



INSTRUCTIONS FOR SETTING & CHANGING THE COMBINATION CODE OF:

THE KEYGUARD XL 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:

Please note that all Keyguard safes are supplied without a preset code.

To open the Keyguard for the first time replicate the following steps:

SETTING YOUR OWN CODE

1. Decide upon your new personal code, please be aware that you may only use each number and / or letter once. (It is suggested that you select a 4-8 digit.
2. Figure for your new code. It is very important that you remember this combination.)
3. Start by opening the Keyguard XL.
4. Leaving the door in the open position now turn the handle in an anticlockwise direction so that the locking bolt extends fully into the locked position. Turn the handle several times to ensure it is fully locked.

CHECKING YOUR CODE

1. With the Keyguard door in the open position slide the Clear button downwards and then release it.
2. With the door of your Keyguard XL still in an open position turn the handle in an anti-clockwise direction. The locking bolt will extend and the door will now be locked.
3. Input each digit of your personal code, one figure at a time. It does not matter which order you punch in your numbers and / or letters. For instance if your personal code is

1-2-3-4-B you can input your code as B-4-3-2-1 or 3-1- B-2-4 etc. and the Keyguard XL will still operate.

4. N.B. If any of the numbered buttons fail to depress after you have set your code then please ensure that they have been turned fully 180°.
5. Re-check that your code works two or three more times. If these tests are successful you can now close the door and safely lock it. NORMAL KEYGUARD USE. Your Keyguard XL can now be operated using the techniques you have learnt so far.

The following points should help clarify any final uncertainties:

1. During any operation of the Keyguard XL always begin by depressing the 'Clear' button.
2. To open first input your personal code and then turn the handle in a clockwise direction. The door will now pull open towards you.
3. To close your Keyguard XL push the door to and then turn the handle in an anti-clockwise direction. NB. Please turn the handle fully at least twice to ensure it is fully locked. Check this by turning the handle in a clockwise direction to make sure it will not open.

CHANGING YOUR CODE

You may wish at some stage to alter the personal code you have set. You can change your code by following the steps below.

1. In the usual manner open your Keyguard XL.
2. To change the code you will need a small flat-headed screwdriver.
3. Undo the screw that holds the numbered plastic plate in place, then remove the plate.
4. Unscrew the small screw that holds the numbered plastic plate in position. Now remove the plate from the fascia.
5. Using the screwdriver turn the disk that represents the first number or letter in your code 180° so that the arrow now points downward. Repeat this step for each number and / or letter in your code.
6. Replace the numbered plastic plate and secure it in position with the small screw.
7. Once you have input your code you should check that it has been correctly set. It is vital that you first check this with the Keyguard XL open. **DO NOT YET CLOSE THE DOOR!**
8. Once you have depressed the buttons for each number in your code the handle should rotate in a clockwise direction and the locking bolt will withdraw.
9. Start with your Keyguard XL in the upright position as pictured above. Now slide the 'Clear' button (This is the ridged black button in between the two rows of buttons) down.
10. Release the Clear button so that it can return to its normal position.
11. Turn the handle in a clockwise direction, the door on your Keyguard XL will open.
12. Again note the arrows displayed on the slotted disks. Using the screwdriver return any of the disks used in the original code to their upright and neutral position.
13. Now carefully repeat all of the steps in the sections marked 'Setting your own code' and 'Checking your code'.

IMPORTANT:

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.

Please make sure that you make 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. This is particularly important if your Key Safe is not used frequently. There is no override button or special code to unlock the Key Safe. If you do forget your combination code you will not be able to open the Key Safe.