

MESA™

SAFE COMPANY

“Better MESA SAFE than Sorry!”



MH101 & MHRC916E

OPERATING INSTRUCTIONS

Dear Valued Customer:

Congratulations, on your choosing Mesa Safe to protect your valuables. You have made an excellent choice in your security measures. Mesa Safe Company has built a solid reputation on integrity and quality craftsmanship. We pride ourselves in having the best products in the industry and consistently exceeding customer expectations.

Your Mesa Safe product comes with a support team and warranty in place that is second to none. We have the most qualified safe technicians throughout the country ready to assist you, should you have a problem with your unit.

Please read and understand the operating instructions of the unit, this will ensure maximum efficiency and usability. Please visit www.mesasafe.com and see the diverse selection of products available to meet your security needs. Thank you for choosing Mesa Safe Company.

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Before proceeding, please make sure all items below are included.

CHECKLIST - Items Included with your safe:

- 2 - Override Keys (do not store in your safe)
- 1 - Allen Wrench
- 2 - Anchor Bolts
- 4 - AA Batteries

IMPORTANT: If **"ERROR"** appears when attempting to unlock your safe, this can be easily resolved by contacting technical support at **(800) 490-5624 or (714) 891-8356**. Monday - Friday, 8:00am - 5:00pm PST.

Any other issues with your electronic lock, please replace the batteries before contacting technical support.

TO LOCK AND UNLOCK THE SAFE

(Lock factory set to hotel function, see CHANGING THE LOCK SETTING to change to standard function)

Using Personal Code

1. To lock the safe: Enter any 3 to 6 digit code then press the “#” key, the word “CLOSED” appears and the safe will be locked.
 2. To unlock the safe: Enter the 3 to 6 digit code that you used to lock the safe with, the word “OPENED” appears and the safe will be unlocked.
- This is a standard hotel room configuration lock. User sets new code every time the safe is used (the code you use to lock your safe is the code you will use to unlock the safe, once the safe is in the unlocked position the safe will reset itself ready for any code).
 - The “*” button can be used as a deletion key to delete numbers that appear on the screen or if “*” is entered before your code a “—” will appear rather than the number.

Using a Credit Card (card with a magnetic strip)

1. To lock the safe: Slide your credit card firmly from right to left with the magnetic strip down, the word “CLOSED” appears and the safe will be locked.
 2. To unlock the safe: Slide your credit card firmly from right to left with the magnetic strip down, the word “OPENED” appears and the safe will be unlocked.
- This is a standard hotel room configuration lock. User sets new card every time the safe is used (the card you use to lock your safe is the card you will use to unlock the safe, once the safe is in the unlocked position the safe will reset itself ready for any card).
 - **IMPORTANT:** Swipe the card firmly and evenly from right to left. If an incorrect direction or the swiping speed is too fast or too slow, the display will show “ERROR” or “AGAIN”. You need to swipe the card again. The card to unlock the safe should be the same as the card to lock the safe, if not the display will show “E-CARD” (Error Card).

LOCKOUT PENALTY

- When the safe is in the locked position “E-CODE” or “E-CARD” will appear after an invalid entry.
- If the incorrect code or card is entered 4 consecutive times (“E-CODE” or “E-CARD” will appear after every incorrect entry), the safe will go into a lock out period of 15 minutes. During this period, when pressing a button on the keypad, “HOLD ##” will appear. The “##” represent the time that is remaining in the lock out period.

USING THE OVERRIDE FUNCTIONS

- **If “E-CODE”, “E-CARD” or “ERROR” appear after entering your code or swiping your card to unlock the safe, you will need to use the Override Code or Override Card.**

Using The Override Code

1. Input “#” + “#”, the word “SUPER” appears (there should not be a pause in between “# + #”).
 2. Input “- - - - -” (Override Code), then the safe will unlock.
- Your default override code is “000000”
 - **WE HIGHLY RECOMMEND THAT YOU CHANGE THE DEFAULT OVERRIDE CODE.**

Using The Override Card

- Swipe the Override Card, then the safe will unlock.
- Please see “Changing The Override Card” to set your card.

Using the Emergency Key

1. Next to the lower right corner of the keypad there is a cover.
2. Using the allen wrench that was provided, you will need to remove this cover.
(For the MH101 Model simply remove the cover with your finger tips).

3. Inert the emergency key and turn clockwise a quarter turn (do not force the key into the lock).
4. To remove the key you must turn the key counter clockwise, a quarter turn, back to the inserted position.
 - Emergency keys will not place the safe into the unlocked state.
 - To place the safe into the unlocked state you will need to use the override code or card.
 - **DO NOT STORE THE EMERGENCY KEYS IN THE SAFE.**

CHANGING THE OVERRIDE

Changing The Override Code

1. Safe must be in the unlocked position.
2. Input “*” + “*”, and “PROG” appears.
3. Input “842627”+ “#”, and “OLD” appears.
4. Input the current override code + “#”, and “NEW” appears (Note: the default override code is “000000”).
5. Input a new six-figure override code + “#”, and “AGAIN” appears.
6. Re-enter the new override code + “#”, and “GOOD” appears, which means the override code has been changed successfully.

Changing The Override Card

1. Safe must be in the unlocked position.
2. Input “*” + “*”, and “PROG” appears.
3. Input “726248”+ “#”, and “CARD” appears.
4. Now swipe the Card you want set as your Override Card, and “GOOD” appears, which means the override card has been set successfully.

WARNINGS

- When “LO-BATT” appears, the safe is indicating that the batteries are low and it is time to change them.
- When “E-BAR” appears, the safe is indicating that the door is not closed properly or there could be something preventing the bolts from locking.
- Press “#” when the safe is in the locked position and “BATT-H” will appear if the battery level is high or “BATT-L” will appear if the battery level is low.

CHANGING THE BATTERIES

1. Unlock the safe, if the batteries are dead in the locked position you will need to use the emergency key.
2. The battery compartment is located inside the safe on the door.
3. Remove the four AA batteries and replace with new ones.

CHANGING THE LOCK SETTINGS

1. Safe must be in the unlocked position.
2. Input “*” + “*”, and “PROG” appears.
3. Input “711469” + “#”, and “CODE” appears followed by a six-digit number.
4. The first six-digit number (default setting is “111121”) is now displayed and slot # 1 is blinking .
 - **To advance to the next slot without making changes to the current slot, enter the number displayed in the current slot.**
 - **Press “#” if you do not want to make any changes to the first six-digit number and move on to the second six-digit number.**
 - **Press “*” if you want to start over and go back to slot # 1.**



5. **Slot # 1, Entry Display**
 - Input “0” to disable Entry Display, the numbers entered do not display.
 - Input “1” to activate Entry Display, the numbers entered are displayed (When Entry Display is activated input “*” before inputting code, and the numbers entered do not display).
6. **Slot # 2, Code Display**
 - Input “0” to disable Code Display, the code will not be displayed after the safe is locked.
 - Input “1” to activate Code Display, the code is displayed for 2 seconds after the safe is locked.
7. **Slot # 3, Hide Button**
 - When Entry Display is activated, press “*” before inputting code and the numbers entered do not display.
 - Input “0” to disable the hide button function.
 - Input “1” to activate the hide button function.
8. **Slot # 4, Audit Function**
 - Input “0” to disable the audit function.
 - Input “1” to activate the audit function.
9. **Slot # 5, Locking Function**
 - Input “1” to place the lock into Standard Lock Mode.
 - If Standard Lock Mode is selected**
 1. The first code or card you use to lock the safe will be the set code or card.
 2. Once the code or card is set you will only need to enter “#” to lock the safe.
 3. You will need to enter your set code or swipe your set card to unlock the safe.
 4. To change your set code or card you will need to go back into the lock settings.
 5. Place the lock function into Hotel Lock Mode.
 6. Go back into the lock settings.
 7. Place the lock into Standard Lock Mode.
 8. Now follow step 1 under “**If Standard Lock Mode is selected**”.
 - Input “2” to place the lock into Hotel Lock Mode (this is the default mode).
10. **Slot # 6, Unused Slot**
 - Input “1” if not already inputted. This slot does not disable or activate any functions.
11. Input “#” to confirm the first parameter and move forward to the second set of six-digit number “#”, press “#” again if you do not want to make any changes to the second six-digit number.
12. The second six-digit number (**default setting is “471540”**) is now displayed and slot # 1 is blinking .
13. **Slot # 1, Invalid Entry**
 - Input a number from 1-9 to set the number of times allowed for entering an invalid code or card before placing the lock into the “Lock Out Period”.
14. **Slot # 2, Code Length**
 - Input “3” to set the code length to a 3 digit code.
 - Input “4” to set the code length to a 4 digit code.
 - Input “5” to set the code length to a 5 digit code.
 - Input “6” to set the code length to a 6 digit code.
 - Input “7” to set the code length to a 3 to 6 digit code
15. **Slot # 3 and # 4, Lock Out Period**
 - Input a number from 00-99 to set the length of the Lock Out Period.
 - Example: for 5 minutes enter “0” in slot # 3 and “5” in slot # 4.
16. **Slot # 5, Override Function (Code and Card)**
 - Input “0” to disable the Override Function.
 - Input “1” to use the Override Code entry only, disables the Override Card.
 - Input “2” to use the Override Card entry only, disables the Override Code.
 - Input “3” to use the Override Code and Card together, input override code then swipe override card.
 - Input “4” to use either the Override Code or the Override Card.
17. **Slot # 6, Unused Slot**
 - Input “0” if not already inputted. This slot does not disable or activate any functions.
18. Input “#” to confirm the parameters and “GOOD” appears.

SETTING THE DATE & TIME

- **You will only need to set the date & time to use the Lock Opening Records Function.**

1. Safe must be in the unlocked position.
2. Input “*” + “*”, and “PROG” appears.
3. Input “055261”+ “#”, and “DATE” appears followed by a six-digit number.
 - The six-digit number represents the year, month and day.
 - Example: December 31, 2001 would be entered as “011231”.
4. Slot # 1 and # 2 is where you will enter the year.
5. Slot # 3 and # 4 is where you will enter the month.
6. Slot # 5 and # 6 is where you will enter the day.
7. Input “#” to confirm the date setting and move forward to another six-digit number which will set the clock.
 - This six-digit number represents the hour, minute and second.
 - When adjusting the hour you will need to use military time (24-hour notation).
 - Example: 3:25:00 pm would be entered as “152500”.
8. Slot # 1 and # 2 is where you will enter the hour.
9. Slot # 3 and # 4 is where you will enter the minutes.
10. Slot # 5 and # 6 is where you will enter the seconds.
11. Input “#” to confirm the clock setting, and “GOOD” appears.

VIEW LOCK OPENING RECORDS (AUDIT TRAIL)

1. Safe must be in the unlocked position.
2. Input “*” + “*”, and “PROG” appears.
3. Input “162550” + “#”, and “GOOD” appears followed by a six-digit number.
 - One opening record uses two screens.
 - The first screen displays the date that the safe was opened.



- The second screen displays the time and method (user code, card, override code, etc.) used to open the safe.

METHOD USED TO OPEN SAFE

- User code: “1” is displayed.
- Override Code: “2” is displayed.
- User Card: “5” is displayed.
- Override Card: “6” is displayed.



Ex: “1530-2” = Safe was opened at 3:30pm by the override code.

4. How to navigate through the opening records.
 - Press “2” to go back to the previous record.
 - Press “8” to leap to the next record.
 - Press “6” to show the next screen of a specific record..
 - Press “4” to show the previous screen of a specific record.
 - Press “5” to go to the latest lock-opening record.
5. Input “*”, and “GOOD” appears and the “Lock Opening Records” is now closed.

IF YOU ARE HAVING ANY ISSUES WITH YOUR ELECTRONIC LOCK, CHANGE YOUR BATTERIES FIRST BEFORE CONTACTING TECHNICAL SUPPORT (SEE PAGE 1 FOR CONTACT INFORMATION).

NOTES

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