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Style	**Combination Lock**	
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PRODUCT COMPONENTS

EXTERNAL LOCK

CLOSE POSITION

CLOSE

OPEN

LATCH

KEYHOLE

4 DIGIT CODE

OPEN POSITION
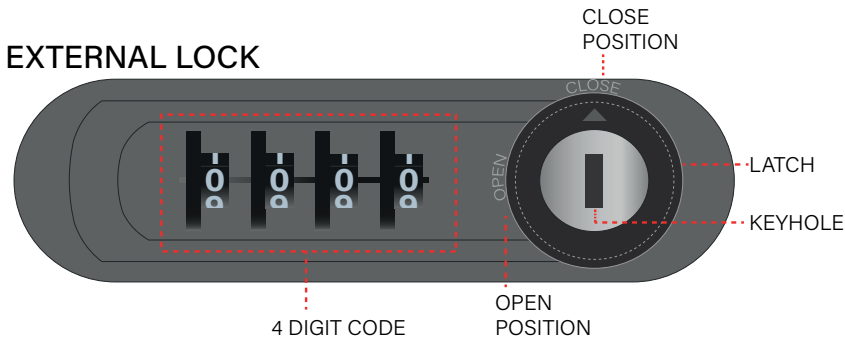
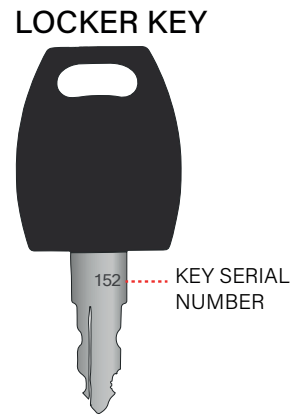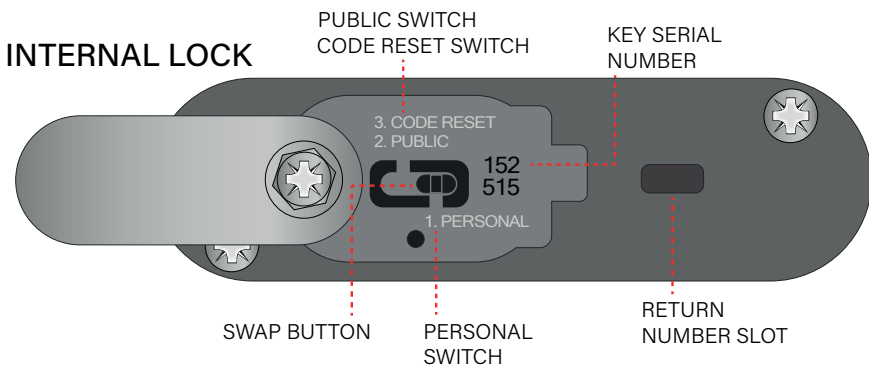### IMPORTANT INFORMATION:

Default Code: 0-0-0-0

Combination locks are designed to be operated without the use of a key. The key supplied with each locker is unique to the individual lock, identifiable by the serial number on both the key and on the internal lock. We recommend these are kept in a secure location and used for recovering the locking codes <u>ONLY</u> and not for general unlocking/locking.
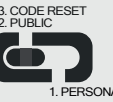
INTERNAL LOCK

PUBLIC SWITCH
CODE RESET SWITCH

KEY SERIAL NUMBER

3. CODE RESET
2. PUBLIC

152
515

1. PERSONAL

SWAP BUTTON

PERSONAL SWITCH

RETURN NUMBER SLOT

LOCKER KEY

152

KEY SERIAL NUMBER

RECOVERY TOOL

A · · · 'A' SIDE

B

'B' SIDE

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PERSONAL USE

Set Code

1. Turn latch anti-clockwise to OPEN position.

2. On the internal lock, adjust the swap button to CODE RESET.

3. Turn the combination digits on the external lock to select a personal 4-digit code. (e.g. 1-2-3-4).
[Please note, default pin is 0-0-0-0]

4. Rotate latch clockwise to CLOSE position, keeping the door open.

5. On the internal lock, adjust the swap button to PERSONAL.

6. Turn latch anti-clockwise to OPEN position to complete the process.

Lock

1. Turn the combination digits on the external lock to the SET CODE (e.g. 1-2-3-4).

2. Rotate the latch clockwise to the CLOSE position.

3. Scramble the digits on the external lock to secure the locker.

Unlock

1. Turn the combination digits on the external lock to the SET CODE (e.g. 1-2-3-4).

2. Turn latch anti-clockwise to OPEN position to unlock the locker.

Recover Personal Set Code

Please note, this recovery method can be used when the lock is in the OPEN position.
If the lock is closed, please refer to the instructions for recovering a public set code.

1. Insert side 'A' of the recovery tool into the RETURN-NUMBER slot on the internal lock.

2. Turn each of the combination dials, until they cannot move (all four digits) - to recover the forgotten personal code.
Pull the recovery tool out of the slot. The lock can now be used normally.

PUBLIC USE

Set Code

1. Turn latch anti-clockwise to OPEN position.

2. Turn the combination digits on the external lock to select a 4-digit code (e.g. 1-2-3-4).
[Please note, default pin is 0-0-0-0]

Lock

1. Rotate the latch clockwise to the CLOSE position.

2. Scramble the digits on the external lock to secure the locker.

Unlock

1. Turn the combination digits on the external lock to the SET CODE (e.g. 1-2-3-4).

2. Turn latch anti-clockwise to OPEN position.

Recover Public Set Code

1. When the latch is in the CLOSE position, insert the key and rotate clockwise until it stops.

2. Turn each of the combination digits, until they cannot move (all four digits) - to recover the forgotten code.

3. Rotate the key anti-clockwise until it stops and pull the key out. The lock can now be used normally.

Personal ⇆ Public

1. When the latch is in the OPEN position, adjust the swap button on the internal lock to PUBLIC.

Public ⇆ Personal

1. When the latch is in the OPEN position, the personal code can be reset.
2. Rotate the latch to the CLOSE position, keeping the door open.
3. Adjust the swap button on the internal lock to PERSONAL.
4. Rotate the latch to the OPEN position, to complete the process.