

# Hollon Home and Office Safe Instructions

**Factory Set Code:** \*4560#

**To Install Batteries:** Slide battery cover off on the right hand side, insert 4 quality batteries then re-attach battery cover

**How to open safe for the first time:**

1. Press the \* button
2. Press the factory set code 4560#
3. Press the # button
4. Turn the safe handle and open the safe

**To change master reset code:**

Always perform this procedure with the safe door open

1. Press the red or black button located on the inside door panel
2. Enter new personal code 1-8 digits long
3. Press the # button
4. Try the new code 3 times with the door open before closing the door

**How to set and change additional User Codes:**

\* you must know the master code to set additional user codes

1. Press the \* button
2. Press the # button
3. Press in the master code
4. Press the # button
5. Press the 1 button
6. Press the user number you want to set or change use 2-5 are your options
7. Press in the new user code must be 1-8 digits long
8. Press the # button
9. Press in the new user code again
10. Press the # button
11. If at any step you get a failure you just start over again from step one

**To delete a user Password or Code:**

1. Press the \*button
2. Press the # button
3. Press in the mastercode
4. Press the # button
5. Press the 2 button
6. Press the user number you want to delete 2-5
7. Press the number 1 button to confirm you want to delete
8. If you change your mind and decide you do not want to delete, you can press zero and it will cancel

**How to change display mode:**

1. Press the \* button
2. Press the # button
3. Press in the master code
4. Press the # button
5. Press the 7 button
6. After pressing number 7 button all passwords with show as \* instead of numbers
7. To change it back repeat steps

**How to view log:**

1. Press the \* button
2. Press the # button
3. Press in the master code
4. Press the 8 button
5. Press the # button to scroll page to page

**Key to identifying log:**

1. If number 1-5 appears the safe was opened successfully using that user's code 1 being master code and so forth.
2. If letters A-E are shown on the screen that users password was changed  
EXAMPLE: A= master code, B=User 2 code and so forth thru letter E
3. If letters B-E are shown then users 2-5 have been deleted
4. If a 0 (zero) is shown then the safe was opened with factory code
5. If the letter X is shown then three wrong codes were input and the safe went into lock out mode

**To delete the log:**

1. Press the \* button
2. Press the # button
3. Press in the master code
4. Press the # button
5. Press the 9 button
6. Press the numbers button 1 to confirm you want to delete the log
7. If you change your mind about deletion press the 0 (zero) instead of 1 and it will be cancelled

**LOCK OUT MODE:**

**If you put in the wrong code three times the safe will go into lock out mode, if this happens leave the batteries in and wait 3 minutes or until the lock stops beeping then you can attempt to open the safe again. If you remove batteries while the safe is in lock out mode the time will reset when batteries are inserted.**

Any problems or any questions please give us a call: 989-879-5477

Or email [sales@ablesafe.com](mailto:sales@ablesafe.com)

