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.