

# USER INSTRUCTIONS - KEY LOCKING

## ABOUT THE KEY LOCK

The safes are supplied with 2 keys. Keep the keys in a secure place - but not in the safe! If both keys are lost, the safe will have to be forced open.

Please note that the key will only fit inside the lock in one position. Do not force the key into the lock.



### How to open the safe

- Insert the key into the key hole
- Turn the key clockwise until it stops
- Rotate the handle until the bolts are fully retracted
- Open the door

NOTE: If your safe has dual key locking you must unlock the top lock first.



### How to close the safe

- Ensure that the bolts are fully retracted (if necessary rotate the handle)
- Gently push the door shut. Always ensure that there are no objects or people in the way of the closing door
- Turn the handle until the bolts are fully engaged
- Turn the key anti-clockwise until it stops
- Remove the key from the lock