

MESA[™]
SAFE COMPANY

BETTER MESA SAFE THAN SORRY![™]



OPERATING MANUAL

MF-SERIES ELECTRONIC LOCK INSTRUCTIONS

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OPERATING MANUAL





MF-SERIES ELECTRONIC LOCK INSTRUCTIONS

CHECK LIST

Before proceeding, make sure all items below are included.

If any items are missing, contact MESA SAFE COMPANY *Customer Care* :

800.490.5624 [Monday thru Friday 7AM - 4PM/PST]

-  **2 Emergency Keys** [Do not store the emergency keys inside your safe]
-  **1 Anchor Bolt**
-  **4AA Batteries**
-  **1 External Power Pack**

QUICK START

Before proceeding, make sure all items below are included.

If any items are missing, contact MESA SAFE COMPANY **Customer Care** :

800.490.5624 [Monday thru Friday 7AM - 4PM/PST]

- ❶ Insert **4AA Batteries** [included] into the **External Power Pack** [included]
- ❷ Plug the **External Power Pack** into the **External Power Jack**. *See figure A*
- ❸ Allow the lock to power up: [[**ALREADY**]] will appear
- ❹ Enter: #**1234**# or #**123456**#
- ❺ You will hear a "**Click**" to indicate that the safe is unlocked.
- ❻ Turn the handle clockwise within 5 seconds of unlocking to open the door
- ❼ Insert 4AA Batteries in the battery compartment
- ❽ To lock your safe, close the door & turn the handle back to the locked position
- ❾ Make sure your safe is locked & secure before walking away!
 - ▶ If you accidentally enter a wrong number, press * to delete it
 - ▶ Valid code : LCD will display [[**OPEN**]]
 - ▶ Invalid code : LCD will display [[**Error**]]

WRONG CODE ALARM

- ▶ Enter 3 wrong codes & it will trigger the **Wrong Code Alarm**
- ▶ To turn the alarm off immediately, you must enter a valid code.
Example : 1234#
- ▶ If a valid code is not entered the alarm will turn off 1 minute after the last wrong code entered

EMERGENCY KEY

⚠ **IMPORTANT** : Do not store the emergency keys inside the safe!

- ▶ If the batteries die or you lose your code, use the emergency key [2 keys included]

- ❶ Insert a pin or similar item into the **Access Hole**:
Located on the bottom edge of keypad
- ❷ Gently push the pin up to release the emergency key cover
- ❸ The emergency cover will loosen so you can remove it
- ❹ Insert the emergency key & turn it counter-clockwise
- ❺ Turn the handle to open the door

⚠ **WARNING** : Do not force the emergency key cover back in place.
If the cover does not re-attach easily it may be upside down.

- 🗉 If you happen to misplace your emergency keys or need to order extra keys, see backside of manual for details

TIME TO CHANGE YOUR BATTERIES

- ▶ If the battery level indicator on the display only reveals 1 bar
- ▶ If you enter your code & the LCD screen display [[Lo-BATTE]]
- ▶ If you enter your code & [[OPEN]] displays but the safe does not unlock
- ▶ If the keypad has no sign of life

⚠ **IMPORTANT** : If the batteries die or are too low to unlock your safe, use your **External Power Pack** or **Emergency Key** to open the safe & change your batteries.

USER CODES

- ▶ This safe is equipped with **2 User Codes**
- ▶ **User 1 Code** is factory set to : **1234#**
- ▶ **User 2 Code** is factory set to : **123456#**

⚠ **IMPORTANT** : Because the codes are factory set, we highly recommend changing both codes to your own unique codes!

- ▶ When viewing **Open Door Records**, [[PASS1]] will display for **User 1** & [[PASS2]] will display for **User 2**

EMERGENCY KEY

- ① Enter #. The display will turn **amber** & [[- - - - -]] will display
- ② Enter a valid code & #. You will hear a '**Click**', the display will turn **blue** & [[OPEN]] will display
 - ▶ *Example* : **1234#**
 - ▶ Valid Code: LCD will display [[OPEN]]
 - ▶ Invalid Code: LCD will display [[Error]]

LOCKING THE SAFE

- ① If the handle/locking bolts are still in the unlocked position, close the door & turn the handle back to the locked position
- ② If the door is open & the handle/locking bolts are in the locked position, follow steps 1-3 under **Unlocking the Safe**; close the door & turn the handle back to the locked position

THE DETENT

The detent prevents the door from being closed with the locking bolts in the locked position, avoiding any damage to the locking bolts

- ▶ When you unlock your safe & open the door, the locking bolts are held in the unlocked position by the safe's detent.
- ▶ To release the locking bolts, push the detent rod in & turn the handle to the locked position

CHANGING YOUR CODE

🔑 **NOTE** : Always perform this operation with the door opened!

- ▶ Test your new code out several times before closing the door & locking the safe
 - ① Enter #. The display will turn **amber** & [[- - - - -]]
 - ② Enter a valid code & #. You will hear a 'Click', the display will turn **blue** & [[OPEN]]
 - ③ While the display is still blue, enter *, [[- - - - -]]
 - ④ Enter your new code [1-8 digits] & #, [[INTO]]
 - ⑤ Your new code has now been set
- ▶ *Example* : #1234# *#4321# [Code was 1234 & is now 4321]
 - ▶ If you accidentally enter a wrong number, press * to delete it

RESET BUTTON

The **Reset Button** is used to reset both **User Codes** back to their factory settings [User 1: 1234# / User 2: 123456#]

- ① Locate the red button on the back panel of the safe door
 - ② Press the red button. The display will turn **amber** & [[CLEAR]]
 - ③ Both user codes have now been reset to factory settings
- ▶ Test the codes to make sure they have been reset back to the factory settings before closing the door & locking the safe

CONCEALING YOUR CODE

- ▶ If you do not want your code to show on the LCD screen, press # then * then your code & #
- ▶ *Example* : #*#1234#:
LCD screen will display [[0000 - - - -]]
- ▶ You will have to do this every time you want your code concealed

TAMPER ALARM

- ▶ You may set a **Tamper Alarm** that will sound if the safe is hit/attacked
- ▶ Enter 0, [[BELL ON]]
- ▶ If the **Tamper Alarm** is triggered, enter a valid code to turn off the alarm
- ▶ If wrong codes are being entered, the alarm will turn off **1 minute** after the last wrong code entered
- ▶ Once the alarm has been triggered or a valid code has been entered to unlock the safe, you will have to reset the **Tamper Alarm**

SETTING THE DATE & TIME

- ▶ The date format on the display is year / month / date
 - ▶ The time format is Military time
 - ▶ The week is the Day of the Week; 1 represents Monday, 2 Tuesday, et al.
 - ▶ You will have **6 seconds** to make an entry between fields or the operation will be completed
- ➊ Enter *****. The display will turn **amber** & the *Year* field will blink
 - ▶ Enter 0 or 8 to change the Year. Enter 0 to descend, 8 to ascend.
 - ➋ Enter **#**. Display is still **amber** & the *Month* field will blink
 - ▶ Enter 0 or 8 to change the Month
 - ➌ Enter **#**. Display is still **amber** & the *Date* field will blink
 - ▶ Enter 0 or 8 to change the Date
 - ➍ Enter **#**. Display is still **amber** & the *Hour* field will blink
 - ▶ Enter 0 or 8 to change the Hour
 - ➎ Enter **#**. Display is still **amber** & the *Minute* field will blink
 - ▶ Enter 0 or 8 to change the Minute
 - ➏ Enter **#**. Display is still **amber** & the *Week* field will blink
 - ▶ Enter 0 or 8 to change the Day of the Week

VIEW OPEN DOOR RECORDS

- ▶ This function allows you to view the date & time the safe was accessed & which user accessed the safe
 - ▶ [[**PASS1**]] is **User 1**, [[**PASS2**]] is **User 2**
 - ▶ You can view the last 14 valid entries, starting with the most recent entry
- ➊ Enter **#**. The display will turn **amber** & [[- - - - -]] will display
 - ➋ Enter a valid code & **#**. You will hear a '**Click**', the display will turn **blue** & [[**OPEN**]] will display
 - ➌ As soon as [[**OPEN**]] disappears but the display is still **blue**, enter 0
 - ➍ The display will first show the date then the time the safe was accessed followed by the user [[**PASS1**]] or [[**PASS2**]]
 - ➎ To view the next opening record, Enter 0 while [[**PASS1**]] or [[**PASS2**]] is displayed

CAUTION FIRE SAFE CONTENT STORAGE

A fire safe contains insulation material, which may cause humidity to be present when closed for extended periods of time. It is recommended that the safe is opened on a regular basis & interior allowed to air out. It is also recommended that safe contents sensitive to moisture be kept in a sealed container [i.e.; zip-lock bags, etc.]

IMPORTANT INFORMATION ON SAFE USAGE

- ▶ Hold on to your Proof of Purchase [receipt/invoice].
You will need this to order keys or use the Warranty Service
- ▶ Do not open your safe if it is lying on its side, back or top.
Only open your safe when it is in the upright position
- ▶ Do not slam the door. Extreme shock can damage the lock or jam the bolt work system
- ▶ Do not shut the door with the locking bolts in the locked position.
This may damage the locking bolts & create problems unlocking & locking the safe
- ▶ Do not stack contents of the safe so that the door must be forced shut.
Bolt works may jam as a result
- ▶ Keep liquids away from the keypad. Liquids can damage the keypad
- ▶ The safe door is removeable. To remove door, unlock the safe, open the door & lift the door up. Do not lose the hinge pins - they may slide out of the hinge when removing the door. If they happen to slide out, you can easily insert them back into the hinge.
- ▶ If you experience a difference in the feel of the operation, inconsistency or difficulty opening or operating the safe, **DO NOT LOCK THE SAFE.**
Immediately contact our Professional Tech Assistants at MESA SAFE COMPANY Customer Care : 800.490.5624 [Monday thru Friday 7AM - 4PM/PST]

HOW TO ORDER KEYS

- ① Contact Mesa Safe's Sales Department for availability & prices :
800.490.5624
- ② You will need to provide your Proof of Purchase [receipt/invoice]. If you can't provide a Proof of Purchase, please send a notarized document stating that you are the owner of the safe [must send the original notarized document by mail, copies will NOT be accepted]
- ② Make sure these items are on your notarized document: Name, Safe Number, Key Number [stamped on the key lock], Mailing Address

MESA SAFE COMPANY LIMITED 1 YEAR WARRANTY

Mesa Safe Company will guarantee your Mesa Safe free from defects for a period of one year from original purchase date on manufacture defects only. This warranty is non-transferable and only applies to original owner with proof of purchase from an authorized dealer.

Mesa Safe Company will not, under any circumstances, be liable to the initial consumer for any incidental, consequential, special, exemplary, or punitive damages arising out of the purchase or use of any Mesa Safe Company product(s). Mesa Safe Company's liability for any breach of this warranty shall be limited exclusively to repair or replacement of the defective product(s), as described above or a refund of the product(s). In no event shall Mesa Safe Company's obligation under this warranty exceed the price of the original product(s). Under no circumstances will Mesa Safe Company be held liable for contents stored inside the Safe(s).

This warranty is limited to the terms stated herein. All expressed and implied warranties including the warranties of merchantability and fitness for a particular purpose are excluded, except as stated above. Mesa Safe Company disclaims all liabilities for incidental or consequential damages resulting from the use of this product, or arising out of any breach of this warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation may not apply to you. This warranty gives you specific legal rights, and you may have other rights as well, which will vary from state to state.



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