Since 1905

Wilson Safe Company

Service You Deserve, Tradition You Trust

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1. Introduction

1.1 Safety Precautions:

- Please keep this manual in a safe place. (**Not inside this safe!**)
- Do **NOT** keep the Override Keys inside the safe
- Do not use liquid on the keypad or the back panel, use a damp cloth to clean.
- Make sure that the safe is anchored properly to prevent injury or damage.
  See section 2 for proper mounting instructions
- Do not place any liquid on top of the safe, as spills will short the keypad and render the safe inoperable.
- Do not open the panel on the back of the door or try to repair the safe yourself. Contact your distributor or Saga Electronic Co.,Ltd.
- Do not overstuff the safe or you can damage the motor mechanism or your contents.

1.2 Warranty:

- This safe is warranted to be free from defects for a period of one (1) year from date of purchase (proven by receipt).

1.3 Initial Opening Instructions:

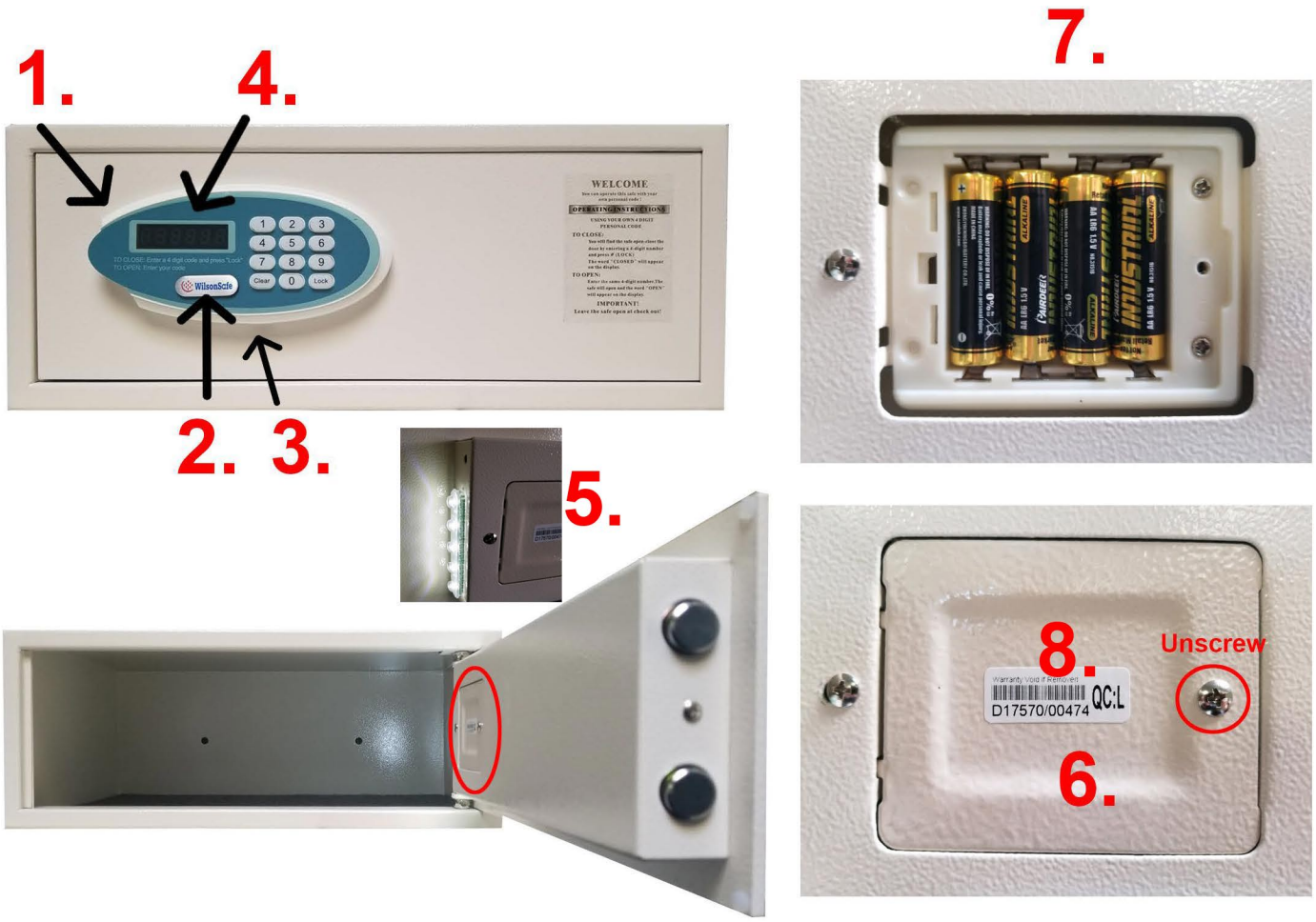
- The safe comes set to the factory default code of 1234
- Press 1234 and the display will show "-OPEN-" then when fully unlocked will show "OPENED".
- To lock the door, press the **(lock).** The display will show "CLOSE-" then, when fully locked, will show "CLOSED"
- Should the display show "ERROR", please refer to section 4.5

1.4 Features of safes:

The safe has an attractive design, suitable for use in homes, offices, apartments and hotels and utilizing a proven and reliable digital operating system.

- Interior Carpet
- Motorized Locking
- Two Solid Steel Bolts
- Audible Feedback
- Low Consumption Motor
- Emergency Manual Key Override
- Non-Volatile Memory
- Option not to Display PIN
- Time and Date Stamp
- Master Code
- Audit Trail
- Optional Computerized Emergency Unit
- Interior Light
- Automatic Shutdown
- Single-time molded case
- Durable Finish

1.4 Locations of Important Parts:



1. Keypad	**5.** Interior Light
2. Nameplate/Override key access	**6.** Battery Cover
3. USB Port	**7.** 4 AA Alkaline Batteries
4. Display	**8.** MFG. Serial Number Sticker

2. Mounting

This section is, in no way, meant to be a comprehensive guide for mounting your safe.

Responsibility for proper mounting of your safe is the sole responsibility of the purchaser.

2.1 Mounting tips and Precautions:

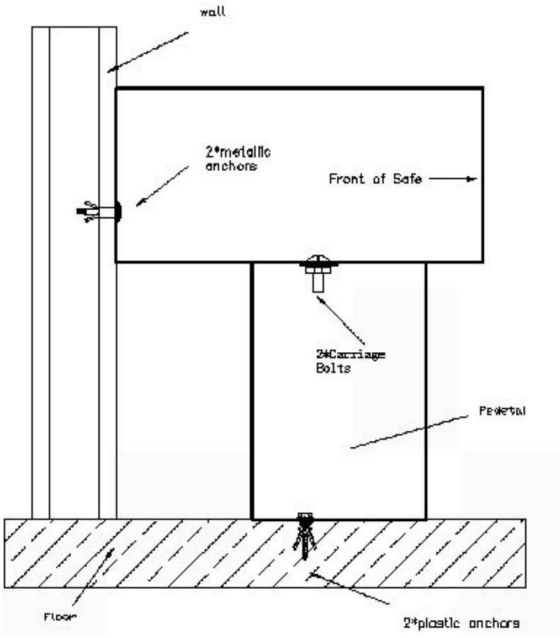
- The safe may be mounted to a wall or the floor or to an optional pedestal.

- When mounting to a wall, inside a cabinet or on a shelf, make sure of the load bearing capabilities of that surface to ensure it can support the weight of the safe and all contents. **Failure to do so could result in possible injury or property damage!**
- For concrete and masonry walls and floors, use expansion bolts of the size necessary to support the weight of the safe and your contents.
- For wood walls, use lag screws (bolts) set into studs or molly bolts of the size necessary to support the weight of the safe and your contents.
- Make sure that the surface is even and/or level so the safe sits flat on the surface to which it is mounting.
- Before drilling into either the floor or wall, check for concealed wires or pipes.
- For safety, have someone help to hold the safe during mounting thru the back of the safe.
- To secure the safe to the top of a cabinet you may want to use carriage bolts as anchors.

2.2 Mounting to the optional pedestal:

The optional Pedestal is a steel base used to raise the safe off the floor but still be secure. The pedestal is bolted to the floor and then the safe is bolted to the pedestal and the wall.

- Check the floor for what type it is. (wood, tile, concrete)
- Get the appropriate anchors for the type of floor and wall that you have.
- Temporally bolt the pedestal to the safe.
- Place the safe and pedestal where you want to mount it.
- Mark the floor and the wall for the mounting holes.
- Remove the pedestal from off of the safe.
- Place the pedestal back on the floor in the position you marked and mark the drill points for the anchors in the bottom of the pedestal.
- Drill the holes for the anchors in the floor and the wall.
- Mount the pedestal to the floor.
- Bolt the safe to the pedestal and then to the wall.
- Do NOT mount the safe to the pedestal without also mounting it to the wall.



. Programming

3.1 Features:

1. Code appearance on display & Beep **2.** Preferred number of digits in your code.

3. Lockout delay **4.** Master code

5. Audit Trail **6.**Operational mode

7. Date **8.** Time

Features 1-6 will all appear on the first display. Date and time each have their own separate displays. Directions for accessing the programming for these features follows the explanations for sections 1-8. It is **strongly** recommended that you read all of the explanations and directions before accessing the programming.

3.2 Setup

To set up the different features listed above, you must first decide how you want the safe to function. At the end of this section there will be a work table for you to write down your choices as they all must be entered at the same time.

Sections 1-6 will refer to a digit position on the display (i.e. Section 1 is the first digit that will appear on the first display, Section 2 is the 2nd digit and so on). Date and time have their own separate displays.

Section 1 (1st 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.

(**Recommended & Default One Under Home Mode**)

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.

(**Recommended & Default One Under Hotel Mode**)

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.

Press 3: If you DO NOT want your code to appear on the display (only dashes will appear).Without beep sound when you press each key button.

Press 4: If you WANT your code to appear each time you press your code and then will flash your code for verification one time. Without beep sound when you press each key button.

Hot Keys (Recommended Under Home Mode)

If your lock is set so that your code does appear and you need it to not appear one time, you can press **0 lock** 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 lock** before your code and your code will appear for that one time only.

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

Press 3: to use a 3-digit code.

Press 4: to use a 4-digit code (**Recommended & Default One Under Hotel 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 (3-6 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 numbers. You must pick one of these three options:

Press 0: for no lockout delay. **(Not recommended)**

Press 1: for a 15 minute delay.(**Recommended & Default One Under Hotel & Home Mode**)

Press 2: for a 30 minute delay.

Section 4 (4th digit): Master Code

The Master Code will open the safe if you lose your code and Override Keys. The Master Code is preset at the factory.

Press 2: To turn off the Master Code feature. **(NOT recommended)**

Press 3: To turn on the Master Code feature.

(If you have multiple safes and need special settings for the Master Code, please contact your local Distributor.

Section 5 (5th digit): Audit Trail

Press 0: to only keep record of the openings. (**Recommended & Default One Under Hotel Mode**)

Press 1: to keep a record of the openings and closings.

Section 6 (6th digit): Operational Mode

This feature allows you to change how the safe operates, either for home use or hotel use.

Press 0: to set for Home Mode

Press 1: to set for Hotel Mode.

Example of first display:

Your safe is currently set to the following programming.

"141301"

1st digit– Code to appear each time you press your code and then will flash your code for verification one time. .

2nd digit– 4 digit code length.

3rd digit– 15 minute lockout delay.

4th digit– To turn on the Master Code feature.

5th digit– Only keep record of the openings.

6th digit– set for Hotel Mode.

Note : If you wish to setup your safe differently, please use the work table below to help you prepare before entering the locks programming. If you pause too long while making your programming changes, the display will turn off.

Work Table

Section1	Section 2	Section 3	Section 4	Section 5	Section 6

Section 7 (second display): Date

This safe displays the date in a specific order: 2 digit day, then the 2 digit month, then the 2 digit year.

You must type in the correct date in the same order.

The example above shows the date, July 15 2003.

Section 8 (third display):

Time

The time is displayed as HH MM SS (2 digit hour, 2 digit minute and 2 digit seconds).
You must use 24-hour format (2 pm is 1400).
This display shows the time as 11:53:01 AM

To access the programming:

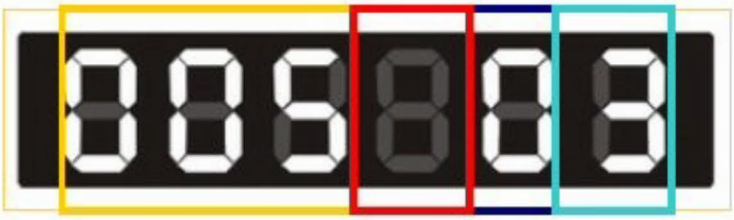
- Unlock the safe.
- Press **(clear-clear)** the display will show "PROG"
- Press 751019 while the word "PROG" is still on the display
- The current setup will appear with the 1st digit flashing.
- All 6 sections must be entered within 10 seconds. You can change all sections or as few as one section 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 **lock.**
- The display will show the time setup. Press the correct time then press **lock.**
- The display will turn off.
- Press your code and pound **and lock** to activate the changes and lock the safe.

3.3 Audit Trail

This safe can keep track of the last 100 openings and closings (if programmed to do so).

There are 3 displays that make up 1 audit trail record. There is the record detail. The date. The time.

Display #1 (Record Detail):



Record Number O/C Method

The first three digits are the record number (001-100) beginning with the latest record.

The fifth digit shows if the safe was opened or closed. (The fourth digit is blank.)
0=Opening 1=Closing

The last digit indicates the method of opening or closing
If an opening record is displayed:
1= opened with code
2= opened with Master Code
3= opened with the CEU
4= opened with metal key

If a closing record is displayed:
0= in Home Mode
1= in Hotel Mode

Display #2 (Date):

The **Day Month Year** date reads July 15, 2003

Display #3 (Time)

Hour **Minutes** **Seconds**

Note: All times are shown in 24-hour format,This display is showing 10:05 AM.

To run Audit Trail:

- Press **clear-clear. The display will show "PROG"**
- Press 770626. The display will show the latest record.
- To advance to the next display press **(lock).**
- To go to a specific record number, press the record number during the first display (i.e. 067).
- To exit out of the audit trail, just wait 2 minutes and the display will go blank.

4. Typical Safe Operations

4.1 Changing your Code:

Warning! For security purposes, you should change the factory set code as soon as possible. SAGA Electronic Company shall not be responsible for any theft caused by not changing the factory set code.

To change your code (For Hotel Mode):

- Open the safe. (See Section 4.2 for instructions)
- Press your new code (3-6 digits, depending on setup) **(Factory setting is for a 4 digit code).**
- Press **(lock)** and the safe will lock.
- Test your new code by opening the safe.
- If you get an error code, try the new code again, if you get a error again then try the previous code.

To change your code (For Home Mode):

- Open the safe. (See Section 4.2 for instructions)
- Press **(clear-clear).**
- Press 68 pound (68#). The display will show "NEU"
- Press your new code (3-6 digits, depending on setup) **(Factory setting is for a 4 digit code).**
- Press **(lock)** and the safe will lock.
- Test your new code by opening the safe.
- If you get an error code, try the new code again, if you get a error again then try the previous code.
- If you get another error code then follow the directions for resetting the safe with the Override Keys.

4.2 Opening the Safe

- To open the safe for the first time press 1234.
- The display will show "-OPEN-" while the bolts are in motion and then "OPENED" when fully retracted.
- Remember when opening the safe with the code hidden that only dashes will appear on the display while you are pressing your code.
- To open the safe after you have changed the code, use your code instead of 1234.
- If you see "Error" on the display, then the wrong code was pressed. If you press the wrong code 4 times in a row, the keypad will lock you out for 15 minutes. (Please refer to the section on Error Codes for explanation of the lockout feature).

4.3 Closing the safe:

Hotel Mode :

- Press your new code (3-6 digits, depending on setup) **(Factory setting is for a 4 digit code).**
- Press pound **(lock)** and the safe will lock.

Home Mode:

- Press **(lock)** 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.

4.4 Change Master Code System

1. Open safe first.Press **(clear-clear)** and the display will show "PROG"
2. When "PROG" disappears press the existing Master code and the display will show "NEU"
3. Within 5 seconds of "NEU" disappearing, press your new 6-digit Master code and the display will show "GOOD" .Within 5 seconds of "GOOD" disappearing press your new Master code again to verify and the display will show "DONE"

To test the new Master code, close the safe and press all 6 digits of the new Master code and the safe should open.

Warning: Your Master code should be kept strictly confidential. Only the General Manager or Security Officer should have access to it! Please do not set your master code to 751019、621223

4.5 Error Codes:

- **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** Indicates that the wrong code was pressed. Check your code and try again.
- **ERROR 1** Indicates that the bolts failed to retract fully to allow the door to open. Press in on the door to relive the pressure and try to open the door again. If you continually get this error code then you will need to contact your distributor or Wilson Safe Company for service.
- **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 distributor or SAGA Company.

4.6 Testing and Replacing Batteries:

Test battery level:

The 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).** Display will show "bA-HI" or "bA-LO". "bA-LO" means that you need to replace the batteries.

With the door locked: Press **(lock).** The display will show "bA-HI" or "bA-LO". "bA-LO" means that you need to replace the batteries.

- **How to replace the batteries:**

1. Open the safe using your code or, if the batteries are dead, the Override Key.
2. Remove the battery cover on the back panel by unscrewing the Phillips screw.
3. Replace the batteries with 4 AA alkaline batteries.
4. Replace the battery cover.
5. Test the safe **before** you close the door.

5. Emergency Override Key

5.1 Precautions with the Override Keys:

- **Never keep the Override Keys inside the safe!**
- If you keep the Override Keys inside the safe and something happens requiring them to open the safe, they will be locked inside the safe. You will have no ability to open your safe.
- Keep a record of the Key code stamped on the head of the keys. If the keys are lost, contact your local distributor to order another pair of keys from the manufacturer.

Key Code

5.2 Opening the safe using the Override Keys:

- Using the supplied Allen wrench, unscrew one of the screws holding the Safe name plate on the front of the safe and rotate to expose the key cylinder.
- Take one of the Override Keys and insert it into the cylinder and turn clockwise to open the safe,then turn the key back to locked position and remove it.
- Press the **(lock)** within 15 seconds,the bolts will be retracted.
- If you need to change the batteries, do so now.
- If you need to change/reset your code,please see Section 4.1 for instructions)

Use Key Here

6. Computerized Emergency Unit (CEU)

- The CEU is designed to be used by building managers or general managers that have multiple safes and is an option that must be purchased separately.
- Due to security reasons it should be kept secure and it's use restricted to management or security personnel.
- If your CEU has an on/off switch, it should be kept off so as not to drain the batteries needlessly.
- The unit uses 4 AA alkaline batteries and 1 LR6 alkaline battery.

6.1 Changing the CEU Codes:

Warning! For security purposes, you should change the factory default codes as soon as possible. Wilson Safe Company shall not be responsible for any theft caused by not changing the factory default code.

Change the Manager Code:

- If applicable, turn the CEU on.
- Press star-star (**). The display will show "PROG".
- Press the existing manager code (Factory default code is 3333).
- Press the star (*) followed by the 1 key. The display will show "NEW-C1"
- Press a new 4 digit manager code followed by pound (#). The display will show "DONE".

Change the Opening Code

- If applicable, turn the CEU on.
- Press star-star (**). The display will show "PROG"
- Press the existing opening code (Factory default code is 4444).
- Press the star (*) followed by the 2 key. The display will show "NEW-C2"
- Press a new 4 digit opening code followed by pound (#). The display will show "DONE".

It is important that these codes be kept secure!

Note: If the manager and/or the opening code is lost, please contact your local distributor for instructions.

Note: If multiple safes are purchased at different times, it might be necessary to reset the serial number of the CEU to work with the new series of safes. If so, please contact Wilson Safe Company for help in resetting this number.

6.2 Opening the safe with the CEU:

Warning! This should only be done if the opening code is lost and the owner of the safe's contents is there and security personnel are present.

- Insert the USB cable into the port located under the right side edge of the keypad.
- If applicable, turn the CEU on.
- Press the manager code followed by pound (#). The display on the CEU will show "GOOD"
- Press the CEU opening code followed by pound (#) the display on the CEU will show "-OPEN-" followed by "OPENED" when the bolts have fully retracted.

USB Port

6.3 Assigning Room Numbers:

Note: This is used for running Audit Trails for multiple safes, such as in a office building, dormitory or hotel.

- Insert the USB cable into the port located under the right side edge of the keypad.
- If applicable, turn the CEU on.
- Press star-star (**). The display on the CEU will show "PROG".
- Press "7510" followed by star then 6 (*6). The display on the CEU will show "NO."
- Press the desired 4 digit room number followed by pound (#).

Note: When you upload the Audit Trail from the CEU into the PC, it is best to label the report for that room number to make future audit trails easier to view by room number.

6.4 Downloading Audit Trail to the CEU:

Warning! You need the Audit Software for PC to upload the Audit Trail from the CEU. Instructions for uploading Audit Trail to the PC are included with the software package.

- Insert the USB cable into the port located under the right side edge of the keypad.
- If applicable, turn the CEU on.
- Press star-star (**). The display on the CEU will show "PROG".
- Press 7510 followed by star then 8 (*8). The display on the CEU will show "READ". This will remain on the display while the CEU is copying the audit records. When all records are downloaded, the display will show "END"
- The audit records are now stored in the CEU.
- You will need to upload the audit trail to the PC that has the software and upload the audit trail before you download any other Audit Trail.

6.5 Set Date and Time

The Set Date and Time function is used to program a safe with the correct date and time so that the audit trail accurately reflects the actual activity of the safe.

1. Plug the CEU cable into the jack on the front of the safe and enter your Operator Password to log on.
2. Enter "**" ("clear","clear"). the display will show "prog".
3. Enter "9101*7". The display will show the date that is currently set in the CEU in YYMMDD format
4. Change the date to the desired date keeping it in YYMMDD format
5. Press "Enter"
6. The display will show the time in HHMMSS format (H=hour, M=minute, S=second)
7. Change the time to the desired time keeping it in HHMMSS format
8. Press "Enter"
9. The display will flash "send"
10. If successful, the display on the safe will show "-good-"

6.6 Power the Safe

The CEU is designed to provide power to the safe when the batteries are dead and the safe is closed. To use the CEU to power a safe:

1. Plug the CEU cable into the jack on the front of the safe.
2. The safe keypad is now active as if there were good batteries in the safe.
3. Follow the procedure "Replacing the batteries" under the Safe Maintenance section above.

Note: If you do not know the opening code of the safe, you must use the Open function of the CEU to unlock the safe.

Since 1905

Wilson Safe Company

Service You Deserve, Tradition You Trust

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