



INSTRUCTIONS FOR SETTING & CHANGING THE COMBINATION CODE OF:

THE SUPRA GE PERMANENT 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 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 1,000 possible code combinations with this style of Key Safe if you use the recommended number of digits.

- Please note each number 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 KEYSAFE 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. With the lid open, slide out the white plastic code setting tool which should be covering the code setting mechanism. You will need this to set the combination code.
3. If the code setting tool is missing, please contact Supra on 01905 770 333 as they can send you a replacement free of charge. **YOU MUST NOT** use a household screwdriver to set or change the code as by doing this you can damage the mechanism and void the warranty.
4. You will notice 10 numbered grey dials with a groove and an arrow head embossed on each of them. Each dial corresponds with a number. If you have difficulty seeing the arrow heads it may help you to look at the groove as the shaft of each arrow with the point at one end of this groove.

5. All numbers corresponding to your current code will have the arrows point downwards in the ON position (pointing away from the lock).
6. All of the remainder numbers that are not part of your current code will be pointing upwards in the OFF position (pointing towards the lock).
7. Using the code setting tool push the tip into groove of the grey dials of the numbers currently in your code and twist them back to the OFF position. (please note you will have to do this one at a time)
8. Now to set your new code; Using the code setting tool push the tip into the groove of the grey dial adjacent to the number you wish to include in your combination code.
9. Press and turn the grey dial 180° until it pops up completely and the arrow is pointing in the ON direction (away from the lock). Repeat for each number you wish to set in your code.
10. If you now slide the OPEN button down you will notice movement is restricted. This is because a code has been set.

TESTING THE CODE:

1. To check the code has been entered correctly simply press the buttons set in your code. You will notice each button will "CLICK" as it is pressed.
2. If you have entered the correct code the OPEN button will slide down freely. If you make a mistake simply slide the CLEAR button down and start again.
3. You can now attach your key to the key hook. Please ensure the key lies flat and that hook does not catch on the locking pin as this can jam the Key Safe. If your Key Safe does jam in the future you can free the jam by tapping with something like a rubber handled screwdriver all around the vault of the key safe. By doing this you will eventually dislodge whatever is caught in the lock. A handy tip to prevent this is to press some Blu-tack or Plasticine into the back of the vault and secure your key into this rather than leaving it loose in the vault or hanging on the key hook, which can be removed.
4. Once you have tested your code you will need to enter it again to close the Key Safe. This will need to be done each time the Key Safe has been opened. Simply offer the bottom of the lid into the bottom of the vault and re-enter your code then slide and hold down the open button whilst offering the top of the lid into the top of the vault. Once in place release the OPEN button. Check your Key Safe is now locked shut by sliding down the OPEN button – you should not be able to open the Key safe without re-entering your code.
5. 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.
6. 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.