



## ELECTRONIC CODED LOCK INSTRUCTIONS

**Important: Default Personal password is set to 1234; Administrator password is set to 123456; or open cabinet using Emergency Key**

1. Install Batteries.
2. To Unlock Cabinet:
  - a. Press “#” to start
  - b. Enter 4-8 digit password (default set to 1234)
  - c. Press “#” to enter.
    - i. If entered correctly, lock will beep and “Open” will show on the display.
    - ii. If entered incorrectly, display will show “Error” and door will remain locked.

**Note:** If door remains closed and no key is pressed within 7 seconds after unlocking, cabinet will lock and return to stand-by status.
3. Code Concealment Function:
  - a. To hide/conceal password on the display, press “\*” before entering password.
4. To Change Personal/Administrator Password:
  - a. Open/unlock cabinet with password, then press “\*” for 7 seconds.
  - b. Input new 4-8 digit password, then press “#” to verify.
  - c. Display will show “INTO” to confirm acceptance of new password.
5. Set Time/Clock:
  - a. Press “\*”, display will show year 00-01-01 and time 00:00.
  - b. Enter digits “0-9” to adjust clock to current date and time.
  - c. Press “#” to change from Year, Month, Day or Hour and Minute.
6. To Retrieve Open Door Record Log:
  - a. Open door with correct password, then press “0”
  - b. Display shows last open confirmation with Date, Time, Personal and Administrator password.
  - c. Press “0” when PASS-1/PASS-2 is on-screen to display next record. The last 14 open records are available.
7. Emergency:
  - a. In case of battery power failure connect external power source to the external power socket
  - b. Forgot Your Password?

Simply remove tab to reveal emergency lock. Cabinet can be opened using the Emergency key.
8. Restore Default Password/Clear Record Log:
  - a. Remove batteries, unplug power socket and wait till internal power supply is fully discharged to reset system to factory settings.

**Note:** After power failure, passwords and records will be cleared and restored to default settings.