

## Using a Coded Lock Box or Keypad

Upon arrival at your villa you will see a lock device that will give you access inside. Within your arrival pack you will have received a code. Please use this code and follow the instructions below that are relevant to the type of lock provided:

### Master Lock Combination Key Safes

This type of lock box MUST have a four-digit code



#### HOW TO OPEN

1. Slide down the shutter door
2. Set the dials to match the code
3. Pull down the door release
4. The lock box should open

#### HOW TO LOCK

1. Replace the key in the lock box
2. Close the door and shuffle the numbers on the combination dials
3. Close the shutter door

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### Supra Lock Press Button Lock Boxes

This type of lock box will operate on a two-, three- or four-digit code



#### HOW TO OPEN

1. Slide down the lock to Reset
2. Enter the four-digit code by depressing the corresponding numbers
3. Slide down the Door Release latch
4. The door will come away from the box revealing the key inside

#### HOW TO LOCK

1. Replace the key in the key box
2. Slide down the lock to Reset
3. Enter the four-digit code by depressing the corresponding numbers
4. Slide down the Door Release latch and replace the lock box door
5. When the door is securely in place, pull down the Reset button

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### The Keypad Electronic Door Bolt

This type of lock will usually operate on a three-digit code



#### HOW TO OPEN

1. Enter the code by pressing each button once for the number indicated
2. You should hear the door unlock
3. Turn the door handle above or below the keyless lock and open the door

#### HOW TO LOCK

1. Close the door and depress the lock button
2. You should then hear the door lock
3. Test that the door has in fact locked

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### Schalge Deadbolt Lock

This type of lock will usually operate on a four-digit code



#### HOW TO OPEN

1. Enter code and turn the knob under the keypad, this will unlock the door
2. Use the door handle underneath to open the door

#### HOW TO LOCK

1. Press the 'Schlage' button and turn the knob under the keypad

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### The Yale Touchscreen Lock

This type of lock will usually operate on a four- to eight-digit code



#### HOW TO OPEN

1. Place your entire hand over the screen
2. The screen will light up
3. Enter your PIN and press 'X'
4. The lock will automatically unlock
5. Press down on the lever to open the door

#### HOW TO LOCK

1. Use same unlocking sequence above but instead enter 123456 and press 'X'
2. This will inform us that you have left the property