



# Setting Up Your Lockbox



## Lockbox Quick Start Guide

**IMPORTANT: To protect your security, we will NOT provide the combination to your lockbox once ordered.**

### Overview



Emergency personnel will do anything to get into your home in order to save your life, and sometimes that means breaking down your front door. A Lockbox provides a safe way for them to enter your home without any damages. The Lockbox can place up to 5 spare keys which is locked by a 4-digit combination chosen by you. Secure the Lockbox with your spare keys, attach it to a secured area, and you're ready to go. When an emergency occurs, the combination will be provided to the emergency personnel. If you have any questions or want to know more, please call us at 1-877-522-9633.

### How To Open Your Lockbox

**If you preset a combination:** When ordering a Lockbox, you may have been asked to provide a combination. That given combination is the code to open your Lockbox. Enter the code and you should be able to lift up the base where the keys are placed. The combination may be set to "0000" or another set of numbers when received. This should not be your combination.

**If you did NOT preset a combination:** If you opted out of providing a combination when ordering, then please follow the instruction for "Setting Up Your Lockbox Combination" on the next page.

### Where You Can Attach Your Lockbox

The Lockbox can be attached anywhere that is secured and accessible to emergency personnel. Typically, we recommend attaching it close to an entrance like the front door knob (if both ends of the handle are connected to the door). Below are some recommendations for places to attach the Lockbox.

**Front Doorknob**



**Back Doorknob**



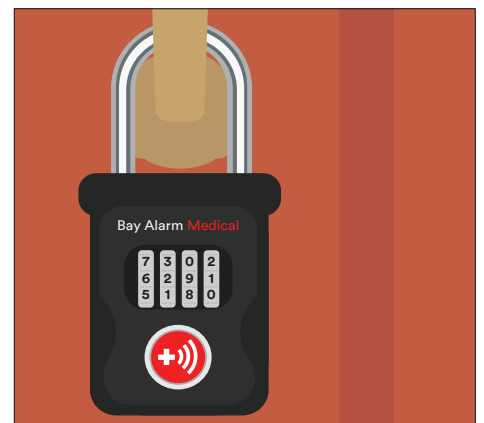
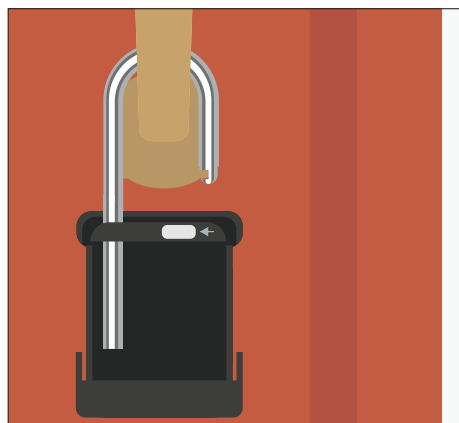
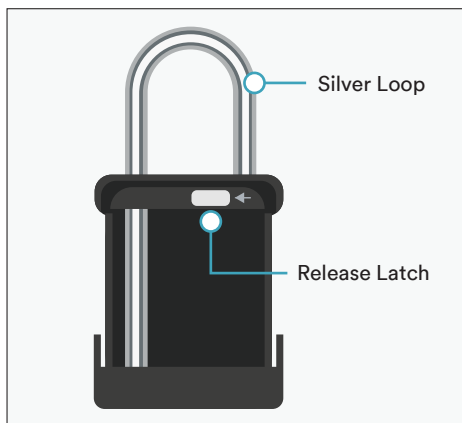
**Fence**



**Tool Shed**



### How To Attach Your Lockbox



- 1) Enter your combination and open the Lockbox base. Slide the metal rectangular "release" latch to the left. While holding the latch, pull the silver loop up.
- 2) Place the silver loop on the desired location. Push the silver loop down while leaving the Lockbox base open. Place your spare keys in the open base.
- 3) Close the Lockbox base and jumble the combination to lock it. Then check if it is secured to your location by moving the Lockbox around.

### Record Your Combination

Please record your combination. In the event that you forget or lose the combination, Bay Alarm Medical will not be able to provide your combination for security reasons.

Date: \_\_\_\_\_

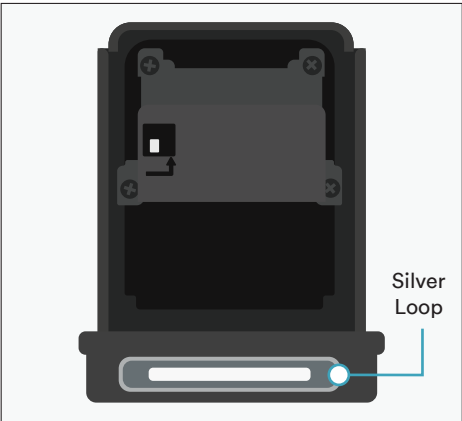
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# Setting Up Your Lockbox Combination

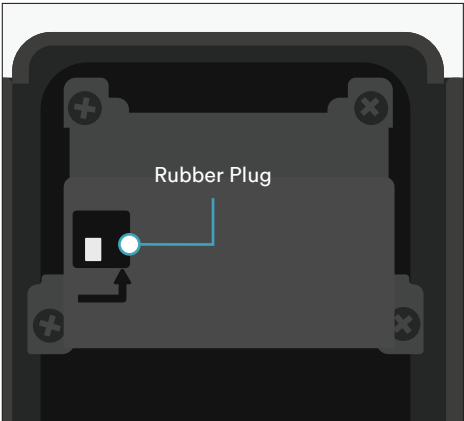
Please follow the instructions below if you have not provided a combination for your Lockbox. If you provided one when ordering, then please use that combination. When you have set up your combination, please write it down in a secured area.



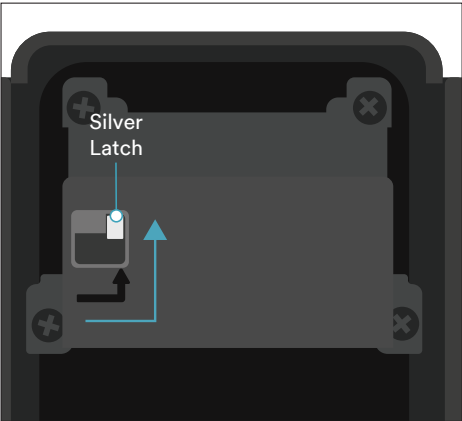
1) If the lockbox is not set to “0000”, then please change it to “0000”. Then open the Lockbox by pulling the front towards you.



2) Turn over the Lockbox so that the back is facing you and pull back the silver loop to open the Lockbox.



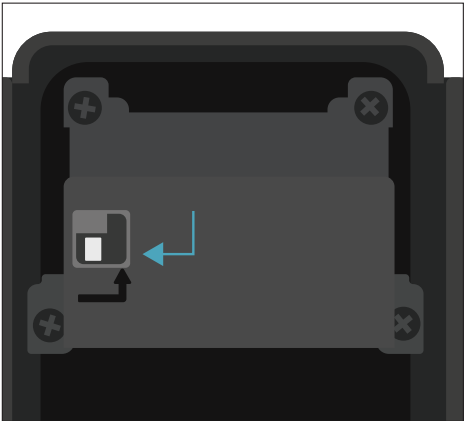
3) Remove the rubber plug around the squared switch and set it aside. It will be needed later.



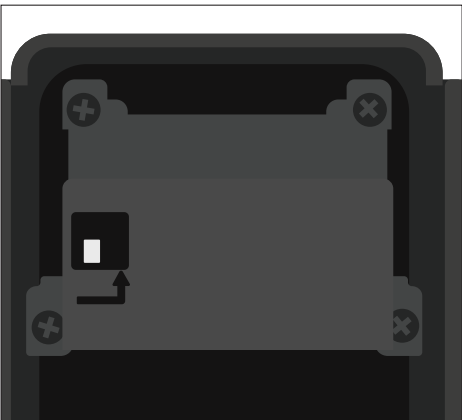
4) Move the silver lever up in the direction of the arrow.



5) Rotate the number dials downward in order to set it to the desired combination while the Lockbox is open.



6) Move the silver lever back down to its default position. Be sure not to rotate the combination when moving the lever back.



7) Re-insert the rubber plug that was removed in Step 3. Close the Lockbox base.



8) Test the Lockbox by opening and closing it with your newly set combination.

## Your Combination

Date: \_\_\_\_\_

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9) Please record your combination here or on the previous page. Then please follow the directions on “How To Attach Your Lockbox” on the previous page.

**IMPORTANT: Once the combination is set, please call us at 1-877-522-9633 to put your combination on file so that emergency personnel can use the Lockbox.**



Bay Alarm Medical

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ONE FREE  
MONTH

for both of you!

**Monitoring Center:**

1-877-206-9141

**Customer Service & Tech Support:**

1-877-522-9633

**For Instructional Videos Visit:**

[www.bayalarmmedical.com/videos/](http://www.bayalarmmedical.com/videos/)