

# McGunn Safe Easy120A

## Operating Procedures

### Operational Overview

- Most Easy 120A operations involve logging in (up to 100 Users supported) using the keypad for security.
- The Master User code is used to setup the safe configuration and edit Users. Users 1 to 10 can do all operations shown on this page. Users 11 to 99 are the same except they cannot open the door.
- The keypad features an LCD display, four function buttons (F1 – F4), number buttons, a CANCEL button and an ENTER button. The F1/F2/F3/F4 buttons are used to select menu options.
- The system tracks the most recent 500 events in the audit history.
- Keys are used to operate locks on the inner door and the armored car switch.
- The vending system holds up to 120 tubes and tracks tube inventory.
- Numerous reports are available to track activity.



### Vending Tubes

- Enter your User Number, press ENTER.
- Enter your 4-digit PIN, press ENTER.
- Select VEND MONEY (F1), enter the COLUMN NUMBER, then press the ENTER button.
- Rotate the release knob for the selected column.
- Collect your tube of change from the dispensing tray.
- Tube count automatically subtracts tubes as they are vended.
- The vend delay must be satisfied before you may vend again.

### Loading Tubes

- The outer door must be open to load tubes. Refer to the DOOR OPERATION – NORMAL procedure below. Tubes may be inserted with the open end facing either way. If you track tube inventory you must tell the system at the time you open the door how many tubes are going to be loaded into the vend system.



### Checking Tube Count

- Enter your User Number, press ENTER.
- Enter your 4-digit PIN, press ENTER.
- Select COLUMN BALANCE (F2 or F3 as directed).
- Enter the number of the column to check and press ENTER. The balance will be displayed. Repeat as needed.

### Manual Drops

- A manual drop drawer is provided for making secure drops of cash.
- Pull out the drawer, insert money, close drawer.
- The money falls into a phish-resistant isolated locked inner compartment.
- To remove manual drop money, open the outer door and use your manual drop key to open the compartment..

### Door Operation – Normal

- Enter your User Number (01 to 10 only), press ENTER.
- Enter your 4-digit PIN, press ENTER.
- Select OPEN DOOR (F2).
- If a delay is set, wait until the delay ends on the screen. You then have up to five minutes to repeat the above steps.
- IMMEDIATELY turn the handle and open the outer door.
- If you are loading tubes immediately press F1 and follow the instructions on the screen to tell the system how many tubes will be loaded into each column.
- Use your inner compartment key to open the manual drop door as needed. Load tubes if applicable.

### Door Operation – Armor Car Access

- Insert and turn the Armored Car Key.
- IMMEDIATELY turn the handle and open the outer door.
- Use your inner compartment keys to open manual drop door as needed.
- Note: Using the Armored Car Access procedure does not allow you to enter new tube inventory totals.

### About Reports

- The CASH ON HAND Report shows the total money in the vending system.
- The GRAND Z Report shows total net activity (money loaded, and vended) since the previous GRAND Z was run (usually the previous day); this report also provides a complete audit history since the previous GRAND Z was run. Running a GRAND Z report resets all net activity to zero.
- The GRAND X report is identical to a GRAND Z report except it does not reset net activity.
- The USER Report lists all enrolled User Numbers.
- The PREVIOUS CASH Report reprints the last CASH ON HAND Report.
- The PREVIOUS Z Report reprints the last GRAND Z Report.

### Printing Reports

- Enter your User Number, press ENTER.
- Enter your 4-digit or 6-digit PIN, press ENTER.
- MASTER User only: Select NO (F2) to PROGRAM SAFE?.
- Select PRINT REPORTS (F1 or F4 then F1).
- Select the desired report as directed.
- Collect your report from the printer.



# Programming Procedures

### About Users

- The Master User (#0) has a 6-digit PIN. This code is used for programming and running reports only.
- Users #01 to #10 have a 4-digit PIN and may: vend tubes, check the balance in vend, run reports and open the door.
- Users #11 to #99 have a 4-digit PIN and may: vend tubes, check the balance in vend and run reports.

### Editing the Master User

- The factory default Master User PIN code is 111111 and should be changed immediately following installation. This code may be changed at any time but cannot be eliminated. If you lose this code contact McGunn Technical Service for assistance with recovering it.
- Enter User Number 00, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select MASTER PIN (F1).
- Enter your current Master User PIN and press the ENTER button.
- Enter your new Master User PIN and press the ENTER button.

### Editing Users 01 To 99

- Enter User Number 0, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select USER PIN (F3).
- Enter a USER NUMBER then select ADD (F1) or DELETE (F2).
- If you chose to ADD: Assign a 4-digit PIN code and press the ENTER button. You cannot assign the same PIN code to more than one user. If you select a user who is already enrolled this effectively changes the User's PIN code.

### Unit ID Number

- This is a four digit number and it prints on all reports. "Unit" refers to the store number.
- Enter User Number 0, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select PROGRAM UNIT (F2).
- Enter your unit number and press the ENTER button.

### Setting Column Values

- Use this procedure to set the "per tube" value for each column.
- Enter User Number 0, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select COLUMN VALUES (F4, F1).
- Select the column to set and press the ENTER button.
- Enter the new value and press the ENTER button. Repeat these last two steps as needed.

### Setting Vend Delay

- The vend delay is the delay period following a vend you must satisfy before you may vend again. The purpose of a vend delay is to minimize financial loss during an armed robbery.
- Enter User Number 0, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select VEND DELAY (F4, F2).
- Enter the desired vend delay value (in minutes) and press the ENTER button.

### Setting Vend Threshold

- The Vend Threshold forces an extended vend delay after a certain accumulated total amount is reached. You set the amount and the delay.
- Enter User Number 0, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select VEND THRESHOLD (F4, F3).
- Enter your desired dollar limit and press the ENTER button.
- Enter the time period (in minutes) and press the ENTER button.

### Setting Door Delay

- The door delay is the delay period you must satisfy before opening a door (see also DOOR OPERATION - NORMAL above). Door delays are intended help protect against loss of money and life from an armed robbery.
- Enter User Number 0, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select DOOR DELAY (F4, F4, F1).
- Enter the desired door delay value (in minutes) and press the ENTER button.

### Zero Vend Balance

- Use this procedure to reset all column totals to zero.
- Enter User Number 00, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select ZERO SYSTEM (F4, F4, F2).
- Press F1 to verify system tube count reset to zero.

### Setting the System Clock

- Enter User Number 0, press ENTER.
- Enter your 6-digit PIN, press ENTER.
- Select YES (F1) to PROGRAM SAFE?
- Select DATE AND TIME (F4, F4, F3).
- Select TIME (F1) and enter the correct time as directed.
- Select DATE (F2) and enter the year, month and day as directed.

### Specifications

- Dimensions..... 32" H x 20" W x 20" D (footprint only)
- Weight..... 270 lbs (approx. empty)
- Boltwork..... 5-Point Interlocking
- Hinge..... Full length heavy duty continuous hinge
- Manual Drop..... 4 1/2" x 1 1/2" drawer drops to a key locked inner compartment
- Tube Capacity..... 120 tubes: 10 columns at 12 tubes per column; loaded internally
- Tube Count..... Manual fill, auto-decrement
- Vend System..... Solenoid activated release allows knob dispense from selected column
- Vend Delay..... Default: 2 minutes normal vend (programmable)
- Vend Threshold..... Default: not set
- Users..... Default: Master User PIN set to 111111; 99 Users may be enrolled with 4-digit PIN codes.
- Door Delay..... Default: 10 minute (programmable)
- Armor Car..... Medeco ACO key high security lock overrides delay for immediate access
- Keys..... ACO, Manual Drop door,

### Service

Your McGunn Easy 120A carries a two year parts and labor warranty. Please visit our website for complete details. Questions or problems? Call our 24/7 Tech Support hotline at 1.800.452.4655.