

DIGITAL LOCK SYSTEM OPERATING MANUAL FOR BST FIRE SAFES

This multi-functional lock system offers several security features:

- Changeable Master Code Control
- Up to 4, Changeable Personal User Codes
- Code selection from 4 to 16 digits
- Password Protection
- Audit Trail
- Dual Control Key Lock on some models

TO OPEN THE SAFE:

Insert 4 alkaline, AA, 1.5V batteries located behind the Battery Cover.

Note: If the lock also has a key lock, insert the key and turn until it Stops. This must be done before entering the digital codes.

Step 1: Press the Start Button, "*".

Step 2: Enter the factory set Master Code **4, 5, 6, 0** and press the "#" button.

Step 3: The LCD display will show "**Match**".

Step 4: Turn the handle (or knob) to open the safe door.

TO CHANGE THE MASTER CODE:

Note: The Master Code can only be changed after the safe door is opened. You will note a button with the letter "M" in the inside of the door.

Step 1: Press the "M" button. The LCD display will show "(**New PW**)"

Step 2: Enter the new Master Code (Example: 5, 5, 5, 5).

Step 3: Press the "#" button and the display will show "(**Success**)".

Step 4: Before closing the door, test the new Master Code to assure that it functions.

Note: On the larger safes, the door has a detent mechanism which closes and locks automatically when the door is shut. The detent button is on the inside edge of the door, near the hinges. Push this button to allow the door handle to be closed in order to test any new codes while the door remains open.

TO CHANGE PERSONAL CODES:

Note: Personal Codes are assigned to different Channels. These are Buttons 2, 3, 4 and 5.

Step 1: Press the start Button, "*" and then the "#" button.

Step 2: Enter the Master Code (Example: 4, 5, 6, 0), and press the "#" button.

Step 3: The LCD display will show "**0-Exit**"; Press the "1" button.

Step 4: Then select and press a Channel button (Example: 2).

Step 5: Enter a new personal code (Example: 2, 2, 2, 2) and press the "#" button.

Step 6: Enter the new personal code, again, (Example: 2, 2, 2, 2)"#" button.

Now channel 2 has the code of (2, 2, 2, 2).

Step 7: The LCD display will show "**Success**", if accepted. If not, "**Error**" is shown.

Note: If an "Error" display is shown, return to Step 1 and repeat.

FUNCTION MODE

In order to access the various Functions and the Audit Trail of the lock:

Step 1: Press the start Button, "*" and then the "#" button.

Step 2: Enter the Master Code (Example: **4, 5, 6, 0**), and press the "#" button.

Step 3: If the "#" button is pressed, repeatedly, you will see various numbers:

0 – EXIT (Change Personal Codes Mode)

1 – CHANGE PASSWORD (To Change Personal Codes for Channels 2, 3, 4, and 5).

2 – DELETE PASSWORD (To Delete the Password/Code on Channels 2, 3, 4, and 5).

Note: The Master Code, Channel 1, cannot be deleted, only changed.

Step 1: Press the selected channel button, 2, for example. (**DELETE 2, 3.....**).

Step 2: Press the channel you want to delete (**1=YES**) or **0=NO**).

Step 3: To delete, Press **"1"**, To cancel Press **"0"**.

Step 4: The LCD display will show (**2-DELETE PASSWORD**).

7 – DISPLAY MODE (Allows changing the display from showing the Code to ****).

8 – VIEW LOG (The LCD Display shows what lock activities have transpired, such as, "who opened the lock last", "if the Master Code was changed", etc.).

The following legend defines the activities that are shown:

- **A digit (1, 2, 3, 4, or 5)** tells which user opened the lock/door.
- **Capital Letters** tell which user code was input (**A=user 1, B= 2, C= 3, D= 4 or E= user 5**).
- **Small Letters** tell which user code was deleted by the Master Code (**b= user 2, c= 3, d= 4 or e= user 5**).
- **"0"** tells that the lock/safe was opened with the Master Code.
- **"X"** tells that 3 wrong codes were entered, consecutively, and the lock was put in penalty time for 15 minutes. **"(PLEASE WAIT)"** will be shown on the LCD Display. **The lock cannot be opened during the penalty time, even with a correct code, so please wait the full 15 minutes. This is a security feature.**
- The maximum number of Audit Trail events displayed is 10.
- The Log will be displayed on the LCD, and look similar to this:

o o o : o A B b X 1

o = The safe was opened with the Master Code

A = The Master Code was changed

B = User No. 2's code was input

b = User No. 2's code was deleted

X = There were 3 wrong attempts

1 = The safe was opened with the Master Code

Note: The Audio Trail events are in the order that they were performed, not necessarily in the order of the graphics shown, above.

- Press **"0"** to return to the change mode.

9 – DELETE LOG (This clears the Audit Trail Log).

- Press the **"9"** button and the display will show (**1=YES** or **0=NO**).
- If you press **"1"**, the display will show (**SUCCESS**).
- If you press **"0"**, the Audit Trail Log will be deleted and the display will show **"EMPTY LOG"**.

CHANGING THE BATTERY

Batteries need to be replaced periodically, dependent upon the number of times the safe is opened. If the safe does not open, even if the tones and "Low Battery" signals are working, the batteries should be replaced immediately. If batteries are not available, a 6 volt DC adapter can be used.

ALARM FUNCTION (OPTIONAL)

Some lock models have Alarms. The alarm will start operating 20 seconds after the Alarm Button (A) is pressed on.