



# **Product card User manual**

## **Security Cabinets for Documents Grade A**

**KONSMETAL Export Department**  
[export@konsmetal.pl](mailto:export@konsmetal.pl)

**KONSMETAL Service**  
phone: **+48 89 6253799** (Monday – Friday: 8-16)  
e-mail: [serwis@konsmetal.pl](mailto:serwis@konsmetal.pl)

## Contents

|                                                    |    |
|----------------------------------------------------|----|
| Application .....                                  | 3  |
| Certificates for storing .....                     | 3  |
| Important – read before operating the safe .....   | 3  |
| Product description.....                           | 4  |
| Basic equipment.....                               | 4  |
| Additional equipment .....                         | 4  |
| Standard colors .....                              | 5  |
| Types of locks .....                               | 5  |
| Specifications.....                                | 5  |
| Installation .....                                 | 6  |
| Operation - opening .....                          | 6  |
| Operation - closing .....                          | 7  |
| Use.....                                           | 8  |
| Maintenance .....                                  | 8  |
| Replacement of the electronic lock's battery ..... | 9  |
| Most common problems and remedies .....            | 10 |
| Contact details to the KONSMETAL Service.....      | 10 |

# Security Cabinets for Documents, grade A



## Application

The cabinets are intended for storing confidential documents and materials designated as „confidential“. The most popular cabinets used in office rooms and archives. Designed for storage of important documents, file as well as computer equipment.

## Certificates for storing

- Confidential documents grade A in accordance with Instruction No 57 of the Ministry of National Defense of 16.02.2011 and Instruction No 46 of the Ministry of National Defense of 24.12.2013;
- Classified documents TYPE 1 in accordance with the Regulation of the Council of Ministers of 29.05.2012 on the physical security measures used to protect classified information.
- Compliant with the requirements of the Regulation of the Council of Ministers of 01.06.2010 on the organization and functioning of secret offices.

## Important – read before operating the safe

- ! Please read this user manual and follow its provisions.
- ! If the device is equipped with a combination or/and electronic lock ALWAYS remember to change a default code on its own, unknown to third parties, BEFORE using the device. Leaving default code is a threat to the security of deposited values.

# Security Cabinets for Documents, grade A

- ! Changing the code and test of the new code in the combination or electronic lock MUST be done on the open door of the safe. By changing the code on closed door you run the risk of the need for their emergency opening.
- ! If the safe is equipped with a handle or knob to move the bolts, opening or closing the door should be done ONLY by holding the handle or knob to move the bolts. Opening or closing the safe door by pulling on the key, combination lock knob or electronic lock keypad can result in product damages, which are not subject to warranty.
- ! Before closing the safe door you MUST check if the bolts are maximally retracted. Extended bolts while closing the safe door can damage the paint coat at the place of bolts impact on the edge of the door opening. Such damage is not considered as a basis for warranty repair.
- ! At the end of this user manual you will find information how to conduct the most common problems.

---

## Product description

- > Body and door made from steel sheet with a thickness of 1 [mm] providing adequate rigidity, secured against corrosion.
- > Fitted with key lock class A pursuant to EN 1300 with two keys, secured against destruction including drilling.
- > Door locked with a bolting mechanism on three sides with bolts having a diameters of 12 [mm] and section of 112 [mm<sup>2</sup>] with a maximum spacing of 450 [mm]- depends on cabinet dimensions.
- > Internal shelves made from sheet metal with a thickness of 0,8 [mm] with adjustable support height and maximum load of 50 [kg].
- > Internal hinges.
- > Door opening angle amount to 120 degrees.
- > 24- month guarantee.

---

## Basic equipment

- > A- grade certified key lock with two keys.
- > Shelves.
- > Product operation and use manual with guarantee card.

---

## Additional equipment

- > Separately lockable internal boxes individually locked with EuroLocks B671 or lock grade A pursuant to EN 1300. Boxes in double- and single-door cabinets have one chamber and are locked with a single key.
- > Additional shelves.
- > Additional key, combination, electronic lock.
- > Replacement of the key lock with an electronic or combination lock.
- > Protective sealing.
- > Mounting holes.
- > Mounting anchors.

# Security Cabinets for Documents, grade A

## Standard colors

- > Light grey RAL 7035.
- > Beige RAL 1015.

## Types of locks



Key      combination    electronic

## Specifications

| Model                       | External dimensions [mm] |      |     | Internal dimensions [mm] |     |     | Weight [kg] | Capacity [l] |
|-----------------------------|--------------------------|------|-----|--------------------------|-----|-----|-------------|--------------|
|                             | H                        | W    | D   | H                        | W   | D   |             |              |
| <b>SINLGE-DOOR CABINETS</b> |                          |      |     |                          |     |     |             |              |
| <b>MS1/A 150</b>            | 1500                     | 700  | 500 | 1425                     | 685 | 440 | 64          | 429          |
| <b>MS1M/A 150</b>           | 1500                     | 700  | 400 | 1425                     | 685 | 340 | 54          | 332          |
| <b>MS1M/A 190</b>           | 1900                     | 700  | 400 | 1825                     | 685 | 340 | 63          | 425          |
| <b>DOUBLE-DOOR CABINETS</b> |                          |      |     |                          |     |     |             |              |
| <b>MS2M/A 190</b>           | 1900                     | 1000 | 400 | 1825                     | 985 | 340 | 78          | 611          |

| Model             | Shelves[pcs.] | Separately lockable internal boxes* | Box dimensions [mm]<br>H x W x D | Door clearance [mm]<br>HxW |
|-------------------|---------------|-------------------------------------|----------------------------------|----------------------------|
| <b>MS1/A 150</b>  | 3             | YES(1 - 3)                          | 325 x 685 x 305                  | 325 x 537                  |
| <b>MS1M/A 150</b> | 3             | YES (1 - 3)                         | 325 x 685 x 305                  | 325 x 537                  |
| <b>MS1M/A 190</b> | 4             | YES (1 - 3)                         | 325 x 685 x 305                  | 325 x 537                  |
| <b>MS2M/A 190</b> | 4             | YES (1 - 3)                         | 325 x 985 x 305                  | 325 x (385x2)              |

\* Possible application as additional equipment. Each cabinets can hold the maximum number of three boxes.

# Security Cabinets for Documents, grade A

## Installation

Cabinets are mounted to the floor with a steel expansion fastener.

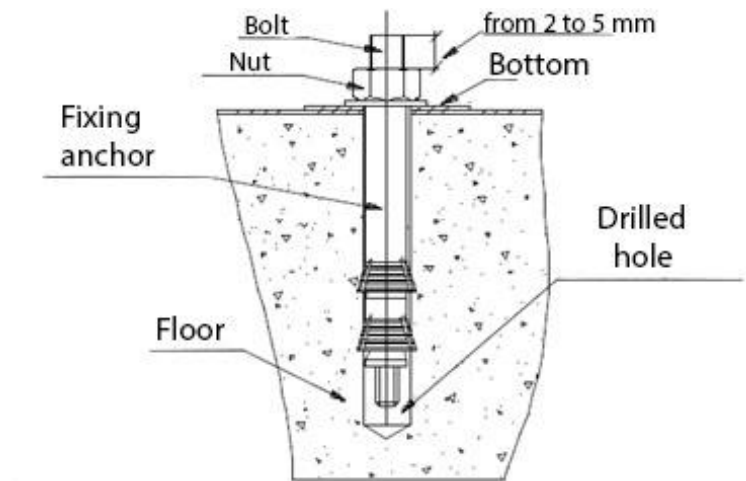


Fig. 1

### > In order to mount the cabinet to the floor:

1. Position the cabinet at its destination.
2. Remove the hole plugs from the bottom of the product.
3. Drill holes in the floor through the holes in the product to a depth matching the length of the expansion fastener.
4. Position the cabinet so that the holes in the bottom of the cabinet and the holes in the floor overlap.
5. Insert the anchors and tighten the nuts. In the event where, after tightening the nut, the bolt of the expansion fastener protrudes above the inside bottom of the cabinet, loosen the nut and then screw the bolt in with a driver and tighten the nut.
6. Cover the holes with hole plugs.

---

## Operation - opening

### > Opening of a safe fitted with a key lock only:

1. Insert the key into the lock hole.
2. Turn the key by over 90° (over 1/4 of a turn) clockwise, resistance indicates that the lock is open, the key must remain in the lock (the key lock design prevents the key from being removed when the lock is in open position).
3. Turn the handle clockwise.
4. Pulling the door opens the safe.

### > Opening of safes fitted with combination or electronic lock:

1. Open the combination/ electronic lock following the steps described in the enclosed lock's operation manual.
2. Turn the handle clockwise.
3. Pulling the door opens the safe.

### > Opening of safes fitted with key and combination lock or electronic lock:

1. Insert the key into the lock hole.
2. Turn the key by over 90° (over 1/4 of a turn) clockwise, resistance indicates that the lock is open, the key must remain in the lock (the key lock design prevents the key from being removed when the lock is in open position).

# Security Cabinets for Documents, grade A

3. Open the combination/ electronic lock following the steps described in the enclosed lock's operation manual.
4. Turn the handle clockwise.
5. Pulling the door opens the safe.

➤ **Opening of safes fitted with two key locks:**

1. Insert the key into the first lock hole.
2. Turn the key by over 90° (over 1/4 of a turn) clockwise, resistance indicates that the lock is open, the key must remain in the lock (the key lock design prevents the key from being removed when the lock is in open position).
3. Open the second lock proceeding as above.
4. Turn the handle clockwise.
5. Pulling the door opens the safe.

---

## Operation - closing

➤ **Closing of a safe fitted with a key lock only:**

1. Close the door by pressing it against the body (door bolts must be concealed).
2. Turn the handle anti-clockwise.
3. Turn the key by over 90° (over 1/4 of a turn) anticlockwise, resistance indicates that the safe is locked.
4. Remove the key.

➤ **Closing of safes fitted with a combination or electronic lock only:**

1. Close the door by pressing it against the body (door bolts must be concealed).
2. Turn the handle anti-clockwise.
3. Close the combination/ electronic lock following the steps described in the enclosed lock's operation manual, the safe is closed.

➤ **Closing of safes fitted with key and combination lock or electronic lock:**

1. Close the door by pressing it against the body (door bolts must be concealed).
2. Turn the handle anti-clockwise.
3. Turn the key by over 90° (over 1/4 of a turn) anticlockwise, resistance indicates that the safe is locked.
4. Close the combination/ electronic lock following the steps described in the enclosed lock's operation manual, the safe is closed.

➤ **Closing of safes fitted with two key locks:**

1. Close the door by pressing it against the body (door bolts must be concealed).
2. Turn the handle anti-clockwise.
3. Turn the key by over 90° (over 1/4 of a turn) anticlockwise, resistance indicates that the safe is locked.
4. Close the second lock proceeding as above.

# Security Cabinets for Documents, grade A

## Installation of shelves

Safes are delivered with shelves packed separately and placed on the safe's bottom. After unwrapping the shelves, the shelf clips (in a bag) are located in the corresponding perforations in the battens (fig.2). Place the shelves on the clips. The location of the shelves depends on the needs of the user and can be adjusted.

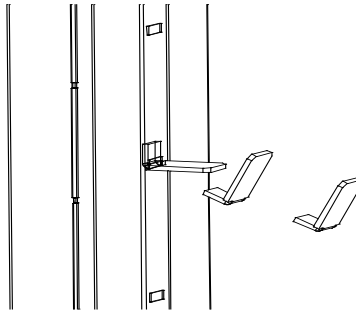


Fig. 2. Installation of shelf clips

## Use

- Products should be used in rooms protected against weather conditions, away from substances that may cause metal corrosion. Relative humidity in the room should not exceed 75%. The device may work in rooms where temperature ranges from +5°C to +40°C.
- When closing or opening the safe, attention should be paid to movable elements: drawers, doors. When used inappropriately, these elements may cause injuries, e.g. finger injuries when fingers are left between the drawer and the body or between the door and the body of the safe.
- Attention should be paid to the location of the bolts during door closure. Bolts must be concealed to avoid damaging the mechanisms.
- No tinkering with the locks or mechanisms is allowed, under consequence of voiding the warranty.
- Only authorized service personnel or a user with a written approval of the service is allowed to install locks and mechanisms within the warranty period.
- If keys need to be changed, replacing the entire lock is recommended.
- Attention should be paid to the appropriate location of the safe, as to ensure uninterrupted opening of the safe's door.
- Bolting mechanisms and locks should work smoothly and without jamming. In the case of any reservations regarding the operation of these items, problems should be reported to KONSMETAL service.
- Any doubts concerning the delivered product should be reported to KONSMETAL service.
- No modifications without the approval of the manufacturer are recommended, even after the expiry of the warranty period.

## Maintenance

### ➤ Door:

It is recommended to lubricate the hinges as necessary, however, no less frequently than once every three years using bearing grease. All the friction couplings and joints of mechanisms ought to be lubricated with technical acid-free petroleum jelly once every three years.

### ➤ Body:

In principle, the body does not require any special maintenance. Basic maintenance involves cleaning of the body housing. In order to do so, use a soft cloth dampened with mild detergent and then wipe the cleaned surface dry.



# Security Cabinets for Documents, grade A

## Replacement of the electronic lock's battery

### **Note:**

Replacement of the battery does not require guarantee seals to be broken.

### **One 9V battery is required for the replacement.**

*Follow the instructions below in order to replace the battery.*

The location of the battery depends on the type of installed lock. Most often battery is located on the internal side of the safe door (in a suitable battery container) or external part of the lock (lock keyboard).

1. If the battery is located in an external lock keyboard:
  - a. Open the safe.
  - b. Remove the black cover of the battery compartment located on the inside of the safe door.
  - c. Replace the battery noting the polarity - the markings "+" and "-".
  - d. **Check correct operation of the lock while the safe door is open** (open and extend bolts several times).
  - e. If the lock operates correctly, replace the battery compartment cover and close the safe.
  
2. If the battery is inside the safe (most often on internal side of the safe door):
  - a. Open the safe.
  - b. Remove the black cover of the battery compartment located on the inside of the safe door.
  - c. Replace the battery noting the polarity - the markings "+" and "-".
  - d. **Check correct operation of the lock while the safe door is open** (open and extend bolts several times).
  - e. If the lock operates correctly, replace the battery compartment cover and close the safe.
  
3. If the battery is located on the internal side of the safe door and the lock cannot be opened, as well as the safe door are closed:
  - a. Check whether the lock keypad has special contact pins to applicate additional battery and emergency lock opening.
  - b. Replace the battery noting the polarity - the markings "+" and "-".
  - c. Hold the whole time additional battery with the contact pins, open the lock with normal code and then unlock the safe door.
  - d. After unlocking the safe door additional battery can be detached and the old battery can be replaced as described above.

**Warning:** Make sure that the ends of the battery with positive and negative polarity are matched correctly, as marked in the battery compartment. If the battery is installed incorrectly, running the lock will not be possible.

There are locks supplied more than one battery, in such cases, replace all the batteries at the same time. Do not mix old and new batteries or mix batteries of different types (for example, alkaline and lithium batteries). Batteries should not be opened, punctured, loaded, installed, or exposed to fire, heat or water. It is recommended to only use alkaline or lithium batteries of known brands.

# Security Cabinets for Documents, grade A

## Most common problems and remedies

- 1. Key or combination lock does not close:**
  - a. Make sure bolts blocking the door opening are extended. If after their maximum ejection lock does not close, please contact the Service.
- 2. Combination lock cannot be opened despite selecting the correct code:**
  - a. Make sure the other person has not changed the code.
  - b. Make sure that the base of the lock knob with the code set marker does not come loose and the marker is not moved aside from its original position – if so, try to set code in different positions of the marker and then contact the Service to improve the fixing base.
- 3. Electronic lock works differently than usual – sounds are different and/or diode blinks:**
  - a. Check the manual of the lock whether lock signals low battery – if so, replace the battery immediately with a new one according to the lock manual.
  - b. Make sure that it is not related to entering the wrong code. Detailed information on the unusual situation signaling by the relevant model of the lock can be found in the lock manual.  
WARNING! Triple attempt of entering the wrong code moves the lock into 'punishment' mode which means that the lock will not accept any code for a certain time. To open the lock you must wait for a certain time defined for that lock and then enter the correct code. Details are given in the lock manual.
- 4. Electronic lock makes no sound or does not open:**
  - a. Replace the battery or connect a new battery with the emergency power supply contact pins (depending on the model of the lock – see the lock manual) and then try to open the lock. If the lock still does not open please contact the Service.

---

## Contact details to the KONSMETAL Service

phone: **+48 89 625 37 99** (Monday – Friday: 8-16)

e-mail: **serwis@konsmetal.pl**

When contacting the Service keep prepared the following data (if possible):

- Device model
- Purchase date
- Serial number (from the nameplate located inside the device)

In order to verify whether the product is under warranty in most cases it is sufficient to give the serial number from the nameplate. Sometimes you will need proof of purchase or warranty card with purchase date and vendor's stamp.