

## Operating the Electronic Cash Box

### To Setup Safe for Initial Use:

1. Remove the small plastic black cover to the left of the control panel to expose the lock.
2. Insert key and turn key clockwise to lock and counterclockwise to unlock. Turn knob counter clockwise to unlock and pull safe to open.
3. Batteries need to be installed for the Control Panel to operate. Batteries are included inside of safe.
4. Remove cover on battery compartment on inside of door by pushing down on cover in direction of arrow to open. Insert 4 batteries into compartment. Replace compartment cover.
5. Close safe and proceed to "Program your Personal Identification Number".

### To Program your Personal Identification Number ("PIN") – 3 to 8 DIGITS:

1. Turn knob counter clockwise and pull door open.
2. Press the red button on the inside of the door on the right side of the battery compartment to reset PIN.
3. Close the safe door and re-lock. *Note the override lock must be in the lock position in order for the safe to lock using PIN.* Now select and enter your PIN digits and then press the "#" to confirm your PIN. A beep will sound for each key pressed. After the "#" is pressed, a green light goes on to indicate success. Be sure to write down this code immediately and store somewhere safe.
4. Turn knob counter clockwise and the safe will open.

### To Operate Safe:

1. Input your own PIN (the number you have selected) then press the "#". Turn knob counter clockwise and the safe will open.
2. After entering your PIN, you have 5 seconds to turn the knob before the mechanism relocks. If it relocks, please reenter your PIN. Don't forget to press the "#" after entering your PIN.

**CAUTION:** If an incorrect group of numbers is entered, a red light will flash and safe will not open. Entering an incorrect PIN 3 times will freeze the system for 20 seconds.

### IMPORTANT

1. If you forget your code, you can use the manual override key. ***DO NOT*** keep override key(s) in safe. Remove the small black rubber cover to the left of the control panel to expose override lock. To use the override key, insert key and turn key counter clockwise, turn knob counter clockwise and pull safe to open.
2. Please make a note of the following details and keep independent of safe as these details will be needed if a service call is required: The **Key Number** and the **Safe Number** (the safe number is either on a small sticker beside the override lock cover or on the head of the override lock itself).
3. A steady red light showing on the top right of the control panel indicates low batteries. Change batteries by removing the battery housing cover on the inside of the safe door, and then replace all batteries.
4. If the digital lock does not work because of low battery, use the override key to open the safe, and then replace all batteries.