

# MASTER KEY INSTRUCTIONS

## For Master Key Reset of Combination:

( For Facility Managers Only  
Do Not Distribute )

1. Insert Master Key.
2. Turn the key to 12 O'clock and "UNLOCK" position.
3. Spin each number dial definitely over one circle.
4. Spin dials to set a new 1-3 number combination.
5. Turn the key to 9 O'clock position and "LOCK" position and remove key.
6. Return knob back to "UNLOCK" position for user to set new combination.

