Godrej | SECURITY SOLUTIONS

HALO

User Instructions

Be Intelligent. Be Safe.

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1.INTRODUCTION

HALO SAFE:

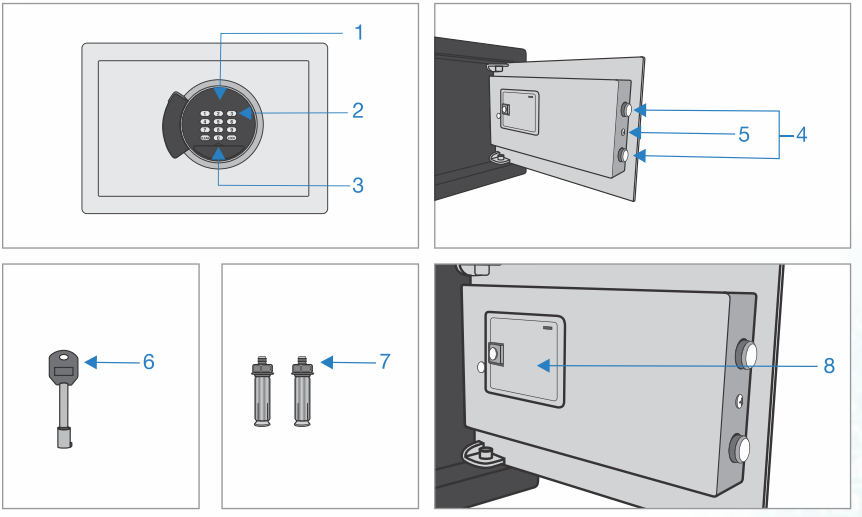
Attractive design, suitable for use in hotels, apartments, offices and homes, utilising a proven and reliable digital operating system.

Note:

(The Safe is in Hotel Mode by default.)

1.1 KNOW YOUR SAFE

1. Display
2. Keypad
3. Facia cover for Override Key hole
4. Motorised Steel Bolts
5. Four headed screw for cover removal
6. Mechanical Override Key
7. Anchor Bolts
8. Battery Compartment



BATTERIES: Four 1.5 Volts AA Size Alkaline

1.2 FEATURES

01) Solid, arc-welded heavy-gauge steel construction
02) 18 mm solid steel bolt for maximum security and durability
03) Powered by 4*AA size Alkaline 1.5V Batteries
04) Low Battery indication
05) Seven Segment Digital display(6 digit)
06) Inside Carpet
07) Pre-drilled Mounting Holes
08) 3-6 digits User Code
09) 6 digits Master Code
10) Progressive Lockout
11) Mechanical Override Key
12) 100 Audit Trail Records

1.3 IMPORTANT INSTRUCTIONS

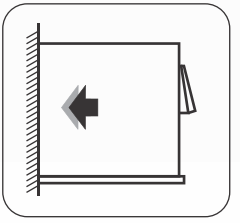
- Please keep this manual and Override Keys safely (NOT INSIDE THE SAFE).
- DO NOT use any liquid while cleaning the keypad, you can use a damp cloth, if required.
- Make sure the Safe is anchored properly as it can fall and hurt people and property.
- DO NOT place any liquid on top of the Safe. A spill 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.

2. MOUNTING

Mounting through the bottom of the Safe:

- Check for the type of floor (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.
- Mount the Safe and make sure it is secure.
- For mounting to 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 the wall behind the Safe.

Mounting through the back of the Safe:



- Check the wall or cabinet for structural soundness.
- For safety, take someone's 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.
- Ensure someone holds the unit while the Safe is anchored 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 the wall.

2.1 MOUNTING TIPS AND PRECAUTIONS

- The Safe may be mounted to a wall or inside of a cabinet or on the floor.
- When mounting to a wall or cabinet, be sure of the load bearing capacity so as to hold the weight of the Safe and the contents.

  (Failure to do so could result in the Safe falling and damaging property and hurting people).

3. TYPICAL SAFE OPERATIONS

3.1 OPENING THE SAFE

(**Note:** The Safe is in Hotel Mode by factory default.)

For Hotel Mode / Home Mode

Enter User Code which was entered while locking the Safe. The factory default user code is "1234". When the display shows "OPEN", the bolts will retract automatically. After bolts have fully retracted, the display will show "OPENED". Now, open the door by pulling from the side of the keypad.

WARNING: The Safe can be unlocked only with the password entered during the last locking operation.

Open the Safe with Master Code

Press "LOCK" twice, "SUPER" will be displayed and then input the Master Code (Factory Default Master Code is "000000").

When the display shows "OPEN", the bolts will retract automatically. After bolts have fully retracted, the display will show "OPENED". Now, open the door by pulling from the side of the keypad.

3.2 TO CHANGE THE MASTER CODE

1. Open the Safe.
2. Press "CLEAR" key twice, the display will show "PROG".
3. When "PROG" disappears, press "842627" within 5 seconds, then press "LOCK".
4. Display will show "OLD", input the Master Code (Factory Default Master Code is "000000"), then press "LOCK". (If input password does not match with existing password then "ERROR" will be displayed.)
5. Display will show "NEU", input 6 digit new Master Code & press "LOCK".
6. The display will show "GOOD" to indicate new Master Code has been set up successfully.

(**Note:** Always perform the password changing operations with the door open and verify it 3-4 times before closing.)

WARNING:

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

3.3 TO CHANGE FROM HOTEL MODE TO HOME MODE

1. Open the Safe using your User Code.
2. Press “CLEAR” twice, the display will show “PROG”.
3. When “PROG” disappears, press “711469” within 5 seconds and press “LOCK”.
4. “CODE” will be displayed followed by which “111121” will appear. Set fifth digit “1” instead of “2” then press “LOCK” twice. “GOOD” will be displayed and the display will go blank.
5. Set the new User Code & press “LOCK”.
6. Next time just press “LOCK” for closing the Safe.

3.4 TO CHANGE FROM HOME MODE TO HOTEL MODE

1. Open the Safe using your User Code.
2. Press “CLEAR” twice, the display will show “PROG”.
3. When “PROG” disappears, press “711469” within 5 seconds and press “LOCK”.
4. “CODE” will be displayed followed by which “111111” will appear. Set fifth digit “2” instead of “1” then press “LOCK” twice. “GOOD” will be displayed and the display will go blank.
5. Set the new User Code & press “LOCK”.
6. Every time you close the Safe, you can enter a new User Code and press "LOCK". The Safe will open with the last entered User Code only.

3.5 TO CHANGE YOUR USER CODE

For Hotel Mode

In Hotel mode, every time you close the Safe, you can enter a new user Code and press “LOCK”. The Safe will open with the last entered User Code only.

For Home Mode

1. Ensure the Safe is in Home Mode, If not, follow the instructions as per section 3.3.
2. Open the Safe using your User Code.
3. Press “CLEAR” twice, the display will show “PROG”.
4. When “PROG” disappears, press “711469” within 5 seconds and press “LOCK”.
5. “CODE” will be displayed followed by which “111111” will appear. Press “LOCK” twice. “GOOD” will be displayed and the display will go blank.

6. Set the new User Code & press “LOCK”.
7. Next time just press “LOCK” for locking the Safe.

(**Note:** Always perform the password changing operations with the door open and verify it 3-4 times before closing.)

Note:

Master Code can only be used to unlock the Safe.

3.6 CLOSING THE SAFE

For Hotel Mode

Close the door and enter User Code and press “LOCK” button. The display will show “CLOSE”, the bolts will be extended automatically. After bolts have been fully extended, the display will show “CLOSED”.

For Home Mode

Close the door and press “LOCK” button. The display will show “CLOSE”, the bolts will extend automatically. After bolts have fully extended, the display will show “CLOSED”.

3.7 TO STOP YOUR CODE FROM BEING DISPLAYED

1. Open the Safe using your User Code.
2. Press “CLEAR” twice, the display will show “PROG”.
3. When “PROG” disappears, press “711469”, then press “LOCK”.
4. “CODE” will be displayed and “111121” will appear, with the first digit flashing, press 0 (It will show “011121”) then press “LOCK” twice.“GOOD” will be displayed and the display will go blank.
5. Close the Safe (press your User Code to lock door).
6. By entering User Code, check if this feature is activated. “---” will appear instead of your User Code.

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

If you do not want the Code to be displayed for one operation, press the “CLEAR” key and enter your Code. In place of your Code only “---” will be displayed. The next time you press your Code it will appear as usual.

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

3.8 TO ACCESS THE PROGRAMMING

1. Open the Safe using your User Code.
2. Press “CLEAR” twice, the display will show “PROG”.
3. When “PROG” disappears, press “711469”, then press “LOCK”.
4. “CODE” will be displayed and the first 6 digit code appears (“111121”) with the first digit flashing.
5. All 6 digits must be entered within 15 seconds. You can change all digits or minimum one digit but all 6 digits must be entered if you are making any changes from 1-6. To keep a digit programmed as it is currently set, simply press the same numbers that are currently displayed for that digit and press “LOCK”.
6. The next 6 digit Code appears (“470540”) with the first digit flashing.
7. All 6 digits must be entered within 15 seconds. You can change all digits or minimum one section but all 6 digits must be entered if you are making any changes from 1-6. To keep a digit programmed as it is currently set, simply press the same numbers that are currently displayed for that digit and press “LOCK”.
8. “GOOD" will be displayed and the display will go blank.

To set up different features listed below, you must first decide how you want the Safe to function. **(Factory default setting: 111121 470540)**

The first 6 digit code: “111121”

1st Digit: Code appearance on display

Input 1: While entering Code digit will appear

Input 0: While entering Code ‘---’ will appear

2nd Digit: User Code is displayed back as the Safe is locked

Input 1: Code will echo after the Safe is locked

Input 0: Code will not echo after the Safe is locked

3rd Digit: Switching Function

Input 1: Enable Hot Key

Input 0: Disable Hot Key

4th Digit: Search the latest 100 opening records

Input 1: Enable viewing of Audit Trail

Input 0: Disable viewing of Audit Trail

5th Digit: Method of Locking (Home Mode & Hotel Mode)

Home Mode:

Input 1: After the Safe is powered on, to lock Safe at first time, you need to input the code, then press “LOCK”, safe gets locked and the code will be stored. To lock the Safe for second time, code input is forbidden and only by pressing “LOCK” the Safe will be closed. Open the Safe by entering code, lock the Safe by only pressing “LOCK”. This method is suitable for family use.

Hotel Mode:

Input 2: Every time to lock the Safe, it needs input code and press “LOCK”. Different codes can be used to open and lock the Safe .This method is suitable for hotel use.

6th Digit:

Input 1: Enable programming for user

Input 0: Disable programming for user

(**Note:** If user sets 6th digit to "0" and if user needs the programming access then lock the Safe with User Code & open the Safe with Master Code. Now you can access the programming within 1 minute.)

The second 6 digit code: "470540"

1st Digit: Wrong input tryouts

Input a number ranging from 0 to 9 to set the number of attempts allowed for false input of code before the system freezes. If '0' is entered, infinite wrong attempts are allowed. System will not go in "Hold" mode.

2nd Digit: User Code combination

Input 3: Three digit code

Input 4: Four digit code

Input 5: Five digit code

Input 6: Six digit code

Input 7: Three to Six digit code, system will recognize automatically

3rd & 4th Digit: Lockout period

Input 00-99 to set the system freeze time. Unit: Minute

5th Digit: Master Code

Input 1: Enable Master Code

Input 0: Disable Master Code

6th Digit:

Input 0, Press "LOCK", "GOOD" will be displayed.

Note: Wherever the cursor is on the first screen, press "LOCK", the setting of the first screen is confirmed and jump into the second screen.

Wherever the cursor is on the second screen, press "LOCK", the settings of the second screen is confirmed, "GOOD" will be displayed. The program will be closed.

3.9 TO SET DATE AND TIME

1. Open the Safe using your User Code.
2. Press "CLEAR" twice, the display will show "PROG".
3. When "PROG" disappears, press "055261", then press "LOCK".
4. It shows "Date" then setup will appear with the first digit flashing
5. Set Date in YYMMDD format.

For Example:

Means: 20th August 2015

6. Set the date.
7. Press “LOCK” to enter Time setup.
8. Set Time in HHMMSS format.

For Example:

Means the Time is 10:15:02 AM

- Press “LOCK” to exit the Program Mode

3.10 TO RUN AUDIT TRAIL

This program can view 100 records.

Make sure the Safe is open.

Press **"CLEAR"** twice, then input "162550" press **"LOCK"**, **"RECORD"** will be displayed, followed by the latest record.

The six digits will appear on the screen

- 1st and 2nd digit stands for the "Year".
- 3rd and 4th digit stands for the "Month".
- 5th and 6th digit stands for the "Day".

Press 6 to go to the next screen

- 1st and 2nd digit stands for the "Hour".
- 3rd and 4th digit stands for the "Minute".
- 5th digit appears as '--'.
- 6th digit stands for the method of opening.
  1: Opened using User Code
  2: Opened using Master Code
  3: Opened using Mechanical Override Key
  4: Date and Time when the Safe was Powered On / Powered Off.

The functional keys are as follows:

Press 2: to go to last record

Press 8: to go to next record

Press 4: to switch to last screen

Press 6: to switch to next screen

Press 5: to go to the latest opening record

Press **"CLEAR"** to close this program

(**Note:** If latest record is on screen and if '2' is pressed then “--NO--” will be displayed)

3.11 ERROR CODES

Listed below are error codes you might encounter:

(Error)
This means that user has pressed less number of digits compared to actual User Code.
Verify your User Code and try again.

(E-COdE)

This means that user has pressed an incorrect User Code. Verify your User Code and try again. If you get this error four times consecutively, the keypad will lock out for 00-99 minutes.

(HOLD05)

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 User Code still doesn't work, use the Override Keys to reset the Safe. (See "TO ACCESS THE PROGRAMMING" section 3)

(E-bAr)

This means that the bolts failed to retract & extend fully. Press the door towards the inside while entering your User Code & most likely because the Safe is too full. Press the door to close it fully while pressing your User Code.

If you still cannot open your Safe then contact GSS call center on 1800 20 999 55.

3.12 TESTING AND REPLACING THE BATTERIES

Test Battery Level:

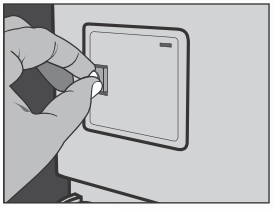
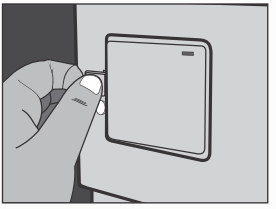
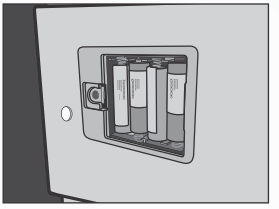
Make sure the door is locked.

- Press "LOCK" key. The display will show "BATT-H" or "BATT-L".
- "BATT-L" means that you need to replace the batteries.

Replacing the Batteries:

1. Open the Safe using your User Code. If the batteries are dead, use the Mechanical Override Key.

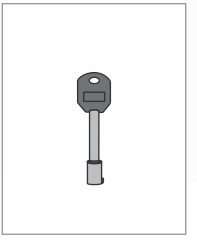
2. Remove the battery cover on the back panel by unscrewing the Four Headed Screw.

NOTE:

- Every time you replace the batteries, you need to set User Code if Safe is in Home Mode & Date and Time also.

4. MECHANICAL OVERRIDE KEY



1. Open the facia cover (below the keypad).
2. Insert the mechanical Override Key into the cylinder and turn clockwise to open the Safe, also “OPENED” is displayed.
3. While the door is open and the key is still turned, follow the instructions to set your new User Code.

For Hotel Mode:
Enter the 3-6 digit code and press “LOCK”, the door will be closed and key will rotate automatically then take out the key.

For Home Mode:

a. Press “CLEAR” twice, the display will show “PROG”.

b. When “PROG” disappears, press “711469” within 5 seconds and press “LOCK”.

c. “CODE” will be displayed and“111121” will appear, set fifth digit “1” instead of “2” then press “LOCK” twice.“GOOD” will be displayed and the display will go blank.

d. Set the new User Code & press“LOCK”.

e. The door will be closed and key will rotate automatic and then user can take out the key.

Note:
When you set the new User Code, the key will rotate to the locked position. 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 User Code will still work.

WARNING:
Keep the mechanical Override Keys in a safe place other than inside this Safe. These keys are to be used in emergencies.

(**Note:** The mechanical Override Key cannot be removed from the Safe in the open condition.)

5. 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, and 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.

NOTES

RECORD OF PURCHASE

Please fill your details below for future reference:

Date of Purchase: _____

Product Model: _____

Name & Address of Distributor/Dealer: _____

_____

_____

Distributor Phone Number: _____

FOR SAFETY, PLEASE READ THIS MANUAL PRIOR TO USE.

Godrej | SECURITY SOLUTIONS

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