

Value Office Furniture

Digital Locking Filing Cabinet Operating Instructions

1. Install Batteries

Fit 2 x AAA alkaline batteries into the battery box and make sure the battery box is securely connected to the lock

2. Programming

The user code is made up of 1-8 numbers

The factory default code is 1234. Please change this temporary code to a new code on the initial use

To change the code follow these steps:

Press 1234 (factory default code) > ok twice > new code (1-8 numbers) > ok

The new code will be accepted after a long beep sound

Example > 1234 + ok + ok + 443322 (example code) + ok

3. Unlock

Enter the code and press ok on the keypad. The lock will sound one long beep and the light will flash if the code is correct. Turn the knob clockwise to open the lock.

The lock will automatically lock again after a few seconds if you don't turn the knob after the beep

If the code is incorrect two short beeps will sound and the light will flash

4. Lock

Turn the knob anti-clockwise to lock

The lock will be in sleep mode when not in use to save energy

5. Alarm

An alarm will sound for 60 seconds if the wrong code is entered four continuous times

To turn off the alarm enter the correct code + ok

6. Low Battery

The lock will sound three short beeps and the light will flash when in use – when the batteries are running low

The lock will operate approximately 300 times with low batteries

The batteries should be replaced as soon as possible

7. Emergency Power Supply

If the batteries fail completely, the lock can be unlocked by using a 9v battery. Connect a 9v battery to the lead provided with the lock, and plug it into the socket on the front of the lock. Press the code + ok to open

Replace the 2 x AAA alkaline batteries in the battery box

Only use the 9v battery as a temporary solution – it will not last long

8. Emergency Decoding

If the user code is lost, the lock can be re-set to factory default code.

Please make a note of the serial number on the lock and contact us