

FILO

User Instructions



Be Intelligent. Be Safe.

FILO SAFES

Attractive design, suitable for use in hotels, apartments, offices and homes. Utilising a proven and reliable electronic circuit with embedded technology.

File Safe Keypad Lock (Small): Height x Width x Depth: 417mm x 350mm x 358mm

File Safe Biometric Lock (Small): Height x Width x Depth: 417mm x 350mm x 358mm

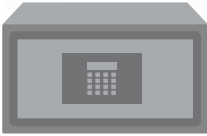
File Safe Keypad Lock (Large): Height x Width x Depth: 556mm x 350mm x 358mm

File Safe Biometric Lock (Large): Height x Width x Depth: 556mm x 350mm x 358mm

Batteries: Four 1.5 Volts AA Size Alkaline



PACKAGE CONTENTS



Safe



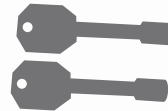
Warranty Card



User Manual



Anchoring Bolts



Override Keys

TOOLS REQUIRED



Drill Machine



Spirit Leveler



Drill Bit



Mallet

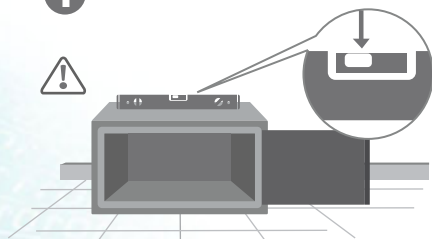


Spanner

Note: Not included in the package contents

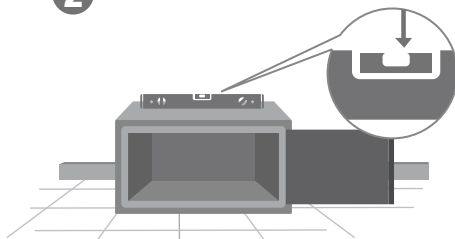
GROUTING PROCESS

1



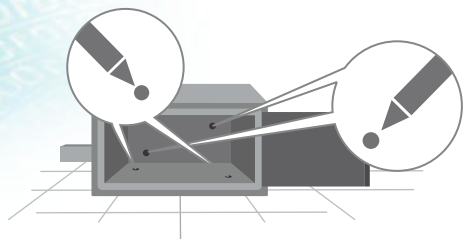
Using spirit leveler, check if the safe is evenly placed on the ground or against the wall or inside the wardrobe (depending on where it is to be grouted). If not, choose a different location for grouting.

2



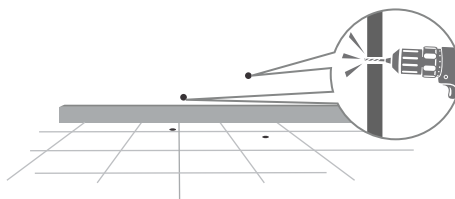
Spirit leveler lets you know precisely if the safe is evenly placed.

3



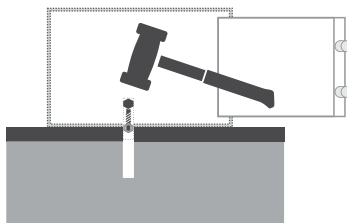
Through the holes inside the safe, make markings on the ground or the wall or inside the wardrobe.

4



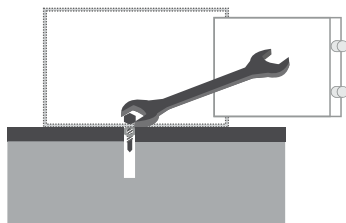
Drill holes into the ground or the wall or the inside of the wardrobe.

5



Fix the safe by hammering the anchoring bolts (provided in the kit) through the holes.

6



Tighten the anchoring bolts with a spanner.

FILO SAFE – KEYPAD LOCK VARIANT

FEATURES

1. Backlit Keypad
2. Durable Finish
3. Motorised Shooting Bolts
4. Enhanced Battery Life
5. Non Volatile Memory
6. Automatic Lockout after four consecutive wrong password entries
7. Manual Override
8. 3-6 Digit Personal Code
9. USB Port for Data Retrieval
10. Easy to Access Battery Compartment

IMPORTANT INSTRUCTIONS

- The safe is in Hotel Mode by default
- Home Users may switch to Home mode as per instructions given on Page 8, Section 5 (Operational mode)
- Please keep this manual and override keys in a safe place (**NOT INSIDE THE SAFE**)
- Make sure the safe is anchored properly as it can fall and hurt people or property
- **DO NOT** use any liquid while cleaning the keypad, you could use a damp cloth if required
- **DO NOT** place any liquid on top of the safe, a spill on the keypad may render the safe inoperable
- **DO NOT** overstuff the safe or you may damage the motor mechanism or the contents
- **DO NOT** open the back cover or try to repair the safe yourself. In case of any problem, contact **GSS call center at 1800 20 999 55**.



HOTEL MODE OPERATION

1. To open the safe: Enter personal code which was entered while locking the safe. The factory default personal code is “1234”. When the display shows “**OPEN**”, the bolts will retract automatically. After the bolts have fully retracted, the display will show “**OPENED**”. Now, open the door by pulling from the bottom of the keypad.

2. To lock the safe: Close the door and enter personal code and press # button. The display will show **“CLOSE”**, the bolts will extend automatically. After bolts have fully extended, the display will show **“CLOSED”**.

Note: Master code can only be used to unlock the safe.

WARNING:

In Hotel mode, the safe can be unlocked only with the personal code entered during the last locking operation.

TO CHANGE THE PERSONAL CODE IN HOTEL MODE

In Hotel Mode, every time you close the safe, you can enter a new personal code and press #. The safe will open with the last entered personal code only.

HOME MODE OPERATION

1. To open the safe: Enter personal code. When the display shows **“OPEN”**, the bolts will retract automatically. After the bolts have fully retracted, the display will show **“OPENED”**.
Now, open the door by pulling from the bottom of the keypad.
2. To lock the safe: Close the door and press # button. The display will show **“CLOSE”**, the bolts will extend automatically. After the bolts have fully extended, the display will show **“CLOSED”**.

Note: Master code can only be used to unlock the safe.

TO CHANGE THE PERSONAL CODE IN HOME MODE

1. Open the safe.
2. Press * twice, display will show **“PROG”**.
3. Press **‘68 #’**, display will show **“NEU”**.
4. Enter the new code and press #. Safe will close.

Note: Default Personal Code is "1234".

TO CHANGE THE MASTER CODE

1. Open the safe.
2. Press * key twice, display will show “**PROG**”, then enter original master code.
The factory set master code is 800000. Then the display will show “**NEU**”.
3. Enter the 6 digit code you desire, the display shows “**AGAIN**”, then enter the code again and press # key to confirm.
4. The display will show “**DONE**” to indicate new master code has been set up successfully.

WARNING:

For security purposes, you should change the factory default code as soon as possible. Godrej Security Solutions shall not be responsible for theft caused by such negligence.

TO STOP YOUR CODE FROM BEING DISPLAYED

1. Open safe using your Personal Code.
2. Press * twice, the display will show “**PROG**”.
3. When “**PROG**” disappears, press **751019** within 5 seconds.
4. **171301** will appear, with the first digit flashing, press **(0)** then press # thrice. The display will go blank.
5. Close the safe (you will have to press your personal code to lock door).
6. By entering personal code, check if this feature is activated. You will see that “---” appears instead of your personal code.

HOT KEY – Viewing/Not Viewing Password While Keying In:

If your lock is set so that your code appears every time and you do not want it to appear for that one time, you can press **(0)** then # key before your code. Only dashes will appear for that one time. The next time you press your code, it will appear as usual.

Likewise, if your lock is set so that your code never appears, you can press **(9)** then # and your code will appear for that one time only.

This function applies to both modes (Home Mode & Hotel Mode).

TO ACCESS THE PROGRAMMING

- Open the safe
- Press * twice, the display will show “**PROG**”
- Press **751019** while the word “**PROG**” disappears
- The current setup will appear with the first digit flashing
- All 6 sections must be entered within 10 seconds. You can change one or more sections, but all 6 sections must be entered. To keep a section programmed as it is currently set, simply press the same numbers that are currently displayed for that section and press #.
- The display will show the Date setup. Enter the correct date, then press #.
- The display will show the Time setup. Enter the correct time, then press #.
- The display will go blank

To set up the different features listed below, you must first decide how you want the safe to function.

Section 1 (1st Digit) Code appearance on display

Press 0: If you DO NOT want your code to appear on the display (only dashes will appear) with beep sound when you press each key button (Default).

Press 1: If you want your code to appear each time you press your code and then flash for verification one time, with beep sound when you press each key button.

Press 2: If you want your code to appear each time you press your code, with beep sound when you press each button.

Section 2 (2nd Digit) Preferred number of digits in your code

Press 3: To use a 3-digit code.

Press 4: To use a 4-digit code.

Press 5: To use a 5-digit code.

Press 6: To use a 6-digit code.

Press 7: To choose the length of code (3-6 digits) when you set the code (Default).

Section 3 (3rd Digit) Lockout delay

If the wrong code is entered 4 times in a row, the touch pad will shut down for a length of time that you set.

This is to deter someone from opening your safe by trying a random number. You must pick one of these three options:

Press 0: For no lockout delay.

Press 1: For a 15 minute delay (Default).

Press 2: For a 30 minute delay.

Section 4 (4th Digit) Master code

The master code will open the safe if you lose the code and override keys. The master code is preset at the factory.

Press 2: To turn OFF the master code feature.

Press 3: To turn ON the master code feature (Default).

Section 5 (6th Digit) Operational mode

This feature allows you to change how the safe operates, either for home mode or hotel mode.

Press 0: To set for Home Mode.

Press 1: To set for Hotel Mode (Default).

Press LOCK thrice to exit Program Mode.

Note: The factory default setting is “071301”.

TO SET DATE AND TIME

- Open the safe
- Press * twice, the display will show “**PROG**”
- Press **751019** & # while the word “**PROG**” disappears
- The current setup will appear with the first digit flashing
- Press # to enter Date Setup
- Set Date in **DDMMYY** format

For example:

A digital display with a black background and white numbers, showing the date 100613. The display is framed by a double-line border.

Means: 10th June 2013

- Press # to enter Time Setup
- Set Time in **HHMMSS** format

For example:

A digital display with a black background and white numbers, showing the time 114310. The display is framed by a double-line border.

Means the Time is 11:43:10 AM

- Press # to exit the Program mode

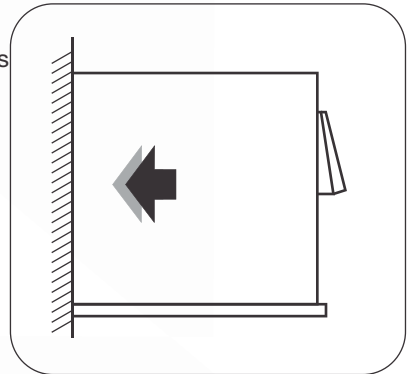
MOUNTING

Mounting Through The Bottom Of The Safe:

- Check the floor for what type it is (wood, tile, concrete)
- Get the appropriate anchors for the type of floor
- Check location on floor for concealed wires or pipes
- Mark the floor to drill for your anchor
- Drill the appropriate size hole for the anchors you have
- Mount the safe, making sure it is secure
- For mounting on the top of a cabinet, you may want to use carriage bolts through the top of the cabinet
- **DO NOT** mount to a shelf in a cabinet or closet without anchoring to a wall behind the safe

Mounting Through The Back Of The Safe:

- Check the wall or cabinet for structural soundness
- For safety, have someone help to hold the safe during mounting
- Check location for concealed wires or pipes
- Mark the surface to drill holes for the anchors you will be using
- Drill the appropriate size holes for the anchors you are using
- Having someone hold the unit, anchor the safe to the wall
- Test the strength of the mounted safe so it will not fall off the wall or cabinet
- **DO NOT** place safe on a shelf without proper mounting into a wall



Mounting Tips:

- The safe may be mounted to a wall or the inside of a cabinet or on the floor
- When mounting to a wall or cabinet, make sure that the load bearing can hold the weight of the safe and the contents

(Failure to do so could result in the safe falling and damaging property or people)

TESTING AND REPLACING THE BATTERIES

Test battery level:

Battery levels can be tested either with the door opened or closed.

Press # key. The display will show “bA-HI” or “bA-LO”. “bA-LO” means that you need to replace the batteries.

Replacing the Batteries:

1. Open the safe using your personal code. If the batteries are dead, use the Emergency Override key.
2. Remove the battery cover on the back panel by unscrewing the Phillips screw.
3. Remove all four used batteries.
4. Replace the batteries with four 1.5V AA size alkaline batteries.
5. Put back the battery cover.
6. Dispose the used batteries in an environment friendly way.
7. Put back the Phillips screw to secure the battery cover.
8. Keeping the door open, test the safe to make sure it works.

Note: Every time you replace the batteries, you need to set Date and Time.

EMERGENCY OVERRIDE KEY

1. Open the keyhole.
2. Using one of the override keys, insert into the cylinder and turn clockwise to open the safe.
3. While the door is open and the key is still turned, follow the instructions to set your personal code.



Note: When you set the new personal code, rotate the key to the locked position, so that it can be removed. If you get an error message, wait until the motor stops moving and then turn the key back to locked position and remove it. Your new personal code will still remain.

WARNING:

Keep the override keys in a safe place other than inside the safe. These keys are to be used in emergencies.

ERROR MESSAGES

Listed below are error codes you might encounter:

A rectangular box with a double border, containing the word "ERROR" in white, bold, uppercase letters on a dark background.

ERROR

ERROR This means that you have pressed an incorrect personal code. Verify your personal code and try again. If you get this error four times consecutively, the keypad will lock out for 0/15/30 minutes.

A rectangular box with a double border, containing the text "HOLD-15" in white, bold, uppercase letters on a dark background.

HOLD-15

HOLD 15 This means the safe has entered the lockout period. You will not be able to open the safe during the lockout period. By pressing any key during this period you can see how much time is left until the lockout is over. If your personal code still doesn't work, use the override keys to reset the safe. (see "TO ACCESS THE PROGRAMMING" section 3)

A rectangular box with a double border, containing the text "ERROR1" in white, bold, uppercase letters on a dark background.

ERROR1

ERROR1 This means that the bolts failed to retract fully. Press the door towards the inside while entering your personal code. If you still cannot open your safe, then contact GSS call center on 1800 20 999 55.

A rectangular box with a double border, containing the text "ERROR2" in white, bold, uppercase letters on a dark background.

ERROR2

ERROR2 This could also mean that the bolts failed to extend fully. Most likely because the safe is too full. Press the door to close it fully while pressing your personal code. If you still cannot close your safe then contact the GSS call center on 1800 20 999 55.

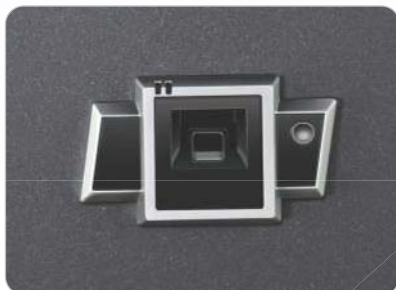
FILO SAFE – BIOMETRIC LOCK VARIANT

FEATURES

1. Fast and accurate verification for authentic access
2. Can store upto 30 fingerprint templates
3. Motorised Shooting Bolts
4. Durable Finish
5. Enhanced Battery Life
6. Non Volatile Memory
7. Automatic Lockout after four consecutive wrong attempts
8. Manual Override
9. Easy to access battery compartment

IMPORTANT INSTRUCTIONS

- Please keep this manual and override keys in a safe place (**NOT INSIDE THE SAFE**)
- **DO NOT** use any liquid while cleaning the keypad, you could use a damp cloth if required
- Make sure the safe is anchored properly as it can fall and hurt people and property
- **DO NOT** place any liquid on top of the safe, a spill on the keypad may render the safe inoperable
- **DO NOT** overstuff the safe or you can damage the motor mechanism or the contents
- **DO NOT** open the back cover or try to repair the safe yourself. In case of any problem contact **GSS call center at 1800 20 999 55**.



INITIALISATION

1. Open door, take out one piece of battery.
2. Press initialisation key 3 times.
3. Then press and hold initialisation button on the inner side of the door, reconnect the battery, 6 seconds later, a beep will be heard and green LED will flash once, then two beeps will be heard and green LED will flash twice. Release button to finish initialisation. Now any fingerprint can open the safe.
4. Initialisation is completed.

OPERATION

1. To open the safe: Press the button next to the fingerprint sensor. Only then fingerprint sensor is activated. Place your finger on the fingerprint sensor till the green LED flashes.
2. To lock the safe: Close the door. Press the button next to the sensor.

Note:

- When no user fingerprints are registered, any fingerprint can open the door
- When the door is open green LED flashes every 5 seconds. After 3 minutes of opening the door, a beep will be heard every 5 seconds along with a green LED flashing until the door is closed.

WARNING:

The safe can be unlocked only with the fingerprint registered on the system before.

DELETING FINGERPRINT

Initialisation will delete all fingerprints stored in the module.

TO REGISTER A NEW FINGERPRINT

1. New registration of the fingerprint can be done only if the safe is in open condition.
2. Press the initialisation key before a new registration (fingerprint sensor red light glows).
3. The new user has to place his finger on the fingerprint sensor twice till his registration is confirmed by the glowing of a green LED and two small beeps.
4. The new user may now individually open the safe.

Note:

Multiple fingerprints (maximum 30) can be registered.

REPLACING THE BATTERIES

1. Open the safe using your personal code. If the batteries are dead, use the Emergency Override key.
2. Remove the battery cover on the back panel by unscrewing the Phillips screw.
3. Remove all four used batteries.
4. Replace the batteries with four 1.5V AA size alkaline batteries.
5. Put back the battery cover.
6. Dispose the used batteries in an environment friendly way.
7. Put back the Phillips screw to secure the battery cover.
8. Keeping the door open, test the safe to make sure it works.

Note:

Low Battery Condition: 3 beeps along with red LED flashing indicates low battery

EMERGENCY OVERRIDE KEY



1. Emergency override key cylinder is located behind the left panel of fingerprint sensor. Insert a screw driver through the opening present at the bottom of this panel and push the screw driver upwards to open the panel.
2. Using one of the override keys, insert into the cylinder and turn clockwise to open the safe.
3. While the door is open and the key is still turned, follow the instructions to register your fingerprint.

Note:

After a new fingerprint is registered, rotate the key to locked position, so that it can be removed.

WARNING:

Keep the override keys in a safe place other than inside this safe. These keys are to be used in emergencies.

ERROR MESSAGES

- Access denied condition: If the safe is tried to be opened using an unregistered fingerprint, a red LED flashes along with a beep sound which indicates that access is denied
- Lockout condition: If the safe is tried to be opened six times consecutively with unregistered fingerprint, the safe will be locked out for 2 minutes (this means the fingerprint sensor does not activate, when the button next to the fingerprint sensor is pressed)

INFORMATION ON E-WASTE HANDLING AND MANAGEMENT

Dear Customer,

The Ministry of Environment and Forests have published The E-waste (Management and Handling) Rules 2010 which came into effect from 1st May 2012.

E-waste is defined as any electrical or electronic component of products in whole or in part, or rejects from their manufacturing or repair process which are intended to be discarded.

These rules apply to every producer, consumer or bulk consumer involved in the manufacture, sale, and purchase and processing of electrical and electronic equipment or components as specified in Schedule 1 (please refer to our website www.godrej.com in the 'Good & Green' section of CSR module for more details).

Under these rules, specific roles and responsibilities are defined for producers, consumers and recyclers handling and managing e-waste.

E-waste is to be managed in an environmentally sound manner which means, taking steps to ensure that health and environment are protected from adverse effects of hazardous substance contained in such wastes.

Rule 6 of The E-waste (Management and Handling) Rules 2010 states that bulk consumers of electrical and electronic equipment shall be responsible for recycling of the e-waste generated by them. Bulk consumer means bulk users of electronic and electrical equipment such as Central Government or State Government Departments, public sector undertakings, banks, educational institutions, multinational organisations, international agencies, private companies that are registered under the Factories Act 1948 and Companies Act 1956. The bulk consumers have to ensure that the e-waste generated by them is channelised to authorised collection centers or is taken back by the producers. They shall maintain records of e-waste generated by them in Form 2 and make such records available for scrutiny by the State Pollution Control or the Pollution Control Committee concerned.

All consumers of electrical and electronic equipment irrespective of their status as bulk consumers or not, shall ensure that e-waste generated by them is channelised to authorised collection center(s) or registered dismantler(s), or recycler(s) or is returned to the pick-up/take back services provided by the producers (please refer to our website www.godrej.com in the 'Good & Green' section of CSR module for more details).

All our products intended to be recycled under the category of e-waste (as defined above) carry a label or stamp of the WEEE symbol (A wheelie bin with a cross), which states that it falls under the hazardous waste category and is not to be disposed along with normal garbage.

We seek your support in ensuring environmentally sound management of e-waste and aid us in sustaining our earth's natural resources and maintaining the earth's green cover intact for the benefit of our future generations.

RECORD OF PURCHASE

Please fill your details below for future reference.

Date of purchase: _____

Product model: _____

Name & address of Distributor/Dealer: _____

Distributor/Dealer phone number: _____

FOR SAFETY, PLEASE READ THIS MANUAL PRIOR TO USE.



Godrej & Boyce Mfg. Co. Ltd.

Godrej Security Solutions

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