SECURE ZONE
LAPTOP SAFE

USER MANUAL

milesnelson.
architectural hardware

The Secure Zone laptop safe User manual

General Safe Instructions

Electronic Over-ride Key

Manual Over-ride Key

Programming the Safe

Safe Maintenance

Safe LED Messages

milesnelson.
architectural hardware

General Safe Operating Instructions

To Lock the Safe:

1. Close the safe door
2. Enter 4 digit PIN
3. Press LOCK

The LED display will show CLOSE, then CLOSED when the safe is completely locked.

The PIN number used to lock the safe will flash on the LED display (see pg 3 for instructions on how to hide the PIN number when entered on the keypad).

To Unlock the Safe:

1. Enter 4 digit PIN

The LED display will show OPEN when the safe is completely open.

If an incorrect PIN is entered, E-CODE will be displayed on the LED.

1. Press RESET
2. Re-enter the 4 digit PIN

If E-CODE is displayed after the PIN has been re-entered, use the electronic over-ride key to unlock the safe (see Electronic Over-ride Key pg 3).

NOTE: If an incorrect PIN is entered 3 times, the safe will time out for 15 minutes preventing access to the safe. HOLD + the number of minutes remaining until the PIN can be re-entered will be shown on the LED display.

Either wait until the 15 minutes have expired, or use the Manual over-ride key to unlock the safe (see Manual Over-ride Key pg 5)

Electronic Over-ride Key

How to Use the Electronic Over-ride Key

If a Guest has forgotten their PIN, use the Electronic Over-ride key to unlock the safe.

1. Insert the Electronic Over-ride key plug into the socket behind the safe handle.
2.

2. Enter the 6 digit security code

The safe will unlock and OPEN will be displayed on the LED.

If an incorrect security code is entered, E-CODE will flash on the LED display. Check the code used and re-enter the code.

If an incorrect security code is entered 3 times the safe will time out for 15 minutes and display HOLD + the number of minutes remaining until the PIN can be re-entered.

Use the Manual over-ride key to unlock the safe (see Manual Over-ride key pg 5)

Hidden PIN Mode

It is recommended the safe be in hidden PIN mode before entering the security code. If the safe is not already set to hide PIN numbers, complete the following before using the electronic over-ride key:

1. Press RESET twice
2. Press LOCK

The safe will beep twice to indicate the change in LED display mode. This will prevent guests or other staff seeing the security code when entered on the keypad.

To revert the safe to show PIN display mode, repeat hide PIN steps 1 & 2.

milesnelson.
architectural hardware

The Electronic Over-ride Key Power Supply

The Electronic over-ride key contains 4 AA batteries. If the safe batteries are flat, the electronic key will power the safe and allow the safe to be unlocked.
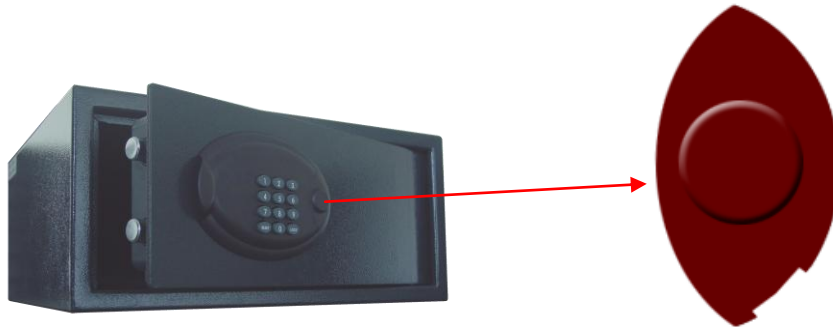
If the safe does not unlock using the electronic key and the security code, replace the over-ride unit batteries.

1. Remove the top of electronic over-ride unit by sliding the case away from the cable end of the unit.
2. Replace the batteries with 4 AA cell batteries.

Manual Over-ride Key

How to Use the Manual Over-ride Key

1. Remove the manual key plastic cover on the right hand side of the safe keypad by inserting a flat head screwdriver underneath the slot and lifting gently.

2. Insert the manual key into the bottom key hole with the kink of the key head facing upwards
3. Turn the key anti-clockwise to unlock the safe.

The key can only be removed when the safe bolts are in the locked position. To remove the key, complete to following:

1. With the key and safe bolts in the unlocked position, enter a 4 digit PIN (use the electronic key to power the safe if necessary by plugging it into the socket behind the safe handle)
2. Press LOCK
3. The safe will lock and the key will turn so the kink in the key head is facing upwards.
4. Remove the manual key
5. Unlock the safe using the 4 digit PIN used to lock the safe

milesnelson
architectural hardware

Programming the Safe

Setting the Safe Security Code

1. When the safe is in the open position, enter the old 6-digit security over-ride code and press LOCK .

2. NEU will be displayed on the LED

3. Enter a new 6 digit code and press LOCK

4. AGAIN will be displayed

5. Re-enter the new 6 digit security code and pres LOCK

6. DONED will be displayed on the LED to show that the security code has been changed.

Note: Please ensure the security code it kept in a safe and secure place. If the code is lost it cannot be reprogrammed.

Safe Maintenance

Changing the Safe Batteries

When the safe battery voltage drops below 5 volts, LO-BAT will be displayed on the LED.

1. Unlock the safe if it is locked using the Electronic Over-ride Key
2. Remove the battery cover on the inside of the safe door
3. Change the 4 AA batteries and replace the battery cover

Safe LED Messages

CLOSE   The safe is in the process of closing

CLOSED   The safe is closed

OPEN   The safe is opening

LO-BAT   The safe batteries are low and need to be changed

HOLD + Number   An incorrect PIN has been entered 3 times. The safe is on hold for 15 minutes. The number next to HOLD shows how many minutes remaining until the PIN can be entered again

ERROR   The safe has jammed while opening or closing. Push on the safe door to make sure the safe bolts are not pushing against the safe frame.

milesnelson.
architectural hardware