## Simplex ${ }^{\circledR}$ Lock Quick Reference



## TO OPEN:

Step 1: Twist knob LEFT (counterclockwise) to clear all buttons.

Step 2: Push down buttons 2 and 4 at the same time.


Step 3: Push down button number 3.


Step 4: Twist knob RIGHT (clockwise).


Step 5: Knob should twist $90^{\circ}$ and be parallel to lock. Open Safe.


## TO LOCK:

Step 1: Twist knob LEFT (counterclockwise).


Step 2: Knob should lock in place.


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## NOTE BEFORE CHANGING YOUR COMBINATION:

NOTE: Your Simplex Lock can be changed to any combination, with the following requirements:

- Use anywhere from 1 button to all 5 buttons for your combination.
- Each button may only be pushed ONCE in your new combination (no button repeats).
- Two or more buttons may be pushed at one time as part of your new combination.

NOTE: Simple two and three button combinations are easy to remember and still provide top security.

- Do NOT force knob to turn. As a safety feature, it will break.


## HOW TO CHANGE YOUR COMBINATION:

Step 1: Unlock safe \& lift up safe door.
Step 2: Turn knob LEFT (counter-clockwise) to relock lock while safe is still open.

Step 3: Enter lock's current combination ONLY. Do NOT turn knob.

Note: Default combination is 2-4 (same time), then 3 (see other side)

IMPORTANT! Make sure when pressing each button to push straight down all the way and completely back up to avoid issues.

Step 4: On the inside of the safe, pull back protective foam (as shown in the photo to the right) to find the Combo Change Button.

Step 5: Push Button.
Step 6: Turn knob LEFT (counter-clockwise) to clear lock's exisiting combination.

Step 7: Enter NEW customized combination.

Step 8: Turn knob RIGHT (clockwise) to install new combination.

Step 9: Turn knob LEFT (counter-clockwise) to lock the lock.

Your new combination is now installed.

CHANGE COMBINATION BUTTON:
Located under Foam Layer


RECORD NEW COMBINATION HERE:

## IMPORTANT

Test your new combination several times with the door open to ensure new combination is properly set before closing and locking safe.

