



## **Operating Instructions Secure Vault Office Medium Model # 33016**

*CAUTION: DO NOT KEEP THE KEY IN THE SAFE.*

### **1. Opening the Safe**

To open the door of the safe for the first time; press 1, 5, 9, A (this is the factory preset code) and turn the knob in a clockwise direction towards the right.

If you or an intruder uses the incorrect group of numbers, the safe will not open. If the incorrect combination is used 3 times consecutively, you must wait for 20 seconds before reattempting. If again the incorrect combination is selected 3 times, you must wait approximately 5 minutes before reattempting access.

### **2. Programming the Code**

A. Press the red button on the back of the door, release it and you will hear two beeps. The yellow light will be on at the same time.

B. Now press from 3 to 8 numbers that you wish to use as a combination, and confirm by pressing the letter "B" within 15 seconds. If you do not press the letter "B" within the time allowed you will have to start from the beginning.

C. Write down your new combination immediately and confirm that your new combination has been programmed.

### **3. Battery Replacement Warning**

If the batteries are low, the red light (in the middle) will warn you. To test the batteries, input your personal code to open the door. If the batteries are low, the red light will be on. If nothing happens, it means the batteries have a sufficient charge.

### **4. Replacing the Batteries**

This safe requires 4 X size "AA" (1.5V R06) batteries. Open the safe, push the battery cover plate on the back of the door and replace the 4 old batteries. You must then reprogram the safe with your own personal electronic code. Use step 2 from above.

### **5. Override Instruction to Open the Safe**

For your convenience, we have engineered a manual override system for your safe. If you forget or misplace your combination, remove the small central nameplate on the front panel. Insert the key into the keyhole, and turn it in a counterclockwise direction. Then, turn the knob in a clockwise direction (towards the right). This will manually open your safe at any time.

### **6. Closing the Safe**

Shut the door of the safe. Turn the knob in a counterclockwise direction. That will lock the safe.

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