LOCKEY OPERATING AND PROGRAMMING INSTRUCTIONS – Setting the Lock to Private Mode

All new locks are automatically set to public mode, meaning you must enter the code to lock and unlock the cabinet. **Private mode automatically makes sure it is locked for you**.

A. To change the User Code:

1) Press the LOCKEY logo button on the top of the lock.
2) Enter the Master Code: 11335577
3) Press 0 2
4) Enter a New User Code (4 Digits)

Note: The lock should open when the 4 Digit Code is entered and should lock once it is set to the "locked" position.

B. To set to Private Mode:

1) Press the Lockey logo button on the top of the lock.
2) Enter the Master Code: 11335577
3) Press 0 9
4) Enter a New User Code (4 Digits)

Note: The lock should open when the 4 Digit Code is entered and should lock once it is set to the "locked" position.

C. To change/set an Administrator Code:

1) Press the Lockey logo button on the top of the lock.
2) Enter the Master Code: 11335577
3) Press 0 3
4) Set new Administrator Code (6 Digits)

D: To turn Alarm Mode off:

1) Press the Lockey logo button on the top of the lock.
2) Enter the Master Code: 11335577
3) Press 1 5