# HOLLON
### SAFE COMPANY
## Depository, Wall, and Cash Safe Instructions

**Master Code (represented by 1*)**

**Factory Set Code:** 7-7-7-7-7-7

**How to open:** Press *-7-7-7-7-7-7-# (Correct code will show "OPEN" on screen. Incorrect code shows "ERROR"). 3 consecutive "Errors" and the lock will go into a 5 minute lock out mode.

**Set New Code:** Press # old master code # (Correct master code will show "Good" on the screen. Incorrect code will show "Error") if good then press 1, *, # (Screen will show "Change") Enter new master code#, Repeat new master code# (Screen will show "Done")

**Note:** The code can be up to 12 digits long 0-9

**Manager Code (represented by 2*)**

**Factory Set Code:** 0-0-0-0

**How to open:** press *-0-0-0-0-# (Correct manager code will show "OPEN". Incorrect code will show "ERROR"). 3 consecutive "Errors" and the lock will go into 5 minute lock out mode and will not accept any new entries.

**Set New Code:** Press #old manager code# (Correct manager code will show "Good". Incorrect code will show "Error") if good then press 2 *# (Screen flashes "Change") New manager code# repeat new manager code# (Screen will show "Done")

**Note:** the code can be up to 12 digits long 0-9

**User Code (represented by 3*, 4*, 5*, 6*, or 7*)**

**Note:** there is no factory set code for the users

**Set new code:** Press # master or manager code # (Correct code will show "Good" on the screen. Incorrect code will show "Error") if good then press the user number you are wanting to set 3 through 7then press*then press # (Screen shows "Change") enter new user code# repeat new user code# (Screen will show "Done").

**Note:** the code can be up to 12 digits long 0-9

**To open:** *User code# (Correct code shows "OPEN". Incorrect code shows "ERROR". 3 consecutive "Errors" and the lock will go into a 5 minute lock out mode).

**Cancel User Code:** Press #master or manager code# Enter the user number here (3 through 7) * #, #

**Single User Mode** (Represented by 0) In this mode any one user code can open the safe

**To Set:** Press #master code# , 0#, 0#

**Note:** The screen will show a single person figure

**Multiple User Mode** (represented by 1) In this mode you must have two codes to open the lock

**To set:** Press #master code#, 1#, 1#

**Note:** A double person

**Audit Trail** (Represented by 3) This is a record of the last 100 openings including user & date & time.

**To view:** press # master code# 3# 3#

**Note:** Viewing mode will display the last opening person represented by 1u = master code, 2u = manager code, 3u = user 3, 4u = user 4, 5u = user 5, 6u = user 6, or 7u = user 7 along with the time and date user opened the safe. Press the number 8 to go to the next record and press the number 2 to go to a previous record. Press * to exit out of the audit trail.

**Dating** (Represented by 4) Screen will show the current year, month, day, hour, and minute

**To Set:** Press #master code#, 4#, 4#. After pressing the last # the **year** will flash. Press 2 to increase year or 8 to decrease year. Once year is set press the # button and the **month** will flash. Press 2 to increase or 8 to decrease month. Once it is set press the # and the day flashes. Press 2 to increase or 8 to decrease. Once it is set press the # and the **hour** will flash. Press 2 to increase or 8 to decrease. Once set press the # and the **minute** will flash. Press 2 to increase or 8 to decrease. Once date has been set press the* button to end.

**Time Delay** This is intended to provide an added level of security to prevent armed robbery. Statistically a safe with a time delay discourage the armed bandit from waiting for access to the safe's contents for fear of being caught.

**To Set:** Press #master code#. Enter the duration you want the delay for in double digits 00 through 99 # and repeat the duration you want the delay for in double digits 00 through 99# (Screen will show a clock icon).

**To Open:** Press *or # to start the time delay. A clock icon will flash at top of screen. When time delay is almost over the lock will beep for the last 10 seconds of the time delay. After the 10 second beep down there is a 2 minute window to turn off the time delay and resume normal operation.

**To remove time delay**: Press #master code#, 00#, 00# (Flashing clock icon at top of screen will disappear)

**Concealed Code Mode** (Shows all zeros instead of numbers when typing in code)

**To set:** Press # twice and the eye icon on the screen will disappear

**To remove:** Press # twice and the eye icon should appear on the screen

**Lock out mode** (3 consecutive incorrect code entries will cause the lock to go into a 5 minute lock out mode) When the lock is in lock out mode a speaker icon will flash at the top of the screen. During the 5 minutes lock out mode the keypad will not accept any entries. When the lock out mode is completed the speaker icon will disappear and the lock is back to normal code entry.

**Battery power** It is recommended to use Duracell Coppertop batteries only. Battery icon will begin flashing when batteries are nearly out of power. As batteries become low in power the lock may open sporadically.

**NOTE\*\*\*** If multi-colored wires coming through the door of the safe become disconnected from the keypad with the batteries installed you may receive an "ERROR" message when trying to enter your code. To correct this please follow these steps:

1) Remove face of keypad and make sure multi-colored wires are plugged into receptacle on circuit board. Then remove batteries.

2) Once batteries are removed, disconnect multi-colored wires from circuit board, wait a couple of seconds and then plug wires back into receptacle.

3) Once multi-colored wires are plugged in reinsert batteries. Once batteries are back in place enter *master code#. Keypad should show "Enter" and the safe will open.