| Lockers |
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| Electronic Keypad Lock |
| User Instructions |



## Allocating a New Code



1. Type in the combination code. For first time use, code will be set as default factory code $\mathbf{0}$. Then press $\mathbf{C}$.

2. Type in a new 1-15 digit combination code then press OK. The beep signals the new code has been set.

3. When the door release is turned to the unlock position the door is unlocked.
4. To unlock the door, type in your code, press OK and then turn the door release clockwise.

Lock

5. To lock the door, turn the door release anticlockwise.

6. When the door release is turned to the lock position the door is locked.

## Troubleshooting

## Forgotten Code

There are two ways to override the system and reset the lock:
Option 1. Insert blue master key into aperture on side of external device, this will reset the code to 0 . Please note, each device has one unique blue master key, which is assigned on initial use. This key cannot be used on multiple devices.
Option 2. Each device has a serial number and unique decode number, available from the supplier. This can be entered, followed by OK, and the device will reset the code to 0 .

| Alert Type | Fault | Recommended Action |
| :--- | :--- | :--- |
| Continuous beeping for 15 seconds | Incorrect code entered 4 times of more | Type in correct code and press OK. If code not known, resolve issue using instructions above |
| On unlocking, device beeps 3 times | Low battery detected | Change batteries in the device internal mechanism. (2 x AAA Batteries Required) |
| Non-responsive keypad | No power detected from batteries | If the unit is unlocked, change batteries in the device internal mechanism. <br> If the unit is locked, a mini-USB charging cable can be used to temporarily restore power and <br> gain access to the internal mechanism. Insert the cable into the side of the external device <br> and follow steps above to unlock. |

