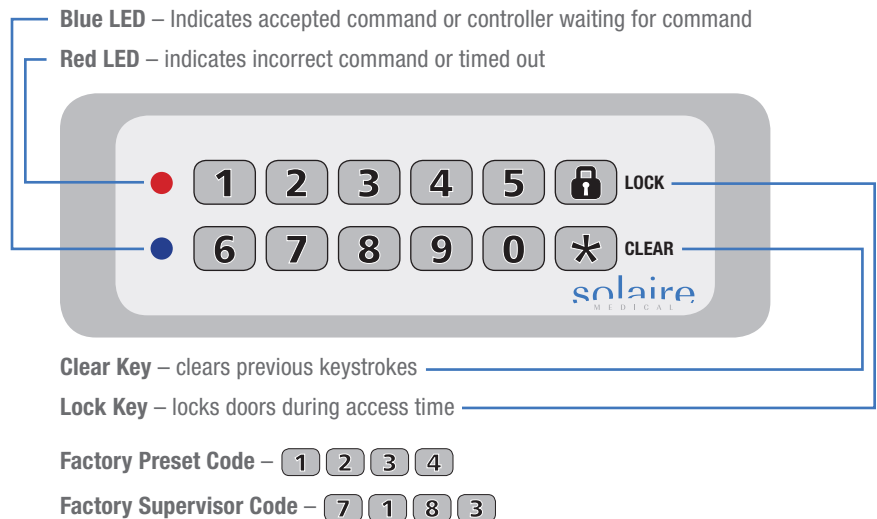


# Electronic Lock Quick Reference Guide



## To add new access code:

Press – \* 7 1 8 3 \*

Press – 5 \*

Enter new 4-digit code. *The blue light will flash when completed.*

## To remove access code:

Press – \* 7 1 8 3 \*

Press – 3 \*

Enter the 4-digit access code that needs to be removed. *The blue light will flash when completed.*

## To change auto-lock time:

Press – \* 7 1 8 3 \*

Press – 6 \*

Enter the minutes and seconds using 4 digits. Example: 5 minutes, 30 seconds = 0530

*The blue light will flash when completed.*

## To add new supervisor code:

Press – \* 7 1 8 3 \*

Press – 7 \*

Enter the 4-digit access code that needs to be removed. *The blue light will flash when completed.*