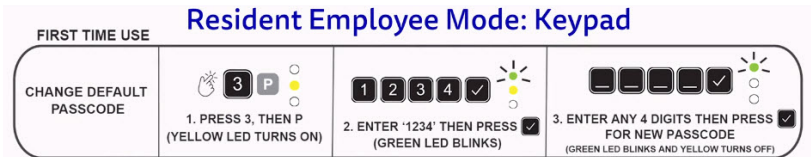


Employee Mode

Getting Started, Creating Your Own Passcode:

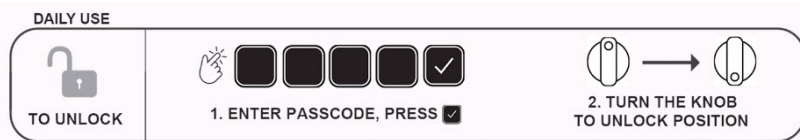
- 1 Press 3, Then P. You'll see a **yellow** light appear
- 2 Enter 1234, then press the check mark. A **green** light will blink.



- 3 You can enter your own unique code and press the check mark.

Daily Use, Unlocking

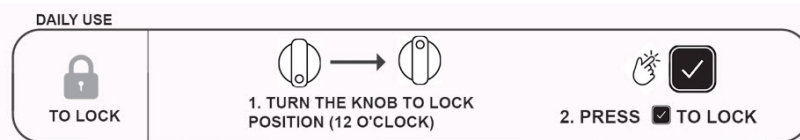
- 1 Enter your unique passcode and push the check button



- 2 Turn the knob to the 6:00 position to the unlock.

Daily Use, Locking

- 1 Turn the knob to the 12:00 position



- 2 Press the check button to lock.

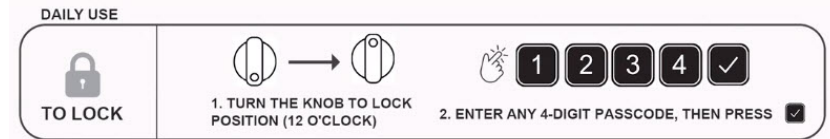


watch video

Hotelling/Shared Use Mode

Daily Use

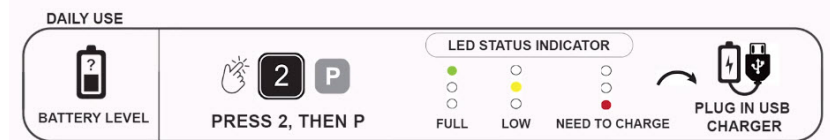
- 1 Turn knob to the lock position at 12:00.
- 2 To Lock, use any 4 digits and press the check button.
- 3 To Unlock, use the same 4 digits and press the check button.



**Please be aware that a forgotten code requires admin to unlock.*

Checking Battery Levels

- 1 Press 2, then P.
- 2 You will see one of three lights: **Green** means a full battery, **Yellow** means a low battery, and **Red** indicates a recharge is needed.



**Please note that a full recharge takes 3 hours and a full charge typically lasts 3-6 months.*



watch video