KeyGuardPro Lock Box [shackle mount]
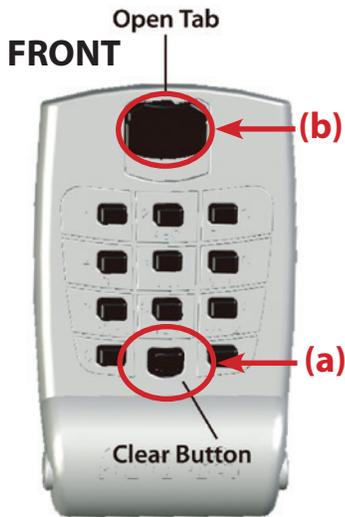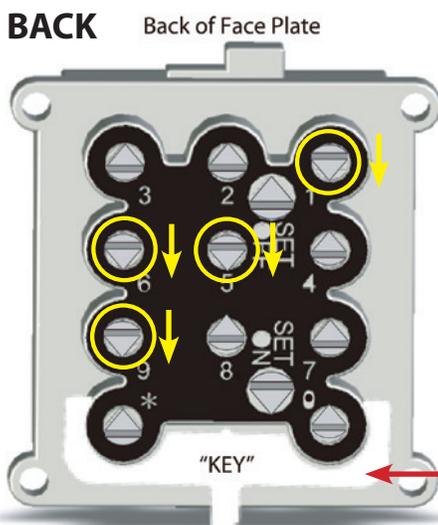
You can set a new combination for your KeyGuardPro any time by following the below directions:

FRONT

Open Tab

(b)

(a)

Clear Button

BACK   Back of Face Plate

(c)

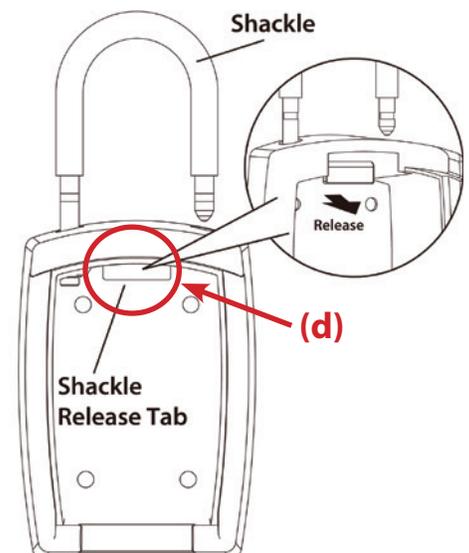**Sample combination has been set to <u>1965</u>**

Combination Change/Reset Instructions

1. KeyGuardPro does not come preset to any combination. For best security, choose a combination between 4 to 7 numbers and/or letters.

2. The first time you set the combination, press and release the clear button **(a)** to clear the combination and reset the buttons.

3. Push down on the open tab **(b)**. The KeyGuardPro will open, exposing access to the backside of the faceplate.

4. On the backside of the faceplate, there are 11 yellow buttons with arrows pointing upward. Below the arrows are numbers that correspond to the numbers on the front of the door. If using a lettered combination, find the corresponding numbers for the lettered group.

5. Remove the white plastic combination change "key" **(c)** at the bottom. *(Note: a small screwdriver can also be used)*.

6. Using the combination change "key" **(c)**, push in and rotate each number that corresponds with your desired combination 180 degrees until the arrow on the button is pointing down toward base of KeyGuardPro. Do this for each letter and/or number in the combination. *(Note: Arrows on buttons must be pointing directly down at a 6 o'clock orientation or your combination will not work.)*

7. The shackle can now be opened by pushing the release tab **(d)** inside the KeyGuardPro. Once shackle is released, place on door handle and secure by putting back into original position.

Shackle

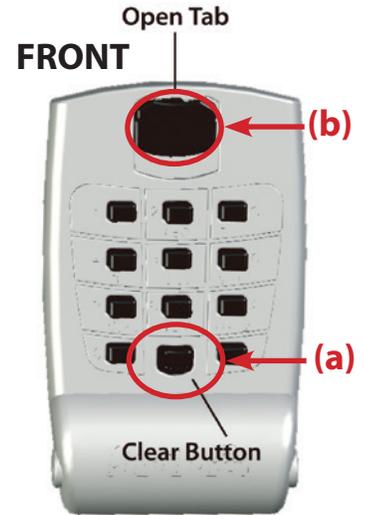Release

Shackle Release Tab

(d)

Continue to Step 8 on Page 2.

KeyGuardPro Lock Box [shackle mount]

Continued from Page 1

8. Double check combination to make sure it is set properly. Remember each button that is activated with the arrow pointing downwards represents part of combination.

9. Test combination before closing face of KeyGuardPro. Press clear key **(a)**, select the combination and pull down the open tab **(b)** to open. If tab pulls down, combination is set correctly. If it does not pull down, **DO NOT CLOSE THE COVER**. Check arrows again to make sure the correct ones are activated and that they are not crooked or misaligned.

FRONT

Using KeyGuardPro

1. To use your key box, press clear button **(a)** each time it is used, then enter in the combination and pull down on the open tab **(b)**.

2. To close KeyGuardPro, put in combination and pull down open tab **(b)**. Close front face and release open tab **(b)**. KeyGuardPro should now be secured in the locked position.

3. The shackle can only be released when KeyGuardPro is open. To release shackle, push shackle release tab **(d)** to right. Shackle is secured automatically when closing shackle.

4. The KeyGuardPro offers the ability to use an optional, small ¾" wide padlock that can be placed through the loop on release tab. This option, if desired, prevents others from opening the shackle and removing the lock box once door is open.