# **Electronic Safe Lock Operating Instructions:**

#### To open your safe using your master code:

- Push \*, then your code (factory set to 1 2 3 4 5 6), followed by #.
- Turn handle to open the safe. The lock will timeout and not function for 3 minutes after 3 wrong codes are entered.

### To change your master code:

- Locate the access hole on the inside back of your door. Inside the hole is a button.
- Press the button, then enter your new code (4 to 8 digits long), then press#. New code is set.
- Test your new code several times while the door is open.

### To add new users (up to 4 additional):

- Push \*, #, your *master code*, #. You are now in programming mode.
- Press 1 to indicate that you want to add a user, followed by the user number (2, 3, 4, or 5) you want to add.
- Enter the new code (4 to 8 digits long), followed by #.
- Enter the new code again, followed by #.
- Test your new code several times while the door is open.

#### To delete a user:

- Push \*, #, your *master code*, #. You are now in programming mode.
- Press 2 to indicate that you want to delete a user, followed by the user number (2, 3, 4, or 5) you want to delete, then press 1.

# To toggle the input display on & off:

- Push \*, #, your *master code*, #. You are now in programming mode.
- Press 7 to toggle the display on and off.