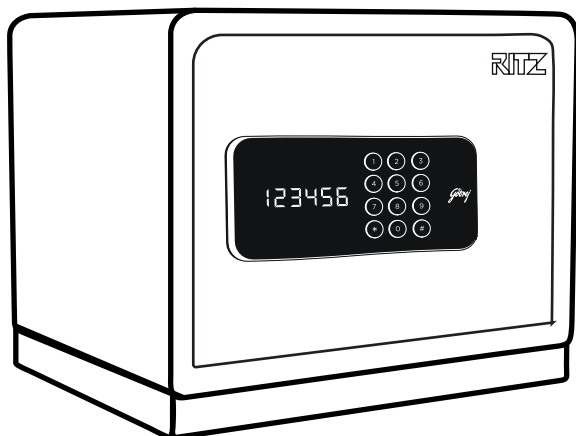# RITZ Digital
Usermanual

Safety of your valuables becomes paramount in today's fast paced and highly uncertain times. Precisely the reason we, at Godrej Security Solutions, have a range of Home Lockers that take care of your exact safety requirements. What's more, these lockers are 10X stronger and come with various cutting-edge safety features like Ultra Key, Digital or Biometric locking. Plus, you also get to choose the size of the locker that suit your needs, and then sit back and relax with the knowledge that your valuables are safe in a Godrej Home Locker.

RITZ Digital

RITZ

123456   *Godrej*
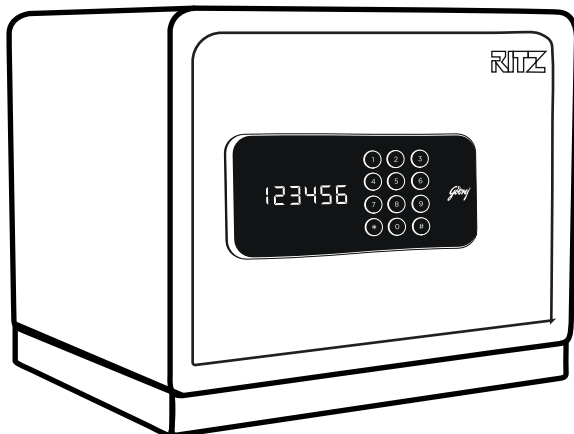
100X 100X *Stronger than a wooden cupboard

Unlocks with 4 to 6 digit password

Motorized lock for enhanced safety

Enabled with 6 digit master password

Low battery indicator

Auto freeze function

USB port & override key for emergency access

Compatible with i-buzz alarm

*Reference to strength as 100X stronger than a wooden cupboard is based on controlled in-house tests.

Table of contents

1. Package contents

Locker (1)

Warranty card (1)
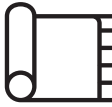

User Manual (1)

Mounting screws (4)

Override keys (2)

1.5V AA
Alkaline battery (4)

Interior carpet

2. Important instructions
(To be missed at your own risk)

⚠ The locker is in Home Mode by default. To change the locker from Home mode to Hotel mode and vice verse, please follow instructions on the page number 12 in Section e **(6th Digit)** Operational mode.

⚠ Make sure the Locker is anchored properly as it can fall and hurt people and property.

⚠ Please keep this manual and override keys in a safe place **(not inside the locker).**

🚫 ⚠ DO NOT use any liquid while cleaning the keypad/ fascia.
You could use a damp cloth if required.

DO NOT place any liquid on top of the locker, a spill on the keypad/fascia may render the locker inoperable.

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

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 responsiblefor any theft caused by such negligence.
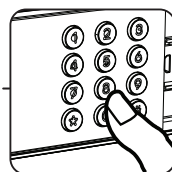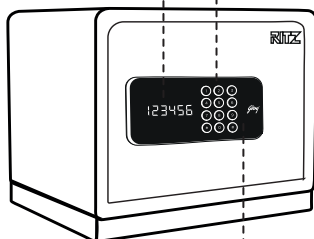
DO NOT open the back cover or try to repair the locker yourself. In case of any problem contact our **Call Center at 080-6743 6743**
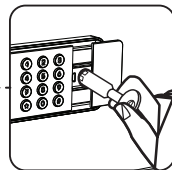
3. Know your product

Display

Keypad

Mechanical override key slot

Internal LED light   Shooting bolts   Battery cover
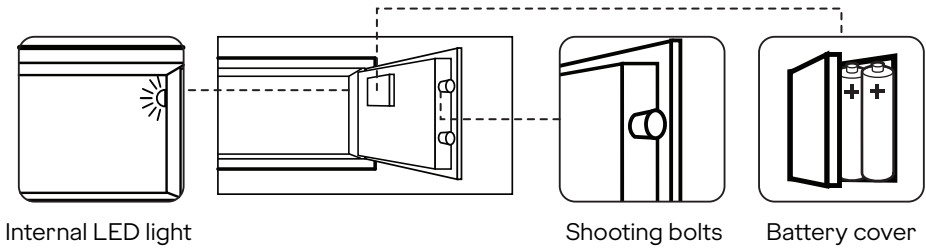
4. Home mode operation

-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 from the bottom of the keypad.

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.

5. How to change the 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".

6. Hotel mode operation

-OPEN-

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.

OPENEd

After the bolts have fully retracted, the display will show **OPENED.** Now, open the door by pulling from the bottom of the keypad.

CLOSE-

To lock the locker: First, close the door and enter personal code and press **#** button. When the display will show **CLOSE,** the bolts will extend automatically.

CLOSEd

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.

7. How to change the personal code in Hotel mode

In Hotel Mode, every time you close the locker, you can enter a new personal code and press **#.** The locker will open with the last entered personal code only

8. Trick to change the Master code

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

1. Open the locker.

`PROG`
`NEU`

2. 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.**

`AGAIN`

3. Next, enter the 6-digit code of your choice. The display show **"AGAIN".** Now, enter the code again and press **#** key to confirm.

`dONE`

4. The display will show **DONE** to indicate that the new Master code has been set up successfully.

WARNING: For security purposes, you should change the factory default code as soon as possible. Godrej Security Solutions shall not be responsible for theft caused by such negligence. Do not use Function code for the new Master code (EX:751019).

9. Stop your code from being displayed and compromise security

1. First, Open the locker using your Personal Code.

`PROG`

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

3. When PROG disappears, press 751019 within 5 seconds.

`171300`

4. 171300 will appear. Now, with the first digit flashing press (0) then press # once. The display will go blank.

5. Close the locker (you will have to press your personal code to lock the door).

`------`

6. Check if this feature is activated by entering Personal Code, you will see that --- appears instead of your personal code.

10. Hot key-viewing /not viewing password while keying in

If your lock is set so that your code appears every time and you do not want it to appear for that one time, you can press **(0)** 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 so that your code never appears, you can simply press **(9)** then **#** and your code will appear for that one time only.

This function applies to both modes **(Home Mode & Hotel Mode).**

11. Testing the battery level

Test battery level.

You can test the Battery levels either with the door opened or closed.

- Press# key

- The display will show **"bA-HI" or "bA-LO".**   `bA-HI`

- **"bA-LO"** means that you need to replace the batteries.   `bA-Lo`

12. Simple program to access the programming

- Open the locker.

- Press ***** twice, the display will show **PROG.**   `PrOG`

- Press **751019** while the word **PROG** disappears.   `171300`
                                                                   a b c d e f

- The current setup will appear with the first digit flashing.

- All 6 sections must be entered within 10 seconds. You can change one or more sections, but all 6 sections must be entered. To keep a section programmed as it is currently set, simply press the same numbers that are currently displayed for that section and press **#.**

6. The display will go blank.

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

Section a (1st 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.

Press 1: If you want your code to appear each time you press your code and then flash 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 button **(Default)**.

Section b (2nd Digit) Preferred number of digits in your code

Personal code can be **4-6 digits**.
Press 4: To use a 4-digitcode.
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 **(Default)**

Section c (3rd Digit) Lockout delay

If the wrong code is entered 4 times in a row, the touch pad will shut down for a length of time that you set.

This is to deter someone from opening your locker by keying in a random number. You must pick one of these three options:

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

Section d (4th Digit) Master code

The Master code will open the locker if you happen to lose the 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 **(Default).**

Section e (6th Digit) Operational mode

This feature allows you to change how the locker operates, either for Home mode or Hotel mode.

Press 0: To set for Home Mode (Default).

Press 1: To set for Hotel Mode.

Press # once to exit Program Mode.

13. Activation, operation and deactivation of the alarm

To protect your valuables from burglary, Ritz has an inbuilt 'ALARM' function that senses vibrations when the safe is in closed condition, and in turn alerts the user with a loud alarm sound.

How to activate the alarm
- To activate the alarm, open the safe.
- Move the alarm switch on the backside of the door to 'ON' position.
- The safe gives out a beep sound, indicating that the alarm function is now active.

Alarm operation
- After activating the alarm function, close the safe.
- Now if anyone tries to open the safe by force, a loud alarm sound will be heard.
- In order to stop the alarm, open the safe by normal operation and move the alarm switch to 'OFF' position.
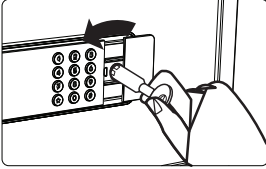- If the alarm doesn't stop, wait for not more than 30 seconds. It will stop.

How to deactivate alarm
- In order to deactivate the alarm function, open the safe.
- Move the alarm switch to 'OFF' position.
- Close the safe.
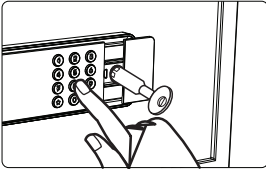- The alarm function is now deactivated.

14. In case of emergency use the override key
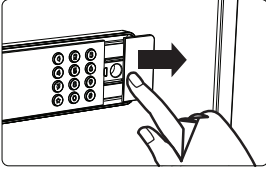
1. Open the keyhole.

2. Use one of the override keys and insert it into the cylinder. Turn anti-clockwise to open the locker


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, rotate the key to the locked position, so that it can be removed. 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 the locker. These keys are to be used in case of emergency. If you open the locker using the override mechanical key/emergency key, it is strongly recommended to change both your user code and master code immediately for security reasons.

15. USB Access - Technology always helps
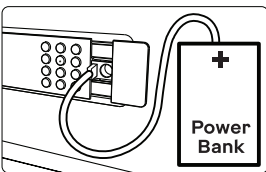
In case of low battery, a regular USB wire connected to a power bank can be inserted in the slot available on the lock panel. This will energise the locker by using power from the USB source*. The user can then enter the code, unlock the locker and replace the battery.

*This does not charge the locker batteries. You will still need to replace batteries

16. Free yourself from the error messages

Listed below are errors codes that you might encounter:

`Error` This means that you have pressed an incorrect personal code. You need to Verify your personal code and try again. If you get this error four times consecutively, the keypad will lock out for 0/15/30 minutes.

`HOLd 15` This means that the locker has entered the lockout period. You will not be able to open the locker during the lockout period. However, 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 locker. (see "**To access the programming"** section 3).

`Error 1` This means that the bolts have failed to retract fully. To rectify the error, Press the door towards the inside while entering your personal code. If you still cannot open your locker, then contact GSS Call Center on **080-6743 6743** or write to us at **secure@godrej.com**

`Error2` This could also mean that the bolts have failed to extend fully. This may happen because the locker is too full. To correct the error, Press the door to close it fully while pressing your personal code. If you still cannot close your locker then contact the GSS Call Center on **080-6743 6743** and consider it done.
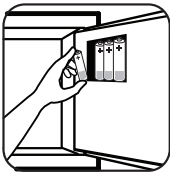
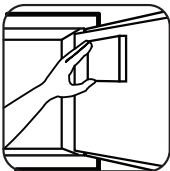# 17. Replacing the batteries for uninterrupted security
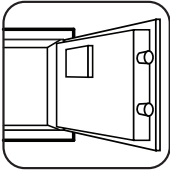
1. Open the keyhole.
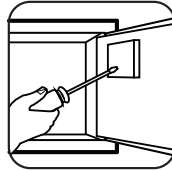
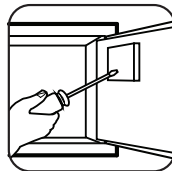2. Remove the battery cover by unscrewing the back panel.

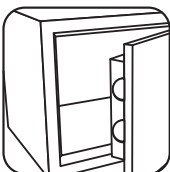3. Remove all the four used batteries.

4. Replace the batteries with four 1.5V AA size alkaline batteries.

5. . Put back the battery cover

6. Put back the screws to secure the battery cover

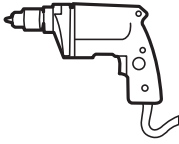7. Keeping the door open, test the locker to make sure it works perfectly fine.

8. **V.IMP.** Dispose the used batteries, in an environmental friendly way.

Installation Manual

SmartCare

080-6743 6743
24/7 for service help

Tools required

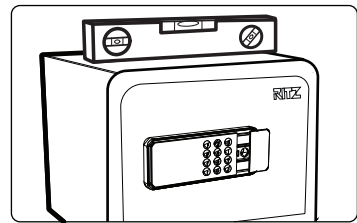Drill Machine

Spirit Leveler

Spanner
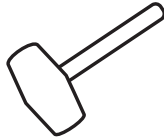
Mallet

Drill Bits

Mounting - Do it right keep trouble out
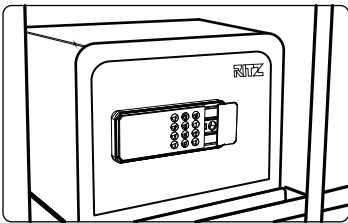
1. Use the spirit leveler to check if the locker is evenly placed on the ground or against the wall or inside the wardrobe (depending on where it is to be grouted). In case it's not even then choose a different location for grouting.
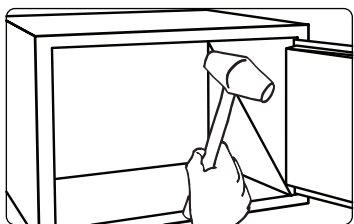
2. To make your work easy the Spirit leveler lets you know precisely if the locker is evenly placed
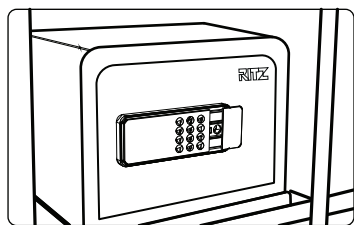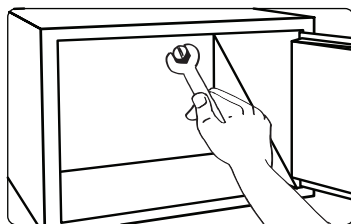
3. Next, make markings on the ground or the wall or inside the wardrobe through the holes inside the locker.
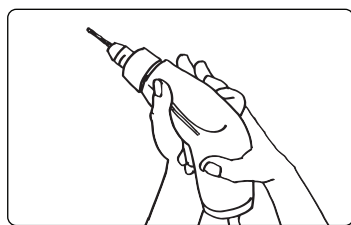
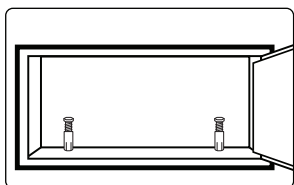4. Then, Drill holes into the ground or the wall or the inside of the wardrobe.

5. Fix the locker firmly by hammering the anchoring bolts (provided in the kit) through the holes.
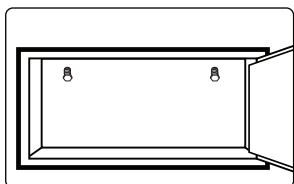

6. Finally, tighten the anchoring bolts with a spanner and it's done.

Mounting tips

The locker may be either 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 capacity so as to hold the weight of the locker and its contents. (Negligence in proper mounting could result in the locker falling and causing damage to property and people.

Mounting through the bottom of the locker:

- Check the exact type of floor, whether it's wood, tile, concrete or anything else.

- Get the appropriate anchors for the particular type of floor

- Check and mark the location on floor for concealed wires or pipes

- Drill the appropriate size hole for your anchors

- Once done, mount the locker and make sure that it is secure to the core.

- You can even mount on the top of a cabinet. For that you may want to use carriage bolts through the top of the cabinet.

- DO NOT mount the locker on a shelf in a cabinet or closet without anchoring to a wall behind the locker for optimum safety

Mounting through the back of the locker:

- To begin with, check the wall or cabinet and ensure that they are structurally strong.

- Request someone to help you in holding the locker during mounting.

- Check the exact location for concealed wires or pipes

- Mark the surface and drill holes for the anchors you will be using.

- Have someone hold the unit and then anchor the locker to the wall

- To ensure the installation, test the strength of the mounted locker so that it will not fall off the wall or cabinet

- DO NOT place the locker on a shelf unless it's proper mounting into a wall

19. 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.

Note

Note

Note

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.