



- 1. As shown in figure above, unlock by sliding button in same direction as the arrow. Once the lock is open, slide the button (1) in the direction of the arrow and hold the button there. Proceed to step 2.
- 2. Set the number wheels (2) to the desired combination. Once they are set:
- 3. Release the button (1). Check to be sure the button moves freely with the new combination setting. Now the new combination is set and ready for use.
- 4. Write down the combination and put it in a safe place! If your Lock Box is equipped with dual locks, repeat procedures 1-3 with the other lock.

## I FORGOT/LOST MY COMBINATION - WHAT DO I DO?

- 1. If you forget your combination, you will not be able to open your lock box without using the key. Also the lock combination is difficult to reset if you lose it, so please write it down. **Keep a copy of the combination in the box! The combination should only be changed when you open it with the combination.**
- If you choose to use the key to unlock the box, it is important that you do not
  move the tumblers while using the key. Scrambling the tumblers during key use,
  changes the combination.

WHY THIS IS IMPORTANT: If at a later time you find your combination and previously moved the tumblers during key use, you may not be able to unlock the box using the original combination. If this happens, you will be limited to using the key only.