

# OPERATING INSTRUCTIONS

## #3221 Electronic Key Safe

**CAUTION: DO NOT STORE KEYS IN THE SAFE!**

### OPENING THE SAFE

All safes are shipped locked. The process of opening the safe for the first time will be the same process to follow to perform a manual override or when the batteries are replaced.

1. To open the safe, remove the small center cover plate on the front panel.
2. Insert the key into the keyhole. Turn it in a counter-clockwise direction, and turn the knob in a clockwise direction and pull.

3. Remove keys. Be sure to store keys in a secure location, **DO NOT STORE KEYS INSIDE THE SAFE!**

### INSTALLING THE BATTERIES

4. Remove the battery cover plate on back of safe door.
5. Install four AA batteries as marked on inside of battery chamber.

NOTE: Four AA batteries are included. Alkaline batteries are recommended for best performance.

### PROGRAMMING THE CODE

6. View the back of the door and locate the red button on the left side near the hinge. Press button and release. You will hear two beeps and the yellow light on the front of the safe that reads "proceed" will be lit.



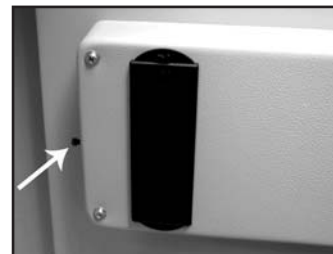
3221



step 1



step 2



step 6

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7. Press between three and eight numbers that you wish to use as your new personal code, and confirm by pressing either "A" or "B" within 15 seconds. If you do not complete the process correctly, you will have to start over from step 6.

8. Write down your personal code **IMMEDIATELY!** Close the safe door and lock unit by turning the knob counter-clockwise.

### USING YOUR SAFE

9. Check whether your new code has been programmed correctly. Enter your new code and then press the letters "A" or "B" to confirm. If you have entered it correctly, you will hear a beep and the green "ready" light will go on. **Note: You must open the door using the knob within 5 seconds of entering the code.**

10. If your new code is not opening the safe, use the keys provided to manually open the unit as outlined in steps 1-3 and then proceed to step 6.

**NOTE: If you or an intruder uses the incorrect code, the safe will not open. If an incorrect code is used three times in a row, you must wait approximately 20 seconds before trying again.**

**If once again the incorrect code is selected 3 times, you must wait approximately 5 minutes before trying again.**



step 7



step 9

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### BATTERY REPLACEMENT WARNING

If the batteries are low, the red "low battery light" will warn you immediately. To test the batteries, just input your personal code to open the door. If the batteries are low, the red light will be on; replace the batteries and reprogram the safe using steps 6-9. **NOTE: You must reprogram the code EVERY TIME after replacing batteries.**

### VERRIDE INSTRUCTION TO OPEN THE SAFE

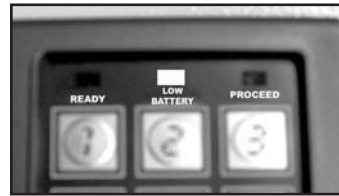
For your convenience, we have engineered a manual override system for your safe. **If you forget or misplace your code follow the steps below:**

1. To open the safe, remove the small center cover plate on the front panel.
2. Insert the key into the keyhole and turn it in a counter-clockwise direction. Turn the knob in a clockwise direction and pull.

### INSERTING THE NUMBER GUIDES

Printed numbers guides have been included with your key safe for easy key identification. Take the guide printed with numbers 1-10 and slip it into the slots above the top row of key hooks on the inside of the safe, numbers facing out. Repeat with the next set of numbers in the next (lower) slot until you have used all the guides and all the key hooks are numbered.

*cont. on next page*



**Battery replacement warning light**



**Installing number guides**

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### INSTALLING THE SAFE

To reduce the risk of theft to the safe, it can be secured to the wall or in a cupboard. For your convenience, there are six 8 mm diameter holes. The safe can be fixed to a surface using the screw and expansion bolts provided.

Refer to Template Installation Instruction Sheet, included with this safe, to complete safe installation.



**Hardware: includes 4 sets of each**



**Installation holes**

Touch up paint is available for safes, please contact **Buddy Products** to order.

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### **Buddy Products**

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