

# OPERATING INSTRUCTIONS | 20101 Electronic Key Cabinet

## INITIAL SET-UP

1. All key cabinets are shipped locked.
2. To open the key cabinet, remove the small center cover plate on the front panel.
3. Insert override key into the keyhole. Turn in a counter-clockwise direction and turn the knob in a clockwise direction and pull to open the cabinet.
4. Remove the battery cover plate (image 2) on the back of the safe drawer. Insert batteries into battery compartment (use 4 AA batteries). Alkaline batteries are recommended for best performance.

## SET INDIVIDUAL CODES

1. Press the red button on the inside of the door (Image 2)
2. Push button and release.
3. You will hear 2 beeps from the front of the door and the yellow light on the front of the safe that reads "proceed" will be lit.
4. Press between 3 to 5 numbers that you wish to use as your new personal code and confirm by pressing A or B within 15 seconds.
5. If you do not complete the process properly, you will have to start over from step 1.

## CHANGING THE BATTERY

1. Red light indicates low battery (image 1).
2. To test the batteries, just input your personal code to open the door.
3. If the batteries are low, the red light will be on.
4. Replace the batteries with 4 AA batteries and reprogram the key cabinet using steps 1-5 above (Image 2).



## OVERRIDE KEY

- For your convenience, we have engineered a manual override system for your key cabinet. If you forget or misplace your code, follow the instructions below.
  1. To open the key cabinet, remove the small center cover plate on the front panel.
  2. Insert the key into the key hole and turn it in a counter-clockwise direction. Turn the knob in a clockwise direction and pull.

**Be sure to store the override key in a secure location.  
DO NOT STORE OVERRIDE KEYS IN THE SAFE**