Locking with your own personal code:

Your lock has been shipped to you already in the single use/hoteling mode.

1. Upon receipt of Locker, press the following four digit code: 1, 2, 3, 4.

   Make sure after pressing each digit that the Green Indicator Light does "Flash". If not, hit "CLEAR" and repeat the sequence. Upon entering the four digit code successfully, then press "ENTER".

2. Turn the Lever clockwise to the "Open" position.
   Grasp the Electronic Lock with your hand and swing open the door.

3. When you are ready to Lock your Locker, simply enter your "Personal" four digit Code. Remember the Green Indicator Light should flash after entering each digit. Then hit "ENTER". Turn the Lever counter clockwise back to the Lock position. Your Locker is now locked using your Personal Four Digit Code.

Unlocking with your own personal code:

Repeat sequence to open Locker using your own Personal Four Digit Code that you previously entered.

Lock is now in "Single Use" or "Hoteling" mode. As such it will await input in the unlocked position, once a code is entered, the lock will release and the user can swing the knob into the locked position. The lock now remembers that last input. When the correct code is entered, the lock will release and can be moved to the unlocked position. Once the lock returns to the unlocked position it "forgets" the last code and enters a "frozen" state awaiting the next input. Once another code is entered the cycle repeats itself.
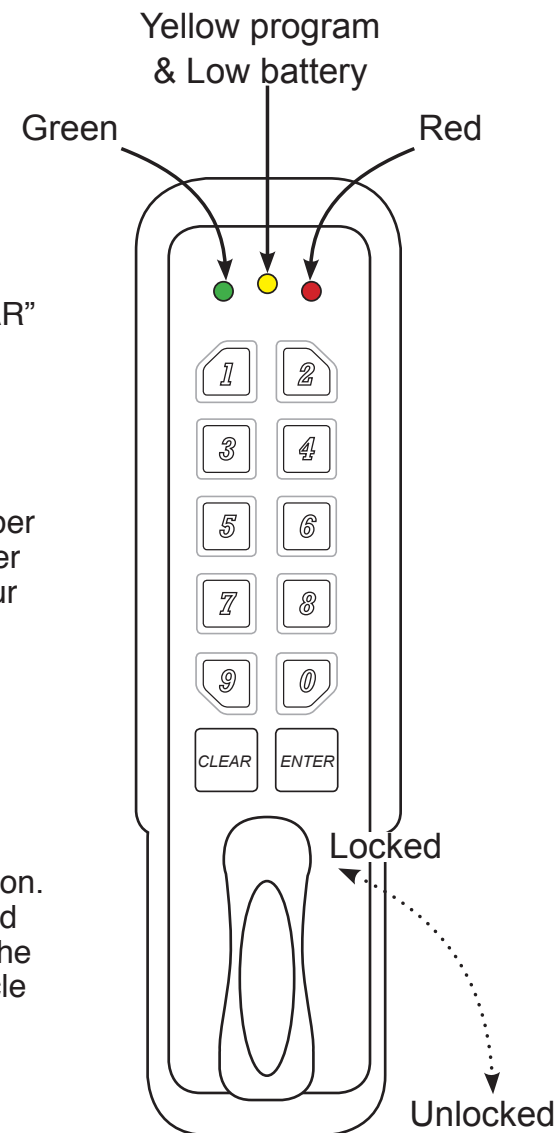
After hitting enter:

   A green flash and then a red flash is an input error.

   A green flash only is a correct input.

   A yellow light means a low battery or programming mode.

Care and cleaning

Lock is intended for indoor use only. To clean lock surface apply a non-acid based cleaner to cotton cloth. Do not spray cleaner directly onto lock face. Wipe down keypad and housing of excess cleaner.

Yellow program & Low battery

Green

Red

Locked

Unlocked

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