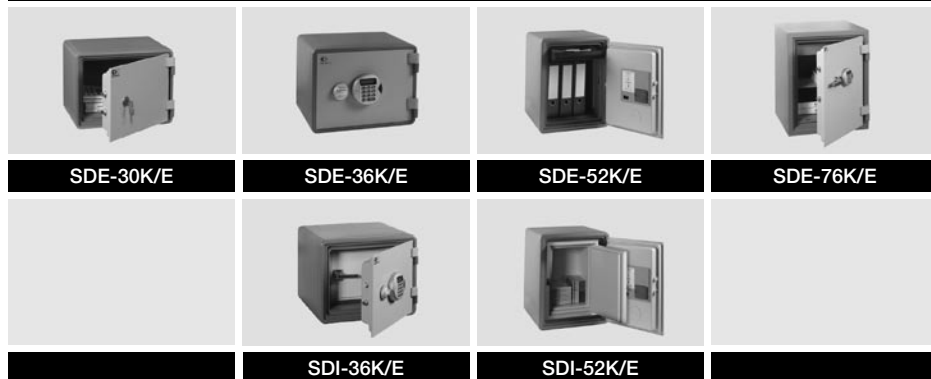




## Secure Doc Executive & Secure Disc

- Owner's manual for Secure Doc Executive and Secure Disc safes
- Montage - und Bedienungsanleitung Secure Doc Executive und Secure Disc Tresore
- Manual de usuario para las cajas Secure Doc Executive y Secure Disc
- Manuel de l'utilisateur - Coffres-forts Secure Doc Executive et Secure Disc
- Manuale d'uso per casseforti Secure Doc Executive e Secure Disc
- Gebruikershandleiding voor Secure Doc Executive en Secure Disc kluisen
- Gratis användarmanual för Secure Doc Executive och Secure Disc skåpen
- Secure Doc Executive- ja Secure Disc-kassakaappien käyttöopas
- Руководство пользователя для сейфов категории Secure Doc Executive и Secure Disc

## SECURE DOC EXECUTIVE &amp; SECURE DISC



## English ..... page 03

- **Note:** Keep this document in a secure place away from the safe.

## Deutsch ..... Seite 09

- **Hinweis:** Bewahren Sie diese Anleitung an einem sicheren Ort und nicht in direkter Nähe des Tresors.

## Français ..... page 15

- **Note:** Conservez ce document en lieu sûr, à distance du coffre-fort.

## Español ..... página 21

- **Nota:** Guardar este documento en lugar seguro fuera de la caja fuerte.

## Italiano ..... pagina 27

- **Nota:** Conservare questo documento in un luogo sicuro lontano dalla cassaforte.

## Nederlands ..... pagina 33

- **Noot:** Houdt dit document op een veilige plaats buiten de kluis.

## Svenska ..... sida 39

- **Notera:** Förvara detta dokument på ett säkert ställe långt från skåpet.

## Suomeksi ..... sivu 45

- **Huomautus:** Pidä tämä käyttöopas turvallisessa paikassa kassakaapin ulkopuolella.

## Русский ..... Страница 51

- **Внимание:** Держите эти документы в безопасном месте подальше от сейфа.

## Dear Customer,

Congratulations on the purchase of your SecureLine security product.

We would like to thank you for expressing your confidence in our product through your choice.

Your SecureLine safe will help protect your valuables against the rising tide of crime and help prevent the loss of possessions with a high sentimental value.

This manual contains the information required to achieve maximum benefit from your safe. We recommend that you read the entire manual carefully. After all, you cannot be too careful when it comes to protecting your property.

We wish you many years of security!

## What have you received?

Please check carefully that you have received the following items. If not, please contact your supplier.

*For Secure Doc Executive*

- 2 keys, only if your safe is equipped with a key lock.
- 4 batteries, 1 battery holder, only if your safe is equipped with an electronic lock.
- User manual.
- Fixing set.
- A shelf (+ shelf supports) and / or tray, only if your safe is equipped with a removable shelf and / or tray.

*For Secure Disc*

- Data Media fire insert
- 2 keys, only if your safe is equipped with a key lock.
- 4 batteries, 1 battery holder, only if your safe is equipped with an electronic lock.
- User manual.
- A shelf, only if your safe is equipped with a removable shelf.

## What can you store in this safe?

*For Secure Doc Executive: paper documents e.g.:*

- Cash
- Cheques
- Passport, driving licence, birth certificates
- Insurance documents

*For Secure Disc: data media e.g.:*

- Credit cards
- CDs and DVDs
- Data and video tapes
- Microfilm

## \* A Tip:

Some insurers appreciate it if you store your valuable property in a good safe. Therefore ask your insurance company what effect this will have on your premium. The high quality security offered by your safe can make a significant difference.

## For safes equipped with a key lock:

## Opening and closing the safe

**Please check that the safe works correctly before installing it or securing items inside.**

## Opening the safe

1. Insert one of the keys supplied in the keyhole. Note: the key only fits the keyhole in one position: do not force it!
2. Turn the key clockwise until it stops. Do this gently. The door can now be opened by pulling the key towards you.

## Closing the safe

1. Insert one of the keys supplied in the keyhole. Note: the key only fits the keyhole in one position: do not force it!
2. Ensure that the bolts are not protruding (the bolts are the metal pins which protrude from the side of the door and thus secure the safe). If necessary, turn the key clockwise to retract the bolts.
3. Gently push the door shut. Now turn the key anti-clockwise until it stops.
4. Now remove the key from the keyhole and store it safely away from the safe.

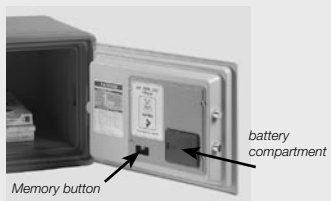
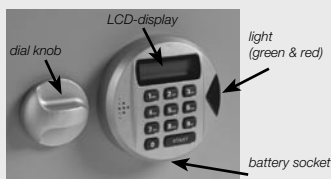
**Note: We recommend that the spare key is not kept in the safe.**

**For safes equipped with an electronic lock:****What should you do before using the safe for the first time?**

Please check that the safe works correctly before installing it or securing items inside.

**Access codes**

The lock has two access codes and can be programmed independently from each other. Default both access codes are active and must be changed before you use the safe.

**Default factory codes**

The electronic lock is supplied by the manufacturer with the standard access code **1 2 3 4 5 6** (1st code) and **5 6 7 8 9 0** (2nd code). These codes must be changed before you use the safe. Now do the following:

1. Install the 4 batteries in the battery holder.
2. Plug the battery holder into socket of keypad (located at the bottom of the keypad); the lock will start up and the LCD display shows "-SAFE-", followed by "-GOOD-" and "- - - - -". A beep will sound and a red light will turn on.
3. Enter the default factory code: **1 2 3 4 5 6** or **5 6 7 8 9 0**. The door will unlock and the LCD display shows "-OPEN-". A beep will sound and a green light will turn on.
4. Within 3 seconds turn dial knob clockwise until stop position reached.
5. Open the door.
6. Remove the battery holder and remove the batteries from the battery holder. Store the battery holder safely away from the safe.

7. Open the lid of the battery compartment at the back of the door.
8. Fit the batteries, ensuring that the positive and negative terminals are aligned correctly. The LCD display shows "-SAFE-", followed by "-GOOD-"; a beep will sound and a red light will show.
9. Now change the 1st and 2nd access code; this is done as follows:

**Changing the 1st access code**

Note: this can only be done when the door is open.

1. Press "**START**" button on the keypad. The LCD display shows "- - - - -".
2. Enter now your personal 6-digit code.
3. Within 3 seconds press the "Memory" button, located on the back of the door, to confirm your new access code. The LCD display shows "IN".
4. DO NOT CLOSE THE DOOR YET!; test the new code before closing the safe. Go to "Testing the electronic lock".

**Changing the 2nd access code**

Note: this can only be done when the door is open.

1. Press "Memory" button. The LCD display shows "- - - - -".
2. Press the "**START**" button on the keypad.
3. Enter now your personal 6-digit code; the LCD display shows "IN" and your new code. Your new code is stored.
4. DO NOT CLOSE THE DOOR YET!; test the new code before closing the safe. Go to "Testing the electronic lock".

**Testing the electronic lock**

The lock should only be tested with the door open!

1. Turn dial knob anti-clockwise until stop position reached.
2. Press button "**START**" on the keypad. The LCD display shows "- - - - -".
3. Enter now your personal 6-digit code. A beep will sound, the green light will be on and the LCD display shows "-OPEN-".
4. Within 3 seconds turn dial knob clockwise until stop position reached.
5. If steps 2, 3 and 4 are carried out successfully, you can close the door and lock the safe.

**Closing the safe**

1. Close the door and keep it gently pressed shut with one hand.
2. Now turn the dial knob anti-clockwise until stop position reached the lock mechanism will be activated and the bolts (these are the metal pins in the side of the door) will be pushed out.

**Opening the safe**

1. Press button "**START**" on the keypad. Enter your personal 6-digit code; if the code has been entered correctly a beep will sound, the green light on and the LCD display shows "-OPEN-".
2. Within 3 seconds turn dial knob clockwise until stop position reached (the bolts will be retracted).
3. The door can be opened further by pulling it towards you.
  - If an incorrect access code has been entered, a beep will sound, the red light will turn on and the LCD display shows "Error".
  - If an incorrect access code has been entered 5 times, lock will be blocked for 3 minutes. An alarm will sound for 3 minutes and the red light will light up.

**Security feature**

If required the LCD input can be made unreadable when entering your code. This feature is also called "anti-spy" function and can be enabled by keeping the "**START**" button pressed whilst entering your personal access code. The LCD display shows "= = = = =" and not your code!

**Replacing the battery**

If the LCD display shows "LOW-BAT" after pressing the "**START**" button, it indicates the batteries are weak and need to be replaced as soon as possible.

If the batteries are completely empty, the safe can be opened by plugging the battery holder (with new batteries!) into the socket of keypad - located at the bottom of the keypad.

We recommend that you use only alkaline model LR6-AM3-AA-1.5V batteries.

To replace the batteries, follow these steps:

1. Open the door.
2. Open the lid of the battery compartment at the back of the door.

3. Replace the batteries; ensuring that the positive and negative terminals are aligned correctly; the LCD display shows "-SAFE-", followed by "-GOOD-" and "- - - - -". A beep will sound and a red light will turn on.
4. DO NOT CLOSE THE DOOR YET!; test the new code before closing the safe. For this, see the instructions on "Testing the electronic lock".
5. If the lock works correctly, you can close the safe.

**Power on self testing**

The electronic lock is equipped with a power on self testing system which is carried out when new batteries are installed.

After installing new batteries, a beep will sound and the LCD display shows "-SAFE-", followed by "-GOOD-" when the lock is correct.

When the lock is not correct an error message will be shown in the LCD display:

Err F : "START" button error  
 Err b : "Memory" button error  
 Err E : EPROM error  
 Err 1-9 : Keypad error

First re-read the manual. If you cannot find a solution, contact your supplier.

**Attention**

- Do not store your user manual in the safe, but safely away from the safe.

## Securing instructions

Anchoring option is for Secure Doc Executive only (not applicable for Secure Disc)

### Recommendation

#### We recommend that you:

- **Position the safe as near to the floor as possible in case of outbreak of fire.**
- **Secure your safe with the anchoring bolt provided to the floor. This offers the best protection against unauthorised removal of your safe.**

Your safe is equipped with one hole in the bottom. Using the fixing set supplied, you can secure the safe to the floor. For details, see figure 1.



Figure 1

If you wish to install it on a wooden floor it may be desirable to use different fixings to ensure optimum fixing strength. Various types of anchor bolts are available for use in wood which can give a better result than the screws supplied. The choice of fixings is largely determined by the thickness and type of wood on which the safe is placed.

## What do you need?

To secure the safe you need fixings and tools.

Before starting to secure the safe, check that you have the following items to hand:

1. The fixing set supplied.
2. An electric (hammer) drill. If the base material is concrete, you will need a hammer drill.
3. The fixing hole in the base material needs to be drilled first. If the base material is concrete or stone, you will need a concrete drill bit. If the base material is wood, use wood drill bit. Note: you may therefore require both drill bits, for example if the floor is made of concrete and the wall is wood.
4. A socket wrench.
5. A vacuum cleaner to clear the drill holes.
6. Possibly a hammer.

## Installation instructions

1. Place the safe in the position you have selected. Before marking or drilling any holes ensure that there are no pipes or cables present at the fixing points. If there is skirting board present at the desired fixing point, this should be removed to allow the safe to be fitted flush to the wall.
2. Open the safe and remove any shelves and / or trays.
3. Remove the metal cover with a screwdriver to gain access to the anchoring hole.
4. Using a pencil or a sharp object, mark out the drill hole.
5. Close the safe.
6. Now move the safe to give enough room to drill the fixing hole.
7. Drill the hole: you will need the concrete drill bit for a concrete base material, and the wood drill bit for a wooden base material.
8. Clear the drill hole and remove any drilling debris using a vacuum cleaner.
9. If you have drilled hole in a concrete floor, ensure that the end of the plug is level with the edge of the drill hole. If necessary, use a hammer to insert the plug. The plugs are not used when securing the safe to a wooden floor.
10. Now position the safe so that the fixing holes on safe match the drill holes in the floor.
11. Secure the safe using the fixing screws supplied. Slide the washer over the fixing screw before screwing it into the drill hole. You will need a socket wrench to drive in the screw.
12. You can cover the hole again with the metal cover.

## Maintenance

- Never throw your keys. Distortion of the key can damage the lock.
- When closing the door, there should never be anything between the door and the safe (e.g. a paper clip). The bolts must be fully retracted.
- Do not fill the safe to such an extent that it is hard to close the door. The locking mechanism could then seize up as a result of pressure on the inner plate.
- Ensure that the key in the door does not hit a wall when opening. This can cause the key to snap, and can damage the locking mechanism.
- If you find that the lock becomes harder to open or stiffer, never use oil or graphite powder to "lubricate" the lock. This can make the lock from opening at all. Your supplier can advise you on the correct cleaning product to use.
- The outside of your safe can be cleaned with a slightly damp cloth. Never use chemical cleaning agents.

## Troubleshooting

Although your safe has been manufactured with the greatest care, a fault may nevertheless occur, such as:

- The locking mechanism does not work
- You cannot open your safe
- Faulty lock
- You lose your key

The most important rule is not to try and force anything. The locking mechanism in particular is made of precision components which can be damaged.

First re-read the manual. If you cannot find a solution, contact your supplier.

### Standard Warranty terms

- All claims under the warranty must be accompanied by proof of purchase.
- Claims under the warranty must be made to the dealer from which the unit was purchased.
- The warranty applies only to the initial purchaser and is not transferable.
- The warranty does not apply in the event of damage or faults which are the result of:
  - Accidents, misuse, wear and tear, neglect, wilful damage, fire and or malicious attack.
  - Incorrect installation and/or use in a manner which conflicts with the relevant legal, technical and/or safety standards.
  - An unauthorised modification.
  - Repairs carried out by anyone other than an authorised dealer or the manufacturer.
  - Negligent transportation without appropriate packaging or protection.
  - The erroneous programming of numerical, combination and/or electronic locks.
- No claim will be accepted under this warranty involving losses occurring in transit.
- Batteries and faults caused by incorrect insertion or use of batteries with the wrong voltage are excluded from the warranty.
- The warranty gives no right to reimbursement of any loss apart from the replacement or repair of the faulty parts. The manufacturer cannot be held liable for any consequential loss or any other consequences caused by or connected with the products supplied by it, including loss or damage to items stored in it by theft, fire, water ingress, condensation, chemical attack or other means.
- The costs of shipping, packing and shipping insurance will always be borne by the customer.
- Only the manufacturer may amend the conditions of this warranty.
- Repairs or site visits that are not covered under this warranty will be chargeable. Please first clarify with your dealer whether your claim is covered by warranty.

In the unlikely event of a fault developing, please contact your supplier.

[www.Secure-Line.net](http://www.Secure-Line.net)

### Sehr geehrter Kunde / Sehr geehrte Kundin,

herzlichen Glückwunsch zum Kauf Ihres SecureLine Tresors.

Wir freuen uns, dass Sie sich für ein Produkt von SecureLine entschieden haben. Der SecureLine Tresor schützt Ihre Wertsachen, Dokumente und unersetzlichen Erinnerungsgüter gegen Diebstahl.

Diese Anleitung enthält alles, was Sie wissen müssen, um Ihren SecureLine Tresor optimal zu nutzen. Bitte lesen Sie sie genau durch. Schließlich kann man nicht vorsichtig genug sein, wenn es darum geht, sein Eigentum zu schützen.

Wir wünschen Ihnen viele Jahre Sicherheit!

### Was haben Sie erhalten?

Bitte prüfen Sie sorgfältig, dass Sie die folgenden Teile erhalten haben. Wenden Sie sich andernfalls bitte an Ihren Lieferanten.

*Für Secure Doc Executive*

- 2 Schlüssel, nur wenn Ihr Safe mit einem Schloss versehen ist.
- 4 Batterien, 1 Batteriehalterung, nur wenn Ihr Safe mit einem elektronischen Schloss versehen ist.
- Bedienungsanleitung.
- Befestigungsset.
- Ein Regal (+ Regalträger) und / oder Schubfach, nur wenn Ihr Safe mit einem abnehmbaren Regal und/oder Schubfach versehen ist.

*Für Secure Disc*

- Datenträger-Brandschutzzeinsatz
- 2 Schlüssel, nur wenn Ihr Safe mit einem Schloss versehen ist.
- 4 Batterien, 1 Batteriehalterung, nur wenn Ihr Safe mit einem elektronischen Schloss versehen ist.
- Bedienungsanleitung.
- Ein Regal, nur wenn Ihr Safe mit einem abnehmbaren Regal versehen ist.

### Was können Sie in Ihrem Safe aufbewahren?

*Für Secure Doc Executive: Papierdokumente, z.B.:*

- Bargeld
- Schecks
- Ausweis, Führerschein, Geburtsurkunden
- Versicherungsdokumente

*Für Secure Disc: Datenträger, z.B.:*

- Kreditkarten
- CDs und DVDs
- Daten- und Videotapes
- Mikrofilm

\* Ein Tipp:

Einige Versicherungsgesellschaften bieten günstigere Beiträge an, wenn Sie Ihre Wertsachen in einem guten Tresor aufbewahren. Die hohe Sicherheit, die ein SecureLine Tresor bietet, kann hier einen wesentlichen Unterschied machen. Fragen Sie auf jeden Fall bei Ihrem Versicherer nach.

### Tresore mit Schlüsselschloss:

#### Öffnen und Verschießen des Tresors.

**Bitte kontrollieren Sie, dass der Tresor ordnungsgemäß funktioniert, bevor Sie ihn verankern oder etwas darin einschließen.**

#### Öffnen des Tresors

- Stecken Sie einen der mitgelieferten Schlüssel in das Schlüsselloch.  
Hinweis: Der Schlüssel passt nur in einer Stellung: Versuchen Sie nicht, ihn mit Gewalt einzustecken!
- Drehen Sie den Schlüssel vorsichtig im Uhrzeigersinn, und zwar um eine Viertelumdrehung bis zum Anschlag. Sie können die Tür nun öffnen.

#### Verschließen des Tresors

- Stecken Sie einen der mitgelieferten Schlüssel in das Schlüsselloch.  
Hinweis: Der Schlüssel passt nur in einer Stellung: Versuchen Sie nicht, ihn mit Gewalt einzustecken!
- Stellen Sie sicher, dass die Riegelbolzen nicht ausgefahren sind (die Riegelbolzen sind die Metallstifte seitlich an der Tür, mit denen der Tresor verriegelt wird).
- Schließen Sie die Tür vorsichtig. Drehen Sie dann den Schlüssel entgegen dem Uhrzeigersinn, und zwar um eine Viertelumdrehung bis zum Anschlag.
- Ziehen Sie den Schlüssel ab, und verwahren Sie ihn an einem sicheren Ort entfernt vom Tresor.

**Hinweis: Bewahren Sie den Ersatzschlüssel nicht im Tresor auf.**