

# Vault Locks 3200 Security Lockbox Instructions

***Please read all instructions thoroughly before resetting the combination!***

## **Step 1: Resetting Your Lockbox Combination:**

1. Your lock box is factory preset to "0-0-0-0."
2. Open the lockbox **door**.
3. Remove the **rubber plug** and slide the silver **reset lever**, located on the inside of the lockbox door, and slide it in the direction the arrow is pointing. **Note: The reset lever can only be moved when the dials are set at the current combination.** Select the new desired combination on the dials, keeping the door open. **Note: Hold fingers on the reset lever to avoid it from coming out of position when setting the combination.**
4. Write down the new combination for future reference.
5. Check the operation of the lockbox using the new combination. **Note: Make sure that the door opens and closes. If not, then go back to Step 1.**
6. Slide the **reset lever** back to original position and replace the **rubber plug**.

## **Step 2: Releasing the Shackle and Attaching Your Lockbox:**

1. Move and hold the shackle release to the right while pulling up on the shackle.
2. Attach lockbox to the door knob or handle.

## **Step 3: Locking Your Lockbox:**

1. Insert keys into the lockbox key storage area.
2. Close the key storage area.
3. Move the dials to an alternate setting.

