SK500 USER INSTRUCTIONS

The SK500 can be programmed to remain locked at all times or it can be programmed to remain unlocked (passage mode) as needed. The interior lever is always open allowing free exit.

UNLOCKING
① This lock allows one (1) Master code, nine (9) Sub codes and one (1) Temporary code. These are user programmed codes (see ③ through ⑤)

② Each lock comes with an access emergency key. Simply remove keyhole cover and unlock door.

PROGRAMMING
③ USER MASTER CODE SET UP
   1) Press reset button twice to enter set up mode.
   2) Input factory default master code (111111) and press # key
   3) After single beep, enter ★00
   4) Enter new User Master code (4-6 Digits) and press # key to confirm
   5) Press # key again to exit

Note: User Master Code is now used to set Sub Codes and Temporary Code. If all codes are deleted (see ⑥), refer back to ③ to reset all user codes.

④ SUB CODE SET UP
   1) Press reset button twice to enter set mode.
   2) Enter User Master Code and then press # key
   3) After single beep enter ★01 and new Sub Code (4-6 digits) Then press # key to confirm and # key again to exit.
      For example: ★01 1234 # #. Now your new User Code 1234 for the 01 Sub Code position
   5) Repeat for Sub Code positions 02 through 09
      Beep Sounds

⑤ TEMPORARY USER CODE SET UP
   1) Press reset button twice to enter set up mode.
   2) Enter User Master Code and then press # key
   3) After single beep, enter ★10 and new Temporary code (4-6 digits) Then press # key to confirm and # key again to exit.

Note: This will be a one time use code only. After code is entered and lever is engaged the lock will relock and delete this code.

⑥ DEFAULT SET UP
   1) Press and hold the reset for up to 3 seconds until you hear a long beep. This will indicate that User Master Code and User Sub Codes have been deleted.
   2) Return to ③, User Master Code set up to reprogram codes using factory default master code (111111)

⑦ CARE AND MAINTENANCE
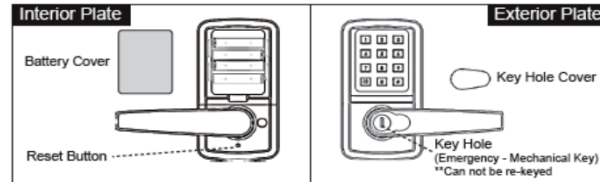   1) To preserve appearance of door lock, wipe down with a clean cloth. Do not use alcohol or solvent for cleaning.
   2) Use Alkaline batteries only.
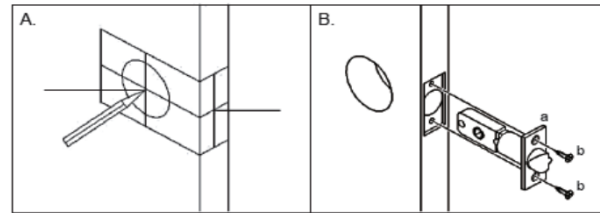
★ = Star Key
= Pound Key

Operation Success	1 Beep	
Enter/Exit Set Up Mode	2 Beeps	
Operation Failure	3 Beeps	
Low Battery	5 Beeps	← Replace all Batteries

PROGRAMMABLE USER CODES		My Codes
Master Code	*00	
Sub Code 1	*01	
Sub Code 2	*02	
Sub Code 3	*03	
Sub Code 4	*04	
Sub Code 5	*05	
Sub Code 6	*06	
Sub Code 7	*07	
Sub Code 8	*08	
Sub Code 9	*09	
Temp Code 10	*10	

Please record your codes on this chart for your records.

Interior Plate — Battery Cover, Reset Button
Exterior Plate — Key Hole Cover, Key Hole (Emergency - Mechanical Key) **Can not be re-keyed

Installation

A. If the door is not bored, use the attached template and follow instructions on it. If the door is bored, skip Step A and proceed to Step B.

B. Insert latch (a) into the door. Use a Phillips screwdriver to tighten the screws (b) x 2, being careful not to overtighten.
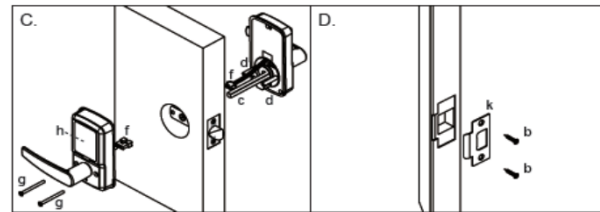
C. Insert the square spindle (c) through the door and latch (a). Connect the wires (f) x 2. Connect the two plates and tighten screws (g) x 2 into pipes (d) x 2. Remove battery cover (h) and install 4 AA batteries.

D. Place strike plate (k) on door frame and tighten screws (b) x 2 with screwdriver.