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## Instructions for using the keysafe

### Opening and closing the keysafe.

1. Press down the CLEAR button
2. Enter the combination. If you enter the incorrect combination, press down the CLEAR button again and re-enter the combination. Also see the *note* below.
3. Turn the OPEN handle clockwise half a turn to open and access the key. Note this resets the combination.

*The OPEN handle is designed so that it cannot be forced. The handle will turn without opening the safe. To reset, turn back to the locked position where it will snap into place.*

4. To re-lock, close the safe and turn the OPEN handle anti-clockwise half a turn back to the locked position.

*Please close the safe like this after you have removed or replaced the key and then close the cover to protect the safe from the elements.*

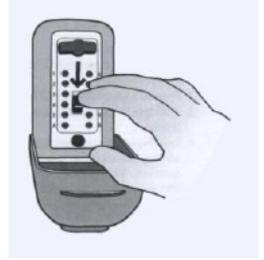
5. To return the key, please repeat the above procedure. Do not leave the safe open or unlocked while you are in the hall.

**NOTE.** *If the number keys do not depress fully it is because the safe had not been properly shut down by the previous user. Rotate the OPEN handle anti-clockwise to free the mechanism.*

### IMPORANT

The safe keeping of the keys is the responsibility of the hire. The hirer must ensure the key is securely returned to the keysafe at the end of the period of hire. In the event that the key cannot be securely returned to the keysafe please post it through the village hall post box and immediately contact Joe Meilak on 07444 513957. **Contacting hall management is normally only possible during weekday working hours, although email contact may be live outside these times. It will always be possible to leave voicemail messages, but please note our emergency weekend and out of office hours is 07444 513957.**

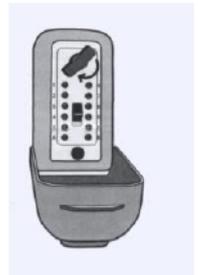
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