Instruction Manual

Item No: HOPL7

Description: 17" Room Safe

1) Power:

The safe is battery operated and uses 4 AA batteries for operation. Please install the 4 AA batteries prior to use.

2) Locking the Safe:

Easy to follow instructions are located on the front of the safe's keypad to ensure all users know how to operate the safe.

To lock the safe:

- Enter a **3–6 digit code** followed by the **#** key
    - o Example code: 1234#
- If code is successful, the words "CLOSED" will appear on the LED keypad screen. The safe is now locked.
- If a code is entered that is NOT between 3-6 digits, you'll receive an "ERROR" on the LED keypad screen. Safe will remain closed.

3) Opening the Safe:

For safety reasons, inputting the wrong code (3) times in a row will lock the safe for 15 minutes.

To open the safe:

- Enter your 3-6 digit code used to lock the safe, the # key is not required.
- If code is successful, the words "OPEN" will appear on the LED keypad screen. Manually pull the safe door open.
- If code is unsuccessful, the words "ERROR" will appear on the LED keypad screen. A reattempt is required to open the safe.

4) Changing the Master Code

In the event of an emergency, each safe has a factory default master code of **"000000".** Prior to changing the master code, the safe must be "OPEN". To modify the master code, press "CLEAR / *****" twice quickly. The LED screen will show "PROG", enter the original master code (factory default "000000"). The next screen will display "NEU", input your new desired master code. The next screen

will now "AGAIN", input the new master code a second time. Once successful, the screen will display "DONE". The master code is changed.

5) Emergency Mechanical Key

For security reasons, an emergency mechanical key is provided with each individual safe. Underneath the keypad, there is a gray emergency key cap. Underneath the cap is the mechanical key slot. Turn the mechanical key clockwise to open the door. If successful, the screen will display "OPEN". To lock the safe, enter a new 3–6-digit code and follow instructions for locking/opening the safe.

6) Set the Safe's Date/Time

Press "CLEAR / *" twice quickly. The LED screen will show "PROG", enter "895100". Screen will show the first 6-digit information, do not modify, and press "LOCK / #" to bypass the first screen. The second screen will display 6 digits, representing (year, month, day). To enter the current date, use the keypad and two digits for each (YY, MM, DD). When finished, press "LOCK / #" to proceed to the third screen which will display another set of 6 digits, representing (hour, minute, seconds). To enter the current local time, use the keypad and two digits for each (hour, minute, seconds). When finished, press "LOCK / #". You have successfully updated your safes date/time.

7) Entering the Wrong Code

Press "CLEAR / *" to cancel when a code is entered incorrectly. A warning buzzer will sound when a code is entered incorrectly. Entering the wrong code (3) times in a row will show "HOLD15" on the LED screen. The safe will be locked for 15 minutes.