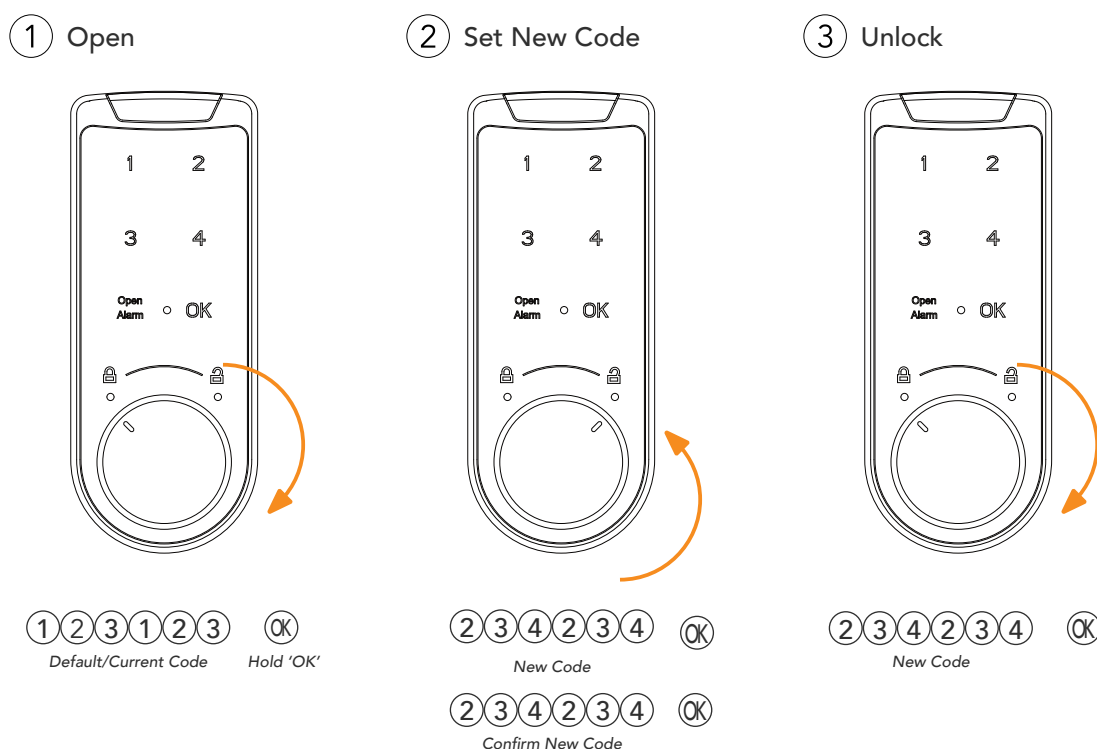


# OPERATIONAL INSTRUCTIONS

## Guub Lock - Private



Private Mode is suitable for use when a locker will be allocated permanently to an individual.

The factory default access code is set to '123123'.

### 1. Using the Lock

Enter '123123' and press the 'OK' button. The lock will make a long beep sound.

Turn the knob to the Open position to unlock and open the door.

To lock the door, first close it before turning the knob to the Locked position.

### 2. How to Set a New Code

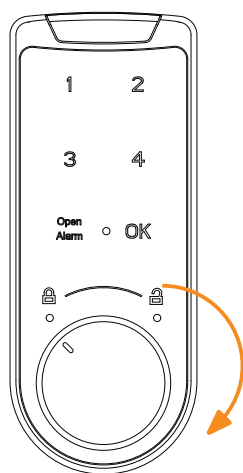
Enter the current access code for that lock, the factory default is '123123', press and hold 'OK' for 3 seconds. After the initial first beep there will be a pause, continue to hold until a click sound.

Enter a new access code up to eight digits long, followed by 'OK'. Repeat the new access code to confirm and press 'OK'. The code is changed successfully.

The lock can be now used as before with this new access code.

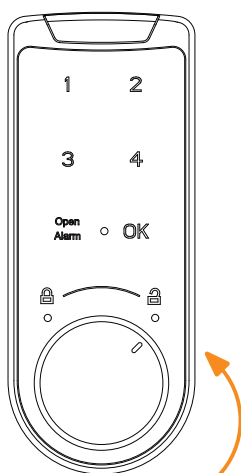
# Guub Lock - Public

## ① Open



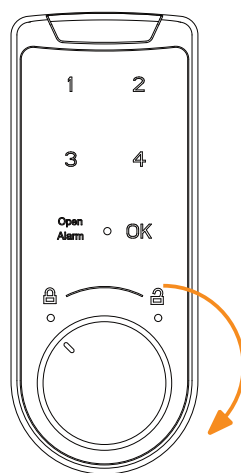
① ② ③ ① ② ③ OK  
Default Code

## ② Set Code & Lock



② ③ ④ ② ③ ④ OK  
New Code

## ③ Unlock



② ③ ④ ② ③ ④ OK  
New Code

Public Mode is one-time password, where user code will be overridden after unlocking. Suitable for use when a locker will be used only temporarily by a user, setting their own combination to lock the locker for the day.

The factory default access combination is set to '123123'.

### Using the Lock

1. To set a combination for the day, first enter '123123' and turn the knob to the Open position. The locker will be unlocked, and items can be placed inside. You can skip straight to setting your own combination if the lock is already in the Open position.
2. With the lock in the Open position the access code can be reset to a new six-digit combination, for example '234234'.

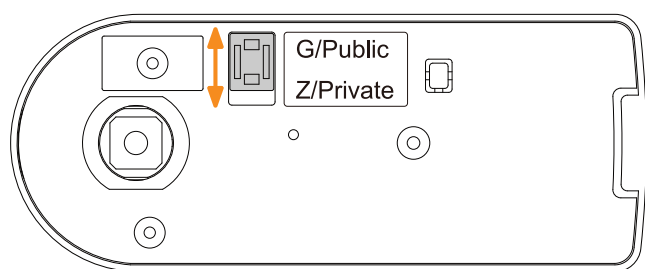
3. Close the door before turning the knob to the Locked position.

### How to Unlock

Enter the access code that was set earlier. Turn the knob to the Open position.

The locker will now be unlocked and the access code restored to default. Leave the lock in the Open position for the next user.

# Guub - Additional Instructions

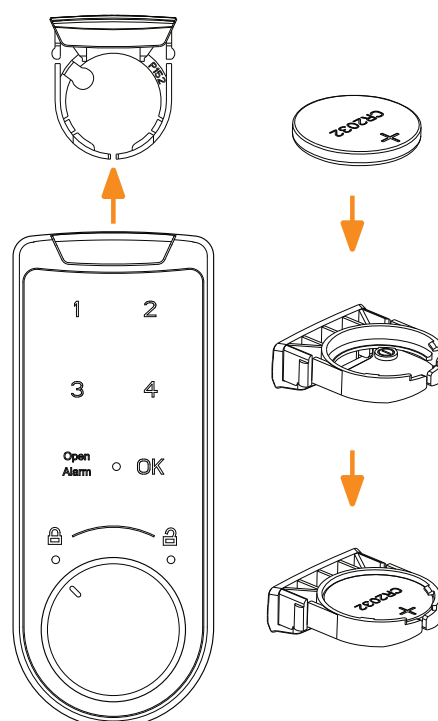


The Guub lock can be switched between Public and Private user modes at any point to suit your needs.

## Switching Between Public & Private Modes

1. First remove the lock unit from the door it is mounted to by unscrewing the screws and nut securing the cam and lock body from behind.
2. With the lock body removed from the door, switch the small slider on the rear of the lock to the desired user mode, "G" position for public, and "Z" for private. Reattach the lock to its door.

Please note that switching the user mode will restore factory default codes.



The Guub lock uses a CR2032 3V button cell battery which is rated for one year of normal use. The Guub lock will make three short beeps after being unlocked to warn that the battery needs replacing.

## Replacing the Battery

1. Push upwards on the battery enclosure at the top of the lock. Remove the expired battery and dispose of responsibly.
2. Insert a new CR2032 3V button cell battery, ensuring the positive (+) pole of the battery is facing up.
3. Resinsert the battery enclosure into the lock.