

HOLLON

SAFE COMPANY

www.hollonsafe.com

1-888-455-2337

OFFICE AND HOME SAFE INSTRUCTIONS

TO INSTALL THE BATTERIES:

Slide battery cover off of right side of keypad and install **4xAA Duracell Coppertop** batteries.

HOW TO OPEN THE SAFE FOR THE FIRST TIME:

1. Enter factory code ***1234#**
2. Turn the handle or dial to open your safe.

TO CHANGE THE MASTER CODE:

(ALWAYS PERFORM THIS PROCEDURE WITH THE DOOR OPEN)

- 1: Press the button on the interior side of the door.
- 2: Enter a new code 1-8 digits long.
- 3: Press the # button to end the sequence. (* button is not used in this procedure)
- 4: Try your new code 3 times before closing the door.

HOW TO SET AND CHANGE ADDITIONAL USER CODES:

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

- 1: Press the * button
- 2: Press the # button
- 3: Enter your Master Code
- 4: Press the # button
- 5: Press the 1 button
- 6: Enter the user number you want to set or change (Users 2-4)
- 7: Enter the new User Code 1-8 digits long
- 8: Press the # button
- 9: Re-enter new User Code and press the # button

NOTE: If you make a mistake let keypad clear out for 1 minute and start process over.

TO DELETE A USER PASSWORD

- 1: Press the * button
- 2: Press the # button
- 3: Enter the Master Code
- 4: Press the # button
- 5: Press the 2 button
- 6: Enter the User Number you want to delete (Users 2-4)
- 7: Press the 1 button to confirm deletion.

Note: If you decide you do not want to delete a user press the 0 button instead of 1 button to 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 7 button

NOTE: After pressing the 7 button all passwords will show as **A***. Repeat process to change back.

VIEWING AUDIT TRAIL

- 1: Press the * button
- 2: Press the # button
- 3: Enter the Master Code
- 4: Press the # button
- 5: Press the 8 button
- 6: Press the # button to scroll from page to page

HOW TO READ AUDIT TRAIL

NOTE: If number 1-4 appear the safe was opened successfully using that users code (1 is Master Code).

If **A-E** is shown on screen that user's password was changed. (**A = MASTER CODE, B = USER 2 CODE etc**)

If **A b-e** is shown then user 2-4 were deleted

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

If **A X** is shown three wrong codes were entered and safe went into lock out mode

CLEARING 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 1 button to confirm clearing of Audit Trail

Note: If you decide you do not want to clear Audit Trail press the zero button instead of 1 button.

LOCK OUT MODE

Three consecutive invalid code entries and the safe will go into a 3 minute lock out mode and will not accept any other entries until the end lock out period. Do not remove the batteries as the lock out mode will restart once the batteries are put back into safe.