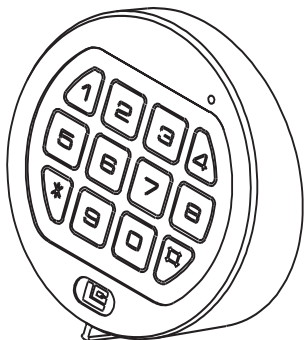


### USER OPERATING INSTRUCTIONS

#### FEATURES

*Please see Manager Instructions for additional features that may be activated on your unit.*



#### USER CODE

- Open Lock
- Change Code

#### WRONG TRY PENALTY

- Four (4) consecutive invalid codes initiates five minute delay period.

#### LOW BATTERY WARNING

- Repeated audio and visual signal (LED flashing and repeated beeping) during opening indicates battery low.

#### AUDIO AND VISUAL SIGNAL

- Double signal (LED flashes and unit beeps) indicates entry is valid or accepted.
- Triple signal indicates invalid or not accepted.

#### OPENING THE LOCK

- 1). Enter valid six (6) digit code. (Factory set to 1-2-3-4-5-6)
  - 2). The lock will signal a valid code entry with a double signal.
  - 3). Within four (4) seconds, turn handle to the open position. (Clock-wise)
  - 4). Pull door open.
- **Invalid Code Entry** - Lock will signal three (3) times.

#### WRONG TRY PENALTY

- Entry of four (4) consecutive invalid codes starts a 5-minute delay period.
  - LED flashes red at five (5) second intervals.
- At the end of the delay period, two more consecutive invalid codes will restart an additional 5-minute delay period.

## CHANGING YOUR CODE

### **ALWAYS PERFORM THIS OPERATION WITH THE DOOR OPEN**

- 1). Enter "zero" six times.
  - 2). Enter your existing six (6) digit code one time.
  - 3). Enter your NEW six (6) digit code two times.
  - 4). If a mistake is made wait thirty (30) seconds and repeat steps 1 - 3.
  - 5). Test lock operation several times before closing the door.
- **Valid Code Entry** - Double signal after valid six (6) digit code is entered.
  - **Invalid Code Entry** - Triple signal and old code is still valid.

## BATTERY LOW WARNING

- Repeated beeping during an opening indicates that the battery is low and needs immediate replacement.
- Uses one (1) 9-Volt Alkaline Battery. LA GARD recommends the use of Duracell™ or Eveready™ Alkaline batteries. LA GARD recommends the replacement of batteries at least once annually.

***If battery is depleted and will not allow lock to open, simply follow instructions below. Lock contains a non-volatile memory, even with the batteries removed the lock will retain all programming.***

## CHANGING YOUR BATTERY

*Note: Some manufacturers use a small screw to secure the battery compartment cover to the keypad housing. If your model has this screw, it must be removed first before following the steps listed below.*

- 1). Remove black plastic battery compartment cover (located at the bottom of the keypad) by gently pulling downward on its handle.
- 2). Allow the battery and its attached leads to drop down and out of the battery compartment. If it does not drop, gently pull on the battery until it does.
- 3). The connector is easily removed by unsnapping it from the two terminals on the top of the battery.

### **Never Pull on the Battery Leads**

- 4). Connect a new 9-Volt Alkaline battery to the battery clip.
- 5). Push the battery and the leads completely up into the battery compartment.
- 6). Install the battery cover by placing one side of the cover in position and then pressing the other side into position with your finger.

