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Instruction Manual	Manual de Instrucciones	Manuel d'instruction
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DIGITAL SAFE - KEYED ALIKE
Model 493383A/493384A

GLOBAL INDUSTRIAL SAFE

This is an electronic safe equipped with both a keypad and card reader. Thoroughly read and understand this user manual before operating the safe. If you are missing any equipment or have any problems with programming the safe, please contact Global Industrial. Save these instructions for reference.

IMPORTANT INFORMATION

- Use caution when opening the safe and only open in the upright position.
- Do not slam the door or shut the door with the locking bolts in the locked position.
- Do not overload the safe.
- Keep liquids away from the keypad to avoid damage.
- Please use caution if mounting the safe. If bolting safe to a wall, ensure safe is resting on a supporting surface. See Mounting Guidelines.

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(1) Digital Safe
(1) Override Key
(1) Allen Wrench
(2) Anchor Bolts
(4) AA Batteries (not included)

OPENING & LOCKING THE SAFE

NOTE: The safe comes from the factory unlocked. **Install 4 AA batteries (not included) in the battery compartment located behind the door.** The user sets the new code every time the safe is used. The selected code/credit card used to lock the safe is the same code/credit card used to unlock the safe. Once the safe is in the unlocked position, the safe can be reset for any new code/card.

Using Personal Code

1. **To lock the safe:** Enter any 3-6 digit code, then press #; [**CLOSED**] will appear on the display and the safe will be locked.
2. **To unlock the safe:** Enter the same 3-6 digit code used in step 1; [**OPENED**] will appear on the display and the safe will unlock. Once unlocked, the safe will reset itself ready for any code or card.
   - Use * to delete numbers that appear on the display. If * is entered before selected code, a [**-**] will appear rather than the number as a security feature.

Using a Credit Card

1. **To lock the safe:** Slide any credit card firmly from right to left with the magnetic strip down; [**CLOSED**] will appear on the display and the safe will be locked.

2. **To unlock the safe:** Use the same credit card from Step 1 and slide firmly from right to left with the magnetic strip down; [**OPENED**] will appear on the display and the safe will be unlocked.

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Digital Safe

- Any card with a magnetic strip can be used. If an incorrect direction or swiping speed is too fast or too slow, [**ERROR**] or [**AGAIN**] will appear on the display. Swipe card again. The card to unlock the safe should be the same as the card to lock the safe. If not, [**E-CARD**] (error card) will appear on the display.

NOTE: The lock is factory set to Default Function. [See Changing the Lock Setting to change to Custom Function.] To ensure items are secure, change the factory set Override Code to a unique code immediately.

LOCK-OUT PENALTY

- When the safe is in the locked position, [**E-Code**] or [**E-Card**] will appear on the display after an invalid entry.
- **If an incorrect code or card is used 4 consecutive times and [E-Code] or [E-Card] appeared on the display after every incorrect entry, the safe will go into a lock-out period of 15 minutes. During that period, when pressing a button on the keypad, [HOLD##] will appear on the display. The ## represents the time that is remaining in the lock-out period.**

USING THE OVERRIDE FUNCTIONS

NOTE: Do NOT store the override keys in the safe.

- If [**E-Code**], [**E-Card**] or [**ERROR**] appear on the display after entering your code or swiping your card to unlock the safe, you will need to use the Override Code,or Override Keys.

- If [E-BAR] appears on the display, you will need to use the Override Keys.

Creating the Override Code

1. Input: # - #; [**SUPER**] will appear on the display. Do not pause between # - # entries.

2. Input: Override Code; the safe will unlock.
   The default Override Code is: 0 0 0 0 0 0

Using the Override Key

1. Locate the small round cap or the oval emblem just below the right side of the keypad.

2. Remove the cover using the included Allen wrench.

3. Insert the Override Key and turn clockwise, a ¼ turn, and open door.

4. To remove the key, turn the key counter-clockwise, a ¼ turn, back to the inserted position.

CHANGING THE OVERRIDE

Changing the Override Code

NOTE: The safe must be in the unlocked position.

1. Input: *** - ***; [**PROG**] will appear on the display.

2. Input: **1 8 5 0 1 5 - #;** [**OLD**] will appear on the display.

3. Input: **Override Code - #**; [**NEW**] will appear on the display.
   The default **Override Code** is: 0 0 0 0 0 0

4. Input a new **6-digit code - #** [**AGAIN**] will appear on the display.

⚠️ **IMPORTANT:** To ensure content safety, change the factory set Override Code to a unique code immediately.

5. Re-input the **new *Override* Code - # [GOOD]** will appear on the display. The **Override Code** has been successfully changed.

CHANGING THE LOCK SETTINGS

NOTE: The safe must be in the unlocked position.

1. Input: *** - *** [**PROG**] will appear on the display.

2. Input: **1 5 6 8 9 9 - #** ; [**CODE**] will appear on the display followed by a **6-digit number**.

3. The first **6-digit number** is now displayed and **Slot #1** will be '*Blinking*'

- Default setting is: **1 0 0 1 2 0**
- To advance to the *next* **Slot** without making changes to the *current* **Slot**, enter the number displayed in the *current* **Slot**.
- Input # if no changes are to be made to the first 6-**digit number** and would like to move on to the second **6-digit number.**
- Input * to start over and go back to **Slot #1**.

4. Slot #1: Entry Display

- Input: 0 to disable Entry Display. The numbers entered will not display.
- Input: 1 to activate Entry Display. The numbers entered will display.
- When Entry Display is activated, input: * before entering code and the numbers entered will not display for added security.

5. Slot #2: Code Display

- Input: **0** to **disable** *Code Display*. The code entered will **not** be displayed after the safe is locked.
- Input: 1 to **activate** *Code Display*. The code entered **will** display for 2 seconds after the safe is locked.

6. Slot #3: Hide Button

- When *Entry Display* is **activated**, input: * before entering **code** and the numbers entered will **not** display.
- Input: **0** to **disable** *Hide Button* function.
- Input **1** to **activate** *Hide Button* function.

7. Slot #4: Audit Function

- Input: **0** to disable *Audit Function*.
- Input: **1** to activate *Audit Function*.

8. Slot #5: Locking Function

- Input: **1** to place the lock into *Custom Lock Mode*.
- **If Standard Lock Mode is selected:**
  1. The **first** code/card used to lock the safe will be the **set** code/card.
  2. Once the code/card is set, input # to lock the safe.
  3. Input set code/card to unlock the safe.
  4. To **change** set code/card, go back into the *Lock Settings* [Refer back to *Changing the Lock Settings*.]
  5. Place the lock function into *Default Lock Mode*.
  6. Go back into the *Lock Settings*.
  7. Place the lock into *Custom Lock Mode*.

- Input: **2** to place the lock into *Default Lock Mode.*

   This is the **default** mode.

9. Slot #6: Unused Slot
- Input: **1** if not already entered. This slot does not disable or activate any functions.

10. Input: **#** to confirm the **first** set of *Lock Settings* and move forward to the **second** set of *Lock Settings*.
- If no change is required to the **second** set of *Lock Settings*, input # again.

The Second Set of Lock Settings

11. The second **6-digit number** [default setting: **4 7 1 5 4 0**] is now displayed and **Slot #1** is '*Blinking*.'

12. Slot #1: Invalid Entry
- Input a number from **1-9 digits** to set the number of times allowed for entering an **invalid code** or **card** before placing the lock into the *Lock-Out Penalty.*

13. Slot #2: Code Length
- Input **3** to set the code length to a **3-digit** code.
- Input **4** to set the code length to a **4-digit** code.
- Input **5** to set the code length to a **5-digit** code.
- Input **6** to set the code length to a **6-digit** code.
- Input **7** to set the code length to a **3-6 digit** code.

14. Slot #3 and #4 Lock-Out Period
- Input a number **00-99** to set the length of the *Lock-Out Penalty.*
- Example: For **5 minutes** enter **0** in **Slot #3** and **5 in Slot #4.**

15. Slot #5 Override Function [Code]
- Input **0** to disable the *Override Function.*
- Input **1** to use the *Override Code* entry only, disables the *Credit Card entry.*
- Input **2** to use the *Credit Card* entry only, disables the *Override Code.*
- Input **3** to use the *Override Code* and *Credit* Card together. Input the *Override Code* then swipe *Credit Card.*
- Input **4** to use either the *Override Code* or the *Credit Card.*

16. Slot #6 Unused Slot
- Input **0** if not already entered. This slot does not disable or activate any functions.

17. Input: **#** to confirm the second set of *Lock Settings* and [**GOOD**] will appear on the display.

SETTING THE DATE and TIME
NOTE: You will only need to set the date and time to use the Lock Opening Records function. The safe must be in the unlocked position.

1. Input: *** - *** ; [**PROG**] will appear on the display.

2. Input: **5 0 1 5 0 8 - #** ; [**DATE**] will appear on the display followed by a **6-digit** number.
- The **6-digit number** represents the **year - month - day.**
- Example: **December 1, 2013 = 131201**

3. Slot #1 and #2:
- Enter the **Year**.

4. Slot #3 and #4:
- Enter the **Month**.

5. Slot #5 and #6:
- Enter the **Day**.

6. Input: # to confirm the date setting and move on to the clock.
- The **6-digit** number represents the **hour - minute - second.**
- When adjusting the hour, you will need to use *military* time [**24-hr** rotation.]
- Example: **7:25:59am = 072559**

7. Slot #1 and #2:
- Enter the **Hour.**

8. Slot #3 and #4:
- Enter the **Minutes**.

9. Slot #5 and #6:
- Enter the **Seconds**.

10. Input: **#** to confirm the clock setting, [**GOOD**] will appear on the display.

VIEW LOCK OPENING RECORDS [Audit Trail]
NOTE: The safe must be in the unlocked position.

1. Input: * - * [**PROG**] will appear on the display.

2. Input: **3 0 0 6 1 5 - #** ; [**RECORD**] will appear on the display followed by a **6-digit** number.
- One opening record uses two screens:
   1. The first screen displays the date that the safe was opened.
   2. The second screen displays the time and method used to open the safe [Method: user code, card, override code, etc.]

   Method Reference [What Opened the Safe?]
- User Code: 1 is displayed.
- Override Code: 2 is displayed.
- User Card: 5 is displayed.
- Example: Safe was open at 3:30:00pm by the Override

   Code = 1 5 3 0 0 2.

3.Navigating through the Open Records
- Press **2** to go *back* to the previous record.
- Press **8** to go *forward* to the next record.
- Press **6** to show the *next screen* of a specific record.
- Press **4** to show the *previous screen* of a specified record.
- Press **5** to go to the *latest Lock-Opening* record.

4. Input: ***** ; [**GOOD**] will appear on the display and the *Lock-Opening Records* will close.

ANCHORING GUIDELINES
NOTE: To maximize safe security, Global Industrial recommends using the anchor kit provided to bolt down the unit. This safe can be anchored to a wall, floor, etc.

1. Choose a suitable and convenient location. Set the safe in place and locate the anchor holes provided to mark the drill area on the wall, floor, desk, etc
- If bolting safe to a wall, please ensure that the safe is resting on a supporting surface; i.e., floor, table, shelf.
- Use a level and measuring tape if necessary to confirm hole locations.

2. After marking the drill spots, move the safe aside and drill holes of the appropriate diameter and depth for the type of hardware being used and the mounting surface.

3. Place safe back, aligning the anchor holes over the holes drilled and install the fasteners as required.

CHANGING THE BATTERIES
NOTE: To view Battery Levels, input [#] when safe is in the

locked position.

1. With the door open, remove the battery compartment cover located on the inside of the door by pulling down the clip to release it.

2. Install **4 AA** alkaline batteries not included, note the polarity markings (-/+) in the battery compartment cover.

3. Re-attach the battery compartment cover back into place.

IMPORTANT: Do not use rechargeable batteries, mix alkaline with non-alkaline batteries, or mix old and new batteries

TROUBLESHOOTING		
Problem	**What's Going On**	**Solution**
[LO-BATT]	The batteries are low.	Change batteries.
[E-BAR]	The door is not closed properly or the bolts are not locking.	Override Keys must be used to unlock and re-lock safe, then remove keys and try code.
[HOLD##]	Four repeated incorrect user attempts. Lock-Out Penalty was initiated.	Wait 15 minutes then input correct user code/card.
[E-CODE]	Incorrect user code entry.	Verify user code and re-enter.
[E-CARD]	Incorrect card used/ not swiping the same card originally used to open safe.	Swipe original card used to open safe
[ERROR] or [AGAIN]	Card was swiped incorrectly from left to right./Card was swiped too fast or too slow.	Evenly re-swipe card from left to right.
To view Battery Levels, input [#] when safe is in the locked position.		
[BATT-H]	Battery level is high.	
[BATT-L]	Battery level is low.	

HOW TO ORDER KEYS

1. Contact the Global Industrial Sales Department for availability and prices.

2. Proof of Purchase (receipt/invoice) is required. If Proof of Purchase cannot be provided, please send a notarized document as proof of ownership and send the original notarized document by mail. Copies will NOT be accepted.

3. Make sure these items are on the notarized document: Name, Safe Number, Key Number (stamped on the key lock), and Mailing Address.

IMPORTANT INFORMATION ON SAFE USAGE

- Retain Proof of Purchase (receipt/invoice). This is required to order keys or use the Warranty Service.
- Do not open safe if it is lying on its side, back, or top. Only open safe when it is in the upright position.
- Do not slam the door. Extreme shock can damage the lock or jam the bolt work system.- Do not shut the door with the locking bolts in the locked position. This may damage the locking bolts and create problems unlocking and locking the safe.
- Do not overstuff contents in the safe so that the door must be forced shut. Bolt work may jam as a result.
- Keep liquids away from the keypad. Liquids can damage the keypad.

If experiencing a difference in the feel of the operation, inconsistency or difficulty opening or operating the safe, **DO NOT LOCK THE SAFE**. **Immediately contact Global Industrial** Monday thru Friday 7AM - 7PM/EST.