

## Add Pin Code on Locks

1. Slide up to open the back panel where the batteries are located
2. Locate and press the “Register” button 
3. Enter Administrator code. If you have not changed the Administrator code. It should be “123456.”
4. Press the “#” symbol
5. Press the “1”
6. If you plan on deleting this pin code in the future you want to assign it a number before you create a pin code. The assigned number would have to be between 1-100.
7. Create and enter pin code
8. Press “#”
9. Pin code is created

## Delete Pin Code on Locks

1. Slide up to open the back panel where the batteries are located
2. Locate and press and hold the “Register” button  for 3 seconds
3. Enter Administrator code. If you have not changed the Administrator code. It should be “123456.”
4. Press “#”
5. Press “1”
6. If you assigned your pin code a number, you are going to enter that number in order to delete that specific code
7. Press “\*”
8. Pin code is now deleted