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› Kingsley Guard-a-Key Portable Resettable Combination Key Safe Lockbox (Model K200) User Manual

Kingsley K200

Kingsley Guard-a-Key Portable Resettable Combination Key Safe Lockbox (Model K200)

User Instruction Manual

INTRODUCTION

The Kingsley Guard-a-Key lockbox is designed for secure and convenient key storage. Its durable metal construction and weather-resistant finish make it suitable for both indoor and outdoor use. Featuring a 4-digit resettable combination, it offers up to 10,000 possible codes, providing flexibility for multiple users or changing security needs. This portable lockbox is ideal for real estate agents, property managers, vacation rentals, and homeowners requiring easy access to keys without compromising security.

This manual will guide you through the process of setting up your lockbox, changing its combination, and understanding its features for optimal use.

PRODUCT OVERVIEW



Figure 1: Kingsley Guard-a-Key Lockbox

The Kingsley Guard-a-Key lockbox is a compact, black, metal device featuring a four-digit combination lock and a shackle for hanging. It is designed to securely store keys.

- **Durable Construction:** Made with solid metal and a weather-resistant finish to withstand elements.
- **Resettable Combination:** Features a 4-digit combination with 10,000 possible codes.
- **Multiple Key Capacity:** Spacious interior designed to hold several keys.
- **Portable Design:** Easily secured to door handles or other fixtures using its shackle.
- **Protective Shackle:** Vinyl covering on the shackle prevents scratches to surfaces.

SETUP AND COMBINATION SETTING

Your Kingsley Guard-a-Key lockbox comes with a default combination, typically 0-0-0-0. It is highly recommended to change this to a personal, memorable combination immediately after unboxing.

Steps to Set/Reset Your Combination:

1. **Open the Lockbox:** Ensure the lockbox is currently set to the correct combination (default 0-0-0-0 or your last set code). Pull up the shackle to open the lockbox.



Figure 2: Lockbox in open position, ready for key storage or combination change.

This image shows the lockbox opened, revealing the internal compartment for keys and the combination dials on the side.

2. **Rotate the Shackle:** With the shackle pulled up, rotate it 90 degrees counter-clockwise. You will feel a slight click as it aligns with a notch in the lock body.
3. **Press Down and Rotate:** While applying downward pressure on the shackle into the lock body, continue rotating it another 90 degrees counter-clockwise until it stops. Do not force it past its natural stopping point.
4. **Set New Combination:** With the shackle in this rotated and depressed position, set your desired 4-digit combination by rotating the dials. Ensure the numbers are clearly aligned with the indicator line on the side of the lockbox.

DIMENSION



Figure 3: Setting the 4-digit combination on the lockbox.

This image illustrates a hand adjusting the numerical dials to set a new combination. The numbers should be aligned with the small indicator mark.

5. **Return Shackle to Original Position:** Once your new combination is set, rotate the shackle 180 degrees clockwise, pulling it up slightly as needed, until it returns to its original upright position. Release the shackle.
6. **Test the Combination:** Scramble the dials to secure the lock. Then, enter your new combination and attempt to open the lockbox to verify it works correctly.

Note: If you wish to change the combination again in the future, always start with the current combination, not the factory default.

Video Guide: Setting Your Combination

Video 1: Detailed instructions on how to set or reset the 4-digit combination for your Kingsley Guard-a-Key lockbox.

OPERATING INSTRUCTIONS

Opening the Lockbox:

1. Align the dials to your set 4-digit combination.
2. Pull up the shackle to release the lock.
3. Open the main body of the lockbox to access the key compartment.

Storing Keys:

- Place your keys inside the compartment. The lockbox can hold multiple standard house keys.



Figure 4: Keys stored within the lockbox compartment.

This image demonstrates the internal capacity of the lockbox, showing several keys comfortably fitting inside.

- Ensure the keys are positioned so they do not obstruct the closing mechanism.

Closing and Locking the Lockbox:

1. Close the main body of the lockbox securely.
2. Push the shackle down firmly until it clicks into place.

3. Scramble the combination dials to secure the lock and prevent unauthorized access.

Installation:

- The lockbox can be easily secured to any solid surface, such as a door handle, fence, or pipe, using its shackle.



Figure 5: Lockbox installed on a door handle.

This image shows the lockbox conveniently hanging from a door handle, demonstrating its portable installation.

- The vinyl covering on the shackle helps protect surfaces from scratches.



Figure 6: Lockbox installed on an outdoor pipe.

This image shows the lockbox attached to a pipe, highlighting its versatility for various outdoor mounting locations.

Video Guide: Product Overview and Usage



Video 2: A comprehensive overview of the Kingsley Guard-a-Key lockbox, demonstrating its features, key storage, and secure locking mechanism.

MAINTENANCE

The Kingsley Guard-a-Key lockbox is designed for minimal maintenance due to its durable and weather-resistant construction.

- **Cleaning:** Wipe the exterior with a damp cloth to remove dirt or grime. Avoid harsh chemicals that may damage the finish.
- **Lubrication:** Periodically apply a small amount of silicone-based lubricant to the shackle mechanism and combination dials to ensure smooth operation, especially in harsh weather conditions.
- **Inspection:** Regularly check the shackle and lock body for any signs of wear, damage, or corrosion. Address any

issues promptly to maintain security.



Figure 7: Durability features of the lockbox.

This image emphasizes the robust construction, weather resistance, and overall high-quality materials used in the lockbox, contributing to its low maintenance needs.

TROUBLESHOOTING

- **Lockbox Not Opening:**

- Ensure the correct 4-digit combination is entered and aligned precisely with the indicator line.
- Verify that the shackle is pulled up firmly after entering the combination.
- If the dials are stiff, apply a small amount of lubricant.

- **Difficulty Setting Combination:**

- Confirm the shackle is rotated 90 degrees counter-clockwise, pressed down, and then rotated another 90 degrees counter-clockwise until it stops.

- Make sure the new numbers are perfectly aligned with the indicator line before returning the shackle to its original position.

- **Keys Not Fitting:**

- The internal compartment is designed for standard house keys. Overly large or bulky keychains may not fit.
- Ensure keys are neatly arranged and do not obstruct the closing mechanism.

SPECIFICATIONS

Feature	Detail
Brand	Kingsley
Model Number	K200
Product Dimensions	1"D x 2.6"W x 5.3"H
Lock Type	Combination Lock (4-digit)
Color	Black
Capacity	10 Cubic Inches (Multiple Keys)
Material	Metal
Special Feature	Portable, Weather-Resistant
Mounting Type	Shackle
Item Weight	9.4 ounces



Figure 8: Product dimensions of the lockbox.

This image provides a visual representation of the lockbox's dimensions, including its length, width, and shackle height.

WARRANTY AND SUPPORT

All Kingsley locks are warranted to be free from manufacturer defects for the life of the product. If you encounter any issues or have questions regarding your Kingsley Guard-a-Key lockbox, please do not hesitate to contact Kingsley Security customer support for assistance.

For further support, visit the official Kingsley Store: [Kingsley Store on Amazon](#).

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