

## EMERGENCY OVERRIDE KEY / BATTERY REPLACEMENT

**NOTE: IF BATTERIES NEED REPLACING, PROCEED WITH STEP 5. OTHERWISE, PROCEED TO STEP 6-8.**

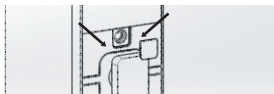
(4) A battery indicator is located above the digital keypad, when the indicator is only showing the last red bar on the left, please replace batteries immediately to ensure safe functions properly.

(5) Open the battery compartment cover (located on the inside of the door) and remove. Remove and properly dispose of the four nonworking batteries. Install four new AA batteries. Make sure the batteries are installed in the proper direction as indicated in the battery compartment. Put the cover back into place.

(6) Remove the emergency override key and before replacing the lock cover, enter your personal passcode to make sure the safe will open.

(7) Replace the lock cover and return the emergency key to secure place away from the safe.

(8) Close and lock the safe door by turning handle downward to the left.



## ADDITIONAL FEATURES

### DISABLE / ENABLE SOUND

(1) To enable (turn on) the sound during normal operation, press the following key sequence:



(2) Repeat the process to turn the sound off.

**Note:** Once the batteries are installed, if you do not hear a beep when entering the factory pre-set passcode or during the personal passcode re-programming process, follow step 1 above to turn the sound on.

### LOW BATTERY INDICATOR

A battery indicator is located on the top right corner of the touchscreen. If the power falls below a certain level, the indicator will show, please replace batteries immediately to ensure safe functions properly.



### BOLT-DOWN DEVICE

For added security your safe can be bolted to the floor. With the Bolt-Down Technology, you are able to bolt your Fire & Water Proof Safe to the floor without compromising the fire or water protection. Please refer to the separate Bolt-Down Mounting Instructions included in this package.

## 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 3091SKC-BD, 3175SKC-BD, 3245SKC-BD -UL certified the interior temperature remains below 177°C for 120 minutes during a fire from room temperature up to 1010°C.

**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.



## DIGITAL FIRE & WATER PROOF SAFE INSTRUCTION MANUAL



3091SKC-BD

3175SKC-BD

3245SKC-BD

CONTACT US



MANUAL #ENG-030-091424

## OVERVIEW OF YOUR SAFE

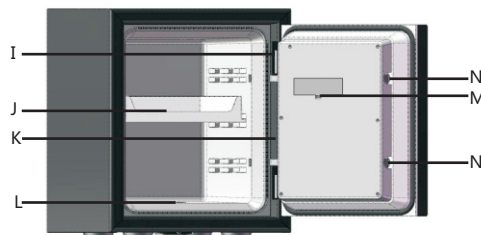
- |                            |                    |
|----------------------------|--------------------|
| 1- Fire & Water Proof Safe | 1- Adjustable tray |
| 1- Operation manual        | 1- Silica gel pack |
| 2- Override keys           | 1- Warranty card   |
| 4- AA size batteries       |        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

## PARTS IDENTIFICATION



- A- Safe body
- B-Safe door
- C-Green light
- D- Red light
- E- Keypad
- F- Override key cover
- G- Door handle
- H- Serial number tag

- I- Reset button
- J- Adjustable tray
- K- Locking push button
- L- Bolt-down feature
- M- Battery compartment cover
- N- Locking door bolts



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.

## OPENING SAFE FOR THE FIRST TIME

### BATTERIES AND EMERGENCY OVERRIDE KEYS

Remove four AA batteries and two emergency override keys. They are located in the protective Styrofoam insert the at front of the box.

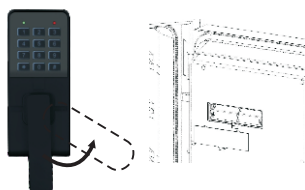
#### Install batteries

(1) Remove the emergency override key lock cover and insert the override key into the lock and turn to the right. Turn handle to the right to open the safe.

**NOTE: As the safe have waterproof function, the door may be tight when opening for the first time.**

Since no batteries has been installed when using the safe for the first time, please open with the override key.

(2) Remove the battery compartment cover. The compartment is located on the inside of the door. Install the four AA batteries. Make sure the batteries are installed in the proper direction as indicated in the battery compartment. Close the cover back into place.



## OPENING SAFE FOR THE FIRST TIME

(3) After the batteries are correctly installed, the red and green lights located at the top of the keypad on the front of the safe will blink twice, the keypad backlight will flash once and you will hear a single beep.

(4) Proceed to test locking system.

## PROGRAMMING A PERSONAL PASSCODE

The default factory code is 1-5-9, 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 three to eight digit passcode, follow these steps:

**NOTE: AFTER PRESSING THE RESET BUTTON, THE RED AND GREEN LIGHTS ON THE KEYPAD WILL FLASH TO INDICATE THE PROGRAMMING IS AUTHORISED AND YOU HAVE 5 SECONDS TO BEGIN.**

- (1) Open the safe door.
- (2) With the safe in the open position, press the small reset button located on the inside top edge of the door.
- (3) Enter your new three to eight digit passcode followed by the # key.



Immediately repeat the sequence, beginning with the new passcode followed by the # key.



- (4) The green light will light up solid for 2 seconds, indicating your new passcode has been successfully entered, otherwise the red light will light up solid for 2 seconds and beep 3 times.
- (5) Your new passcode will now be comprised of the three to eight digit sequence you selected, always followed by the # sign. The factory pre-set passcode will no longer open the safe.
- (6) You may change your passcode at any time by repeating the same steps.

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

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

### IMPORTANT! SECURITY LOCKOUT PERIODS

For added security, the safe will automatically lock out entry for 15 minutes after three attempts to open with an invalid passcode.

### IMPORTANT! PASSCODE ENTRY SECURITY FEATURE

For added security, it is possible to enter multiple digits as long as the last 16 digit entries contain the valid passcode, preventing others from knowing your passcode during entry.

## EMERGENCY OVERRIDE KEY / BATTERY REPLACEMENT

- (1) Locate the emergency override lock cover located just below the digital keypad. Pull forward on the cover to remove and set aside.
- (2) Insert the Emergency Override Key into the lock and turn clockwise to the right.
- (3) Turn the handle upwards to the right to open the safe.

