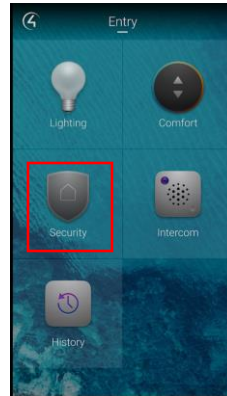


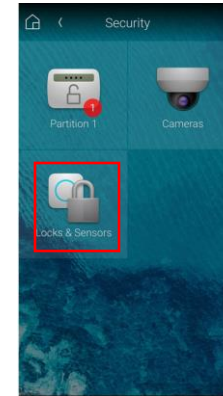


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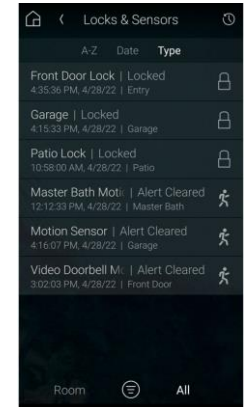
1. From the Control4 app choose the room that has the door lock you want to modify and select Security. To watch a short video on how to check locks and sensors, click [here](#).



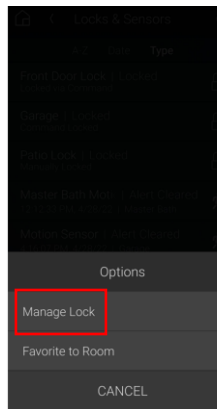
2. Select Locks and Sensors.



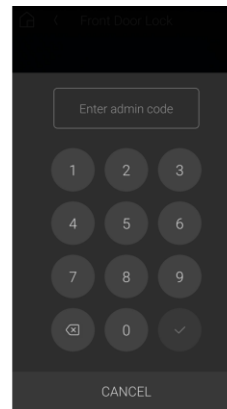
3. Press and hold the lock you would like to modify.



4. Choose manage lock to edit users and codes. Choose favorite to room to add to the room page (step 1).



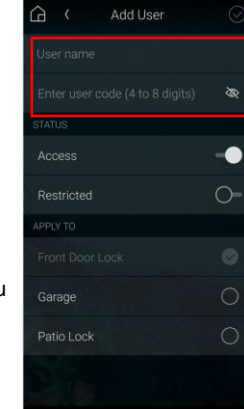
5. Enter your admin passcode. If you want to set this up or change the code, choose settings, tap the pencil icon to edit and enter the code you would like to use.



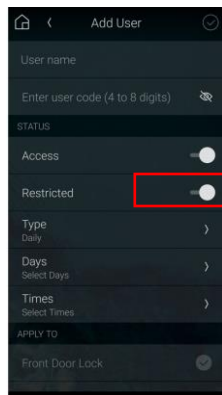
6. From the Users tab, choose the user you would like to modify or press the plus sign in the upper right corner to add new users.



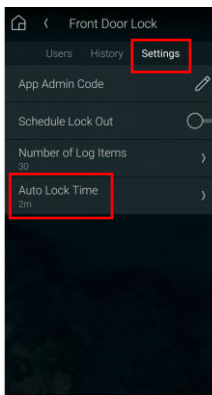
7. Enter the name, code and turn the access on. To restrict the times the code will work, turn on restricted and set your preferences. Check any other locks you would like to apply the access to.



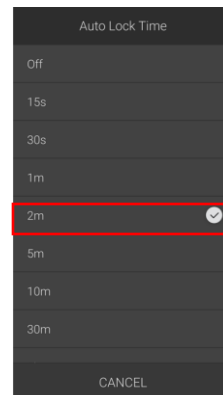
8. If restricted access is preferred, choose type, days and times to set up the preferences. This would be useful for allowing a cleaning service access only on the days and times they usually come clean.



9. If you would like your doors to automatically lock after a specific amount of time, choose settings and auto lock time.



10. Select the amount of time that you would like the door to lock automatically.



11. Tap the history tab to view the activity on that door lock. You can see the date, time and user details.

