

Office and Home Safe Instructions

FACTORY SET CODE:

Home or office series *4560#

TO INSTALL THE BATTERIES:

Home or office safe: slide the battery cover off on right hand side

Insert in 4 quality aa batteries into the key pad and reinstall keypad or battery cover

HOW TO OPEN THE SAFE FOR THE FIRST TIME:

- 1: Press the * button.
- 2: Press in the factory set code (ex: 1234 or 4560).
- 3: Press the # button.
- 4: Turn the safe handle or turn the key to open the safe

TO CHANGE THE MASTER CODE:

(Always perform this procedure with the door open)

- 1: Press the red or black button located on the inside door panel.
- 2: Enter new personal code 1-8 digits long.
- 3: Press the # button
- 4: Try the new code 3 times with the door open before closing the door.

HOW TO SET AND CHANGE ADDITIONAL USER CODES:

*Note you must know master code to set additional user codes

- 1: Press the * button
- 2: Press the # button
- 3: Press in the master code
- 4: Press the # button
- 5: Press the 1 button
- 6: Press the user number you want to set or change user 2 thru 5 are your options.
- 7: Press in the new password (must be 1-8 digits long)
- 8: Press the # button
- 9: Press in the new password again
- 10: Press the # button

Note: if at any step you get a failure you must start from step 1 again

TO DELETE A USER PASSWORD

- 1: Press the * button
- 2: Press the # button
- 3: Press in the master code
- 4: Press the # button

- 5: Press the 2 button
- 6: Press the user number you want to delete 2-5
- 7: Press the number 1 button to confirm you want to delete

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

HOW TO CHANGE DISPLAY MODE:

- 1: Press the * button
- 2: Press the # button
- 3: Press in the master code
- 4: Press the # button
- 5: Press the 7 button

Note after pressing the number 7 button all passwords will show as a * To change it back repeat the same steps!!

HOW TO VIEW THE LOG

- 1: Press the * button
- 2: Press the # button
- 3: Press in the master code
- 4: Press the # button
- 5: Press the 8 button
- 6: Press the # button to scroll page to page

KEY TO IDENTIFYING LOG

If number 1-5 appears the safe was opened successfully using that users code 1 being the master code and so forth.

If a-e is shown on the screen that users password was changed a = master code, b = user 2 code and so forth thru the letter e.

If a b-e is shown then user 2-5 was deleted

If a 0 is shown then the safe was opened with the factory code

If a x is shown three wrong codes were input and the safe went into lock out mode

TO DELETE THE LOG:

- 1: Press the * button
- 2: Press the # button
- 3: Press in the master code
- 4: Press the # button
- 5: Press the 9 button
- 6: Press the number 1 button to confirm you want to clear 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 attempt to open again if you remove the batteries while it is in lock out mode the time will reset when new batteries are inserted.