



OWNER'S MANUAL

IMPORTANT - PLEASE READ

**PLEASE READ THIS MANUAL THOROUGHLY BEFORE ATTEMPTING TO SET UP YOUR NEW SAFE
THE INFORMATION PROVIDED IN THIS MANUAL IS IMPORTANT
AND MUST BE READ IN FULL AND FOLLOWED COMPLETELY FOR YOUR SAFETY.**

Thank you for choosing Winchester Safes to protect what's important to you. Your trust in us is not something we take lightly. If you have any questions or need help setting your safe up for the first time, we're here to help.



INSPECT YOUR SAFE NOW FOR DAMAGE!

INSPECT YOUR SAFE FOR SHIPPING DAMAGE AS SOON AS YOU RECEIVE IT. IF YOU FIND ANY DAMAGE, PLEASE ALERT THE DELIVERY COMPANY (OR CARRIER) IMMEDIATELY. MANUFACTURER NOT LIABLE FOR ANY DAMAGE FOUND AFTER SIGNING DELIVERY RECEIPT OR BILL OF LADING, AS INDICATED ON SAFE CARTON PACKAGING VISIBLE DURING DELIVERY.

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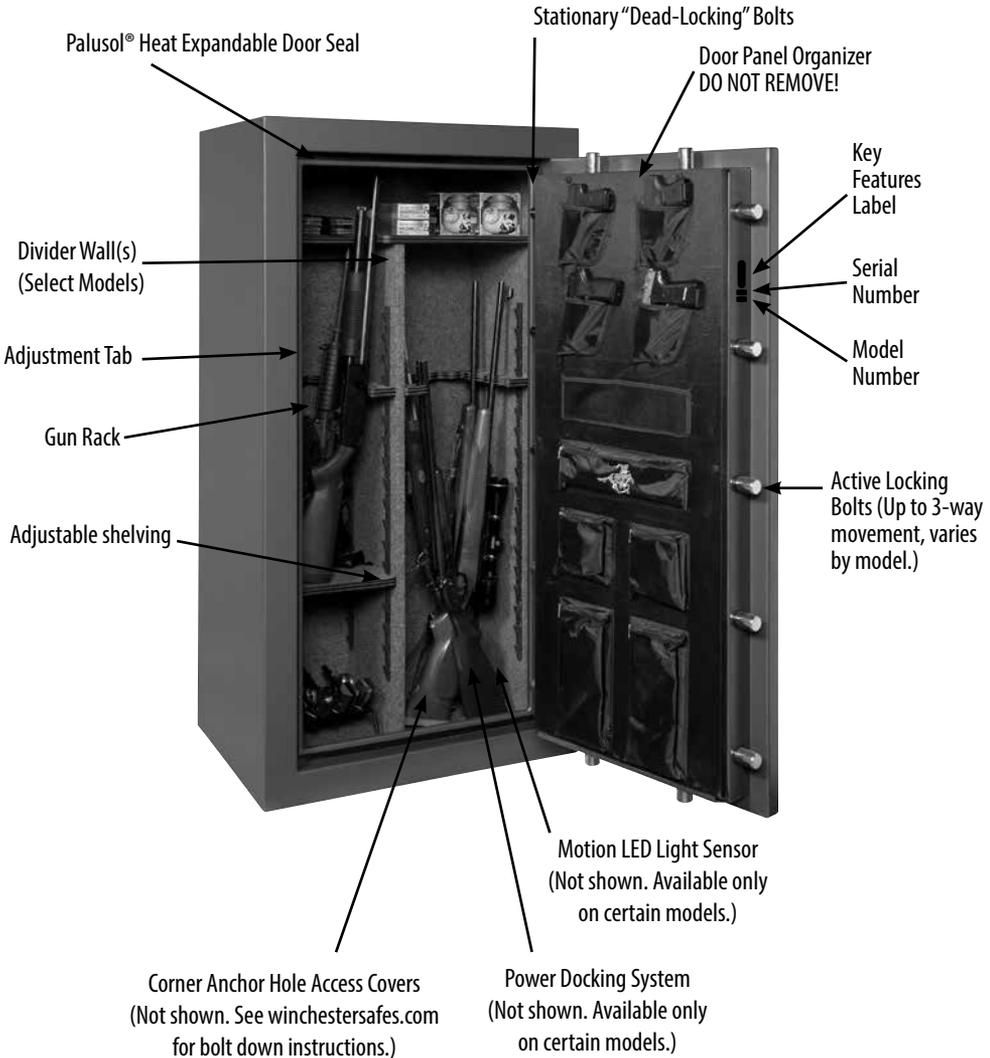
You are now the proud owner of a Winchester Safe. Your safe was designed, engineered and inspected in our manufacturing facility in Fort Worth, Texas. This manual may refer to specific parts of the safe, indicated below and on Pg. 5 of this manual.

SAFE EXTERIOR



Safe shown for reference. Actual model and design may vary.

SAFE INTERIOR



Safe shown for reference. Actual model and design may vary.

DELIVERY AND INSTALLATION

A. If you purchased your safe from a retailer and are having it delivered and installed, the delivery company personnel will provide you with the proper instruction for the correct operation of your safe. Pay very close attention to the operation of the lock. Make sure you can comfortably operate the lock before they leave your home or office. After they have shown you how to operate the lock, you should lock and unlock the safe several times without any assistance from them. Once you are comfortable with this procedure, and can do it consistently, you are now ready to operate your safe.

Your new safe left the factory in new condition and without damage. Inspect your new safe for any damage prior to the delivery people leaving. Any damage claims at time of delivery must be resolved with the delivery company and/or your retailer. Please do not contact the factory.

B. If you purchased your safe and are doing your own delivery and installation, you must read and follow these instructions. Safes are heavy and cumbersome and there are risks associated with the untrained consumer doing their own delivery and installation. We recommend that you use a professional safe installer, who is insured, and will have the necessary equipment and training to safely and properly install your safe.

1. Packaging should have been removed and safe inspected for damage prior to accepting the safe from your retailer. If your safe is damaged at this point, please contact your retailer. Do not contact the factory. Manufacturer is not liable for shipping damages after you have signed the delivery receipt of bill of lading.

2. Verify that the Serial Numbers on the safe are the same as the one in this manual. Serial Numbers are located on top of the safe (Bandit® series) or on the front of the safe in the lower right corner nearest the bottom hinge, and on the upper part of the inside door, near the locking bolts. In the unlikely event that all three serial numbers do not match exactly, please contact the Winchester Safes Customer Service Department.

DELIVERY AND INSTALLATION (CONTINUED)

3. Your safe was shipped with the door closed and locked. Open the safe by following the *MECHANICAL LOCK OPERATING INSTRUCTIONS* found on page 9 of this manual, or the *ELECTRONIC LOCK OPERATING INSTRUCTIONS* found on page 11 of this manual.

4. Remove the safe from the pallet by first opening safe the door. Find and remove the (4) four decorative plugs in the safe bottom. Using a 17 mm (9/16 inch on Bandit® series) socket and ratchet, remove the four lag bolts that secure the safe to the pallet or skids. Reinstall the four decorative plugs. Next, close the safe door and extend the locking bolts by rotating the handle counterclockwise. With the assistance of one or more adults, slide the safe to one side of the pallet or skids to prevent it from tipping over. Tilt the safe over until the bottom side of the safe touches the floor, and then tilt the safe over enough to allow the pallet or skids to be removed from under the safe. Tilt the safe back up and set flat on the floor.

5. With a dolly substantial enough to support the size and weight of your safe, move the safe to your desired location. Consideration should be given to the weight of the safe and the type of flooring that the safe will be moved across. Wood, tile, carpet and other types of flooring can be easily damaged and it is your responsibility to take whatever measures necessary to prevent any damage. If your home is pier and beam construction, you should place the safe in an area of the floor that you are sure will support the safe's weight. To maximize the fire protection of your safe, we recommend you place it in the lowest elevation in your home. In a home fire, the coolest part of the fire is in the basement area and the hottest in the upstairs.

6. To maximize the burglary protection, and prevent the safe from toppling over, you should anchor your safe to the floor.

7. Your new Winchester Safe is now ready to operate.

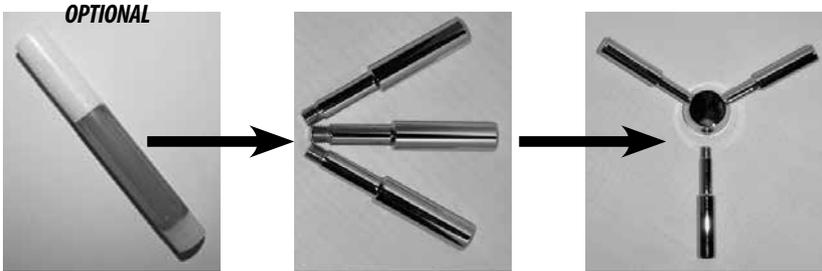
HANDLE INSTALLATION

Step 1 - Grasp the handle hub with your hand and turn it clockwise to release the locking bolts and open the safe door.

Step 2 - Remove the box of spokes from inside the safe. Unpack each spoke and

OPTIONAL STEP: Apply one drop of spoke handle thread lock on the threads before screwing in the handles.

Step 3 -Screw handles into the spoke hub.



Images are for instruction only and may not look identical to the handle on your particular safe.

FOR SINGLE LEVER HANDLES: Your handle is installed from the factory and requires no action on your part for assembly.

MECHANICAL LOCK OPERATING INSTRUCTIONS

The lock on your safe is a Sargent and Greenleaf (S&G), Mechanical Combination Lock, with either a front or top reading dial and dial ring. The S&G mechanical lock is the finest, most trusted and reliable lock being used in the industry today. They are precisely made, and the brass construction of the lock tumblers, which does not require lubrication of any kind, will provide you with many years of reliable functionality with little or no service. However, the dialing instructions must be performed exactly or the lock will not open. A deviation of as little as a half number off the combination will be enough to not allow the lock to open. Practice the dialing of your combination several times when you first get your safe and you will avoid a lot of unnecessary frustration.

Make note of the following Do's and Don'ts:

DO:

1. Always dial the combination on the index mark at 12 o'clock on the dial ring. The index mark at 11 o'clock is for service only and is never used by the owner of the safe.
2. Turn your dial slowly and use finger-tip pressure only.
3. Do not pass your number in the dialing sequence, even by the slightest amount. If you do, the lock will not open, you must start over and redial your combination.
4. Have ample light on your dial for good visibility, and stand directly in front of your dial when running the combination. Do not stand to the side of the dial. The parallax view could be enough for you to go over or under your number and the lock will not open.
5. **Store this manual with your combination in a secure place other than inside your safe.**

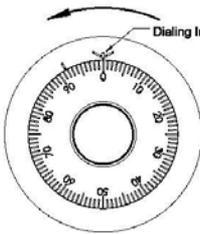
DON'T:

1. Do not spin the dial in a rapid motion or turn it back and forth. It could damage the lock to the point that it will not open and you will be locked out of your safe.
2. Never use lubricant of any kind.
3. Do not go past any of the numbers in your combination and continue dialing. The lock will not unlock. Start from the beginning and redial the entire combination
4. **Do not store this manual and your combination inside your safe.**

MECHANICAL LOCK DIALING INSTRUCTIONS

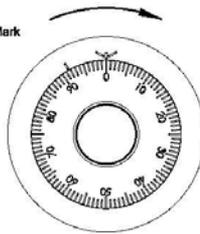
<p>SERIAL NUMBER: _____</p> <p>COMBINATION: _____</p>

Record your combination from above, in the spaces below for each step.



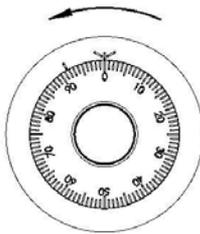
STEP 1:
Turn the dial counterclockwise (left) at least 3 revolutions and stop when the first number comes to the index mark.

1st# _____



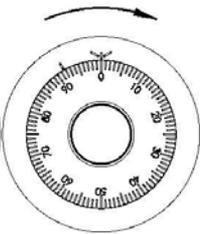
STEP 2:
Turn the dial clockwise (right) passing the second number twice and stop when it comes to the index mark the third time.

2nd# _____



STEP 3:
Turn the dial counterclockwise (left) passing the third number once and stop when it comes to the index mark the second time.

3rd# _____



STEP 4:
Turn the dial clockwise (right) until you feel the dial tighten slightly. Using fingertip pressure only, continue turning the dial until it stops. The lock is now open.

Rotate the safe handle clockwise and retract the bolt work before opening the door.

MECHANICAL SAFE LOCKING INSTRUCTIONS

STEP 1- Make sure there is not any obstruction inside the safe that will block the door from closing or the movement of the locking bolts; close the door and rotate the handle counterclockwise until it comes to a solid stop.

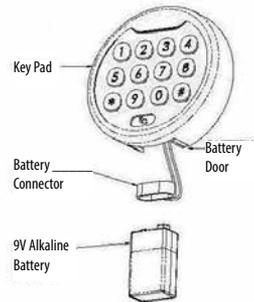
STEP 2 - Turn the dial counterclockwise at least three revolutions. Your safe is now locked.

ELECTRONIC LOCK OPERATING AND CHANGING INSTRUCTIONS

The Combination for this safe was preset at the factory to 1-2-3-4-5-6. The combination can be changed to any six (6) digit combination of your choice.

STEP 1: INSTALLING THE BATTERY

The battery is located inside the keypad. To install the battery, find the sliding door at the bottom of the keypad that provides access to the battery. Slide the door to the right to open. Gently pull the battery connector and wires down. Attach a new 9-volt ALKALINE battery to the connector (ENERGIZER® or DURACELL® only). Gently push the battery and wires up into the compartment and close the sliding door by sliding it to the left. The lock is now powered and ready for use.



STEP 2: OPENING THE DOOR FOR THE FIRST TIME



- Enter the factory set combination 1-2-3-4-5-6
- Turn handle clockwise to open the safe

If entered correctly, you will hear one (1) beep after each entry and two (2) beeps after entering the last number. The two (2) beep sound is your indicator that you have entered the correct combination. If you hear three (3) beeps, you have incorrectly entered the

STEP 2: OPENING THE DOOR FOR THE FIRST TIME (CONTINUED)

preset combination of 1-2-3-4-5-6. Within five (5) seconds after entering your combination and getting the two (2) beep sound, turn the safe handle clockwise to retract the locking bolts and open the door. If the safe handle is not turned during the five (5) second window, the lock will automatically go back into the locked mode and you will have to reenter the combination.

STEP 3: CHOOSING YOUR PERSONAL COMBINATION

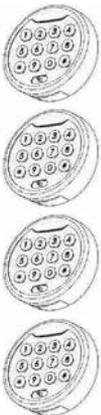
Choose a six 6-digit combination that only you know and can easily remember. Please take your time in choosing your combination, giving it the appropriate attention it deserves. Once you have chosen your personal combination, please write it in the spaces provided in the *SETTING YOUR PERSONAL COMBINATION* in Step 4 of these instructions.

STEP 4: SETTING YOUR PERSONAL COMBINATION

Follow the instructions in Step 2 to open the door. The door is to remain open until the *SETTING YOUR PERSONAL COMBINATION* process is finished. This will prevent a lockout condition if a mistake is made in the combination changing procedure. Test your new combination at least three times before closing your safe door to prevent accidental lockout.

The lock will beep two (2) times after each 6-digit entry, if entered correctly. Please note that you have only four (4) seconds between each step or the lock will reject the combination change process and revert back to the original combination of 1-2-3-4-5-6 (if you are setting your combination for the first time).

THE DOOR MUST BE OPEN AND THE LOCKING BOLTS EXTENDED.



- Enter six (6) zeros: **0-0-0-0-0-0**

- Enter the existing 6-digit combination: **1-2-3-4-5-6**

- Enter your new 6-digit combination:

_____ - _____ - _____ - _____ - _____ - _____

- Enter your new 6-digit combination **AGAIN:**

_____ - _____ - _____ - _____ - _____ - _____

ELECTRONIC LOCK OPERATING AND CHANGING INSTRUCTIONS *(CONTINUED)*

Keeping the door open, enter your new combination. If it was programmed correctly, you will get two (2) beeps after entry and the handle will turn clockwise and retract the locking bolts.

If at any time in the combination changing procedure you hear three (3) beeps, you must start over at the beginning of Step 3 and repeat the entire procedure.

CHANGING YOUR PERSONAL COMBINATION IN THE FUTURE

You can reset your 6-digit combination at any time you choose. Please follow the *SETTING YOUR PERSONAL COMBINATION* instructions shown on page 11. You will have to use your personal combination (rather than 1-2-3-4-5-6) as the existing combination. All other steps are the same.

LOW BATTERY POWER

Repeated beeping after the entry of your 6-digit combination indicates that the battery power is low. The safe may continue to open, but a new 9-volt ALKALINE battery (ENERGIZER® or DURACELL® only) should be installed immediately. Refer to *INSTALLING THE BATTERY* on page 11 for installation instructions.

BATTERY IS DEAD AND YOU CAN NOT OPEN THE SAFE

First of all, don't worry. Your combination is retained in the lock even if all power is lost. Simply install a new 9-volt ALKALINE battery to the connector (ENERGIZER® or DURACELL® only) by referring to the *INSTALLING THE BATTERY* on page 11 for installation instructions. Once battery is installed, the lock will open normally.

ELECTRONIC SAFE LOCKING INSTRUCTIONS

STEP 1- Make sure there is not any obstruction inside the safe that will block the door from closing or the movement of the locking bolts; close the door and rotate the handle counterclockwise until it comes to a solid stop.

CARE AND USE OF YOUR SAFE

When putting guns inside your safe, ensure the barrel rests solidly in the gun placement to prevent accidental shifting when the door is closed.

If you are storing data media in the safe, you should purchase a data media storage container separately from an office products retailer, and place it inside your safe. Data media can be damaged in temperatures as low as 125°F and will not be protected in the safe alone.

You should install a dehumidifier, available from our website, if your safe is in a high humidity environment.

Do not place your safe in a pool house, garage or storage area where caustic chemicals are kept or are in the air. This will cause damage to the sensitive lock mechanism and could cause the lock to fail.

Your safe warranty may be voided if you use any tools whatsoever or attempt to repair your safe. Contact Customer Service or your retailer if your safe does not function properly.

Do not remove the back cover of the door. Removal of this component by anyone other than a certified safe technician may void your warranty.

**The lock does not require any service. Avoid using any spray lubricants.
The lock will surely fail if you do.**

The locking mechanism or bolt work does not require any service other than occasionally wiping a very thin film of light grease on the locking bolts to facilitate easy travel.

The safe has a baked on, durable, powder coat finish that resists scratching and chipping. To clean the surface, wipe with a cotton cloth, dampened with warm sudsy water. Do not use any spray cleaners.

The Palusol® door seal does not require any maintenance. Do not allow the seal to be removed, as its removal will significantly reduce the fire protection of your safe.

LOST COMBINATION

The loss of your combination can create a high amount of frustration when trying to retrieve it from the manufacturer. We understand this and try to make the process as easy as possible. However, due to liability issues, we must be assured that we are giving the combination to the true owner and as such, our Customer Service Representatives are required to follow the procedure exactly. We request your patience when you are requesting a copy of the combination.

The mechanical lock combination of your safe was determined by a random number generator and set at its time of manufacturing. The only record of the combination and the serial number is kept on file at our company and can be accessed by authorized company personnel only. The electronic lock has an override code programmed at the time of manufacturing. The only record of the override code and serial number is kept on file at our company and can be accessed by authorized company personnel only. If you lose or forget your combination, you can request a copy for a nominal fee.

FREQUENTLY ASKED QUESTIONS

Q. Can I change the mechanical lock combination to my safe?

A. No. Only a Certified Safe Technician can change the mechanical lock combination.

The mechanical lock combination can be changed and requires special tools and knowledge. You must contact a Certified Safe Technician in your local area for this service.

Q. I bought the safe and it did not come with a mechanical lock combination.

A. Every mechanical lock safe is shipped from the factory with a mechanical lock combination and an Owner's Manual. You now have two choices; go back to the retailer where you purchased it and see if they have it, or refer to the *LOST COMBINATION* section of this manual and follow the instructions on page 15.

FREQUENTLY ASKED QUESTIONS (CONTINUED)

Q. I lost or misplaced my personal programmed electronic lock code.

A. Most electronic lock safes have an override code kept on file at our company. Refer to the *LOST COMBINATION* section of this manual and follow the instructions on page 15.

Q. Do I have to have the Lost Combination Request Form notarized?

A. Yes. It is the only practical method for us to insure that you are the owner of the safe.

Q. Can you give me the combination to my safe over the phone?

A. No. We have no foolproof method to verify that you are the owner of the safe over the telephone. See Page 15 under *LOST COMBINATION*.

Q. My electronic lock keypad beeps five (5) times and the lock will not open.

A. The five (5) beeps indicates the battery is low and cannot operate the electronic lock. Refer to the *INSTALLING THE BATTERY* on page 11. Make sure you use a new 9-volt ALKALINE battery (ENERGIZER® or DURACELL® only).

Q. Is my safe watertight?

A. No. Consideration should be given to the risk of water exposure when choosing the location your safe will be placed.

Q. Is the door removable?

A. Yes, but not recommended to be removed by the consumer due to the very high likelihood that you will damage the safe and/or could cause serious injury or death in the event the door falls on someone. Removing the door will void your warranty.