DIGITAL KEY CABINET

USER MANUAL

Notes:
1. Store the safe in a dry place indoors and out of the weather (water may damage the electronics).
2. Never store liquids, hazardous materials, flammables, chemicals or small animals in the safe.
3. The safe is not fire proof or water proof.
4. Be sure fingers are clean when registering a new print and when using the safe.
5. Occasionally check the status screen to verify batteries are not in need of replacement.

PARTS

Check your package. Your carton should contain all items shown in the parts list below:
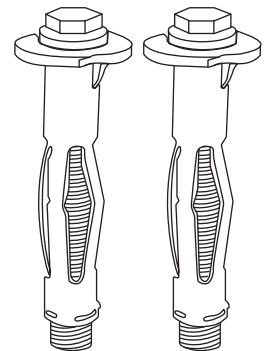
1.   1 - Programmable Safe
2.   4 - AA Batteries
3.   2 - ¼ inch dia. (6.1 mm) x ½ inch (12.7 mm) Hollow Wall Plug Anchor
       (for mounting safe on a wall)
4.   2 - ¼ inch dia. (6.1 mm) x ½ inch (12.7 mm) Wood Screws (for mounting safe on a table top)
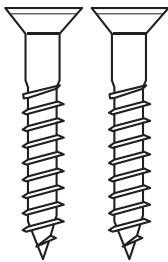5.   2 - 1 inch outer dia. (2.54 cm), 5/16 inch (7.93 mm) inner dia. Washers
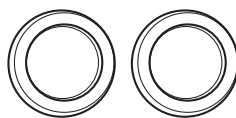

1 - Programmable Safe
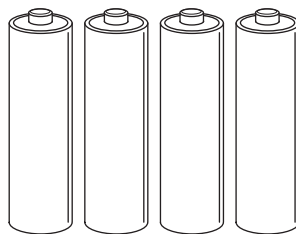
4 - AA Batteries

2 - Hollow Wall Plug Anchor
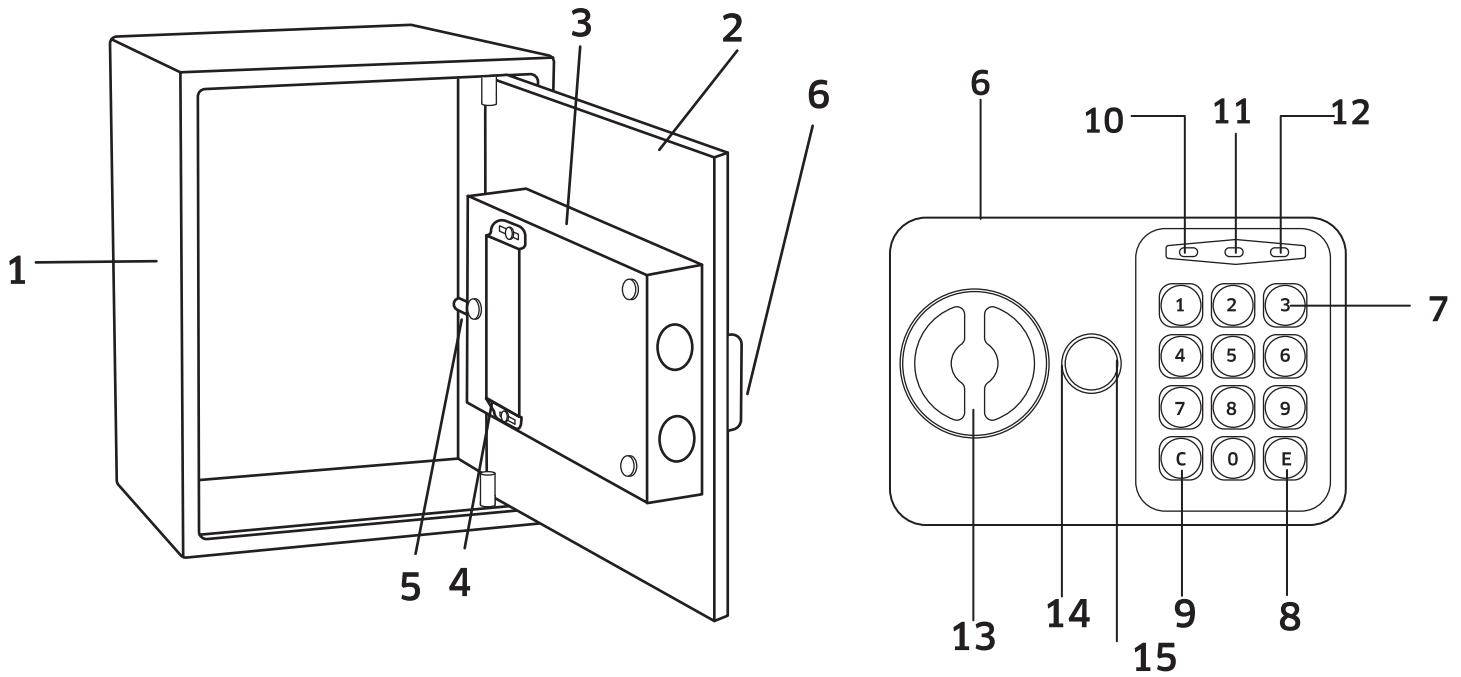

Wood Screws

inner dia. Washers

1. **Box**
2. **Door**
3. **Door Hinge**
4. **Battery Compartment**
5. **Setup Button**
6. **Control Panel**
7. **Numerical Keypad**
8. **Enter Button**
9. **Cancel Button**
10. **Green Indicator Light**
11. **Red Indicator Light**
12. **Yellow Indicator Light**
13. **Door Knob**
14. **Logo Cover Plate**
15. **Keyhole**

Batteries

1. Open the safe door and remove the battery compartment cover by pushing the small lever in the direction of the door hinge with a finger.
2. Slide four (4) AA alkaline batteries into the compartment with the positive and negative terminals in the position shown on the inner compartment relief.
3. Replace the battery compartment cover by inserting the end closest to the door hinge first and then pushing the lever back into the door.

Note: When batteries become low, the red indicator light on the panel will flash during the opening of the safe. If the batteries no longer provide power and the safe is locked, use the emergency open button (described later in this document) to open the door.

Creating a Passcode

The safe is sold unlocked with no passcode stored in memory. To create a passcode at any time, follow the steps below:

1. Select a passcode between three and eight digits using any number from 0 - 9.
2. Write passcode down and store in a secure location.
3. Place the safe on a flat table and open the door.
4. Lay the unit on its back with the door open.
5. Reach inside the safe and depress the red setup button with one hand.
6. The yellow indicator light on the control panel will flash once and the door will beep once.
7. Enter passcode within 30 seconds and press the E button (Enter) to confirm the passcode is complete.
8. The passcode is now set.
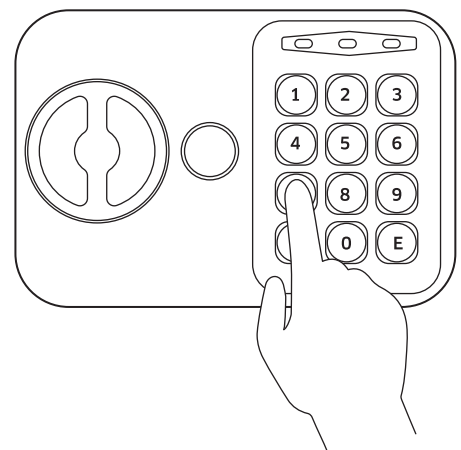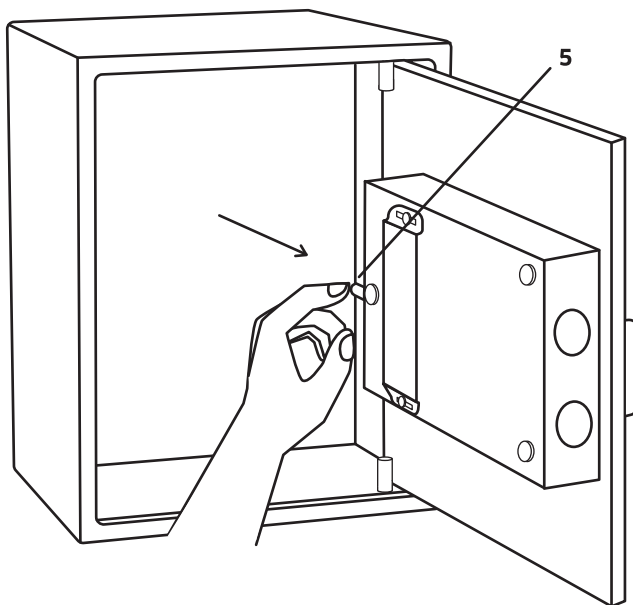
Unlocking the Door

1. Input the passcode using the keypad. As each digit is entered, the yellow indicator light will flash once and the door will emit a single beep confirming the correct digit entry.
2. Once all the passcodes have been entered press the E button and the green indicator light will flash.
3. You now have five seconds to turn the knob clockwise and open the door.

Note: If a wrong digit is entered into the keypad the yellow indicator will begin to flash several times. Cancel a passcode entry at any time by pressing the C (cancel) button on the keypad. The safe will lock for 20 seconds if an incorrect digit is entered three times. After 20 seconds repeat steps 1-3. The safe will lock for five minutes if an incorrect passcode is entered three times. After five minutes repeat steps 1-3.
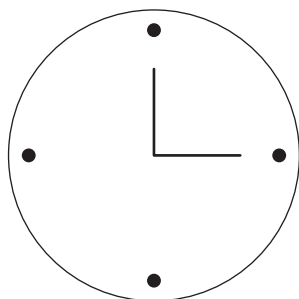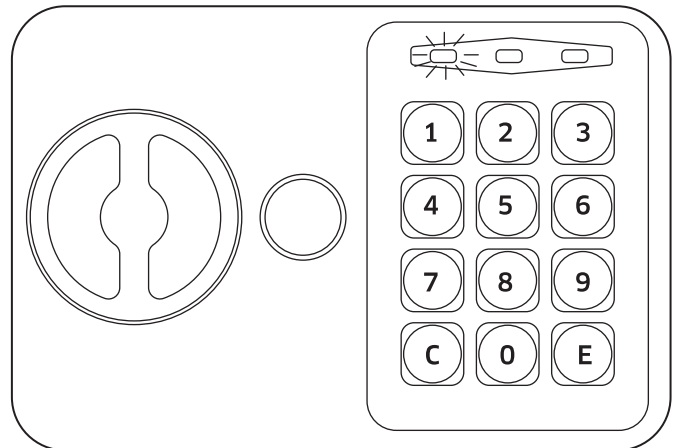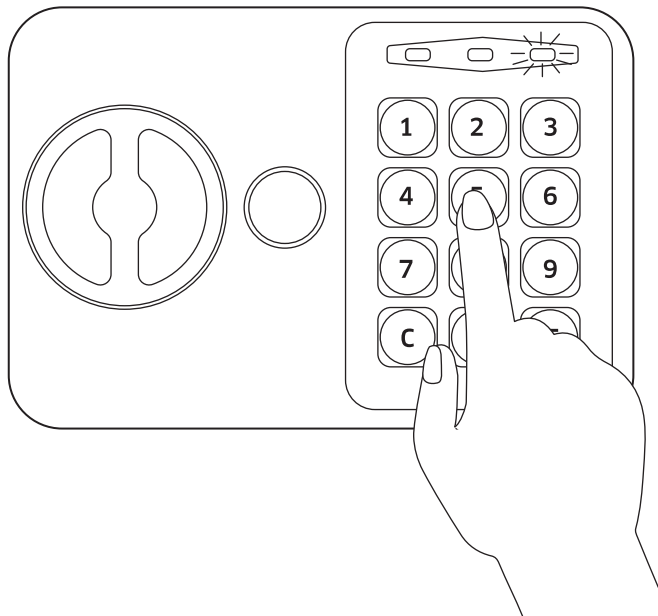
5 Second
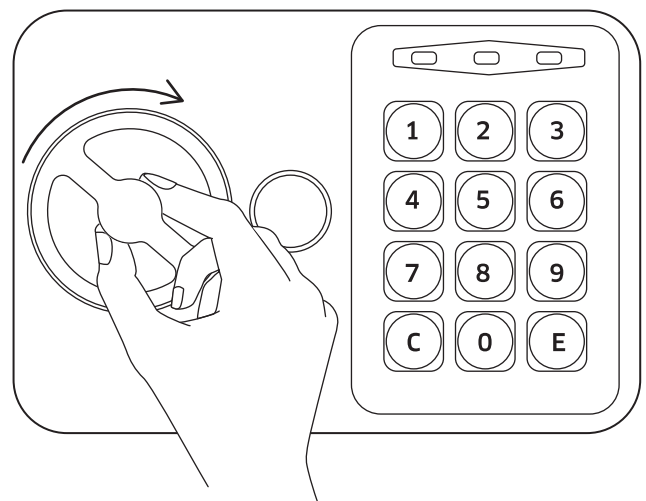
Locking the Door

1. Ensure the door is completely closed.
2. Rotate the door knob counter clockwise.
3. The safe is now locked.

Unlocking the Door Manually

1. Remove the Logo Cover Plate on the Control Panel by pulling it outwards.
2. Insert the Override Key into the Keyhole and turn counter clockwise.
3. Turn the Door Knob clockwise.
4. The safe is now unlocked and the door can be opened.

Note: Be sure to store passcode and keys in a safe place - never store them inside the safe. In the event both your passcode and keys become lost, ADIRoffice cannot replace the keys or open the safe.
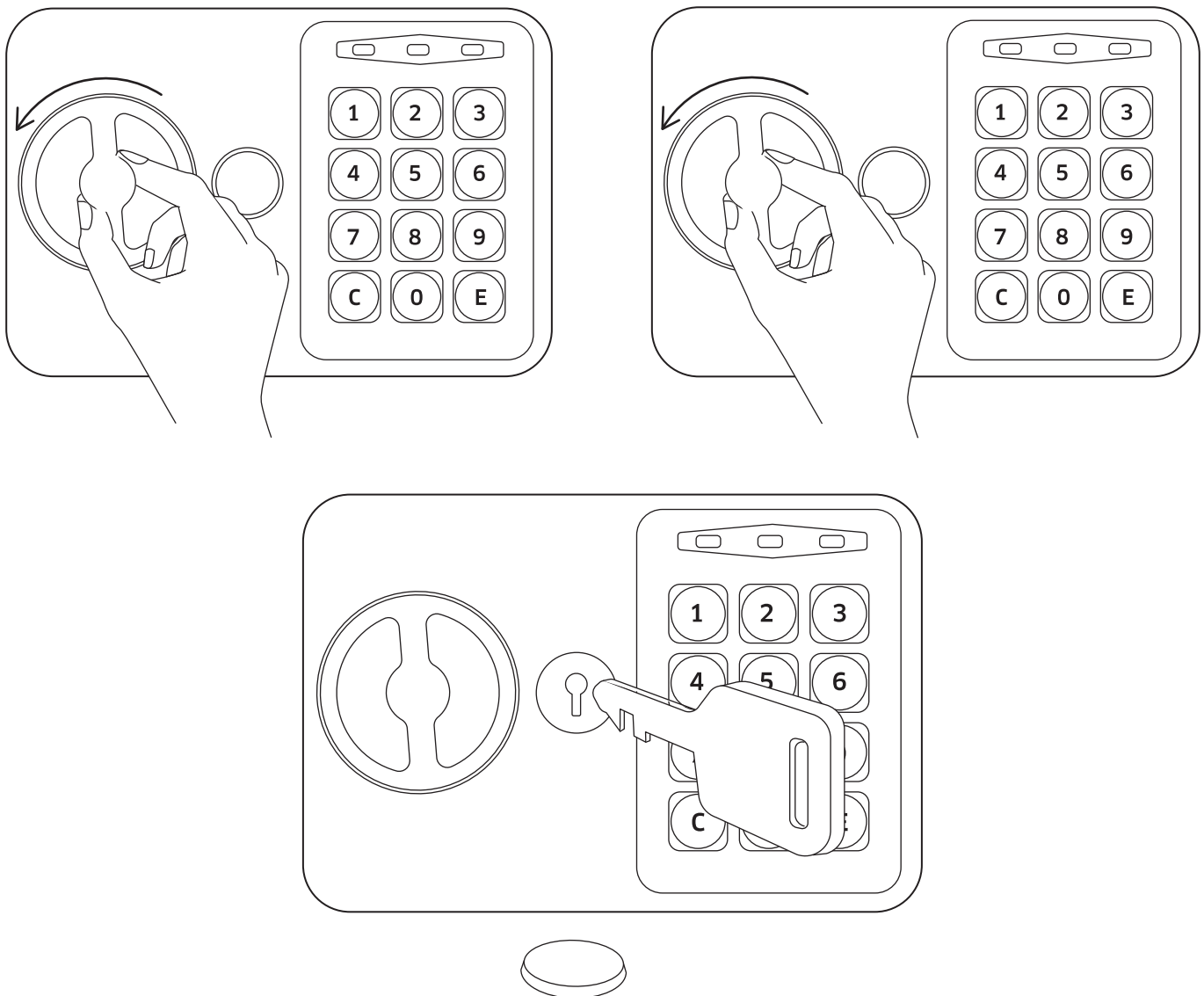
Tools Needed:

1. Drill
2. ½ inch (12.7 mm) bit (for mounting safe on a wall)
3. ¼ inch (6.1 mm) bit (for pilot hole when mounting safe on a flat surface)
4. Philips head screwdriver
5. Pencil
6. Tape Measure (for positioning safe between studs on interior drywall)
7. Level (for positioning safe between studs on interior drywall)
8. Rubber Mallet (for positioning safe between studs on interior drywall)
9. Stud finder (for positioning safe between studs on interior drywall)
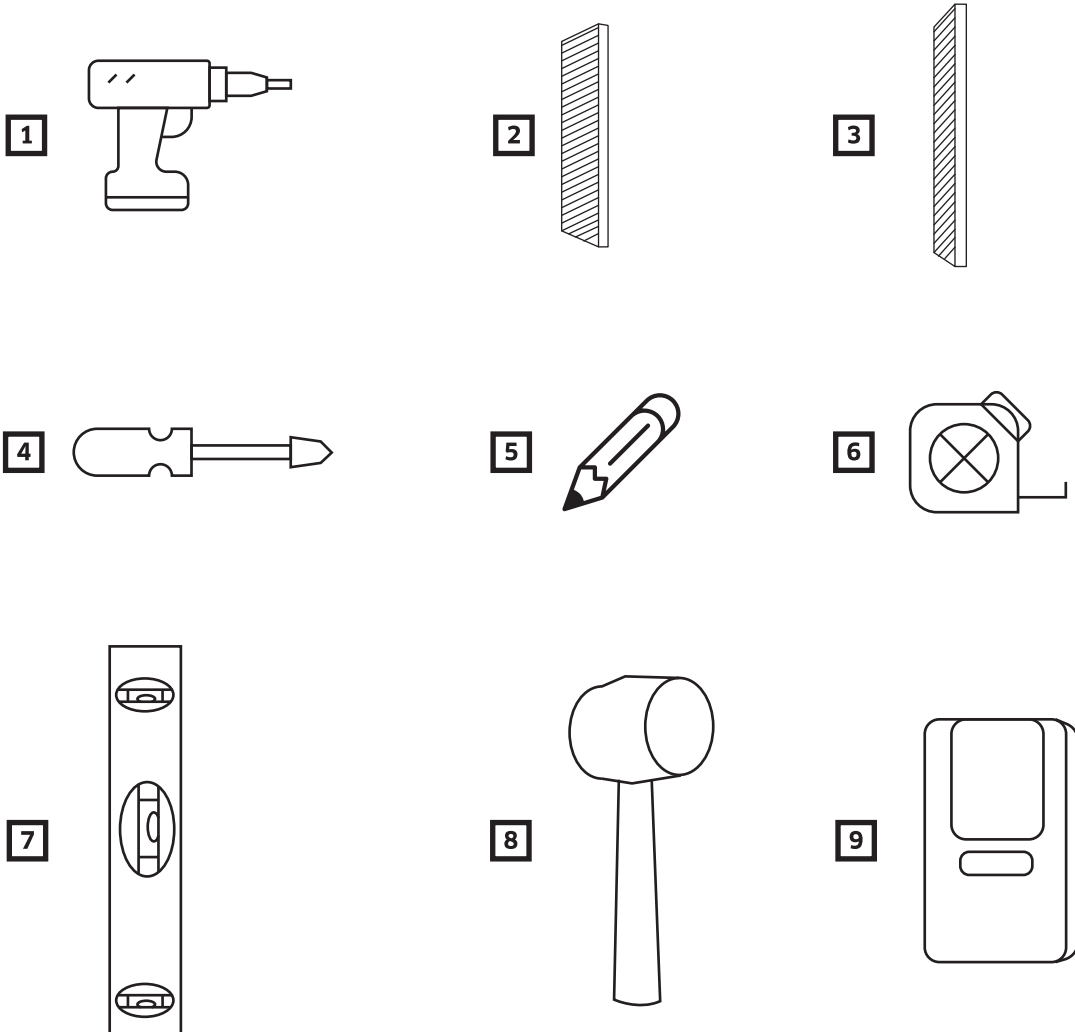
The back of the safe has two holes spaced 7-½ inches (19 cm) apart allowing it to be hung on a wall. If hanging on interior drywall, be sure the thickness and stability of the gypsum board can hold the weight of the safe and its contents. Failure to do so could result in the safe falling and injuring bystanders or causing damaging property.

1. For safety, have someone help you hold the safe when mounting it to a wall.
2. Select a wall having no concealed electrical wires, HVAC ducts or plumbing lines.
3. Using the stud finder and pencil, locate studs and mark their location.
4. Using the tape measure and pencil, mark two points on the wall 7-½ inches (19 cm) apart evenly between the stud marks.
5. Place level between two marks, strike a level line with the pencil and draw two crosshairs at each mark.
6. Using the drill and ½ inch (12.7 mm) bit drill a hole at each crosshair.
7. Push the anchor portion of the hollow wall plugs into each wall holes using a mallet.
8. Have someone hold the safe with door open against the wall and align the safe holes with wall holes.
9. Using the phillips head screwdriver, install the screw portions with washers through the safe wall and into the hollow wall plug anchors tightly.

HOLLOW ANCHOR
PLUGS IN WALL

WASHER

HOLLOW ANCHOR
PLUGS screw

WALL   SAFE HOLES
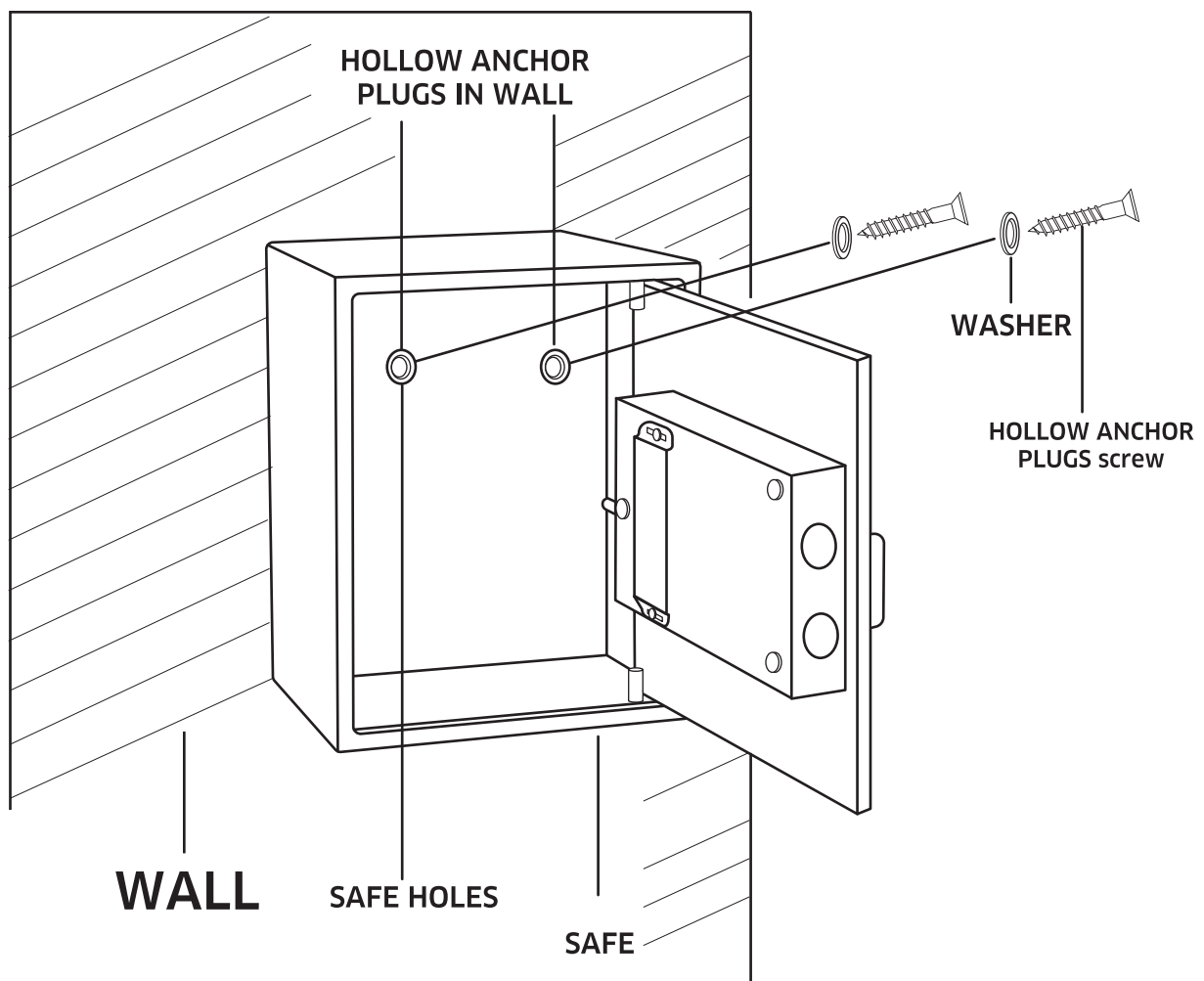
SAFE

The bottom of the safe has two holes spaced 7-½ inches (19 cm) apart allowing it to be installed on a flat surface. The safe comes with two wood screws for wood surfaces. If you are securing safe to a tile or cement floor, consult with your local hardware store and purchase the appropriate anchors for your floor type. The instructions below pertain to installing the safe on a wood surface.

1.   Select a floor having no concealed electrical wires, HVAC ducts or plumbing lines.
2.   Using the tape measure and pencil, mark two points on the surface 7-½ inches (19 cm) apart.
3.   Place level between two marks, strike a line with the pencil and draw two crosshairs at each mark.
4.   Using the drill and ¼ inch (6.1 mm) bit drill a hole at each crosshair.
5.   Position the safe with door open and align the safe holes with surface holes.
6.   Using the phillips head screwdriver, install the screws with washers through the safe into the surface holes tightly.

HOLLOW ANCHOR PLUGS screw

FLAT SURFACE

SAFE HOLES   SAFE
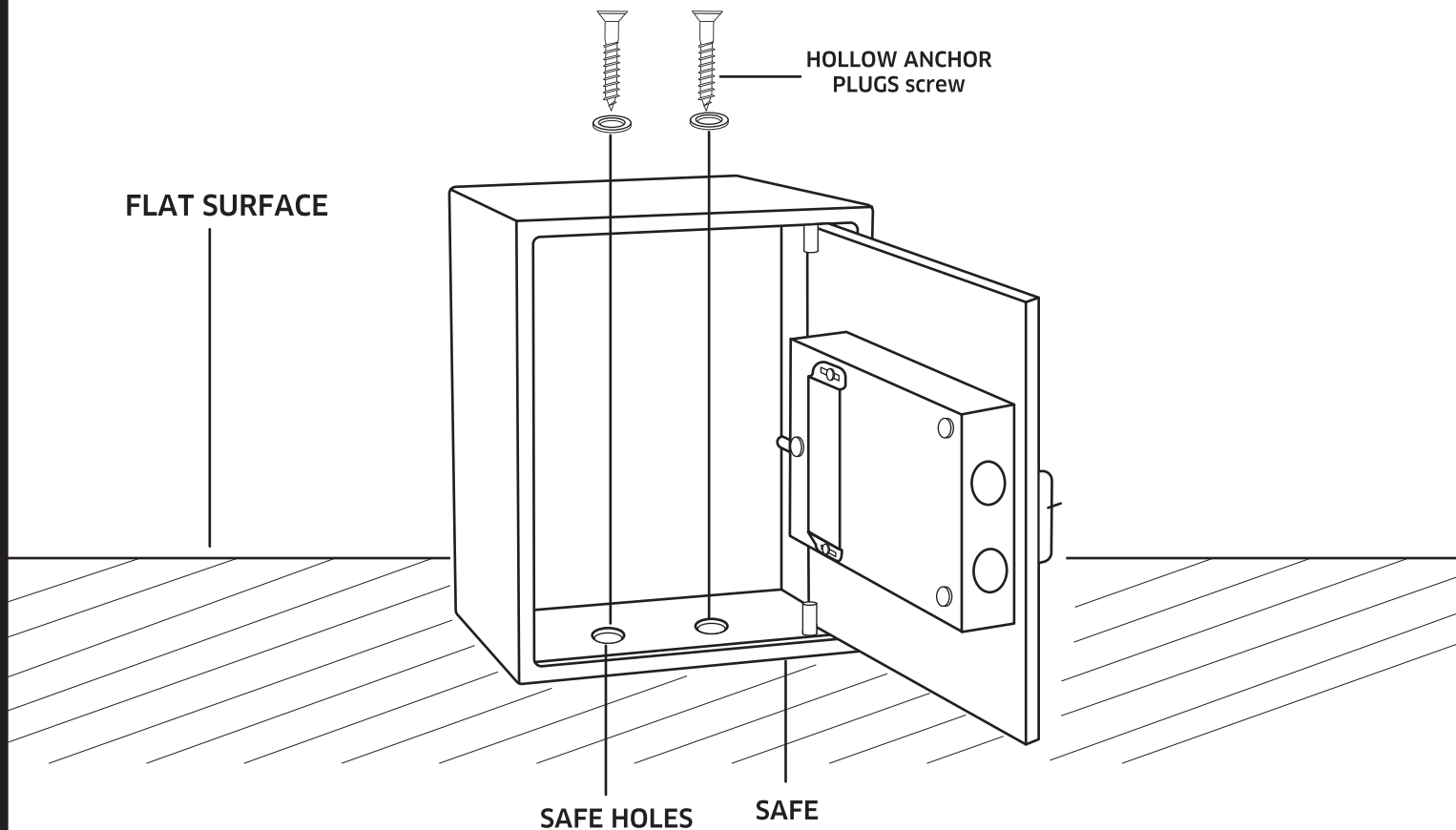
CARE AND MAINTENANCE

-    If necessary, dampen a cloth with water and clean the safe. Do not use chemicals or cleaning agents.
-    Keep any moisture from coming in contact with the control panel. Any moisture inside the control panel may cause damage to the electronics and potentially shock a person.
-    Do not overfill the safe as this could prevent the door from closing or damage locking mechanism.
-    Do not disassemble the safe or its components. Contact an authorized service center or distributor.
-    Do not allow strangers to scan their fingers.

1. ADIRoffice (the "Company") warrants to the original consumer (the "Purchaser') of any Programmable Safe against any damage caused by attempted burglary for a period of five (5) years from the date of purchase.

2. The Company warrants to the purchaser that the Programmable Safe will be free from defects in workmanship and materials for a period of one (1) year from the date of purchase.

3. These warranties are not assignable or transferable to any other person.

4. Any damage to the Programmable Safe as a result of misuse, tampering, abuse, neglect, accident, improper installation, modification, unauthorized service, destruction, or the alteration of the serial number, or use violate of the instructions furnished by the Company will void this warranty.

5. The sole responsibility of the Company shall be limited to the repair or replacement (in its sole discretion) of any component of the Programmable Safe which fails to conform to this warranty at no cost to the purchaser for the period of the warranty.

6. Contact the Company directly to obtain service under this warranty. If it becomes applicable to send a defective product to the Company, a Return Authorization Number must first be obtained from the company. In order to obtain service under this warranty, purchaser must provide the Company with the following items (a) proof of purchase, (b) police or fire department report, (c) photographs of damaged sad, and (d) written testimonial.

7. Products shipped without prior Return Authorization and Return Authorization Number may not be accepted, and the Company will not be responsible for their disposition and/or cost of return to the owner.

8. The Company will not assume any responsibility for any loss or damage incurred in shipping. All return
authorized products should include a copy of the original invoice in order that this warranty may be Honored.

9. This warranty is not an insurance policy. The Company is not responsible for any manner of damage to or theft of the Purchaser's Programmable Safe or its contents.

10. We recommend that the enclosed warranty card be completed in full, and returned to the Company within ten (10) days of the original date of purchase to validate this warranty.

11. Any implied warranties that the purchaser may have are limited to the duration of the warranties described above. There are no further warranties that extend or apply beyond the face hereof, and the company expressly disclaims and excludes any and all warranties of merchantability or fitness for a particular purpose. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

12. Repair or replacement shall be the sole remedy for the purchaser under this warranty. The company shall not be liable for any direct, indirect, incidental or consequential damages, losses or expense arising from the use or misuse of the Programmable Safe. Some states do not allow the exclusion or limitations of incidental or consequential damages, so the limitation may not apply to you.

13. This warranty gives you specific legal rights, and you may also have other rights which vary from state to State.

ADIRoffice. does not guarantee that our products will absolutely stop theft, vandalism, burglary, or acts of God. Our products are only a DETERRENT to such acts.

ADIRoffice will always do its utmost to stay current on the prevention of theft and burglary and will continue to offer the best products possible to help in the prevention of such crimes.

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ADIRoffice

Simplifying your Life ™

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