

## Reece Safety Products Ltd

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### Product Information and Assembly Instructions - Emergency Key Access Box KSCIK

Your Emergency Key Access Box is factory set to 0000

## To set your personal combination

To open rotate the dials to the 0-0-0-0 and pull the front of the unit towards you

1. Open the unit using the existing number (0000 Factory set)
2. Locate the change arm lever inside the door
3. Push the change arm lever to the left and down as indicated inside the door
4. Rotate the dials to the new numbers. Note the numbers should be central to the indicating line on the front of the door - you will feel them click into position.
5. Return the change arm lever to the original position by pushing it up and to the right
6. Close the door
7. To ensure the door is locked, the dials must be rotated to any random number



## To Install your Emergency Key Access Box

Locate a suitable position, e.g. concealed but with enough light to see the dials

1. Open the door
2. Site the unit and mark the position through the four holes on the back plate
3. Drill four holes and reposition the unit to check alignment
4. Fix in position using all 4 screws ensuring the unit is not distorted
5. Close the door and scramble the dials to lock the unit.