



How to change code number

The code should be changed with the door in the open position. To change the code you will need to know what the keypad is currently set to and have the code change tool.

The code can be changed with the unit fitted on/off the door. The unit is non sequential, therefore if the code is set to 1234, the keypad will open if entered 4321, 3214 etc..There are over 1000 different code combinations available.

1. Enter existing code
2. Using the code change key insert over the  button in the top centre of the keypad. Rotate the code change key 90° right (clockwise) then press and hold the key (until step 5).
3. Press `C` clear button to clear the existing code.
4. Press the digits that are to be in the new code. Once the new code has been entered, press all the digits in the code once again to ensure that all the digits in the code are set.

Please note, if a mistake is made whilst entering a new code (with the  button rotated and pressed) the `C` clear button can be pressed, which will cancel any buttons that have been pressed and you can start again.

5. With the new code entered, the code change key can be removed by releasing the pressure and rotating 90° left (clockwise) and remove the key from the  button.
6. Press `C` button/turn the keypad handle to set the new code.
7. The new code is now set and ready for use.
8. Check that the code is working 5 times and that it is withdrawing the latchbolt into the door before closing the door.

If a new code has been set and it does not work, the `C` button has not been pressed when clearing the old code and before inputting the new code; therefore the code will be a combination of the new and old code i.e. if the old code was 1234 and the new code is 6789 the code actually set if 1234 6789. Input both the old and new code and follow the code change from step 1.

If the code has been changed and the keypad lever is free turning, the new code has not been set. Follow the code change from step 2.

