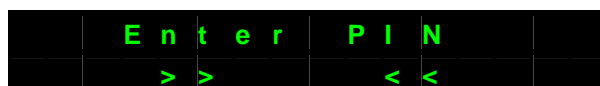
3. If keycard is read successfully, the following screen will appear



4. The Please Remove Keycard screen will appear as the green lights flash around the keycard slot. Remove the keycard when the "Please Remove Keycard" station screen appears.



**Note:** If the station times out at any point after step 4, the transaction will end. The station will return to the PIN/Sign On station screen.



## Section 6: Error Codes

### Invalid Key

Reauthorization of a keycard was attempted 30 days past the current date and time. Secure Shift will only reauthorize staff member keycards within 30 days of the previous expiration.

	E	R	R	O	R	5	0	1	:	
	I	n	v	a	l	i	d	K	e	y

### Wrong Property

Reauthorization is attempted on a keycard belonging to another property. Secure Shift will not reauthorize keycards that belong to another property.

	E	R	R	O	R	5	0	2	:				
	W	r	o	n	g	P	r	o	p	e	r	t	y

### Invalid PIN Code

The PIN is not recognized in the Secure Shift station. Check that the PIN code is properly entered in SAFLOK CLIENT program and try again. Refer to Section 1.4.

	E	R	R	O	R	5	0	3	:					
	I	n	v	a	l	i	d	P	I	N	C	o	d	e

### Wrong Shift

Reauthorize of a keycard was attempted one hour before their assigned shift start time. Secure Shift will only reauthorize staff member keycards within one hour of their scheduled shift time as designated on the key.

	E	R	R	O	R	5	0	4	:	
	W	r	o	n	g	S	h	i	f	t

### No Interrogation Records

There was a problem reading the interrogation records from the keycard during reauthorization. Try to reauthorize the key again if desired; however, a replacement of the keycard may be needed.

	E	R	R	O	R	5	0	5	:			
	N	o	I	n	t	R	e	c	o	r	d	s

### Can't Encode Key

There was problem reading or writing to the keycard. Retry if desired or replace keycard.

	E	R	R	O	R	5	0	6	:					
	C	a	n	'	t	E	n	c	o	d	e	K	e	y

## Section 6: Error Codes

### Key Not Found In Database

The keycard being used with Secure Shift cannot be found in the SAFLOK database.

E	R	R	O	R	5	0	7	:	
K	e	y	N	o	t	I	n	D	B

### Key is not current

The keycard being used was cancelled by a newer keycard that was made in System 6000. You will have to replace the keycard using the duplicate key function in the SAFLOK Client program.

E	R	R	O	R	5	0	8	:				
K	e	y	N	o	t	C	u	r	r	e	n	t

### Staff Blocked

This error occurs when a staff member has been blocked from reauthorization. You must unblock the Staff member using the SAFLOK Client program. Refer to section 1.5.

E	R	R	O	R	5	0	9	:			
S	t	a	f	f	B	l	o	c	k	e	d

### Key Blocked

This error occurs when a key belonging to a particular staff member has been blocked from reauthorization.

E	R	R	O	R	5	1	0	:	
K	e	y	B	l	o	c	k	e	d

### CRS Station ID Not Set Properly

The station ID number added in the CRS is greater than the two-character field size.

C	R	S	S	t	a	t	i	o	n	I	D		
N	o	t	S	e	t	P	r	o	p	e	r	l	y

### WERROR 11

The IRC/chat ports (6666-6669) on the computer are blocked, preventing the IRS software from operating. Check the virus scan/firewall settings on the SAFLOK server to ensure these ports are unblocked and that the Saflok\_IRS.exe file is listed as an exception.

W	E	R	R	O	R	1	1						
C	o	n	t	a	c	t	S	e	r	v	i	c	e

**Questions?** Call Customer Service at 800.999.6213 and select option 3.  
For online assistance, visit [support.saflok.com](http://support.saflok.com).



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Manufactured under one or more of the following patents:

U.S.: 4,177,657; 4,411,144; 4,534,194; 4,890,870; 5,198,643;  
5,477,041; 5,820,177; 5,986,564; 7,051,561; D494,841; D501,131  
D512,899; D519,021; D531,629; D533,009; D533,047; D533,762;  
D533,763; D535,629 CANADA: 1,252,854; 1,298,902  
U.K. 2,010,375  
Other U.S. and foreign patents pending

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