CHANGING YOUR CODE
ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN
① Enter "zero" six times.
② Enter your existing six (6) digit code one time.
③ Enter your NEW six (6) digit code two times.
④ If a mistake is made wait thirty (30) seconds and repeat steps ① - ③.
⑤ Test lock operation several times before closing the door.
• **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
• **Invalid Code Entry** - Triple signal and old code is still valid.

BATTERY LOW WARNING
• Repeated beeping during an opening indicates that the battery is low and needs immediate replacement.
• Uses one (1) 9-Volt Alkaline Battery. LA GARD recommends the use of Duracell™ or Eveready™ Alkaline batteries. LA GARD recommends the replacement of batteries at least once annually.
If battery is depleted and will not allow lock to open, simply follow instructions below. Lock contains a non-volatile memory, even with the batteries removed the lock will retain all programming.
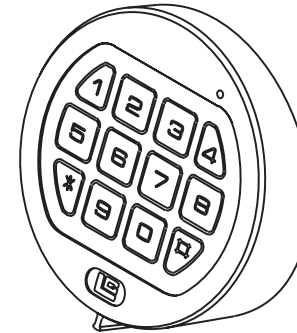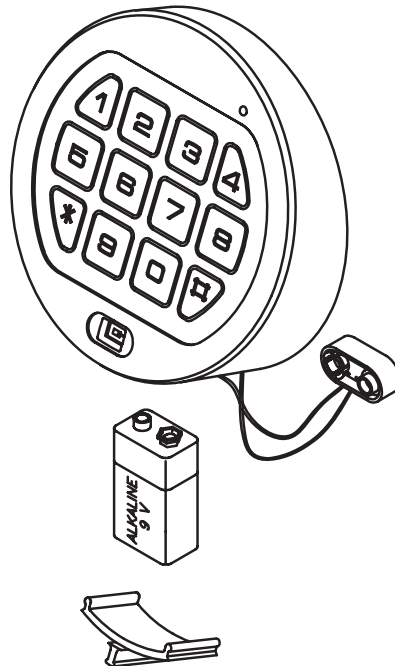
CHANGING YOUR BATTERY
Note: Some manufacturers use a small screw to secure the battery compartment cover to the keypad housing. If your model has this screw, it must be removed first before following the steps listed below.
① Remove black plastic battery compartment cover (located at the bottom of the keypad) by gently pulling downward on it's handle.
② Allow the battery and it's attached leads to drop down and out of the battery compartment. If it does not drop, gently pull on the battery until it does.
③ The connector is easily removed by unsnapping it from the two terminals on the top of the battery.
   Never Pull on the Battery Leads
④ Connect a new 9-Volt Alkaline battery to the battery clip.
⑤ Push the battery and the leads completely up into the battery compartment.
⑥ Install the battery cover by placing one side of the cover in position and then pressing the other side into position with your finger.

LG BASIC
3710 Electronic Combination Lock

USER OPERATING INSTRUCTIONS

FEATURES

Please see Manager Instructions for additional features that may be activated on your unit.

USER CODE
• Open Lock
• Change Code

WRONG TRY PENALTY
• Four (4) consecutive invalid codes initiates five minute delay period.

LOW BATTERY WARNING
• Repeated audio and visual signal (LED flashing and repeated beeping) during opening indicates battery low.

AUDIO AND VISUAL SIGNAL
• Double signal (LED flashes and unit beeps) indicates entry is valid or accepted.
• Triple signal indicates invalid or not accepted.

OPENING THE LOCK
① Enter valid six (6) digit code. (Factory set to 1-2-3-4-5-6)
② The lock will signal a valid code entry with a double signal.
③ Within four (4) seconds, turn handle to the open position. (Clock-wise)
④ Pull door open.
• **Invalid Code Entry** - Lock will signal three (3) times.

WRONG TRY PENALTY
• Entry of four (4) consecutive invalid codes starts a 5-minute delay period.
   - LED flashed red at five (5) second intervals.
• At the end of the delay period, two more consecutive invalid codes will restart an additional 5-minute delay period.