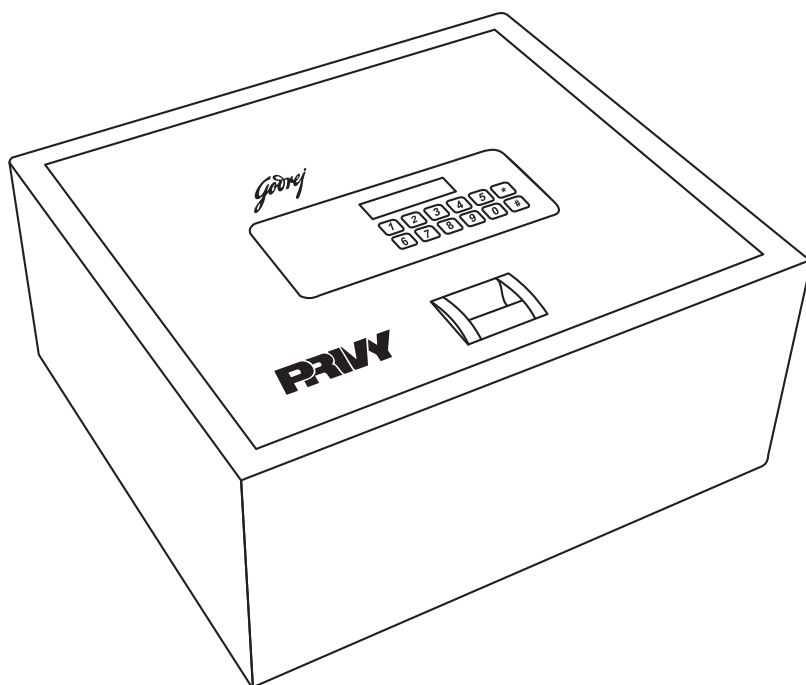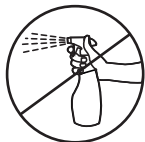# PRIVY

User Manual

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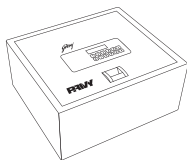
Do not place the safe in direct sunlight in case of Biometric. For security purposes, you should change the factory default code i.e. Personal Code and Master Code as soon as possible.

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.

1. Package content
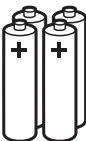
Locker
(1 No.)

Warranty Card
(1 No.)

User Manual
(1 No.)
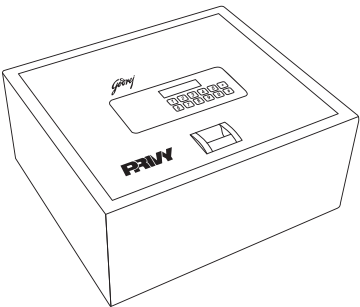
Mounting Screws
(4 Nos.)

Override Keys
(2 Nos.)

1.5V AA
Alkaline Battery (4 Nos.)

2. Know your product

A perfect fit for modern homes, the Godrej Privy's sleek and stylish design will surprise you by fitting in to unlikely places. This unique top open safe is ideal for installation below floor planks and beds as well as within drawers. Convenient and compact, it comes with a feather touch keypad and double hydraulic shafts that offer the owner quick and easy access to valuables.

Auto Freeze
Function

Mechanical
Override Key

Opens with
4-6 Digit
Password

Password Retained
Even when Battery is
Removed / Drained

Audit Trail

Model	Dimensions in cm (HxWxD)	Net weight (kg)	Volume (L)
Privy Digital	18 x 40 x 35	11	25

3. Top open safe manual

Initial Opening Instruction:

- The safe is pre-set with the factory default code **1234.**
- To unlock, enter **1234** on the keypad. The display will show **"OPENED"** once fully unlocked.

4. Closing the safe

Hotel Mode:
- Press your new code **(4-6 digits).**
- Press **#** key and the safe will lock.

Home Mode:
- Press **#** key and the display will show **"CLOSE-"**followed by **"CLOSED"** when the bolts are fully locked.
- If you get any other message on the display, please refer to the section on Error Codes.

5. How to change your personal code in Hotel mode

-OPEN-

OPENEd

To open the locker: Enter the personal code which was entered while locking the locker. The factory default personal code is "1234". When the display shows **"OPEN"**, the bolts will retract automatically. After the bolts have fully retracted, the display will show **"OPENED"**. Now open the door by pulling it in upword direction. Please use provided pulling slot for the same.

CLOSE-

CLOSEd

To lock the locker: First, close the door and enter your 4-6 Digit personal code and press **#** button. When the display will show **"CLOSE"**, the bolts will extend automatically. The display will show **"CLOSED"** after the bolts have fully extended.

Note: The Master code can only be used to unlock the locker.

Warning:
- In Hotel mode, you can unlock the locker only with the personal code entered during the last locking operation.
- The Locker will go on auto freeze mode, locking itself for 15 min. in case of consecutively 4 times of wrong password input. The duration time of locking can be set as per requirement.

6. Home mode operation

-OPEN-
OPENED

To open the locker: Enter the personal code. When the display shows **"OPEN"**, the bolts will retract automatically. The display will show **"OPENED"** after the bolts have fully retracted. Now open the door by pulling it in upword direction. Please use provided pulling slot for the same.

CLOSE-
CLOSEd

To lock the locker: Close the door and press **#** button. The display will show **"CLOSE"**, the bolts will extend automatically. After the bolts have fully extended, the display will show **"CLOSED"**.

Note: The Master code can only be used to unlock the locker.

7. How to change your personal code in Home mode

1 Open the locker.

2 Press ***** twice and the display will show **"PROG"**.   **PROG**

3 Press **'68 #'** and the display will show **"NEU"**.   **NEU**

4 Enter the new code and press **#.** That will Close the Locker.

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

8. Trick to change Master code

Master code is available for unlocking in case the user code is forgotten.

PROG
NEU
AGAIN
dONE

- Open the locker.
- Press ***** twice and the display will show **"PROG"**. Then, enter the original Master code. The factory set Master code is 800000.

  The display will now show **"NEU"**.
- Next, Enter the 6 digit code of your choice. The display show **"AGAIN"**. Now, enter the code again and press **#** key to confirm.
- The display will show **"DONE"** to indicate that the new Master code has been set up successfully.

9. Error codes

`HOLd 15` **HOLD-15** indicates that the wrong code has been pressed 4 times in a row. You will not be able to open your safe for 15 minutes. (Pressing any button during this time will show how many minutes are remaining).

`Error` **ERROR** indicates that the wrong code was pressed. Check your code and try again.

`Error 1` **ERROR 1** indicates that the bolts failed to retract fully to allow the door to open. Press in ON the door to relieve the pressure and try to open the door again. If you continuously get this error code then you will need to contact your distributer or company for service.

`Error2` **ERROR 2** indicates that the bolts have failed to close fully. This is usually because the safe is too full. Redistribute the contents or remove something to allow the door to close completely. If you continually get this message even if the safe is empty then you will need to call your.

10. Testing and replacing the batteries

Test battery level

- Test battery level can be tested either with the door open or with the door closed and locked. With door open: Press any number and then **LOCK** key. Display will Show **"bA- HI"** or **"bA-LO"**. **bA-LO** means that you need to Replace The batteries. This condition applies to both modes **(Home mode & Hotel mode).**

- **With the Door Locked:** Press **LOCK** key. The Display will Show **"bA- HI"** or **"bA-LO".**   **bA- LO** means that you need to replace the batteries.

11. How to replace the batteries

- Open the safe using your personal code or Master code or. if the batteries are dead use Emergency Over-ride key.
- Remove the battery cover on the back panel by unscrewing the Phillips screw.
- Remove the used 4 batteries.
- Replace the batteries with 4 AA size alkaline batteries.
- Replace the battery cover.
- Dispose the used batteries in environment friendly way.
- Replace the Phillips screw to secure the battery cover.
- Keeping the door open. Test the safe to make sure it works.

Hot keys— viewing/not viewing password while keying in

If your lock is set so that your code to appear and you need it to not appear one time, you can press O then # 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 key before your code and your code will appear for that one time only. This function applies to both modes (Home mode & Hotel mode).

12. To access the programming

- Unlock the safe.
- Press ***** key twice, the display will show **"PROG".**
- Press 751019 while the word **"PROG"** is still on the display.
- The current setup will appear with the 1st 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 is currently displayed for that section.
- The display will show the date setup. Press the correct date then press **#** key.
- The display will show the setup. Press the correct time then press **#** key.
- The display will turn off.

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

Section (digit of first display) 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.

Press 1 : If you want your code to appear each time you press your code and then will flash your code for verification one time. With beep sound when you press each key button.

Press 2: If you want your code to appear each time you press your code, with beep sound when you press each digit. With beep sound when you press each key button.

Section2 (2nd digit): Preferred number of digits in your code.

Press 4: To use a 4-digit code (Recommended & default on under hotel & home mode).

Press 5: To use a 5-digit code.

Press 6: To use a 6-digit code.

Press 7: To choose the length of code (4-6 digits) when you set the code.

Section 3 (3rd digit): Lockout delay

If the wrong code is entered 4 times in a row, the keypad will shut down for a length of time that you set. This is to deter someone from opening your safe by trying random number. You must pick one of these three options:

Press 0: For no lockout delay.

Press 1: For a 15 minute delay. (Recommended & Default one under hotel & home mode)

Press 2: For a 30 minute delay.

Section4 (4th digit): Master code

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

Press 2: To turn **OFF** the master code feature.

Press 3: to turn **ON** the master code feature.

Section 5 (5th digit): Audit trial

Press 0: To only keep record of the openings.

Press 1: To only keep record of the openings & closings.

Section 6 (6th digit): Operational mode

This feature allows you to change I-vow the safe operates, either for home mode or hotel mode.

Press 0: To set for home mode

Press 1: To set for hotel mode i.e (Default)

14. To run 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 **(*)** 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).**

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

Note: To get correct audit trail it is mandatory for the user to set correct date and time on the safe.
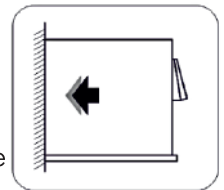
15. Opening the safe using the override keys

- Using the supplied Allen Wrench, unscrew one of the Screws holding the Godrej name plate on the front of the Safe and Rotate to exposed the key cylinder.
- Take one of the Override key and insert it into the cylinder and turns clockwise to open The Safe, then tun the Key back to locked position and remove it.
- Press the # key within 15 sec., the bolts will be retracted. If you need to change the batteries do so now.
- If you need to change/reset section of change of your personal code.

16. Mounting

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 off of the wall or cabinet.
- DO NOT place safe on a shelf without proper mounting into a wall.

17. 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.