

HOLLON

SAFE COMPANY

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FIRE & BURGLARY SAFE INSTRUCTIONS

TO OPEN THE SAFE FOR THE FIRST TIME:

1. Enter preset factory code of ***1234#**.
2. Keypad should react with blue lights and chimes for a successful code entry. If red lights flash on keypad then an incorrect code was entered.
3. Turn the safe handle and to open the safe.

CHANGING THE MASTER CODE:

(ALWAYS PERFORM THIS PROCEDURE WITH THE DOOR OPEN)

- 1: Press and release the red or black button located on the interior side of the door.
- 2: Begin entering only the numbers to your new 1-8 digit code (No * button used here)
- 3: End the sequence with the **#** button.
- 4: Test your new code by entering ***New Code#** at least 3 times before closing door.

HOW TO CREATE AND CHANGE ADDITIONAL USER CODES:

***NOTE:** You must know the Master Code to set user codes*

- 1: Press the ***** button
- 2: Press the **#** button
- 3: Enter the Master Code
- 4: Press the **#** button
- 5: Press the **1** button
- 6: Enter the user number you want to set or change. User numbers are user numbers 2-5.
- 7: Enter the new code (1-8 Digits Long)
- 8: Press the **#** button
- 9: Re-enter your new code
- 10: Press the **#** button

NOTE: If you make a mistake let the keypad clear out (10 seconds) re-start from step 1 again.

TO DELETE A USER PASSWORD

- 1: Press the ***** button
- 2: Press the **#** button
- 3: Enter the Master Code
- 4: Press the **#** button
- 5: Enter the number **2** button

6: Enter the user number you want to delete (Users 2-5)

7: Press the number **1** button to confirm deletion

Note: If you want to delete you can press the **0** button instead of the number 1 will cancel

How to change display mode

1: Press the ***** button

2: Press the **#** button

3: Enter the Master Code

4: Press the **#** button

5: Press the number **7** button

NOTE: After pressing the number 7 button all passwords will show as **A***

HOW TO VIEW THE AUDIT TRAIL

1: Press the ***** button

2: Press the **#** button

3: Enter the Master Code

4: Press the **#** button

5: Press the number **8** button

6: Press the **#** button to from page to page

READING THE AUDIT TRAIL

If number 1-5 appears the safe was opened successfully using that user's code (**1**= Master Code)

If **A-E** is shown on the screen, user's password was changed (**A=Master Code, B=User 2 Code** and so on)

IF **A B-E** is shown then user code 2-5 was deleted

IF **A 0** is shown then the safe was opened with factory code

IF **A X** is shown three incorrect codes were input and the safe went into lockout mode

TO CLEAR THE AUDIT TRAIL:

1: Press the ***** button

2: Press the **#** button

3: Enter the Master Code

4: Press the **#** button

5: Press the **9** button

6: Press the number **1** button to confirm clearing the log

Note: if you change your mind and decide you do not want to delete you can press the **0** button instead of the number 1 will cancel

LOCK OUT MODE

IF YOU PUT IN THE WRONG CODE THREE TIMES THE SAFE WILL GO INTO LOCK OUT MODE IF THIS HAPPENS LEAVE THE BATTERIES IN WAIT 3 MINUTE OR UNTIL THE LOCK STOPS BEEPING AND THEN YOU CAN ATEMPT TO OPEN AGAIN IF YOU REMOVE THE BATTERIES WHILE IT IS IN LOCK OUT MODE THE TIME WILL RESET WHEN NEW BATTERIES ARE INSERTED.