

# TriTec News



*Securing Your Success*



## **RouTeq Safe** *Set-up & Installation*

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# **Contents**

- **Parts list**
- **Tools required**
- **Installation**
- **Maintenance**
- **Trouble shooting**
- **Warranty**



# TriTec Lock and Security

## RouTeq Safe Installation & Instruction

### Parts supplied:

- Shell & safe assembly
- 2 keys for plunger locks
- 9-volt alkaline battery
- AC power supply

### Tools required:

- 12-volt power source (vehicle battery),
- Mounting hardware
- Tools for mounting
- Pencil

## Installation

### Step 1: Connect the power supply

Connect 12-volt power supply from the vehicle battery or the AC power supply depending upon your application. Note the polarity of wire ( black/white(+) & black/ black(-) ). If connecting to the vehicle battery power make sure there is continuous power to the safe even when the ignition is off. Thread the power connector through the shell of the safe (fig.1). Next, plug power connector into the receptacle on the back of the safe (fig. 2). Confirm 12-volt power is being supplied to safe by pressing the keypad...the green LED will light up.



Figure 1



Figure 2



# TriTec Lock and Security

## Installation & Instruction cont'd

### Step 2: Programming the user code

Program user code into safe as follows:

- Insert a pencil into the opening on the back of the safe assembly (refer to Figure 3). Press and hold the program button on the CPU until a yellow light turns on. You will see the light shining from the programming hole on the rear of the safe.
- On the keypad enter the 5-digit factory code provided on label.
- Next enter your own 5-digit code (user code).
- At this point, two codes will unlock the safe, the factory code on the label and the user code. Try each code to confirm programming. If user code does not open the safe, repeat this step and verify again.



Figure 3

### Step 3: Mounting the safe

Disconnect the power supply connection from the safe but leave the cord threaded through the shell (refer to Figure 1). Mount the shell of the safe to the desired location inside a truck or on a plant or office wall (refer to Figure 4 for mounting hole locations).



Figure 4



# TriTec Lock and Security

## Installation & Instruction cont'd

### Step 4: Secure safe in the shell

Reconnect the power supply to the safe as shown in Figure 2. Slide safe into the shell and push in the plunger locks so safe is securely mounted into the shell (refer to Figure 5).

### Step 5: Install 9-volt alkaline battery

The 9-volt battery is to preserve the clock in the safe. It is not a battery back-up to lock or unlock the safe. Install the battery inside the safe and place it in the battery holder located on the inside rear of the safe (refer to Figure 6).



Figure 5



Figure 6

### Step 6: Locking the safe

Attach a TriTec AutoTraq key to the locking mechanical key ring set you intend to put in the safe (refer to figure 7).



Figure 7



# TriTec Lock and Security

## Installation & Instruction cont'd

### Step 6 continued:

Lock keys into safe by placing the mechanical key-ring inside the safe. Slide the AutoTraq key into the black holder mounted on the inside of the safe door (refer to Figure 8). Press the button on the AutoTraq key, see the LED flash rapidly and close the safe door.



Figure 8

When the safe door is closed, the infrared signal from the key communicates through a shutter in the wall of the safe (the shutter only passes the infrared signal when the door is closed). The safe door should latch closed and the keys are now secured. Time and date of lock events and the previous unlock events are stored in the AutoTraq key.

### Step 7: Opening the safe

When it is time to retrieve the keys, enter either the factory or the user 5 digit code on the keypad. The lock will unlatch and the door will open. The time and date of the unlock event is stored in the lock memory and will be uploaded into the key during the next lock event.

### Step 8: Monitoring the safe activity

When the AutoTraq key is refreshed in the TriTec docking station or cradle, the safe lock and unlock events will be uploaded into the database and will be able to be viewed in CSV or Excel format.



# TriTecq Lock and Security

## Installation & Instruction cont'd

### Recommended Safe Maintenance

In order to insure the safe remains in proper operating condition, the following maintenance is recommended.

1. Change the 9-volt battery once per year. Changing the battery insures the clock remains accurate when power is lost when the safe is locked.
2. Inspect the shutter to make certain it has not been tampered with and does not allow the key to pass the infrared light when the safe door is open.
3. Inspect to make sure the AutoTraq key has not been tampered with and has not been separated from the key ring containing the mechanical keys. It may help to attach a seal strap to the AutoTraq key that would need to be cut in order to separate it from the mechanical keys. There needs to be a way to prevent the key from being removed or tampered with to maintain system integrity.

### Trouble shooting

If the safe is not operating properly contact TriTecq at **847-640-7002** for technical support. If the issue cannot be resolved, TriTecq will issue an RMA number, unlock the safe from the shell and return it to TriTecq in a box labeled with the RMA number. If you have anything in the safe and it will not unlock, cut open the safe and remove the contents prior to shipping.



# **TriTeq Lock and Security**

## **Limited Warranty**

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