



Information on how to change codes on Kaba 525 Time-Lock

- (1) Open safe using master code 00 and 6 Digits and turn safe handle and leave in the open position.
- (2) Press the button Mode and code will be displayed on the screen, enter your Master code again 00 and 6 Digits and press enter.
- (3) Time will then be displayed on the screen.
- (4) Scroll across using the right cursor key on the 525 digital pad until you come to Code. (P.s if you go past code use the left cursor key to go back).
- (5) Press enter once and master will be displayed. If you do not want to change the master code, scroll the right arrow key once to Manager.
- (6) Press enter and Manager 1 will display on the screen and say used.
- (7) To Change press enter once and 4 ---- will be displayed, put in your new manager code 10 and 6 digits twice.
- (8) If this is done correct when putting in the 1st code you have to press enter and it will ask you to re-enter code again and press enter if done correct the visual screen will then say accepted.
- (9) To come out of the Manager 1 section and move to manager 2 code press the Information arrow symbol above the number 0 once and Manager will come back onto the screen.
- (10) Press enter once and manager 1 will be come up and say used.
- (11) Press the right cursor key once and manager 2 will come up used, if code has been set.
- (12) Repeat steps 7 &8 to change Manager 2 code.
- (13) Press Information arrow symbol to come out of Manager 2 section and manager will be displayed.
- (14) Use the right cursor key to scroll across to user and press enter to change user 11 for example.
- (15) Follow steps 7&8 to change user codes.
- (16) When completed to come out of program press mode and you be asked if you want to quit.
- (17) Below quit it should say yes, press enter and lock will say open.
- (18) Before closing safe door turn safe handle with door away from safe body and check several times.
- (19) If Happy with new codes working close safe over.

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