

*Godrej*

# E-SWIPE

User Instructions



Note: Home users may switch to home mode as per instructions given on page no 8

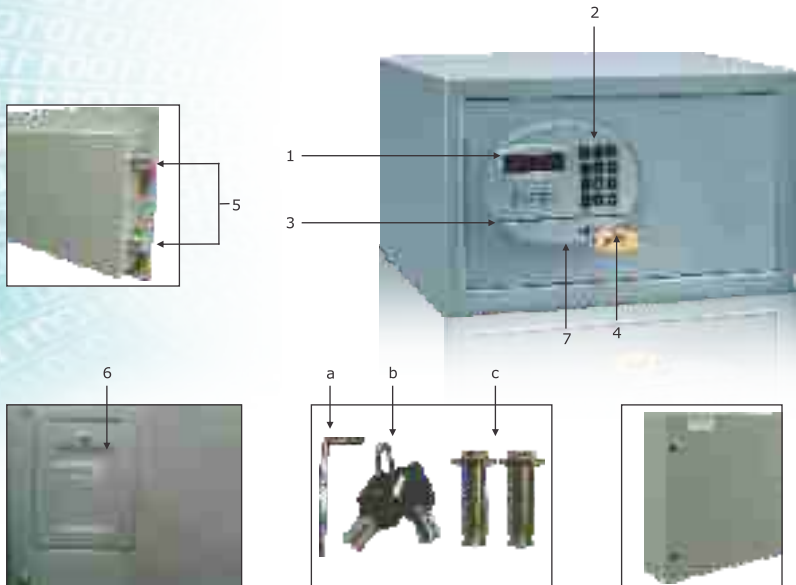
**Be Intelligent. Be Safe.**

## E-SWIPE SAFE:

Attractive design, suitable for use in hotels, apartments, offices and homes. Utilising a proven and reliable electronic circuit with embedded technology.

**Height x Width x Depth:**250mm x 455mm x 375mm

**Batteries:**Four 1.5Volts AA Size Alkaline



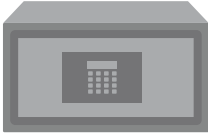
### FEATURES

1. Display
2. Keypad
3. Magnetic Card Swipe
4. Godrej Logo/Override Key
5. Motorised Steel Bolts
6. Easy to access battery compartment
7. USB Port
8. Enhanced Battery life
9. Automatic lockout after four consecutive wrong password entries
10. 3-6 digit personal code

### PACKAGE CONTENTS

- a. Allen Key for cover removal
- b. Override Keys
- c. Nut Bolts for anchoring
- d. Warranty Card
- e. User Manual
- f. Interior Carpet

## PACKAGE CONTENTS



Safe



Warranty Card



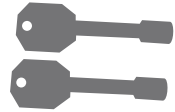
User Manual



Allen Key



Anchoring Bolts



Override Keys

## TOOLS REQUIRED



Drill Machine



Spirit Leveler



Drill Bit



Mallet



Spanner

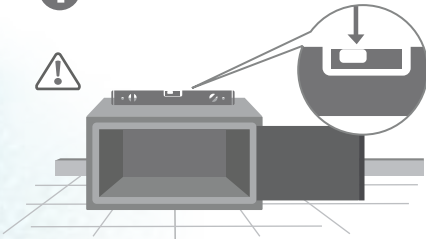


Adhesive

Note: Not included in the package contents

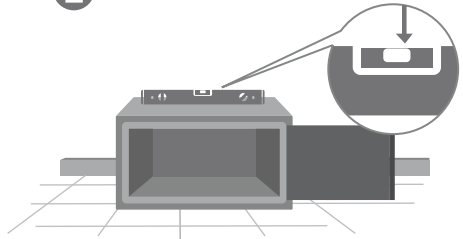
# GROUTING PROCESS

1



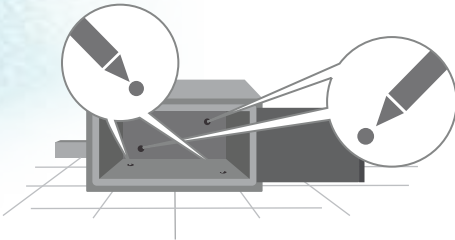
Using spirit level, check if the safe is evenly placed on the ground or against the wall or inside the wardrobe (depending on where it is to be grouted). If not, choose a different location for grouting.

2



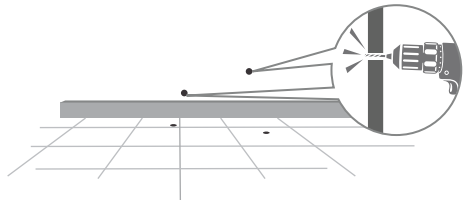
Spirit level lets you know precisely if the safe is evenly placed.

3



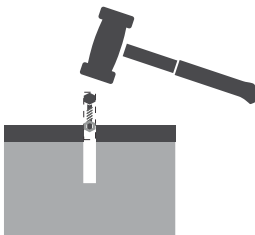
Through the holes inside the safe, make markings on the ground or the wall or inside the wardrobe.

4



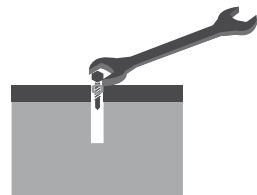
Drill holes into the ground or the wall or the inside of the wardrobe.

5



Fix the safe by hammering the anchoring bolts (provided in the kit) through the holes.

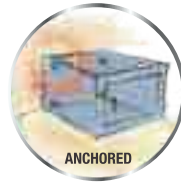
6



Tighten the anchoring bolts with a spanner.

## IMPORTANT INSTRUCTIONS

- Please keep this manual and override keys in a safe place **(NOT INSIDE THIS SAFE)**
- Make sure the safe is anchored properly as it can fall and hurt people and property
- **DO NOT** use any liquid while cleaning the keypad, you could use a damp cloth if required
- **DO NOT** place any liquid on top of the safe, a spill on the keypad may render the safe inoperable
- **DO NOT** overstuff the safe or you can damage the motor mechanism or the contents
- **DO NOT** open the back cover or try to repair the safe yourself. In case of any problem contact **GSS call center at 1800 20 999 55**



## HOME MODE OPERATION

Suitable for private use.

1. To open the safe: Enter personal code and slide the credit card if any. When the display shows **"OPEN"**, the bolts will retract automatically. After bolts have fully retracted, the display will show **"OPENED"**. Now, open the door by pulling from the bottom of the keypad.
2. To lock the safe: Close the door and press **LOCK(#)** button. The display will show **"CLOSE"**, the bolts will extend automatically.

**Note:** Master code can be used to unlock the safe.

## TO CHANGE THE PERSONAL CODE IN HOME MODE

1. Open the safe
2. Press **CLEAR(\*)** twice, display will show **"PROG"**.
3. Press **68 LOCK(#)**, display will show **"NEU"**.
4. Enter the new code and press **LOCK(#)** or slide the magnetic card instead. Safe will close.

**Note:** Default Personal Code is "1234"

## HOTEL MODE OPERATION

Suitable especially for hotel use

1. To open the safe: Enter personal code and slide the magnetic card if any, which was entered while locking the safe. When the display shows “**OPEN**”, the bolts will retract automatically. After bolts have fully retracted, the display will show “**OPENED**”. Now, open the door by pulling from the bottom of the keypad.
2. To lock the safe: Close the door and Enter personal code and press **LOCK(#)** or slide the magnetic card instead. The display will show “**CLOSE**”, the bolts will extend automatically.

**Note:** Master code can be used to unlock the safe

### WARNING:

The safe can be unlocked only with the password entered during the last locking operation.

## TO CHANGE THE PERSONAL CODE IN HOTEL MODE

In Hotel mode, every time you close the safe, you can enter a new personal code and press **LOCK(#)** or slide the magnetic card instead. The safe will open with the last entered personal code only.

## SAFETY MODE OPERATION

Two systems together ensure the double security.

1. To open the safe: Enter personal code, the Display will show “**GOOD**”. When “**GOOD**” disappears, then slide the magnetic card with the magnetic strip facing down, sliding from the buttons towards the opening edge of the door slowly. OR First slide the magnetic card, the display will show “**GOOD**”. When “**GOOD**” disappears, then enter the personal code which was entered while locking the safe. The display will show “**OPEN**”, the bolts will retract automatically. After bolts have fully retracted, the display will show “**OPENED**”. Now, open the door by pulling from the bottom of the keypad.
2. To lock the safe: Close the door and press **LOCK(#)** button. The display will show “**CLOSE**”, the bolts will extend automatically.

## TO CHANGE THE PERSONAL CODE AND MAGNETIC CARD IN SAFETY MODE

1. Open the safe.
2. Press **CLEAR(\*)** twice, display will show “**PROG**”.
3. Press **68 LOCK(#)**, display will show “**NEU**”.
4. Enter new personal code and press **LOCK(#)**, the Display will show “**GOOD**”. Then slide the magnetic card with the magnetic strip facing down. OR First slide the magnetic card, the display will show “**GOOD**”. Then enter new personal code and press **LOCK(#)**. The safe will close.

## TO CHANGE THE MASTER CODE

1. Open the safe
2. Press **CLEAR(\*)** key twice, display will show “**PROG**”, then enter original master code (factory preset is 800000), display will show “**NEU**”.
3. Enter the 6 digit code you desire, the LED display shows “**AGAIN**”, then enter the code again and press **LOCK(#)** key to confirm.
4. The LED display will show “**DONE**” to indicate new master code has been setup successfully.

Note: Default Master Code “800000”

### WARNING:

For security purposes, you should change the factory default code as soon as possible. Godrej Security Solution shall not be responsible for only theft caused by such negligence.

## TO STOP YOUR CODE FROM BEING DISPLAYED

1. Open the safe using your Personal Code.
2. Press **CLEAR(\*)** twice, the display will show “**PROG**”.
3. When “**PROG**” disappears, press **751019LOCK(#)** within 5 seconds.
4. **172131** will appear, with the first digit flashing, press **(0)** then press **LOCK(#)** thrice. The display will go blank.
5. Close the safe (you will have to press your Personal code to lock door).
6. By entering personal code, check if this feature is activated. You will see that “**---**” will appear instead of your personal code.

## **HOT KEY – Viewing/Not Viewing Password While Keying In:**

If your lock is set so that your code appears and you need it to not appear one time, you can press **(0)** then **LOCK(#)** key before your code. Only dashes will appear for that one time. The next time you press your code it will appear as usual.

Likewise, if your lock is set up so that your code does not appear, you can press **(9)** then **LOCK(#)** and your code will appear for that one time only.

This function applies to all modes (Home mode, Hotel mode & Safety mode).

## **TO ACCESS THE PROGRAMMING**

- Open the safe
- Press **CLEAR(\*)** twice, the display will show **“PROG”**
- Press **751019&LOCK(#)** while the word **“PROG”** disappears.
- The current setup will appear with the first digit flashing
- All 6 sections must be entered within 10 seconds. You can change all sections or as few as one section but all 6 sections must be entered if you are making any changes to section 1-6. To keep a section programmed as it is currently set, simply press the same numbers that are currently displayed for that section and press **LOCK(#)**
- The display will show the Date setup. Enter the correct date, then press **LOCK(#)**
- The display will show the Time setup. Enter the correct time, then press **LOCK(#)**
- The display will go blank

To set up the different features listed below, you must first decide how you want the safe to function.

### **Section 1 (1<sup>st</sup> Digit) Code appearance on display**

Press 0: If you DO NOT want your code to appear on the display (only dashes will appear) with beep sound when you press each key button. (Default)

Press 1: If you want your code to appear each time you press your code.

### **Section 2 (2<sup>nd</sup> Digit) Preferred number of digits in your code**

Press 3: To use a 3-digit code.

Press 4: To use a 4-digit code.

Press 5: To use a 5-digit code.

Press 6: To use a 6-digit code.

Press 7: To choose the length of code (3-6 digits) when you set the code. (Default)



### Section 3(3rd Digit) Lockout Delay

If the wrong code is entered FOUR times in a row, The safe will be lockout for the length of time that you set. This is to deter someone from opening your safe by trying random numbers. You must pick one of these three options:

- Press 0: For no lockout delay
- Press 1: For 15 minute delay (Default)
- Press 2: For 30 minute delay

### Section 4 (4<sup>th</sup> Digit) Master code

The master code will open the safe if you lose the code and override keys. The master code is preset at the factory.

- Press 0: To turn OFF the master code feature.
- Press 1: To turn ON the master code feature. (Default)

### Section 5 (5th Digit) Audit Trail Setting

The audit trail setting is to check when the safe was locked or unlocked

- Press 0: To record only the unlocking safe
- Press 1: To record both the locking and unlocking of the safe

### Section 6 (6<sup>th</sup> Digit) Operational mode

This feature allows you to change how the safe operates.

Press 1: To set for Home Mode. (Default)

Press 2: To set for Hotel Mode.

Press 3: To set for Safety Mode.

Press **LOCK(#)** thrice to exit Program mode

**Note:** The Factory default setting is “072131”

## TO SET DATE AND TIME

- Open the safe
- Press **CLEAR(\*)** twice, the display will show “**PROG**”
- Press **751019 & LOCK(#)** while the word “**PROG**” disappears.
- The current setup will appear with the first digit flashing
- Press **LOCK(#)** to enter Date setup
- Set Date in YYMMDD format

For Example:



Means: 10<sup>th</sup> June 2013

- Press **LOCK(#)** to enter Time setup
- Set Time in HHMMSS format

For Example:



Means the Time is 11:43:10 AM

- Press **LOCK(#)** to exit the Program mode

## AUDIT TRAIL

100 record of locking and unlocking can be tracked in this safe, including information of date, time and method of locking and unlocking the safe. The records can be displayed directly through the safe.

- Open the safe
- Press (CLEAR) twice and repeat. Monitor will display "PROG"
- Insert code 770626.

The program will enter the mode of locking & unlocking record tracking. Each record is displayed by 3 screens. The first screen displays the sequence of each records and lock/unlock operation, the second screen displays the date (DD/MM/YY), and the third screen displays the time (HH/MM/SS).

### Example:

Screen 1	Sequence of records				lock / Unlock	Method
	<u>1a</u>	<u>1b</u>	<u>1c</u>	<u>1d</u>		
	0	0	5		0	3
Screen 2	D	D	M	M	Y	Y
	<u>2a</u>	<u>2b</u>	<u>2c</u>	<u>2d</u>	<u>2e</u>	<u>2f</u>
	2	3	0	3	1	6
Screen 3	H	H	M	M	S	S
	<u>3a</u>	<u>3b</u>	<u>3c</u>	<u>3d</u>	<u>3e</u>	<u>3f</u>
	1	0	0	5	3	8

### Instructions:

Position 1a, 1b, 1c: shows the sequence number of each record. Position 1d: blank.

Position 1e: "0" indicates unlocking, "1" indicates locking.

Position 1f: when 1e shows "0" (unlocking):

Display "1": Unlocking by User code

Display "2": Unlocking by Master Code

Display "3": Unlocking by CEU handheld device

Display "9": Unlocking using override key

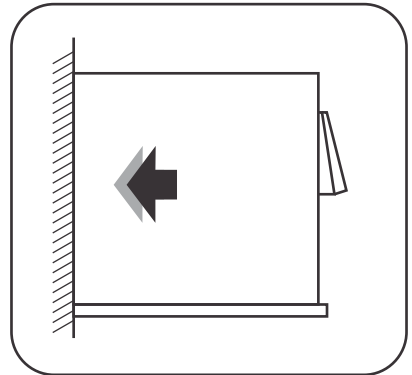
## MOUNTING

### Mounting Through the Bottom of the Safe:

- Check the floor for what type it is (wood, tile, concrete)
- Get the appropriate anchors for the type of floor
- Check location on floor for concealed wires or pipes
- Mark the floor to drill for your anchor
- Drill the appropriate size hole for the anchors you have
- Mount the safe, making sure it is secure
- For mounting to the top of a cabinet you may want to use carriage bolts through the top of the cabinet
- **DO NOT** mount to a shelf in a cabinet or closet without anchoring to wall behind the safe

### Mounting Through the Back of the Safe:

- Check the wall or cabinet for structural Soundness
- For safety, have someone help to hold the safe during mounting
- Check location for concealed wires or pipes
- Mark the surface to drill holes for the anchors you will be using
- Drill the appropriate size holes for the anchors you are using
- Having someone hold the unit, anchor the safe to the wall
- Test the strength of the mounted safe so it will not fall of the wall or cabinet
- **DO NOT** place safe on a shelf without proper mounting into a wall



### Mounting Tips:

- The safe may be mounted to a wall or the inside of a cabinet or on the floor
- When mounting to a wall or cabinet, be sure of the load bearing so as to hold the weight of the safe and the contents  
(Failure to do so could result in the safe falling and damaging property and people)

## TESTING AND REPLACING THE BATTERIES

### Test battery level:

Battery levels can be tested either with the door opened or closed

Press **LOCK(#)** key. The display will show “bA-HI” or “bA-LO”. “bA-LO” means that you need to replace the batteries.

### Replacing the Batteries:

1. Open the Safe using your personal code. If the batteries are dead, use the Emergency Override key.
2. Remove the battery cover on the back panel by unscrewing the Phillips screw.
3. Remove all four used batteries.
4. Replace the batteries with four 1.5V AA size alkaline batteries.
5. Put back the battery cover.
6. Put back the Phillips screw to secure the battery cover.
7. Keeping the door open, test the safe to make sure it works.
8. Set Date and Time as mentioned above.
9. Dispose the used batteries in an environment friendly way.



## EMERGENCY OVERRIDE KEY

1. Using the supplied Allen key unscrew one of the screws holding the Godrej plate and rotate to expose key cylinder.
2. Using one of the override keys, insert into the cylinder and turn clockwise to open the safe.
3. While the door is open and the key is still turned, follow the instructions to set your personal code.



**Note:** When you set the new personal code, the key will rotate to the locked position. If you get an error message, wait until the motor stops moving and then turn the key back to locked position and remove it. Your new personal code will still remain.

### WARNING:

Keep the override keys in a safe place other than inside this safe. These keys are to be used in emergencies.

## ERROR MESSAGES

Listed below are error codes you might encounter:



ERROR

This means that you have entered an incorrect personal code or magnetic card. Verify your personal code and try again. If you get this error four times consecutively, the keypad will lock out for 0/3/15 minutes.



HOLD-15

This means the safe has entered the lockout period. You will not be able to open the safe during the lockout period. By pressing any key during this period you can see how much time is left until the lockout is over. If your personal code still doesn't work, use the override keys to reset the safe.



ERROR 1

This means that the bolts failed to retract fully. Press the door towards the inside while entering your personal code. If you still cannot open your safe then contact GSS call center on 1800 20 999 55



ERROR 2

This could also mean that the bolts failed to extend fully. Most likely because the safe is too full. Press the door to close it fully while pressing your personal code. If you still cannot close your safe then contact the GSS call center on 1800 20 999 55.

## INFORMATION ON E-WASTE HANDLING AND MANAGEMENT

Dear Customer,

The Ministry of Environment and Forest and Climate Change have published The E-waste (Management) Rules 2022, which came into effect from 1st day of April 2023.

- E-waste means electrical and electronic equipment, including solar photo-voltaic modules or panels or cells, whole or in part discarded as waste, as well as rejects from manufacturing, refurbishment and repair process.
- These rules shall apply to every manufacturer, producer, refurbisher, dismantler and recycler involved in manufacture, sale, transfer, purchase, refurbishing, dismantling, recycling and processing of e-waste or electrical or electronic equipment listed in Schedule-I of the rules including their components, consumables, parts and spares which make the product operational but shall not apply to
  - (a) Waste batteries as covered under the Battery Waste Management Rules 2022
  - (b) Packaging plastics as covered under the Plastic Waste Management Rules 2016
  - (c) Micro enterprises as defined in the Micro, Small and Medium Enterprises Development Act, 2006
  - (d) Radio-active wastes as covered under the provisions of the Atomic Energy Act, 1962 and rules made thereunder.
- Under these rules, specific roles and responsibilities are defined for manufactures, producers, bulk consumers, refurbishers and recyclers. Under Extended Producer Responsibility any producer of electrical or electronic equipment as given in Schedule-I for meeting recycling targets as per Schedule-III and Schedule -IV, only through registered recyclers of e waste to ensure environmentally sound management of such waste.
- E-waste is to be managed in an environmentally sound manner which means, taking steps to ensure that health and environment are protected from adverse effects of hazardous substance contained in such wastes.
- Rule 6 of the E-waste (Management) Rules 2022 inter alia states that the producer of electrical and electronic equipment listed in Schedule -I shall be responsible for creating awareness through, media, publications, advertisements, posters or by any other means of communication.
- Rule 16 of the E- Waste (Management) Rules 2022 states reduction in the use of hazardous substances in the manufacture of electrical and electronic equipment and their components or consumables or parts or spares and every producer shall comply with the requirements under the rule.
- All consumers of electrical and electronic equipment irrespective of their status as bulk consumers or not, shall ensure that e-waste generated by them is channelized through registered recyclers or is returned to the pickup/take back services provided by the producers and recyclers. **Please refer to our website <https://www.godrej.com/godrej-security-solutions#GreenThink> under the 'Green Think' section of Godrej Security Solutions Division Page for more details on registered recyclers and collection centers/pick up points of the company.**
- All our products intended to be recycled under the category of e-waste (as defined above) carry a label or stamp of the WEEE symbol (A wheellie bin with a cross), which states that it falls under the hazardous waste category and is not to be disposed of along with normal garbage.



We seek your support in ensuring environmentally sound management of e-waste and aid us in sustaining our earth's natural resources and maintaining the earth's green cover intact for the benefit of our future generations.











## RECORD OF PURCHASE

Please fill your details below for future reference.

Date of purchase: \_\_\_\_\_

Product model: \_\_\_\_\_

Name & address of Distributor/Dealer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Distributor phone number: \_\_\_\_\_

FOR SAFETY, PLEASE READ THIS MANUAL PRIOR TO USE.



**Godrej & Boyce Mfg. Co. Ltd.**

Godrej Security Solutions

Regd. Office: Plant No.17, Pirojshanagar, Vikhroli, Mumbai - 400 079.

**Toll-free:** 1800 209 9955 (Sales) 1800 209 5511 (Service)

**Email:** [secure@godrej.com](mailto:secure@godrej.com) | **Visit:** [www.godrejsecure.com](http://www.godrejsecure.com)

In view of the Godrej policy of continuous development and improvement, the dimensions and specifications may be changed without prior notice or obligation. The colours of the product in the leaflet may not match the actual colours due to printing limitations.

**An ISO 9001:2015, ISO 14001:2015, ISO 45001:2018**

Products Marketed and Serviced by Godrej and Boyce Mfg. Co. Ltd.