

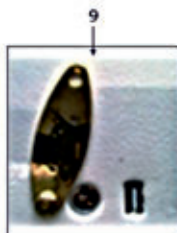
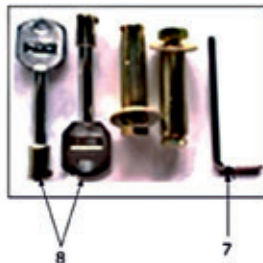
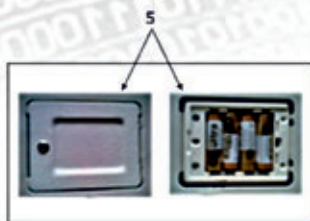
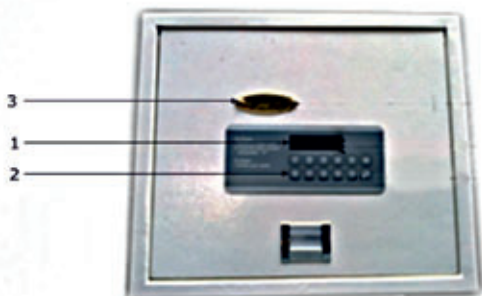
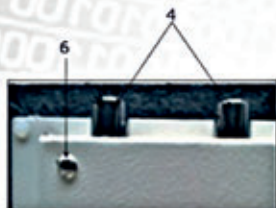
PRIVY

User Instructions



Be Intelligent. Be Safe.

Top Open Safe Manual



Features

1. Display
2. Keypad
3. Godrej Logo/Override keys
4. Motorized Steel Bolts
5. Battery Compartment
6. Phillips Screw for cover removal
7. Allen wrench for Override key access
8. MFG. Serial Number sticker
9. Override Keys
10. USB Port

Top Open Safe Manual

Initial Opening Instruction:

- The safe comes set to the factory default code of 1234
- Press 1234 and the display will show "-OPEN-" then when fully unlocked will show "OPENED"
- To close the door, press the *. The display will show "CLOSE-" then when fully locked, will show "CLOSED". If the display show "ERROR" than refer section on error codes

To change the master code:

- Open the safe.
- Press * key twice, the screen will read "PROG", then key in the original mater code (factory preset is 000000), the LED display will read "NEU".
- Key in the combination of 6 digit code you desire, the LED display will read "AGAIN", then enter again the new master code and "*" key to confirm.
- The LED display shows "DONE", the new master code has been set up successfully.

To change your Personal code:

For Hotel Mode:

- Open the safe.
- Press your new 3-6 digit code followed by the * key the display will show "CLOSE-" followed by "CLOSED" when the door is fully locked.
- Test your new settings by opening the safe.
- If you get error code then follow the directions for opening the safe with the Override keys.

For Home Mode:

- Open the safe. Press * key twice.
- Press Key 6 & than key 8 followed by # key. The display will show "NEU"
- Press your new code(3-6 digits, depending on setup)
- Press # key and the safe will lock.
- Test your new code by opening the safe.
- If you get an error code then follow the direction for resetting the safe with the Override Keys.

Closing the safe

Hotel Mode:

- Press your new code (3-6 digits).
- Press # key and the safe will lock.

Home Mode:

- Press # key and the display will show "CLOSE-" followed by "CLOSED" when the bolts are fully locked.
- If you get any other message on the display, please refer to the section on Error Codes.

ERROR CODES

HOLD-15

HOLD 15 indicates that the wrong code has been pressed 4 times in a row. You will not be able to open your safe for 15 minutes. (Pressing any button during this time will show how many minutes are remaining.)

ERROR

ERROR indicates that the wrong code was pressed. Check your code and try again.

ERROR 1

ERROR1 indicates that the bolts failed to retract fully to allow the door to open. Press in ON the door to relieve the pressure and try to open the door again. If you continuously get this error code then you will need to contact your distributor or company for service.

ERROR 2

ERROR2 Indicates that the bolts have failed to close fully. This is usually because the safe is too full. Redistribute the contents or remove something to allow the door to close completely. If you continually get this message even if the safe is empty then you will need to call your distributor or company.

Testing and Replacing the Batteries

Test battery level

Test battery level can be tested either with the door open or with the door closed and locked.

1. With door open: Press any number and then **LOCK** key. Display will Show "**ba- HI**" or "**ba-LO**". **ba-LO** means that you need to Replace The batteries.
This condition applies to both modes (Home mode & Hotel mode).
2. With the Door Locked: Press **LOCK** key. The Display will Show "**ba- HI**" or "**ba-LO**". **ba-LO** means that you need to replace the batteries.

How to replace the Batteries

1. Open the safe using your personal code or Master code or, if the batteries are dead use Emergency Over-ride key.
2. Remove the battery cover on the back panel by unscrewing the Phillips screw.

3. Remove the used 4 batteries.
4. Replace the batteries with 4 AA size alkaline batteries.
5. Replace the battery cover.
6. Dispose the used batteries in environment friendly way.
7. Replace the Phillips screw to secure the battery cover.
8. Keeping the door open. Test the safe to make sure it works.

Hot keys – viewing/not viewing password while keying in

If your lock is set so that your code to appear and you need it to not appear 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 up so that your code does not appear, you can press 9 then # key before your code and your code will appear for that one time only. This function applies to both modes (Home mode & Hotel mode)

TO ACCESS THE PROGRAMMING

- Unlock the safe.
- Press * key twice, the display will show "PROG"
- Press 751019 while the word "PROG" is still on the display
- The current setup will appear with the 1st digit flashing.
- All 6 sections must be entered within 10 seconds. You can change all sections or as few as one section but all 6 sections must be entered if you are making any changes to section 1-6. To keep a section programmed as it is currently set, simply press the same numbers that is currently displayed for that section.
- The display will show the date setup. Press the correct date then press # key.
- The display will show the setup. Press the correct time then press # key.
- The display will turn off.
- Press your code and # key to activate the changes and lock the safe.

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

Section 1" (digit of first display)

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.

Press 1: If you want your code to appear each time you press your code and then will flash your code 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 digit. With beep sound when you press each key 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 (Recommended & Default one under hotel & home mode)

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.

Section 3 (3rd digit): Lockout delay

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

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

Press 0: for no lockout delay.

Press 1: for a 15 minute delay. (Recommended & Default one under hotel & home mode)

Press 2: for a 30 minute delay.

Section 4 (4th digit): Master code

The Master code will open the safe if you lose 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

Section 5 (5th digit): audit trail

Press 0: To only keep record of the openings.

Press 1: To only keep record of the openings & closings.

Section 6 (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

To run Audit trail

For hotel mode - To know the record of how many times the safe has been opened/ to retrieve last used passwords...

- Unlock the safe.
- Press * key twice. The display will show "PROG".
- Press 770626. The display will show the latest record.
- To advance to the next display press # key.
- To go to a specific record number, press the record number during the first display (i.e.001).
- To exit out of audit trail, just wait 2 minutes and the display will go blank.

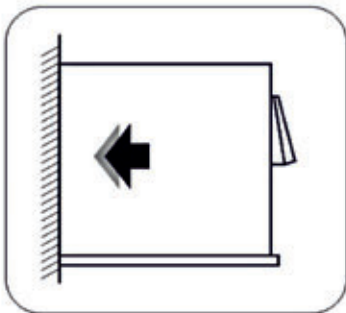
Opening the Safe using The Override Keys:

- Using The Supplied Allen Wrench, unscrew one of the Screws holding the Godrej name plate on the front Of the Safe and Rotate To exposed The key cylinder.
- Take one of the Override key and insert it into the cylinder and turns clockwise to open The Safe, then turn the Key back to locked position and remove it.
- Press the # key within 15 sec, the bolts will be retracted. If you need to change the batteries do so now.
- If you need to change/reset your code refer the section of change of your personal code.

Mounting

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 of the wall or cabinet.
- **DO NOT** place safe on a shelf without proper mounting into a wall.



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 of the wall or cabinet.

DO NOT place safe on a shelf without proper mounting into a wall.

Godrej | SECURITY SOLUTIONS

Godrej & Boyce Mfg. Co. Ltd.

Head Office: Plant 17, Pirojshanagar, Vikhroli, (East), Mumbai 400 079. Tel.: 022-67961700/1800.

Toll free no.: 1800-209-9955 | sms <GSS> to <53636> | E-mail: secure@godrej.com | Visit: www.godrejsecure.com

An ISO 9001:2000 & 14001 Business.
Products Marketed & Serviced By Godrej.

For registration of complaints: **Toll free no.: 1-800-209-9955 | sms <GSS> to <53636>**