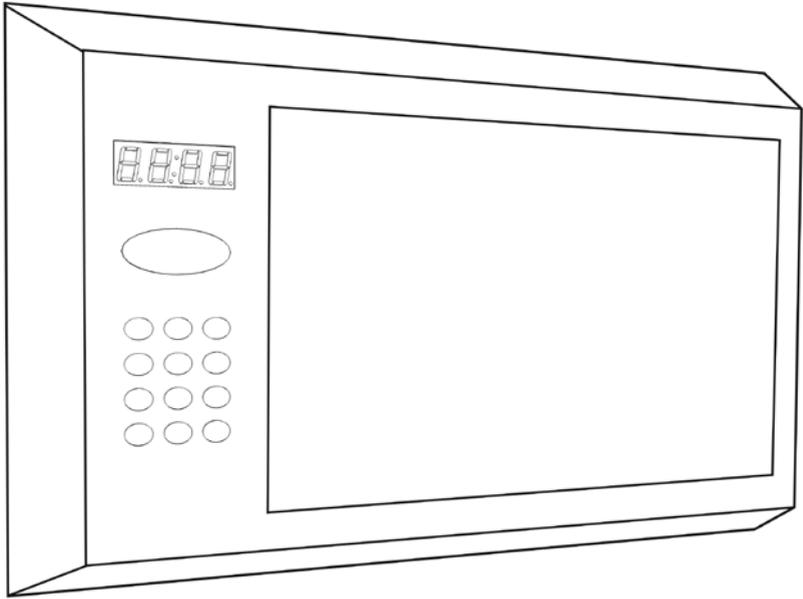


Vecta Personal Safe™



Operating and installation instructions

Vecta Personal Safe™

IMPORTANT

Please read the following instructions carefully before installing your Vecta Personal Safe™.

The Vecta Personal Safe™ comes pre-programmed with two codes preset into the safe - an Administrator Code (preset "0000") and the User Code (preset "1234").

As both these codes can be used to open the safe, for security reasons **BOTH CODES SHOULD BE CHANGED IMMEDIATELY UPON INSTALLING THE SAFE.**

Instructions for changing the codes are described in section 3.1 (setting Administrator Code) and section 3.2 (setting User Code)

Box Contents

1 x Vecta Personal Safe	2 x Manual override keys	6 x Fixing/anchoring bolts
1 x Key rack	1 x Instruction sticker	1 x Code card (for recording Administrator Code and Override Key Number)
1 x Valuables tray	4 x AA batteries	

1. PRIOR TO INSTALLATION

1.1 Install the batteries

- 1) If the safe is locked, open the safe using one of the entry codes or the manual override key (Follow instructions in section 4.1 "Opening the Safe" or 4.4 "Using the manual override key").
- 2) If the tray is in place, remove it from the bottom of the safe and remove the battery compartment cover located inside and at the base of the safe [Fig. 1].
- 3) Place the 4 x AA batteries (supplied) as shown in [Fig.2]. Once the batteries are installed, close the battery compartment lid.
- 4) When batteries need changing the display will show "Lo batt" together with a warning sound when the safe is opened.
- 5) When new batteries are installed the sound function is reset to the default setting (**beep On**) but the User Code and Administrator Code are not reset.



Fig. 1

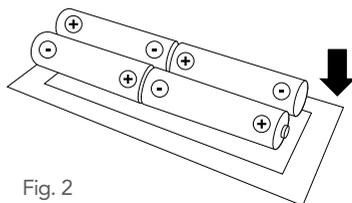


Fig. 2

1.2 Testing the Vecta Personal Safe™

Before installing the Personal Safe, please ensure you have all the box contents as detailed above, and test the Personal Safe will operate correctly by following these instructions:

- Always test with the batteries installed and the safe door held open to ensure you do not get locked out of the Personal Safe.
- With the door held open press the  key and the bolts should slide into the locked position. Test the User Code by entering the preset User Code ("1234") on the keypad, and the bolts should retract.
- Press the  key again to slide the bolts into the locked position. This time test the Administration Code by entering the preset Administrator Code ("0000") and, again, the bolts should retract.
- Finally, press the  key again to slide the bolts into the locked position but this time remove the magnetic Vecta logo on the front of the Personal Safe and use the manual override keys (turned clockwise) to retract the bolts. After opening the safe using the Override Key it must be closed by pressing the  key again and unlocked using the preset User or Administrator Code.

NB With the safe tested, it is recommended that the Administrator Code is changed as detailed in 3.1 and a note of the new Administrator Code is recorded on the Code Protector Card provided. The number on the barrel of the Override Key should also be recorded in case a replacement key is required in the future.

2. INSTALLATION

-  Always wear goggles or other suitable protective eye protection before starting to drill.
-  The safe is heavy so incorrect installation may result in injury.
-  Before installing the safe please read and follow these Operating and Installation instructions and test the safe as described in Section 1.2.
-  The performance of the safe is dependent on the quality of the installation and the quality of the wall to which the safe is fixed. To ensure it is correctly fitted it is recommended that the safe is installed by a competent DIYer, tradesman or professional locksmith.

2.1 Tools required

- Power drill & extension lead
- Marker pencil
- 10mm masonry drill bit
- Tape measure
- Goggles or suitable protective eyewear
- Spirit level
- Large phillips screwdriver

2.2 Positioning the Vecta Personal Safe™

Determine the location of the Personal Safe, which should be:

- Located on a solid internal wall constructed of brick, blockwork or concrete.
- Positioned out of sight of visitors or non-authorised persons but easily accessible. The keypad should be easy to read and the safe easy to open and view contents.
- Positioned close to an adjacent wall to make it difficult for a potential intruder to prise the safe off the wall.

NOTE: Ensure the wall area where the safe is to be fixed is clear of pipes and electrical cables before drilling holes for the fixing bolts

2.3 Fixing to a wall

IMPORTANT: To reduce the risk of theft and ensure your safe is securely installed, use the 6 x anchoring bolts supplied and secure to a solid brick, blockwork or concrete wall.

- The wall safe should always be attached to a flat, vertical surface using the fixing/anchoring bolts provided for the installation.
- The safe is heavy and should be handled with care, whilst installing, in order to avoid injury.
- The safe should be kept in a dry environment to prevent corrosion of the safe and the locking mechanism.
- Firstly, determine the position of the safe against the wall using a spirit level to ensure it is level. Ideally the safe should be close to an adjacent wall to make it difficult for an intruder to prise off. [Fig. 3]
- Holding the safe in position against the wall, with the safe door open, use a pencil to mark the position of the 6 holes used by the anchoring bolts to secure the safe to the wall [Fig. 4].

NOTE: The safe is heavy so it may be necessary for two people to be involved in fixing it to the wall - one to hold the safe against the wall whilst the other marks the position of the holes for the anchoring bolts.

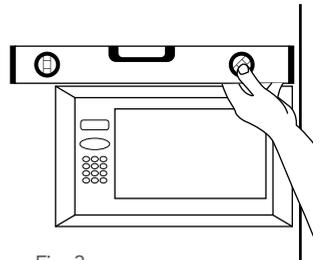


Fig. 3

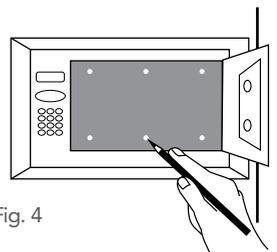
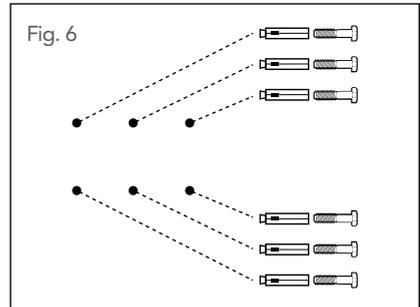
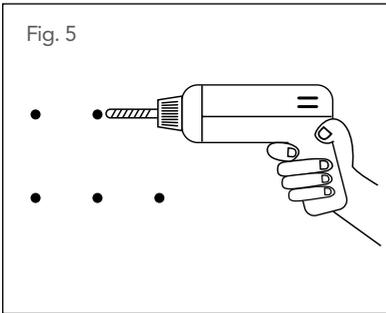


Fig. 4

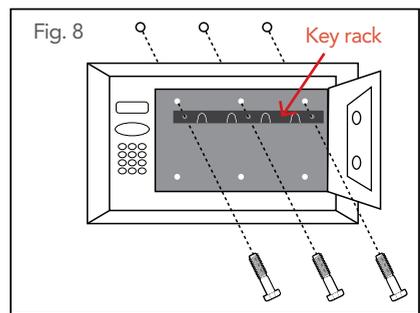
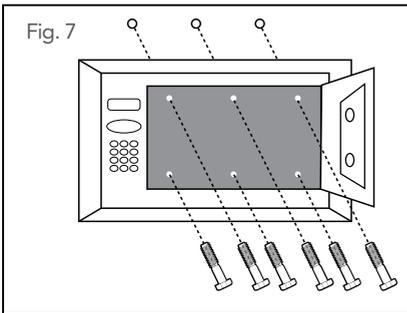
- Remove the safe and use a 10mm masonry drill to drill the 6 holes required to fix the safe to the wall [Fig. 5]. Holes should be drilled to a depth of 50mm.
- Push the assembled anchoring bolts and sleeves into the holes and gently tighten the bolts, to open up the sleeves, locking them in position in the wall [Fig. 6].



- The bolts should then be unscrewed, and removed, leaving the sleeves locked in position.
- The safe can now be secured to the wall by feeding the bolts, through the backplate and into the sleeves in the wall and tightening [Fig. 7].

NOTE: If the key rack is being fitted, the top 3 bolts need to be fed through the key rack fixing holes as the safe is being secured to the wall [Fig. 8].

- The Vecta Personal Safe is now installed and ready to be set up.



2.4 Installing the tray

Once the safe is securely bolted to the wall and the batteries are in place, the valuables tray can be placed in the safe, covering the battery compartment. The raised side of the tray should be against the back of the safe, to cover the lower fixing bolts.

3. SETTING UP THE VECTA PERSONAL SAFE™

IMPORTANT

- The Vecta Personal Safe can be accessed using either the 4-digit User Code for day to day access or the 4-digit Administrator Code (if the User Code has been lost or forgotten).
- Both these codes are pre-programmed so so it is important for security reasons that they are both changed as soon as the safe is installed.
- The Administrator Code **MUST** be kept safe as it can only be changed by first entering the current Administrator Code. If the current Administrator Code is lost, it cannot be changed.

3.1 Setting the Administrator Code

IMPORTANT: The Personal Safe comes pre-programmed with the 4-digit Administrator Code "0000" so it is important for security that this is changed as soon as the safe is installed

A record of the new code should be written down on the Code Card provided and kept in a safe place.

The Administrator Code **MUST** be kept safe as it can only be changed by first entering the current Administrator Code. **If the current Administrator Code is lost, it cannot be changed.**

- 1) Unlock the safe using either the pre-programmed Administrator Code ("0000" unless it has been changed). or the User Code.
- 2) With the safe unlocked, press keys **#**, **3** and **9** at the same time. The display will show "Ent Ad".
- 3) Release keys and enter the current 4 digit Administrator Code (when setting up for the first time use pre-programmed code "0000").
- 4) The display will request a replacement (new) Administrator code by displaying "Ad rep".
- 5) Enter the new 4-digit Administrator Code (Note: If any digit is incorrectly entered, it can be cleared by pressing the **#** key).
- 6) The display will then request that the new Administrator Code is repeated by showing "repeat".
- 7) Re-enter the new code. As the fourth digit is entered, the safe will beep and "Ad Set" will display for 3 seconds to confirm that the new code has been accepted.
- 8) If, at any stage, the safe beeps and the display reads "Error", steps 1 to 7 must be repeated.
- 9) Once the Administrator Code has been accepted it should be written on the Code Protector Card and kept in a safe place – **NOT IN THE VECTA PERSONAL SAFE!**

Note:



If no key is pressed for 10 seconds whilst changing codes, the screen will go blank, numbers entered up to that point will be cancelled and the safe will revert to its previous settings.

3.2 Setting the User Code

IMPORTANT: The Vecta Safe comes pre-programmed with the 4-digit User Code "1234" so it is important this is changed as soon as the safe is installed.

- 1) Unlock the safe either by entering the User Code (pre-programmed code "1234" if setting for the first time), entering the Administrator Code or unlocking using the Override key.
- 2) Press keys **#** and **1** at the same time and the display will show "Codeln".
NOTE: If opening using the override key, the key should be kept in the open position (bolts retracted) whilst the code is being set.
- 3) Release the **#** and **1** keys and enter the new 4-digit code (Note: If any digit is incorrectly entered, it can be cleared by pressing the **#** key).
- 4) The display will then show "repeat".
- 5) Re-enter the new 4-digit code.
- 6) As the fourth digit is entered, the safe will beep and the safe display will show "done" to confirm that the new code has been accepted.
- 7) If, at any stage, the safe beeps and the display reads "Error", steps 1 to 6 must be repeated.

Note:



If no key is pressed for 10 seconds, the screen will go blank, numbers entered up to that point will be cancelled and the safe will revert to its previous settings.



The User Code does not have to be reprogrammed when batteries are changed.

4. OPERATING THE VECTA PERSONAL SAFE™

4.1 Opening the safe

- 1) Using the keypad, enter the 4-digit User Code (or 4-digit Administrator Code).
- 2) As the last digit of the correct 4-digit code is entered, the display will show **"Opened"** and the door will automatically open.
- 3) If the User Code is forgotten the Vecta Personal Safe™ can be opened using the Administrator Code or the Override Key (see section 4.4). Once open, the User Code can be reset as detailed in section 3.2

Note:

-  If any digit is incorrectly entered, it can be cleared by pressing the  key.
-  If the incorrect User Code is entered you will hear a beep, the display will show **"Error"** and the door will not open.
-  Whilst inputting the code, if no key is pressed for 10 seconds, the screen will go blank, the numbers input up to that time will be cancelled, and the code will need to be re-entered from the beginning.

4.2 Locking the safe

- 1) To lock the safe simply press the safe door closed whilst pressing the  key.
- 2) The locking bolts will engage, locking the door, and the display shows **"Closed"**.
- 3) If **"Error2"** appears on the display this means the door was not closed properly when locking and the door is still open. If this happens, check there are no items preventing the door from closing properly, push it fully closed and press the  key again to lock the safe.

4.3 Lockout

If the wrong User Code is entered 4 consecutive times, the display will show **"Hold 5"** when the next key is pressed indicating that the safe will not be able to be opened using the electronic lock for 5 minutes. However, the safe can still be opened using the manual override key.

4.4 Using the manual override key

- 1) The manual override key can only be used for unlocking (NOT for re-locking) the safe when the User Code (or Administrator Code) has been lost or forgotten. Its keyhole is located behind the removable magnetic Vecta badge on the front of the safe.
- 2) To open the safe, lift the badge off, insert the key in the keyhole and turn it clockwise until the bolts retract and the door opens. While the safe is open (and bolts retracted) the User Code can be reset.
- 3) The bolts will stay retracted (in unlocked position) until the safe is locked by pressing the  key.
- 4) The key can be removed after it has been returned to the horizontal position.

IMPORTANT

-  Keep the manual override keys in a safe place but **DO NOT** store the keys inside the safe
-  The code number for the key is located on the barrel. This should be recorded on the Code Protector Card in case the keys are lost and a replacement is required.

4.5 Turning sound on/off

- 1) Pressing **#** whilst simultaneously pressing **6** will turn the beeping of the safe on or off when the safe is operating.
- 2) **"beepOn"** on the LCD display indicates that the beep is turned on, **"Nobeep"** indicates it is turned off.

NOTE: The Vecta Personal Safe™ does not need to be open to change the keypad sound on or off.

4.6 Low battery warning

The Vecta Personal Safe Personal Safe uses 4 x AA alkaline batteries, which should last around 2 years with normal use. When the batteries are getting low, the message **"Lobatt"** will appear on the display

5. DISPLAY MESSAGES

Display	Action	Display	Action
<i>OPEN</i>	The safe is open.	<i>done</i>	The action is now completed.
<i>CLOSEd</i>	The safe is locked.	<i>Error</i>	Wrong code has been input. Input the correct code.
<i>Code IN</i>	Enter user code.	<i>Error2</i>	Door bolts prevented from locking. Clear obstruction and re-lock.
<i>REPEAT</i>	Repeat the new code.	<i>Lobatt</i>	Low battery power. Replace batteries as soon as possible.
<i>Ent Ad</i>	Enter the current Administrator Code.	<i>beepON</i>	Keypad sound is switched ON.
<i>Ad REP</i>	Enter the replacement Administrator Code.	<i>Nobeep</i>	Keypad sound is switched OFF.
<i>Ad SET</i>	The new Administrator Code has now been set.	<i>HOLD 5</i>	Wrong code has been input 4 times, safe locked for 5 minutes.

6. TWO YEAR WARRANTY

This product is guaranteed for consumers against faulty workmanship, materials and function for a period of 2 years from the date of purchase providing the full installation and maintenance instructions are followed.

Please keep your proof of purchase safe, this must be submitted when making a claim under this guarantee.

6.1 Warranty conditions

Conditions of this warranty are that your Vecta Safes product:

- Has been correctly installed and maintained in full accordance with the Vecta installation and operating instructions provided to you at the time of purchase.
- Has not been modified or damaged in any way.
- Has not been subjected to unauthorised repairs.

This warranty:

- is non transferable. Only the original purchaser of this product is covered under this limited warranty which is not transferable to subsequent purchasers or owners of this product.
- does not apply to normal wear and tear.
- does not affect your statutory rights.
- does not cover any costs related to the removal or re-installation of this product from or into any installation.
- does not cover any costs related to any setting up of this product or any adjustment of user controls, or any programming required for a specific installation of this product.

Vecta are responsible under this warranty for repairing or replacing the product as we deem fit.

6.2 Obtaining a remedy under this warranty

To obtain a remedy under this warranty, you must contact either the authorized Vecta Safes reseller from whom you purchased this product, or Vecta Safes directly. For contact details, please visit our web site at www.vectasafes.co.uk.

6.3 Limitation on liability

The maximum liability of Vecta Safes (UK) Limited under this limited warranty shall not exceed the actual purchase price paid for the product.

To the maximum extent permitted by law, Vecta Safes (UK) Limited is not responsible for any direct, special, incidental or consequential damages resulting from any breach of warranty or condition or failure of the products operation.