

USER OPERATING INSTRUCTIONS

Note: The Hallowell Electronic Combination Lock has a 10 button keypad and a # button. The # button is hidden beneath the handle when in the locked position. The lock requires a 4 digit PIN to operate.

The lock has two operating modes:
This lock is currently set to work in the following modes **(see check box below)**.

☐ **PERMANENT USE MODE**
(Locker assigned to single user)

Note: In this mode the selected PIN will repeatedly open the lock. Lock will automatically relock.

THE USER PIN FOR THIS LOCK IS

TO CHANGE THE USER PIN:

#User PIN ● New User PIN ● New User PIN ● ●
EXAMPLE: #2244 ● 6688 ● 6688 ●

RESULT: User PIN is now 6688

☒ **DAY USE MODE**
(Shared use)

Note: In this mode, the 4 digit randomly selected PIN will open the lock once and then be erased.

PROCEDURE AS FOLLOWS:

- Enter 4 digit PIN > close locker which will now be locked.
- Enter same 4 digit PIN > lock will open and PIN will be erased.

Note: When locked in this mode the

RED LED



will flash every 5 seconds to indicate locker/cabinet is locked.

PENALTY TIME

- Entering three incorrect codes will cause the lock to shutdown for 10 seconds.



PIN REJECTED
PIN ACCEPTED

Low Battery

When the battery power is low the **Red LED** will flash 3 times before the **Blue LED** flashes to signal acceptance of the PIN.

Batteries should be changed as soon as this happens. The lock will operate for 100 times with low battery.

Fit new batteries by removing the upper fixing bolt and swinging the lock down. Refit the lock.

