

- 1) Make sure the padlock is in a locked state and that the cap spins freely.
- 2) Insert a 1/16" Allen wrench into the hole on the back as shown in Figure 1.
- 3) While maintaining pressure on the Allen wrench, turn the cap until the wrench drops. The home mark on the cap will align with the Allen wrench and the cap should not be able to turn. Keep pressure on the Allen wrench while replacing the battery.
- 4) Slide the provided spanner wrench over the cap as shown in Figure 2.
- 5) While maintaining pressure on the Allen wrench, insert the provided pin into the pin hole on the front face of the cap and push it until the pin stops. See Figure 2 and 3.

**Note:** The pin is easily bent so be careful when using.

- 6) While keeping the pin fully depressed, use the spanner wrench to provide torque to slightly rotate the cap counter-clockwise approximately 10 degrees but **no more**. It is easiest to use one hand to apply pressure to both wrenches and the other hand to insert the pin. See Figure 3.
- 7) Remove the pin and unscrew the cap. **Failure to remove the pin while unscrewing the cap will damage the lock.** After one full turn there will be an audible click and the cap locking mechanism will reengage. Repeat Steps 5 and 6 to continue unscrewing the cap.
- 8) Remove the spanner wrench and set the cap aside. For ease of use continue to hold pressure on the Allen wrench until the battery and cap have been replaced.
- 9) Gently remove the circuit board from the retaining post. See Figure 4.
- 10) Replace the battery (ELI 23), negative side down into the padlock body.
- 11) Align the post and post hole of the circuit board and press the board over the post until it snaps into place below the gasket o-ring. Refer to Figure 4.

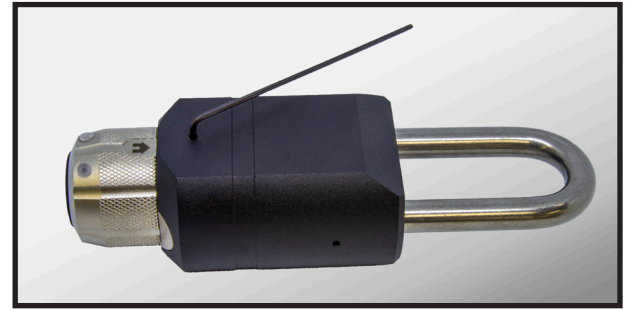


Figure 1: Allen wrench in Pin Hole

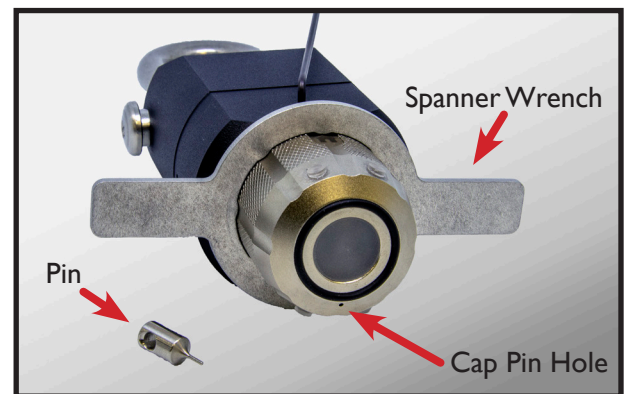


Figure 2: Cap Pin Hole, Pin and Spanner Wrench

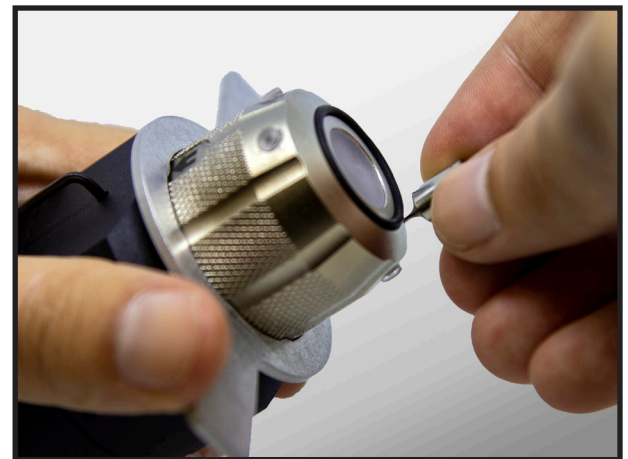


Figure 3: Unscrew the Cap

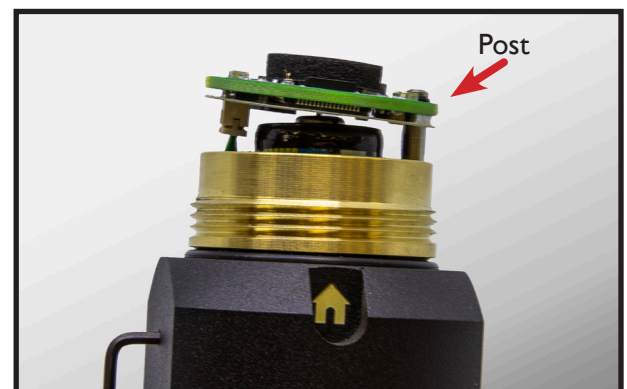


Figure 4: Retaining Post

# FlashLock Padlock Battery Replacement Instructions

**Note:** The circuit board should beep when it makes contact with the battery. If it does not, check that the battery is new and inserted correctly.

- 13) Gently replace the cap over the circuit board and screw it on until the cap locks in place for the first time with an audible click.
- 14) Reinsert the pin as in Step 5 and rotate the cap clockwise approximately 10 degrees but **no more**.
- 15) Remove the pin and continue screwing on the cap until it locks in place a second time. There should be **no gap** between the cap and the padlock body. See Figure 5 for reference of visible gap.
- 16) Verify that the cap is locked in place by the internal latch and can't be unscrewed. The Allen wrench should be aligned with the center of the home mark. Note Figure 6 for proper cap installation without a gap between the cap and padlock body.
- 17) Remove the Allen wrench and check the padlock for functionality.

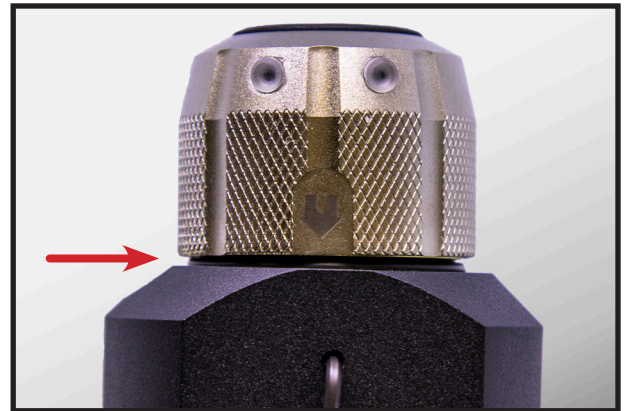


Figure 5: *Gap between Cap and Padlock*

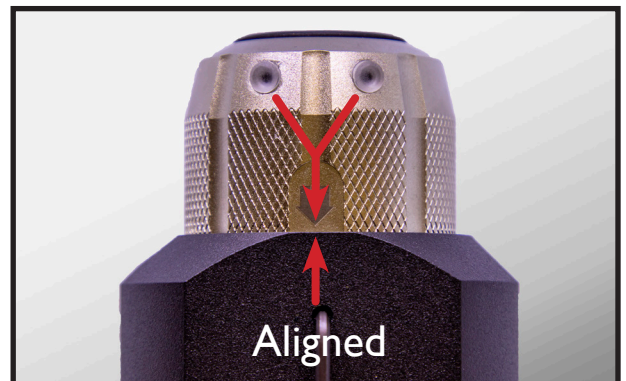


Figure 6: *Proper Cap Installation with no Gap between Cap and Padlock*

For further questions and assistance, please contact CyberLock Support by email at [support@cyberlock.com](mailto:support@cyberlock.com) or by calling 541-738-5500