PROGRAMMING A PERSONAL PASSCODE

For security reasons, it is very important that you program your own personal passcode into the digital lock. The factory code should be changed immediately.

To program your own unique four to eight (4-8) digit passcode, follow these steps:

(1) Open the safe using the key or the five (5) digit passcode followed by the * key.

(2) Lift the lid and locate the reset button cover.

(3) Using a small Phillips screwdriver, remove the two screws and cover.

(4) Press the black reset button. The LED will flash yellow.

(5) Enter your new 4-8 passcode by the * key.

(6) Reenter the new passcode again and press the * key.

(7) If both entries match, the green LED will light up for 2 seconds indicating that your new passcode has been successfully programmed. If both entries do not match the red LED will light up for 2 seconds and you will have to repeat steps 4-7.

(8) Use the Phillips screwdriver to replace the two screws and cover.

NOTE: IF YOU FORGET YOUR PERSONAL PASSCODE, ACCESS TO THE SAFE CAN BE MADE USING THE EMERGENCY OVERIDE KEY.

IMPORTANT! ONCE YOUR PERSONAL PASSCODE IS PROGRAMMED, THE FACTORY PRE–SET CODE WILL NO LONGER OPEN THE SAFE.

USE, CARE AND MAINTENANCE

PROPER USE
GUARDA Fire & Water Proof Safe are designed to protect paper records and other valuable documents from heat and water damage due to exposure to fire and water.

FIRE PROTECTION

Models 2017DC, 2030DC, 2037DC- UL certified the interior temperature remains below 177℃ for 30 minutes during a fire from room temperature up to 843℃ .

WATER PROTECTION
All models – independent testing verifies that the interior remains dry when completely submerged for up to 8 hours .
This safe is NOT designed to store data cartridges, audio/video cassettes, floppy discs, film, photos or photo negatives . This safe is NOT designed to store medication, items with combustible content, guns or other weapons system.

THEODIST LTD
OFFICE FURNITURE

Guarda®

Single Latch Series
Digital Fire & Water Proof Chest

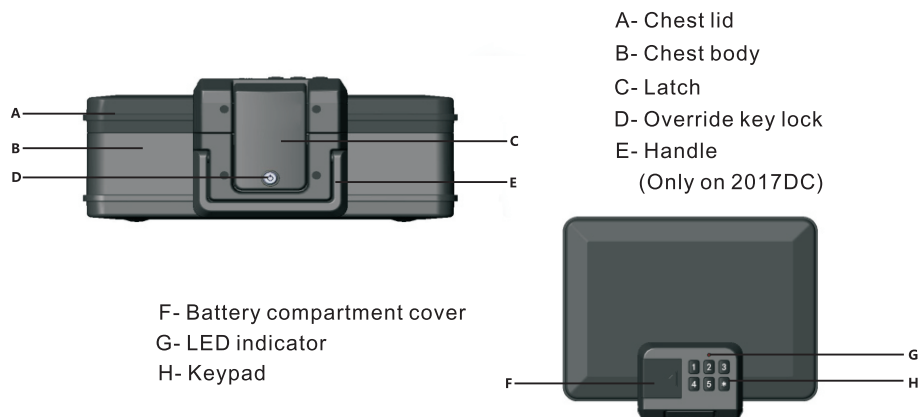# Operating Instructions

2017DC   2030DC   2037DC

CONTACT US

c ⓡ UL us
CLASSIFIED

PACKAGE CONTENTS

1- Fire & Water Proof Safe
1- Operation manual
2- Override keys
4- AA size batteries
1- Silica gel pack
1- Warranty card

PARTS IDENTIFICATION

A- Chest lid
B- Chest body
C- Latch
D- Override key lock
E- Handle
   (Only on 2017DC)

F- Battery compartment cover
G- LED indicator
H- Keypad

IMPORTANT!

To ensure fire & water protection, always store flat with lid up.

RIGHT!

Never store in upright position with lock (& handle) facing up.

WRONG

Due to airtight seal, it is recommended that you occasionally open safe and air it out at least 30 minutes to prevent any build up of moisture inside.

Remove four (4) batteries and two (2) Entry keys. They are located in the packing material. Remove them before discarding the box

Installing Batterles

(1) Locate the battery cover on the top of the lid.

(2) Slide the cover off the battery compartment.

(3) Properly insert batteries, noting the +/- directions. The LED on top of the lid will blink red and green three (3) times.

(4) Replace cover and close the lid.

The pre-set factory for your safe is:

| 1 | 2 | 3 | 4 | 5 | * |

NOTE: Clean the battery contacts in the battery compartment and on the batteries before installing new batteries.

OPENING & CLOSING SAFE

Opening Your Safe with the keypad

(1) Enter the factory pre-set code 1-2-3-4-5 followed by the *key.

(2) After properly entering the entire sequence, the green light will turn on and the locking latch will open and spring forward.

(3) Lift the lid to open the safe.

NOTE: If an incorrect code is entered 3 TIMES in a row, the lock will automatically shut down for 4 MINUTES before it can be opened again using the correct code. During this delay, the key can be used to open the safe . If an incorrect code is entered , the red light will blink one time and you will hear 3 fast beeps.

Opening Your Safe with the key

(1) Insert the key into the lock and turn counterclockwise (to the left).
(2) The locking latch will open and spring forward.
(3) Press and turn the key clockwise (to the right) to remove.
(4) Life the lid to open the safe.

Close Your Safe

(1) Close the lid, making sure that the contents do not obstruct the seal. Place the keys in a secure place away from the safe.

(2) Push the latch back and down onto the lid clasp and snap the latch into the closed position.

(3) Your safe is now locked.