

## **Manual Operation of TSSC Clubhouse Lock**

### **To Open:**

Touch the end of the barrel until the lights flash round twice (green).

Rotate the barrel until the first number of the 4-digit code is at the '12 o'clock' position. The numbers flash while you are turning but a number maintained in the '12 o'clock' position changes to continuous light when it is accepted. There is also a short beep (which it is frequently too windy to hear).

Rotate the barrel to set the next three digits. (You need to keep the barrel moving as delay can lead to the wrong number getting registered.)

If two consecutive numbers are the same, wait, and it will enter the digit twice for you.

Finally, enter # in the same way (then let go of the barrel).

The lights flash round twice - green (and you might hear the lock click).

Now rotate the barrel clockwise a few turns as if withdrawing the latch, and the handle should open.

If during the procedure the lights flash round twice in red, something has gone wrong. Start your sequence again.

### **To Close:**

Start inside the clubhouse looking at the back of the door.

Rotate the barrel clockwise (as if pushing the latch towards the receiver in the door frame).

Step outside, close the door, put the handle fully up and release.

Rotate the barrel anticlockwise this time (but picture that you are again pushing the latch into the doorframe). Nothing lights up.

Now touch the disc on the end of the barrel just until the lights begin to flash round (twice – green).

Wait 20 seconds during which you may hear the lock click shut and the lights flash round in red.

Now test that the door is locked.

Note: If you have three failed attempts at unlocking/locking, you will be unable to try again for 3 minutes.