



## SETTING THE CODE:

**IMPORTANT:** There is no preset code included with your Select Access. Each button can only be used once. For improved security, a code of at least 4 characters is recommended. Save your code in a safe place.

1) To open: Slide the reset button down and then release it (A). Rotate the knob clockwise 180° until the arrow points to the "UNLOCKED" position (B). 2) With the door open, rotate the knob 180° anti-clockwise so the arrow points to the "LOCKED" position and lock bolt fully extends (C). **IMPORTANT:** The knob must be in the "LOCKED" position and the lock bolt fully extended before the code can be set. Failure to do so will damage your Select Access and void the warranty.

3) Locate and remove the recode tool from behind the tray inside of your Select Access (D). 4) Locate the 14 screws on the back side of the open door with numbers from 0-9 and letters A-D. When setting the code for the first time, all screws will be pointing to the "SET OFF" position (E). 5) Use the recode tool to rotate the screws you selected a half turn to the left or right to the "SET ON" position (F). 6) Replace the recode tool in the storage compartment behind the tray inside your Select Access (D). 7) With the door open and the knob pointing to "LOCKED" position with the lock bolt fully extended, slide the reset button down and then release it (G) - 8) On the front of the Select Access, press down each button of the code until it clicks. 9) Rotate the knob clockwise 180° until the arrow points to the "UNLOCKED" position (B). **IMPORTANT:** If the lock bolt does not retract, verify the code was entered and/or set properly.

10) Close door and rotate knob 180° anti-clockwise so the arrow points to the "LOCKED" position.

## INSTALLING YOUR SELECT ACCESS:

To install your Select Access, you will need the following tools:

- Power Drill - 3mm Masonry Drill Bit - 5mm Masonry Drill Bit
- Small Socket Driver - 8mm Socket Head - Small Level
- Scissors - Permanent Marker

**IMPORTANT:** It is recommended that your Select Access be mounted in a discreet location not visible from general observation.

1) Use scissors to cut out mounting template from this instruction sheet (H). 1) Use scissors to cut out mounting template supplied (H). 2) Position the mounting template on the desired surface. If mounting to brickwork, position the template so the holes are as close to the center of the brick as possible.

**IMPORTANT:** Do not install masonry screws into mortar as this will weaken the mounting.

3) Use level to verify the template is level with respect to the mounting surface. 4) Mark the mounting holes on the surface (I). 5) Drill a 3mm pilot hole at each of the four locations, 75mm deep. 6) Use 5mm drill bit to widen each hole to a depth of 40mm. 7) Clean out dust and debris from holes. 8) Open the door on your Select Access and remove the plastic tray from the inside by grabbing the center and pulling out. This may require a little bit of force (J) - 9) Position the Select Access on the four holes and insert the screws by hand into the mounting surface (K).

**IMPORTANT:** Ensure that the metal anti-drill plate is secured into the slot on the back of your Select Access and that you only use the supplied mounting hardware to maintain the Sold Secure and Secured by Design security certification.

10) Using the 8mm socket head, tighten the bottom screws first until they have gripped the wall.

**IMPORTANT:** Do not fully tighten these screws yet.

11) Tighten the top screws until there is a 3mm gap between the mounting surface and the back of the Select Access (L)

12) Assemble the Key Hook by inserting the short end of the hook into the small hole in the back of your Select Access (M). 13) Continue to fully tighten the top screws and then continue with the bottom screws until the heads are snug against the back of your Select Access. **IMPORTANT:** Be careful not to over tighten these screws.

14) Replace the plastic tray into the storage compartment, ensuring the corners of the tray are slid under the retaining features on the side walls of your Select Access. 15) Replace code change tool into storage slot behind plastic tray. 16) Close door and rotate the knob 180° anti-clockwise so the arrow points to the "LOCKED" position. 17) Close the weather cover. 18) Your Select Access is now ready for use!

## USING YOUR SELECT ACCESS:

1) Open weather cover. 2) Ensure knob arrow is pointing to "LOCKED"; if not, rotate knob anti-clockwise until it does. 3) Slide the reset button down and release it (A). 4) Enter your code. Note - order of input does not matter. i.e. 1-2-3-4 = 4-3-2-1 = 3-1-4-2

5) Rotate the knob clockwise 180° until the arrow points to the "UNLOCKED" position. 6) Carefully pull door open. 7) Add Keys, FOBs, Access Cards, etc. that you would like to store in your Select Access.

8) Close door and rotate knob 180° anti-clockwise so the arrow points to the "LOCKED" position. 9) Check to make sure your Select Access is fully locked by rotating the handle in a clockwise orientation and verifying the door will not open. 10) Close weather cover.