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Paragon Lock & Safe ED keypad operating manual

DIRECTION FOR USE

BEFORE USING YOUR SAFE

1. Remove the key hole cover on the key pad.
2. Insert the key and turn counter-clockwise to unlock the safe.
3. Turn the handle clockwise to open the door.

INSTALLING THE BATTERIES

1. Remove the battery cover plate located on the inside of the door.
2. Install 4 AA alkaline batteries provided.
3. Replace the battery cover.

NOTE: If both the red and green lights are on while the safe is open, this indicates that the batteries are low and need to be changed.

TO SETUP OR CHANGE A USER CODE

1. With the door open, locate the red button on the back of the door near the hinge.
2. Press the red button and listen for the beep.
3. Enter your new user passcode (3-8 digits long)
4. Immediately after entering your passcode press the "A" or "B" button on the keypad. Your new user passcode is now stored.

NOTE: This safe store up to 2 passcodes (a user code and a manager code). Entering a third code will erase the first passcode entered.

SETUP OR CHANGE A MANAGER PASSCODE

1. Open the safe with the passcode you wish to change and leave the door ajar.
 2. Press the "0" button on the keypad twice. Press the red button, listen for a beep and then enter your new user passcode.
- New user passcodes may be 3-8 digits long.
3. Immediately after entering your new code, press the "A" or "B" button on the keypad. Your user code is now changed.

OPENING THE SAFE

1. Input your code and then press the "B" button, the green light will turn on.
2. Turn the knob clockwise within 5 seconds to open the door.
3. Each key pressed will be accompanied by a buzzer and a yellow flashing light. If the entered code is invalid the yellow light will flash and the buzzer will quickly sound, this indicates the code needs to be re-entered.

CAUTION: Entering an incorrect code (3) times will lock the system for 20 seconds.

CLOSING THE SAFE

1. Turn the knob counter-clockwise, the mechanism will automatically lock the safe.
- IMPORTANT!** Your safe comes with 2 separate sets of keys, one for the exterior door and one for the interior locking cabinet. **DO NOT** store your keys inside the safe!

