



Chubb Safes

Chubb Australia Limited

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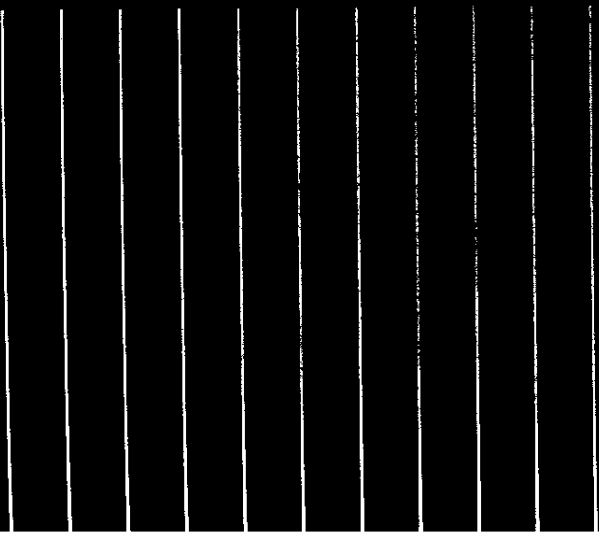
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Chubb

Survivafire

OPERATING INSTRUCTIONS



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Chubb Safes



EVERY OFFICE NEEDS AT LEAST ONE FIRE RESISTING FILE

Congratulations on purchasing a Chubb Survivallite™. This Australian designed and manufactured Fire Protection File conforms to stringent international protection testing standards.

Following the Instructions in this booklet will help ensure you have many years trouble free use.

If you have any further questions, please contact your nearest Chubb Safes branch, listed at the back of this booklet.

Survivallite is a trade mark of Chubb Australia Limited, registration applied for.

1. LOCKING OPERATION

a. Drawer Locking

When delivered, the lockable top drawer of your Survivallite controls the locking of the lower drawers. The top drawer must be open at least 25mm (1") before the lower drawers can be opened.

Any lower drawer can be released from control by the top drawer by raising the Drawer Control Arm on that drawer. If this is done, a separate lock should be fitted to this drawer.

b. Drawer Control Arms

On the right hand side of each lower drawer, see Fig. 1, near the front, accessible when the drawer is open, is a Drawer Control Arm which allows you to disengage that drawer from control by the top drawer

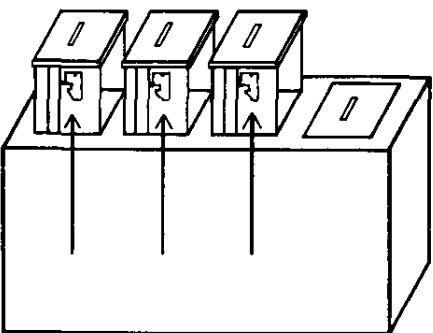


Fig. 1
Position of Control Arm on
each lower drawer

If this arm is raised - and locking control from the top drawer disengaged - it is advisable to fit a separate key or combination lock to that drawer. Otherwise it would not be locked, nor fully secured in the event of fire. See Fig. 2 & 3.

Individual locks can be fitted to lower drawers for additional security, whether those drawers are independent of the top drawer or controlled by it. Please contact your Chubb Service Dept if additional drawer locks are required.

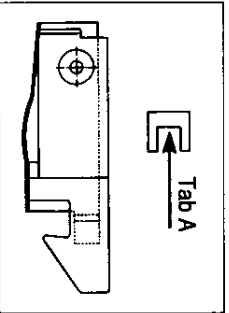


Figure 2: Control Arm Down

When the Control Arm on any lower drawer is down, see Fig. 2, that drawer can only be opened when the top drawer is unlocked and open at least 25mm.

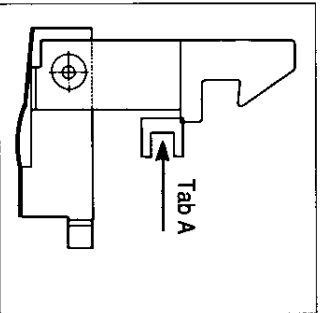


Figure 3: Control Arm Up

When the Control Arm is up, see Fig. 3, that drawer can be opened without the top drawer having to be unlocked.

c. Securing the Drawer Control arms

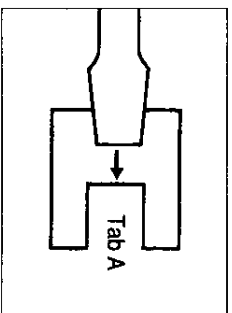


Fig. 4.

Insert Screwdriver behind tab and push it out. Do not break it off.

The Control Arm on each lower drawer can be secured in the locked (down) or open (up) positions semi permanently by pulling out Tab A with a screw driver so it is at right angles to the side of the drawer. See Figure 4. Once the Tab on a drawer is altered in this way we recommend it remain in that position for the life of the File.

2. OPERATING THE LOCKS

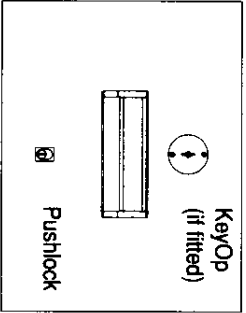
a. Unlocking

Each Survivatie is fitted with one Pushlock as standard, fitted to the top (control) drawer.

To open, insert the key, turn it to the right. The lock will move forward and release the drawer. Lower drawers can be opened when the top drawer is opened at least 25mm.

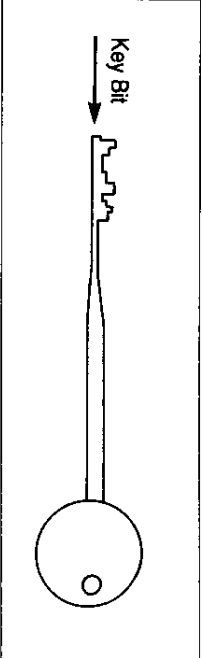
Optional Additional Locks

2. KeyOp Keylock



Drawer with Pushlock and KeyOp keylock

To unlock it, insert the key with the key bit facing up and turn it a half turn clockwise.

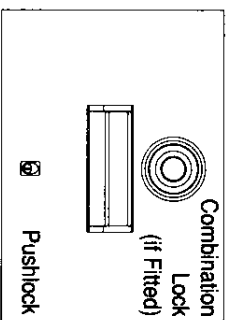


KeyOp key with key bit facing up

This lock can be recombinated by the user, i.e. it can be reset to open with a new key, and the old key will no longer open the lock. New keys to do this can be supplied by your local Chubb Safes Service Dept.

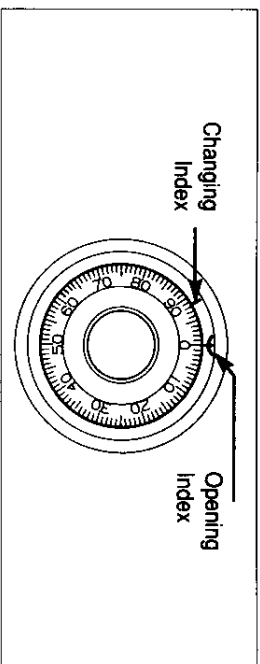
For more information on this procedure please refer to Instructions supplied with the lock.

3. Combination Lock



Drawer with Pushlock and Combination lock





The combination should be dialled carefully and precisely. If you do not stop at the required number do not continue, but start again.



These instructions show how to unlock the combination when set on the Factory setting:

40 60 70

To unlock the combination lock:

1. Turn the dial anti-clockwise (left),  stopping when 40 is aligned with the opening index the fourth time.
2. Turn the dial clockwise (right),  stopping when 60 is aligned with the opening index the third time.
3. Turn the dial anti-clockwise,  stopping when 70 is aligned with the opening index the second time.
4. Turn the dial slowly clockwise  until it stops.

If the dial does not stop within one turn of the dial, you have not dialled correctly and should start again at Step 1.

IMPORTANT. Change the Combination. The combination lock is set on a standard setting for all Files and should be changed immediately to 3 numbers of your choice.

For more information, and instructions on setting a new combination, refer to the instructions supplied with the lock if one is fitted. After changing the combination, and before closing and locking the drawer, leave the drawer open and dial the combination several times to unlock it, to ensure it functions correctly on that combination. Chubb Safes Service Dept personnel are available to assist your staff to oversee this, at extra cost.

b. Locking the Drawers

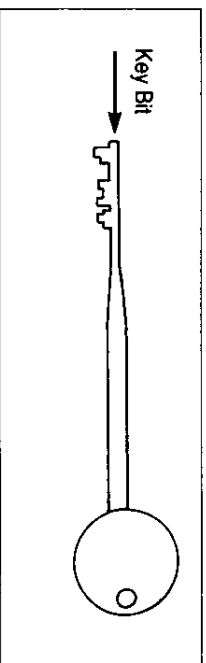
Drawers should be closed before attempting to lock them.

1. PushLock

Push the lock in. A key is not required to lock it.

Optional Additional Locks

2. KeyOp Keylock



Insert the key with the key bit facing down, turn it a half turn anti clockwise and remove the key.

3. Combination Lock

Turn the dial anti clockwise (left) at least four times. Do not spin it as this will cause excessive wear.

3. FITTING ADDITIONAL LOCKS

Each drawer may be fitted with additional locks. The top drawer will already have one low security keylock as standard. Other options possible include:

DRAWER	ADDITIONAL DRAWER LOCKS
TOP	a. KeyOp keylock or
DRAWER	b. Combination lock
LOWER	a. KeyOp keylock or
DRAWERS	b. Combination lock, or
	c. Pushlock, or
	d. Pushlock, and combination lock, or
	e. Pushlock, and KeyOp keylock.

For Higher Security, Should a higher level of internal security be required than the standard PushLock, we suggest fitting a combination lock or KeyOp keylock. Additional locks can be retrofitted after delivery of your Survivafire, should your requirements change. Your local Chubb Safes Service Dept. would be happy to assist you.

4. INTERNAL FITTINGS

Drawers are provided with full height sides, allowing suspension files to be placed directly in the drawer, resting on the edges of the drawer. File cradles are not required.

5. ADDITIONAL KEYS

Chubb policy is not to keep copies of keys or coding information. Spare keys can only be supplied by cutting from the original key. You should therefore ensure a spare set of keys is kept in a safe place. Any Chubb Safes Service Department will be able to assist you with supplying additional keys, at extra cost. They can also supply new keys if you wish to recombine a KeyOp keylock to operate with a new, different key.

6. SERVICE/MAINTENANCE

Combination Lock. If your file is fitted with a combination lock, we suggest it be serviced annually to ensure trouble free operation.
Keylock. We suggest servicing every two to three years to clean and lubricate it as well as the File mechanism.
Warning. Never lubricate the drawer slides. Do not lubricate the locks. Servicing is best left to a locksmith.

7. APPENDIX.

a. Ventilation

The insulating material used in the Survivafire incorporates chemically combined water. If any drawer is left closed for extended periods of time, a higher humidity level is likely to build up, which on occasions may have a detectable odour. This can be minimised by opening such drawers periodically to allow air to circulate.

b. Security

The Survivallie is a Fire Protection File and should not be used for security against burglary. It is intended for the protection of vital paper documents against fire. If you are protecting media such as computer tapes, diskettes or microfilm, a Chubb Data Container can be used in the lower drawer of a Survivallie. For larger quantities, a data security or diskette cabinet should be used. If protecting cash or jewellery, a safe should be used. Discuss this with your insurance company. If you require more advice your Chubb representative will be happy to assist.

c. Delivery, Installation

Your Chubb Survivallie™ should be handled with care and must not be dropped during delivery. This risks damaging the insulation and losing its fire protection. The file should be located on a level floor. If you are unsure about the load bearing ability of the floor, consult a structural engineer. Care should be taken in locating the file to ensure it is not placed near any heat source.

d. Keep the Drawers Closed

In daily use, it is good practice to keep the drawers of the Survivallie closed when not in use: all contents would be lost in a fire if a drawer is left open. In the event of fire, for maximum fire security, all drawers should be locked.

FINAL REMINDERS

**The top drawer must normally be open before other drawers will open.
Close the drawers before trying to lock them.**

AUSTRALIA

Sydney	930 4222
Melbourne	569 1333
Brisbane	274 1509
Adelaide	234 3922
Perth	330 6255
Canberra	280 5697
Newcastle	29 4411
Hobart	34 3066

NEW ZEALAND

Wellington	499 1954
Auckland	377 0899
Christchurch	379 7205
Palmerston North	347 1434

PAPUA NEW GUINEA

Port Moresby	25 9011
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ASIA

Singapore	292 8421
Kuala Lumpur	792 4077
Hong Kong	746 9628



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