

## CARE AND MAINTENANCE

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With a little care and maintenance your SnapSafe® Vault Door will last a lifetime. Keep the door hinge pins lightly greased so that the door opens smoothly. Never use harsh solvents or abrasives on any surfaces, as they may damage the exterior finish or interior materials.

## SNAPSAFE LIFETIME WARRANTY

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If you ever experience a fire or attempted break-in we'll repair or replace your safe at no charge. *All you have to do is to forward the report from the proper investigative agency.*



Instructional videos for SnapSafe® products are available at [snapsafe.com](https://snapsafe.com).



Customer Service: PO Box 1848, Grand Island, NE 68802-1848  
1-877-214-4470 | Email: [info@snapsafe.com](mailto:info@snapsafe.com) | [snapsafe.com](https://snapsafe.com)

# Owner's Manual Vault Door

36" Vault Door .....	Item No. 75415
32" Vault Door .....	Item No. 75416
32" Outswing Vault Door .....	Item No. 75419
36" Vault Door LH .....	Item No. 75418

## TOOLS/MATERIAL INCLUDED

- Vault Door
- 5/16" x 3" Lag Screws (10 included)
- 1/2" Drive Socket
- Socket Wrench

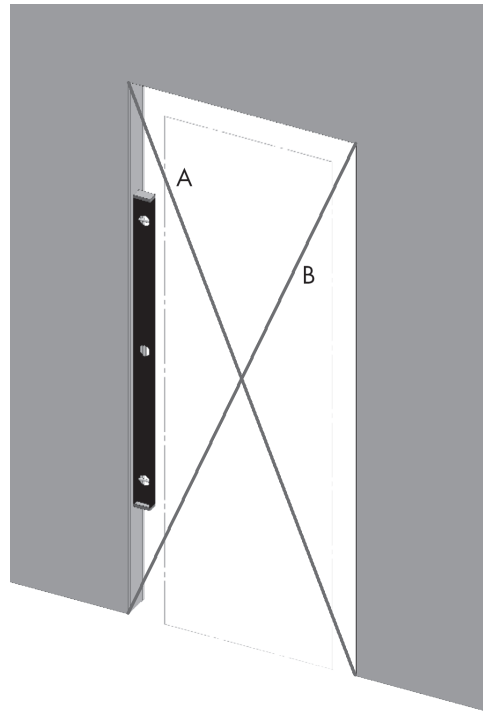


## TOOLS/MATERIAL NEEDED

- Plastic Shims
- 4' or longer level
- Square
- Drill
- 1/4" Drill Bit
- Pry Bar (optional)
- Two 2x4 boards 6" wider than door (optional)
- 9-volt Battery

## VAULT DOOR INSTALLATION

1. Open packaging and inspect contents
2. Check Rough Opening (RO)
  - Measure width and height of RO - should be approximately 1" wider and 3/4" taller than the door
  - Check level, plumb, and square of RO - measure the diagonal opening of the door, the A and B measurement should be within 1/4"
3. Using a level, verify the sides of the RO are plumb.
4. Using a level or square, verify the bottom and top of the RO are level

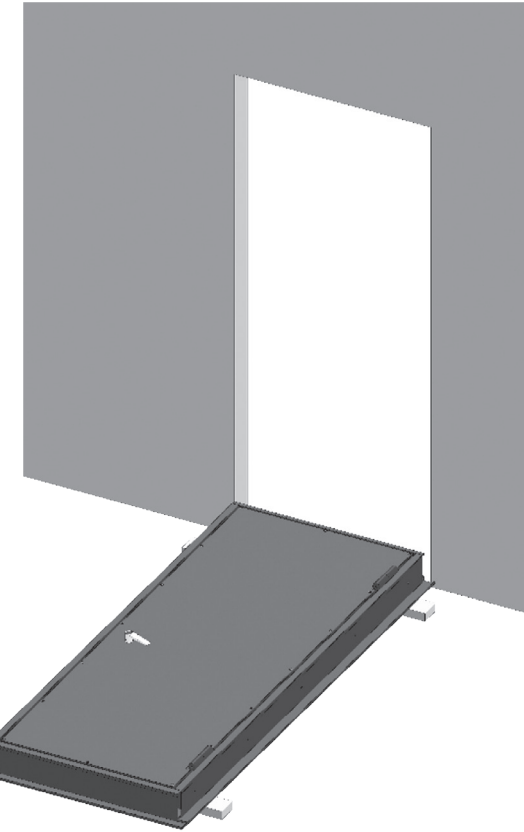


**NOTE:** If the Rough Opening is not the correct size or out of plumb, a competent contractor may be needed to correct it.

Review the supplemental instructions to become familiar with the lock operation prior to installing the door. The digital lock will need a 9V battery installed before continuing to the next step.

- Place two 2x4 boards in front of the doorway.
- Place door, trim side down, onto the boards in front of the doorway. Place the bottom of the door approximately one inch from the bottom of the doorway. The door should be centered in the doorway.

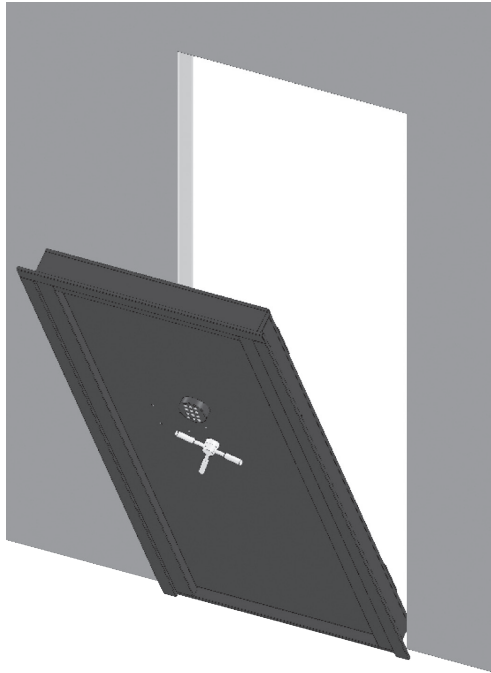
**NOTE:** It is helpful to have all tools and hardware (lag screws, drill with 1/4" drill bit, and socket) ready for installation. Having a few helpers on the outside and inside of doorway can also help position the heavy door safely.



## **WARNING**

**The Vault Door is very heavy and could severely injure individuals if dropped prior to installation. Blocks, clamps, or helping hands may be needed to hold the door in position until the door is securely fastened to the wall.**

- With assistance, lift the top of the door and place the door into RO. Slide the door up against the wall.
- Verify the door is centered into the RO and the bottom of the door is level. Shims may be needed to level the door.



- Using the default code, open the door approximately 45 degrees.
- Using a level, check that the interior door opening is level and plumb. Locate the ten mounting holes in the side of the frame.
- Place shims between the door frame and RO near a mounting hole.
- Predrill a 1/4" pilot hole in the center of a mounting hole in the frame.
- Install the 5/16" lag screw.
- Repeat for the remaining mounting holes, verify often that the door opening remains level and plumb.
- Apply interior trim to cover the gap between the frame and Rough Opening (*not included*).



## YOUR COMBINATION CODE

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- Your factory preset combination code is 1-2-3-4-5-6.  
**Store this combination in a location other than your safe.**

## OPENING AND CLOSING YOUR SAFE

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### OPENING:

1. Enter the 6-digit combination code.
2. Rotate 3-spoke handle clockwise into the open position and pull door open.
3. The Entry Keypad relocks in 4 seconds after a valid code has been entered.
4. The Entry Keypad will return to "standby" status with a long beep sound if there is no operation in 10 seconds after the system has been activated.
5. If you enter an incorrect combination 4-times in a row, the lock will shut down for 5-minutes.

### CLOSING:

1. Close safe door.
2. Rotate 3-spoke handle counter-clock wise to the closed position until you hear bolts engage.

## CHANGING YOUR COMBINATION CODE

Write down and store a new 6-digit code. Do not store in safe. You cannot set the combination code to six (6) zeros (0).

1. Open safe door and lock it in open position.
2. Enter zero (0) six (6) times. One beep sounds indicating the entry is valid and the system is awaiting a code change.
3. Enter the **existing** 6-digit code. One beep sounds, indicating the entry is valid.
4. Enter a **new** 6-digit code. One beep sounds, indicating the entry is valid.
5. **Re-enter** the **new** 6-digit code. One beep sounds, indicating that the code in steps 4 and 5 are the same and the code change is successful.
6. If three beeps sound, the code change was unsuccessful, and the existing code is still valid. Repeat steps 2 – 5.
7. Enter and check new code three times before closing door.

**Note:** Each step in the code change process must be completed in 10 seconds or the system reverts back to "standby" status.

## LOW BATTERY ALERT

Your lock has a “Low Battery Alert.” If the Entry Keypad beeps repeatedly during an unlocking, the battery is low and needs immediate replacement.

## INSTALLING AND REPLACING ENTRY KEYPAD BATTERY

Your safe is equipped with an electronic lock made with non-volatile memory, meaning your combination code is retained even if the batteries are no longer powering the lock. If this happens, simply replace the batteries.

Install only a high-quality alkaline battery in the compartment in the back of the Entry Keypad following these steps.

1. Remove Entry Keypad. Slide it up and carefully pull it away from the safe’s door. (Fig.1)

**Note:** Do not pull the Keypad as too much force may damage the cable.

2. Snap new battery into the connector clip, and slide it into the battery compartment top down so that the wires will not be pinched between the battery and the safe door. (Fig.2)
3. Position the Keypad over the mounting screws, and slide it down into position.

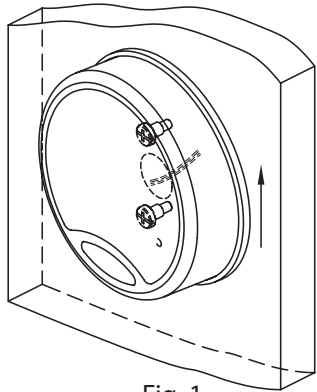


Fig. 1

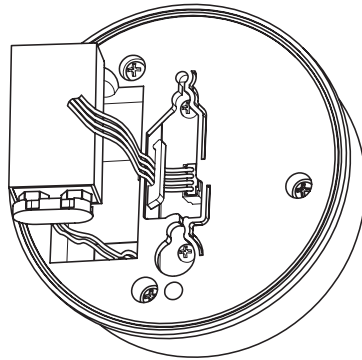


Fig. 2

## BACKUP MECHANICAL KEY OVERRIDE

**WARNING:** Store keys in a secure location away from the safe.

To access key override slot, gently slide digital keypad up and away from door to remove keypad.

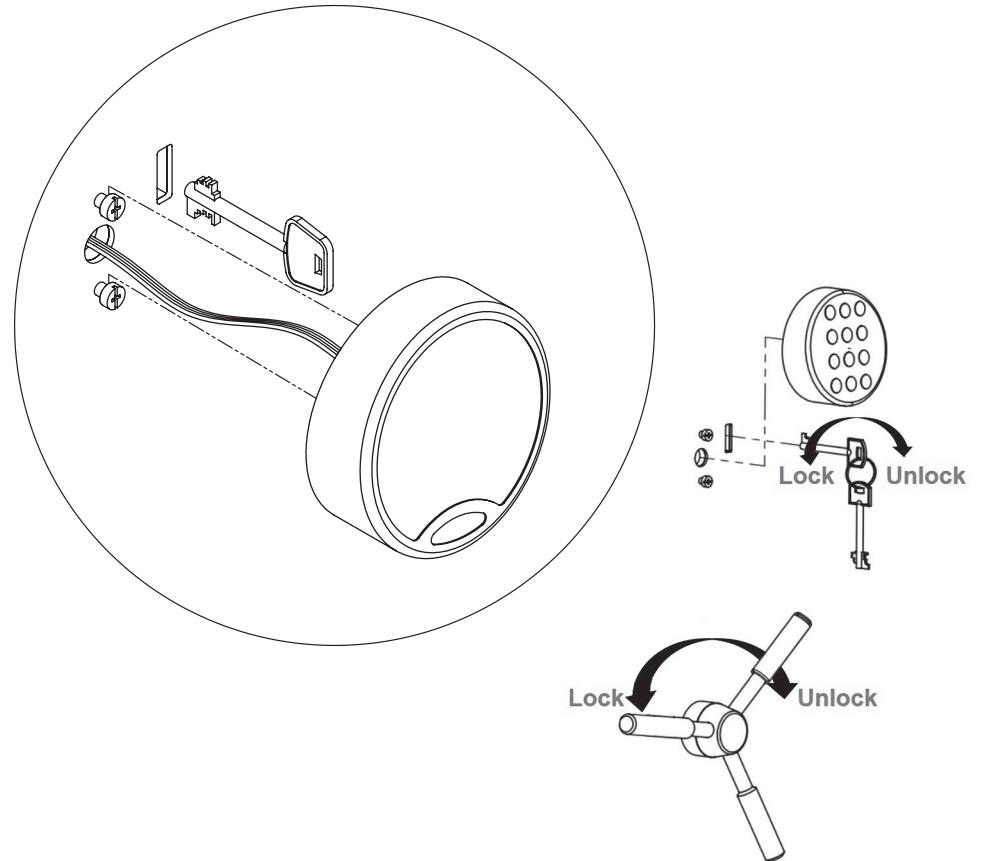
**NOTE:** When digital keypad is removed, handle keypad and cable carefully to prevent damage to cable.

### UNLOCK

Place key into slot as shown and rotate clockwise. With key rotated, rotate door handle clockwise to retract locking lugs and open door.

### LOCK

Fully close door. Then rotate door handle counterclockwise to extend locking lugs. Rotate key counterclockwise to lock extended lugs and safe. Remove key and carefully tuck cable back into hole in door while replacing digital keypad. Make sure safe is locked.



Lock Unlock