To open your new lockbox:

• The lock box ships with the default code 0-0-0-0. Align each digit along the center of the lock body and then rotate the knob to unlock.

**NOTE:** The default code must be changed to ensure the security of the lock box.

To change the code:

- Move all 4 digits to 0-0-0-0 (or previously programmed code).
- Make sure all digits are aligned then rotate the handle to the unlocked position.
- Once opened, move the program lever from A to B on the back of the lock housing.
- Enter your new combination being very careful each new number is centered and aligned.
- With the new code entered, move the program lever back from B to A.

Before shutting the lock box, test the new code multiple times to verify the new combination has been correctly set.

**NOTE**: The new code must be stored in a safe location, but is required to reprogram the code in the future.





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