



# **Product card User manual**

## **Security Cabinets for Documents Grade B**

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## Security Cabinets for Documents, grade B



### Application

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

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### Certificates for storing

- Classified documents TYPE 2 in accordance with the Regulation of the Council of Ministers of 29.05.2012 on the physical security measures used to protect classified information.

**Warning!** In order to keep the product's resistance grade cabinet weighing up to 1 000 kg must be anchored to the ground according to the user manual.

- Secret documents grade B in accordance with the Instruction No 57 of the Ministry of National Defense of 16.02.2011 and the Instruction No 46 of the Ministry of National Defense of 24.12.2013;
- Compliant with the requirements of the Regulation of the Council of Ministers of 01.06.2010 on the organization and functioning of secret offices.

# Security Cabinets for Documents, grade B

## Important – read before operating the cabinet

- ! 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.
- ! 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.

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## Product description

- Body and door made from steel sheet with a thickness of 3 [mm] providing adequate rigidity, secured against corrosion.
- Steel shelves 0,8 mm thick, maximum shelf load 50 kg.
- Fitted with key lock class B pursuant to EN 1300 with two keys, secured against destruction including drilling and combination lock class B pursuant to EN 1300, three wheels with quiet movement and minimum 100 graduation on knob. Range of adjustments where in case of each plate, lock will not open if knob is turned by more than one scale dash on both sides of the correct scale dash. It's possible to change the lock combination using key from the back of the lock cover. Lock is, secured against destruction including drilling.
- Door locked with a bolting mechanism on three sides with bolts having a diameters of 20 [mm] and section of 314 [mm<sup>2</sup>] with a maximum spacing of 450 [mm] (spacing depends on cabinet dimensions) and a stationary hinge-adjacent bolt.
- Internal hinges.
- Door opening angle 180 degrees.
- 24-month warranty.

# Security Cabinets for Documents, grade B

## Basic equipment

- B-grade key lock and B-grade combination pursuant to EN 1300.
- Shelves.
- Product operation and user manual with guarantee card.
- Key for encryption.

## Additional equipment

- Boxes made from sheet metal with a thickness of 2 [mm] individually locked with EuroLocks or A-grade key lock.
- Additional shelves.
- Protective sealing.
- Two installation holes in the bottom of the cabinet.
- Fixing anchors.

## Standard colors

- Light grey RAL 7035.
- Beige RAL 1015.

## Types of locks



key

combination

## Specifications

Model	External dimensions [mm]			Internal dimensions [mm]			Weight [kg]	Capacity [l]
	H	W	D	H	W	D		
<b>SINGLE-DOOR CABINETS</b>								
<b>MS1/B 150</b>	1500	700	500	1494	694	310	131	321
<b>MS1/B 185</b>	1850	700	500	1844	694	310	160	397
<b>DOUBLE-DOOR CABINETS</b>								
<b>MS2/B 185</b>	1850	1000	500	1844	994	310	229	568

Model	Shelves [pcs.]	Separately lockable internal boxes*	Box dimensions [mm] HxWxD
<b>MS1/B 150</b>	3	YES (1 - 3)	322x694x360
<b>MS1/B 185</b>	4	YES (1 - 3)	322x694x360
<b>MS2/B 185</b>	4	YES (1 - 3)	322x994x360

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

# Security Cabinets for Documents, grade B

## Installation

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

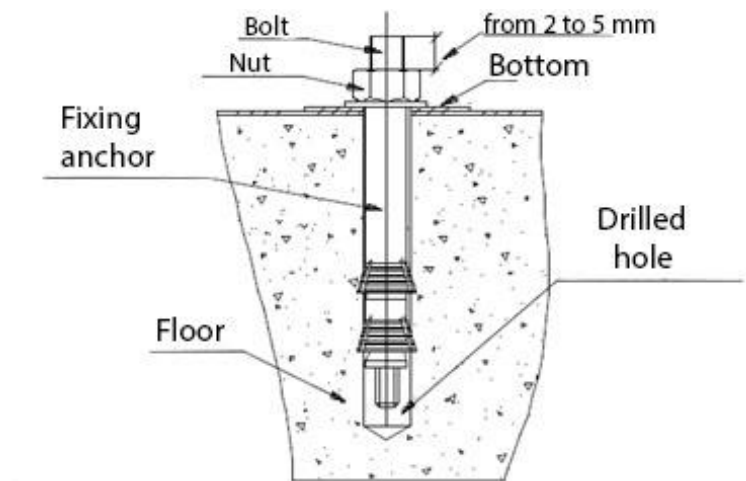


Fig. 1

**WARNING:** The unit should be mounted to concrete floor min 70mm, in concrete min B15.

### > 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.

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## Operation - opening

### > Opening of cabinets fitted with both key and combination locks:

1. Open the combination lock in line with the enclosed combination lock's operation manual.
2. Insert the key into the lock hole.
3. 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).
4. Turn the knob by approx. 90° (1/4 of a turn) clockwise, resistance indicates release of the door mechanisms.
5. Pulling the door opens the cabinet (in case of MS2, first pull the right and then the left door).

# Security Cabinets for Documents, grade B

## Operation - closing

### > Closing of cabinets fitted with both key and combination locks:

1. Grab the knob (bolts must be concealed) close the door by pressing it against the cabinet, turn the knob anticlockwise to the limit, the door is now bolted (in the case of MS2, first close the left and then the right door).
2. Turn the key by over 90° (over 1/4 of a turn) anticlockwise, resistance indicates that the lock is locked, remove the key.
3. Lock the combination lock by following the steps described in the enclosed combination lock's operation manual, the cabinet is now locked.

## 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.

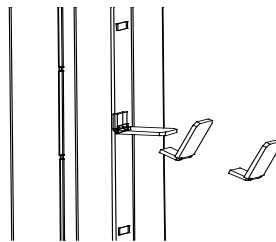


Fig. 2. Installation of shelf clips.

## 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.

# Security Cabinets for Documents, grade B

## 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.

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## 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.

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## 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.