

K. CHANGING COMBINATIONS

Note: The factory set combination of your new 5000 series: Press “2” and “4” at the same time, then release. Press “3”, then release. Press the “ENTER” button, then release. **For your security, the factory set combination MUST BE changed when lock is installed.**

The combination can be easily changed using one to five of the lock’s buttons in any order in the combination. Each button can only be used once. **Note: Three or more non-sequential buttons combinations are recommended for higher security.** Also, two or more buttons may be pushed together (at the same time) as part of your new combination.

CAUTION: The door MUST BE open during this entire procedure.

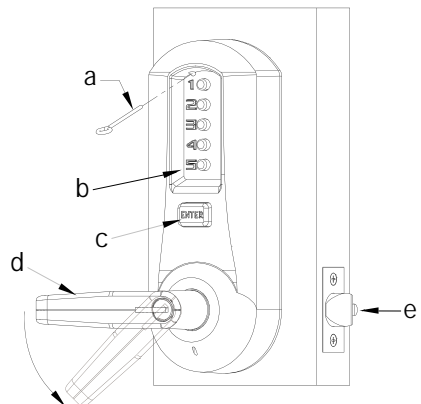
K-1 Note: The combination change can be done without removing lock from door. Ensure that the door is open during this procedure.

Rotate the outside lever (d) once to stop position and release **to reset** the lock; the latch should **not** retract.

K-2 Press the **existing combination (b)** followed by the **ENTER** button (c) and release; do **not** turn the lever.

K-3 Insert the lever release tool (a) through hole in number pad and gently lift up loop end of the tool to depress the interior code change button until you hear a **click**; remove tool and **do not** press any buttons.

K-4 **This Step Is Very Important**
Rotate lever (d) once, and only once to clear the old combination; the latch (e) **will** retract; release the lever.



K-5 Press in your **new combination** (b) followed by the **ENTER** button (c) and release.

K-6 Rotate the lever (d) to verify that the latch retracts confirming the validity of the **new combination**; (if you try the old combination now, it should not work).

IMPORTANT: The “ENTER” button must be depressed and released after entering the combination. The latch will not retract until the “ENTER” button is depressed and released.

COMBINATION SETTING RECORD

Combination	& ENTER	Date
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	
	& ENTER	