# poppin. *work happy.*

## HOW TO:

## PROGRAM A PASSCODE

1. Input the current passcode and press OK
2. One long beep will sound
3. Press and hold the OK button for 3 seconds, until a long beep sounds
4. Enter new personal passcode and press OK
   · Passcodes must be at least 4 digits and up to 15
5. A long beep indicates the code has been programmed

## UNLOCK & LOCK

1. Input the current passcode + OK
   · If you fat-finger, wait for the green icon to fade out and try again
   · If you enter an incorrect code, you'll hear three beeps
   · If you enter an incorrect code more than three times, the lock will take a time out and beep repeatedly for 60 secs. Try your code again once the beeping – and stares - stop
2. One long beep will sound and the green unlock icon will light up
3. Rotate the knob to the OPEN position and open the door
4. Close the door and rotate the knob to the LOCK position
5. The door is locked!

hi@poppin.com · (888) 676-7746