

# How To Change Your Code Number

**Please note:** The keypad has a double button press function and therefore you are able to have the same digit twice. When the unit is being coded, if the green marker of the coding disk is in alignment with the left hand arrow on the cover plate it denotes that the button is set as a double press. If the red marker of the coding disk is in alignment with the left hand arrow it is set for a single press and if blue marker of the coding disk is in alignment with the left hand arrow it is not part of the code.

The coding chamber is non-sequential so the code can be entered in any order. If for instance the unit was coded to 1124 (as per fig.4 below), the unit can be opened by entering 1142, 4211, 1214 etc...

1. Remove the keypad from the door, this is done by removing the machine screws located at the top and bottom of the inside handle.

2. With the keypad and inside handle removed from the door, turn the keypad over so that the coding chamber is visible. Turn the lever handle of the keypad to ensure that the coding chamber is reset before a new code is to be programmed.

3. With the coding chamber reset you will see that the coding disks are set to what the keypad is currently coded to. If for instance the unit is coded to 1124; the number 1 disk will have the green marker of the coding disk lined up with the left hand arrow on the cover plate. The number 2 and 4 will have the red marker of the coding disks lined up with the left hand arrow (as per fig.4). All the other coding disks will have the blue line in alignment with the left hand arrow.

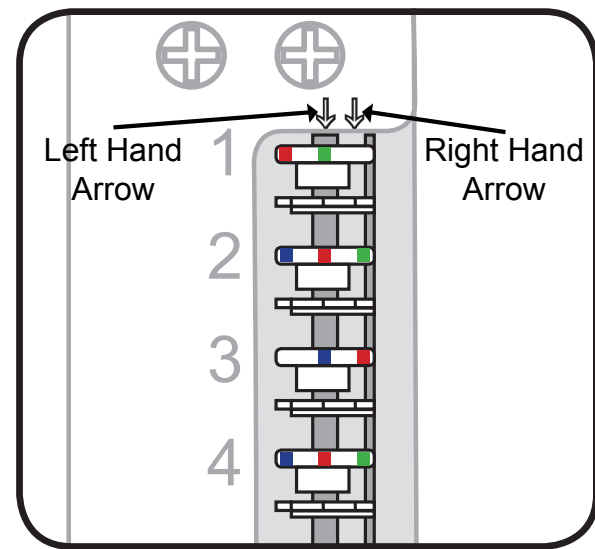


Fig.4

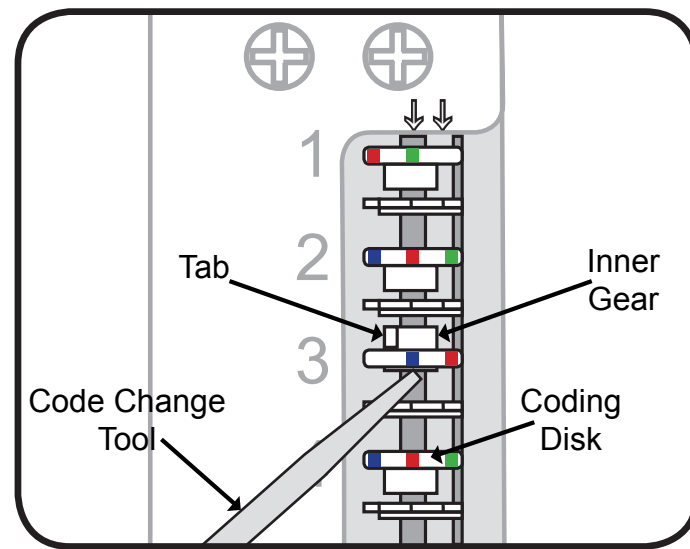
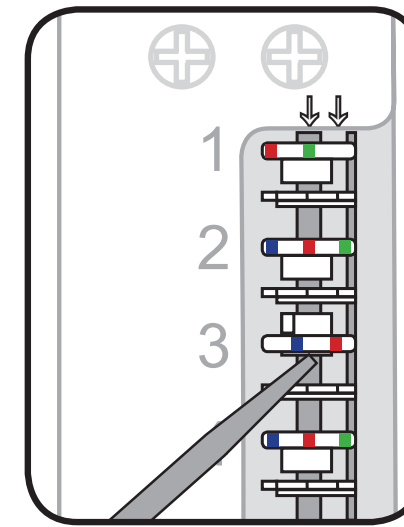


Fig.5

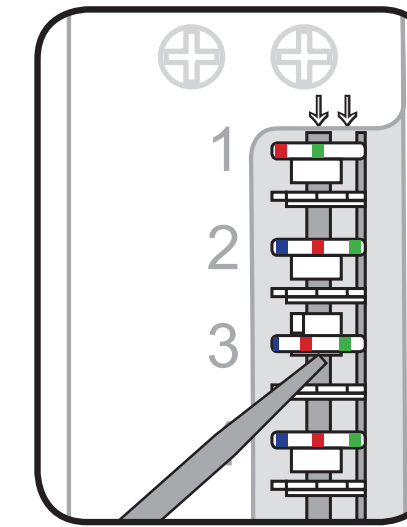
4. Decide what the unit wants to be code to. To change how a button is set in the code – this is done by using a small amount of upwards force lifting the inner gear using the code change tool (part no.12) until the tab on the inner gear becomes visible (as per fig.5).

5. Whilst holding the inner gear the coding disk can be rotated using your finger. If you want that button in the code as a single press align the red marker of the coding disk with the right hand arrow (as per fig.6). If you want that button as a double press align the green marker of the coding disk with the right hand arrow (as per fig.7) and if you do not want that button in the code align the blue line of the coding disk with the right hand arrow (as per fig.8).



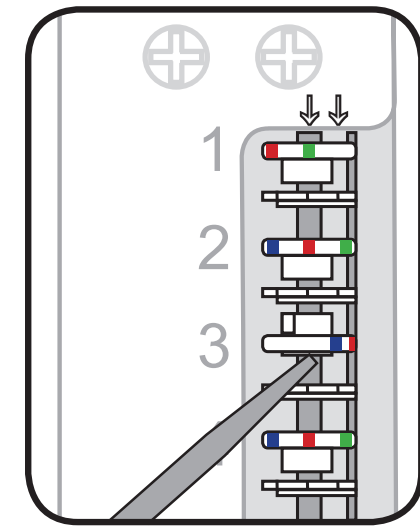
Set as single press  
Red Marker

Fig.6



Set as double press  
Green Marker

Fig.7



Not in the code  
Blue Marker

Fig.8

6. With the selected marker in position the inner gear can be released. The tab of the inner gear will still be visible (as per fig.9) – using your finger rotate the coding disk around to the left / clockwise until you see the tab of the inner gear drop down into the cut-out of the coding disk (as per fig.10). Once the tab has dropped down rotate the handle and you should see that the marker you have set is in alignment with the left hand arrow.

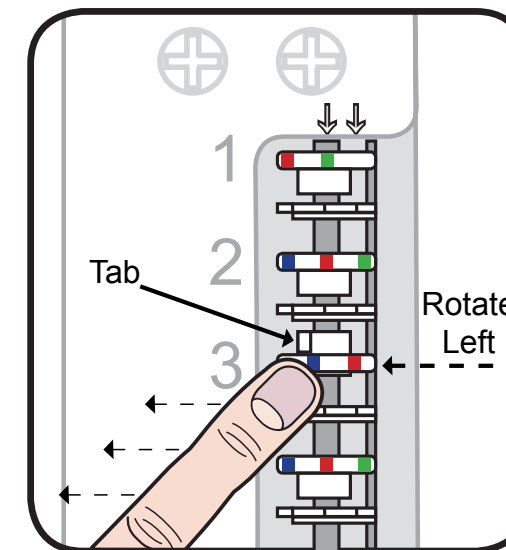


Fig.9

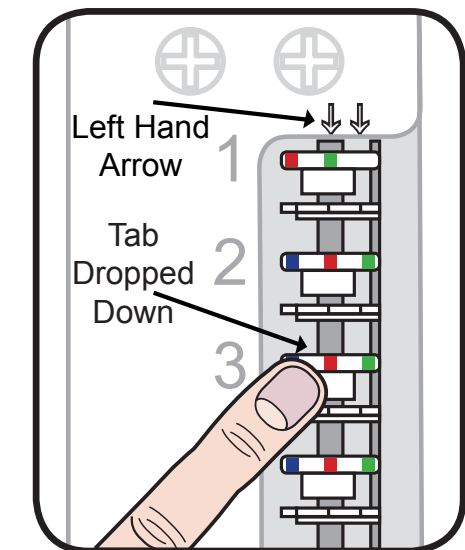


Fig.10

7. Once the first digit has been set, the principle is the same for any other button that you want to set in the code. Once you have programmed all the required digits in your code, turn the handle to reset the coding chamber and ensure that all the buttons that are in the code have the coloured markers in alignment with the left hand arrow on the keypad cover plate. Make sure that any digit that is not in the code has the blue marker of the coding disk in alignment with the left hand arrow.

## Hints & Tips

If you look on the top edge of each coding disk you will see that there are 3 cutouts. Furthest to the right cutout (green) – for a two button press, centre cutout (Red) - for a single button press and furthest to the left cutout (blue) - for a button not in the code. The tab of the inner gear needs to sit in one these cutouts.