



INSTRUCTIONS FOR SETTING & CHANGING THE COMBINATION CODE OF:

THE SUPRA GE C500 KEY SAFE™

IMPORTANT: The changing of codes has been an area which has gone wrong for clients even with the instructions at hand, if this is done incorrectly your key safe WILL be locked and rendered useless, this would mean expensive locksmith charges and even then it is not guaranteed they will be able to gain access without damaging the key safe or even the wall surface it is fixed on.

The Key Safe Man offers a code change or removal/repositioning service;

For just £30 the Key Safe Man can offer you hassle free, peace of mind.

To take advantage of this service:

Contact the Key Safe Man on: 01275 879499

Process:

There is no preset combination in your Supra GE C500 Key Safe when it is first fitted for you.

You will need to choose your own combination code. We recommend between 5 & 7 digits but the choice is entirely yours. There are over 4,000 possible code combinations with this style of Key Safe if you use the recommended number of digits.

- Please note each number/letter can only be used once and a number cannot be duplicated
- We advise you not to use a combination that can be easily guessed such as year of birth

TO SET OR CHANGE THE CODE:

1. Once you have opened your Key Safe following the 'normal' procedure (if you are unsure, please refer to the user instructions supplied by the Key Safe Man on the day of your fitting)
2. **THIS IS VERY IMPORTANT:** With the Key Safe open, turn the OPEN handle back (anticlockwise) 180° into the LOCKED position. The OPEN handle must be in the LOCKED position before any combination code can be set or changed. Recent models of the C500 have a green arrow on the locking pin which is only visible when it is in the correct LOCKED position.
3. Slide the plastic instruction card / code setting tool on the inside of the Lid towards the hinge of the Key Safe and remove. You will need this to set the combination code.
4. If the code setting tool is missing, please contact Supra on 01905 770 333 as they can send you a replacement free of charge. Recent models of the C500 Key Safe have a Red

label over the plastic instruction card. If your model doesn't have this it instructs you NOT to use a household screwdriver to set or change the code as by doing this you can damage the mechanism and void the warranty.

5. On the back of the lid there are ten numbered and two lettered grey dials with slits in them. The numbers are adjacent to the dials and correspond with the push buttons on the front of the lid. On one side of these slits there is an arrow head. If the arrow is pointing away from the Key Safe hinge this number is OFF and not part of the combination code. Dials with arrows pointing towards the hinge are ON and are part of the combination code.
6. Use the code setting tool on the plastic card to set the combination code
7. To include a letter or number in the combination code push the tool into the groove of the grey dial adjacent to the number you wish to include in your combination code.
8. Push down and turn the grey dial 180° until it pops up completely and the arrow is pointing in the ON direction (towards the hinge)
9. To remove a number or letter from the combination code push the code setting tool into the groove of the grey dial adjacent to the number you wish to remove from the combination code. Turn the grey dial 180° until it pops up completely and the arrow is pointing in the OFF direction (towards the locking bolt)
10. When you have finished entering the combination code of your choice slide the plastic code setting tool back into place covering the grey dials to keep it safe.

TESTING THE CODE:

1. Make sure the OPEN handle is in the LOCKED position. If not turn the OPEN handle anticlockwise until it is in the LOCKED position. (Newer models of the C500 have a green arrow on the locking pin which is only visible when it is in the correct LOCKED position).
2. On the front of the Key Safe Lid press only the buttons in your combination code. Press each button until it clicks.
3. If you press the wrong number, push and slide down the CLEAR button and start again. You can make an indefinite number of attempts to enter the combination code – the Key Safe will not lock you out if you don't get it right or make a mistake.
4. Please note you can enter the code in any sequence to open the Key Safe, as long as each number in the code is entered once it will work - for example if the numbers chosen for the combination code are 960A1 these can be entered as 19A06.
5. Turn the OPEN handle clockwise 180° to open the Key Safe. If the combination code is set correctly the OPEN handle will turn fully and the locking pin will retract. If the OPEN handle does not turn and release the locking pin push and slide down the CLEAR button and go back to the start of these instructions and try again.
6. If you experience problems setting or changing the combination code, please contact the Key Safe Man on 01275 879499 and we will do our best to assist you over the phone or we can send a trained member of staff out assist. It will help us if you are at the Key Safe when you call.
7. Please make sure that you keep a note of the combination code you have chosen and keep it in a safe place or pass it to a trusted friend or family member just in case it slips your memory at a later date.