CENTIGUARD ELECTRONIC

USER MANUAL

CENTIGUARD ELECTRONIC

Engineered with the utmost dedication to fire resistance, these safes are purposefully designed to withstand the most severe fires, ensuring that your important documents remain fully protected and intact. Whether faced with intense heat or raging flames, these safes provide a robust barrier to ensure the security of your vital papers, giving you the peace of mind that your critical documents are shielded from any fire-related threats.

| Double Walled Construction | Tongue & Groove Construction | Lockable Internal Drawer | Adjustable Shelves | Superior Powder Coating (Salt Spray) |

Note: Few features may vary based on size of safe.

Model	Dimensions in cm (HxWxD)	Net weight (Kg.)	Volume (Ltr)	FR Time (Mins)
560 EL	75.4 x 58 x 58.7	145	89	120
1060 EL	125.4 x 58 x 58.7	236	169	90

1. IMPORTANT INSTRUCTIONS

Please keep this manual and override keys in a safe place **(NOT INSIDE THE LOCKER)**

Make sure that the locker is anchored properly as there is a possibility that it can fall and hurt people or 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 locker, a spill on the keypad may damage the locker inoperable.

DO NOT overstuff the locker or you may damage the motor mechanism or the contents.

DO NOT place the safe in direct sunlight in case of Biometric. For security purposes, you should change the factory default code i.e. Personal Code and Master Code as soon as possible.

DO NOT open the back cover or try to repair the locker yourself. In case of any problem contact GSS call center at **1800 20 999 55 or** write to us at **secare@godrej.com**

Note: For security purposes, you should change the factory default code i.e. Personal Code and Master Code as soon as possible. Godrej Security Solutions shall not be responsible for only theft caused by such negligence.
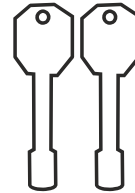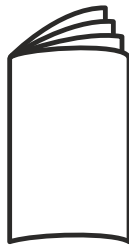
2. PACKAGE CONTENTS

Safe with
EL Lock (1No)

Internal Drawer
Keys (2Nos)
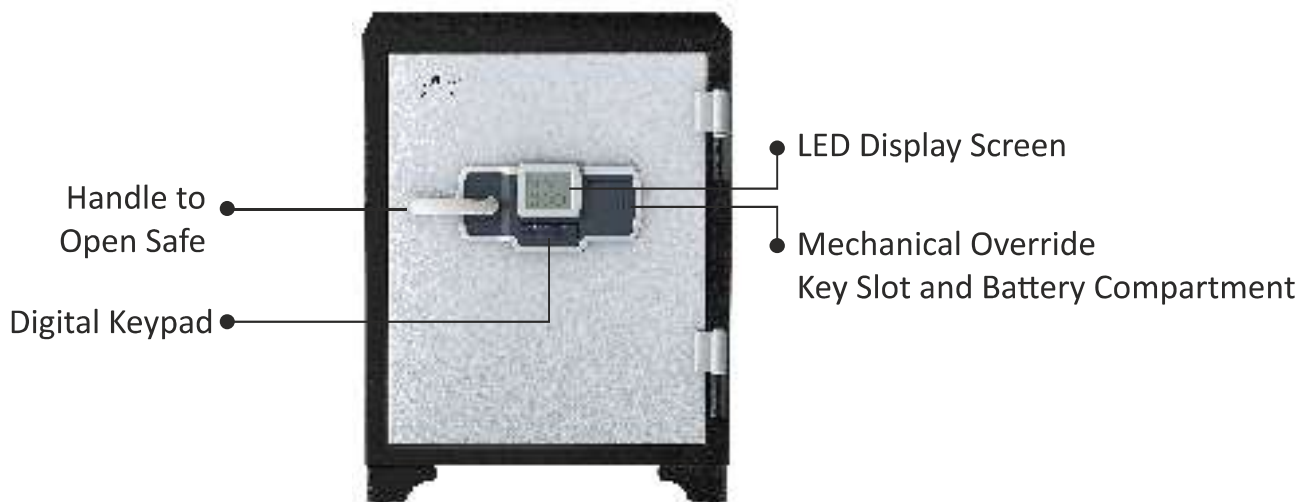

Mechanical Override
Key (2Nos)

Warranty Card (1No)

USER MANUAL

User Manual (1No)

3. KNOW YOUR PRODUCT

Handle to
Open Safe

Digital Keypad

LED Display Screen

Mechanical Override
Key Slot and Battery Compartment

Note: The Set button (Green button) is located on the back of the door.

4. OPENING YOUR SAFE FOR THE FIRST TIME

For EL Variant:
- Unbox the safe and locate the battery compartment.
- Install four 1.5V DC batteries into the battery compartment.
- To install the batteries, follow the arrow direction to slide the battery compartment cover from left to right.
- After battery installation, ensure the electronic lock emits beeps and displays a "Good" message.

To open the safe:
- Press "#" and then enter the default master code (123456) or default user code (1234) followed by "#".
- The lock display will illuminate with a blue light and display an "Open" message accompanied by beeps.
- Turn the handle within 5 seconds to open the safe.

For closing the safe:
- Simply close the door. The snap shut locking feature automatically locks the safe.

Note: For security purposes, users should change the factory default User code and master code.

5. PROGRAMMING THE NEW USER CODE

- In safe open condition, enter the default user code (1234#). The display shows "OPEN" (indicated by a blue LCD display), press "*" on the keypad to proceed. This will prompt the display to show "------"
- Enter a new 4-8 digit user code and press "#" to confirm. If an 8-digit code is chosen, the lock will automatically confirm it.
- The display will then show "IN" accompanied by a success melody, confirming the successful setting of the new user code.
- The new user code will be displayed for 2 seconds for verification.
- Test the new user code's functionality 2-3 times before closing the safe.
- If the new code is denied, repeat the user code programming process. (Default User code is: 1234)

Note: If you set an 8-digit user code, the lock automatically confirms the code without requiring "#" to be pressed again. However, for codes of 4-7 digits, "#" needs to be pressed again at the end for confirmation.

6. PROGRAMMING THE NEW MASTER CODE

- In safe opening condition, enter the default master code (123456#). The display shows "OPEN" (indicated by a blue LCD display), press "*" on the keypad to proceed. This will prompt the display to show "------"
- Input a new 4-8 digit master code and press "#" to confirm. If you choose an 8-digit code, the lock will confirm it automatically.
- The display will then show "IN" along with a success melody, confirming the successful setting of the new master code.
- The new master code will be displayed for 2 seconds for verification.
- Before closing the safe, test the functionality of the new master code 2-3 times.
- If the new code is denied, repeat the code programming process. (Default Master code is: 123456)

Note1: If you set an 8-digit user code, the lock automatically confirms the code without requiring "#" to be pressed again. However, for codes of 4-7 digits, "#" needs to be pressed again at the end for confirmation.

Note2: It is strongly recommended to set a 6-8 digit user/master code for enhanced security. Godrej is not liable for any theft resulting from insecure password settings.

7. PROCESS TO OPEN SAFE WITH USER CODE / MASTER CODE

- To open the safe, press "#" and then enter your new master code Ex. 800000 or new user code Ex. 1212 followed by "#". The lock display will illuminate with a blue light displaying an "Open" message along with beeps.
- Turn the handle within 5 seconds to open the safe.
- In case of an incorrect entry of the code, the display will show "ERROR" followed by "------". Input the correct code again and press "#".

Note: If there are 3 consecutive wrong entries, the safe will trigger an alarm for 1 minute, indicated by a siren symbol on the display. To stop the alarm, input the correct code.\

8. PROCESS TO HIDE YOUR CODE

- Press "#"
- Press "*"
- Enter your user/master code. Subsequently, the display will only show "000000"
- Ensure completion of each step within 10 seconds, or the hide setting will be exited

9. PROCESS TO SET ALARM FEATURE

- To activate the alarm feature, press 0 on the keypad. The display will show "ALERT ON".
- If a theft attempt occurs, the vibrations will be captured by the safe, causing it to start buzzing. The display will turn orange and continuously indicate a siren symbol.
- To stop the alarm, enter the correct user/master code. Alternatively, the alarm will automatically stop after 1 minute, and the safe will be ready to send alerts for any subsequent vibrations.

Note: The user needs to activate the alarm feature every time they stop the alarm with the correct code.

10. SETTING DATE AND TIME

- Press "*".
- Enter the year (00-99), month (01-12), date (01-31), week (1-7) where Monday is 1, Tuesday is 2, and so on, hour (00-23), and minutes (00-59).
- Press "*" to confirm the last entry.
- Ensure completion of each step within 10 seconds, otherwise, the user will automatically exit from the setting mode.

Note: It is mandatory to set the date and time every time you remove the batteries from the lock to ensure correct audit trail information.

11. PROCESS TO CHECK AUDIT TRAIL

- Open the safe with the correct user/master code.
- When the display shows "OPEN" (indicated by a blue LCD display), press 0 or 8 to initiate record display.
- The display will show records like PASS-1/PASS-2 and NO01-NO58 on the first page (PASS1 indicates personal code, PASS2 indicates master code).
- The second page displays the date and time.
- Press 0 to scroll the page down or 8 to scroll the page up.
- To clear the records while checking, press and hold the Set button (Green button) until "CLEAR" appears on the display.

Note: The lock stores a maximum of 58 records. If the number of records exceeds 58, new records will replace the oldest ones.

12. PROCESS TO FACTORY DEFAULT YOUR SAFE

- Open the safe using the mechanical override key.
- Remove one of the batteries from the battery compartment. Release all electric charge by pressing any key on the keypad.
- Locate the Set button on the back side of the door. Press and hold the Set button (Green button) and restore the removed battery to its original position.
- The LCD screen will start beeping with an execution pattern and finally display "GOOD", indicating that your safe has been successfully set to factory default condition.
- In factory default condition, your safe's codes will be as follows:

  Personal code: 1234.
  Master code: 123456.

Note: All audit trail records will be cleared after the factory default operation.

13. EMERGENCY OVERRIDE KEY

It is advisable to utilize the Emergency Override Key during electronic lock failure, battery drain condition, or factory default scenario.

- Access the battery compartment by sliding the battery compartment cover from left to right.
- Remove all the batteries from the battery compartment.
- Locate the keyhole at the center of the battery compartment.
- Insert the key into the cylinder and rotate it clockwise.
- Rotate the handle in a clockwise direction to open the safe.

Notes:
- The emergency override key must be kept in a safe location at all times (not inside the safe).
- Every time you remove the batteries from the lock, it is mandatory to set the date and time for correct audit trail.

14. LOW BATTERY ALERT

During a low battery scenario, an empty battery symbol will appear at the top left corner of the display, indicating that the user needs to replace the batteries immediately.

15. BATTERY REPLACEMENT PROCESS

- Locate the battery compartment.
- Slide the battery compartment cover from left to right, following the arrow direction.
- Remove all drained batteries from the compartment.
- Install 4 new 1.5V DC AA alkaline batteries.
- Return the battery compartment cover to its original position.
- Ensure the safe lock operates properly with the new batteries and set the date and time if necessary.

Note: Always dispose of used batteries responsibly in an environmentally friendly way.

16. 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 interalia 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 wheelie 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.