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The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Locate your 6-digit Programming Code in your user guide or on the back of the keypad. You'll need it to manage 4-digit User Codes and Vacation Mode. To add a 4-digit User Code, enter your Programming Code, press 1, and then enter the desired code twice. To delete a 4-digit User Code, enter your Programming Code, press 2, and enter the code you want to delete twice. 1 Locate your lock's default 6-digit Programming Code. Look at the sticker label on the front of your user guide or on the back of the keypad assembly to find the default Programming Code. The Programming Code does not unlock or lock the door—it just allows you to enter and delete User Codes.[1] If you previously changed the Programming Code, the default code will not work. Use your custom Programming Code to manage your User Codes. 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Wait for the Schlage button or light to flash orange 3 times. The lock will also beep 3 times.[10] 3 Enter the 4-digit User Code you want to delete. The Schlage button or light will flash orange 3 times and the lock will beep 3 times.[11] 4 Enter the same User Code again to confirm and delete. The Schlage button will turn green and you'll hear 1 long beep. Test the freshly deleted code to make sure it does not still work.[12] If the code still works, enter the Programming Code and repeat the deletion process. Advertisement 1 Open and unlock the door and make sure you have your physical key. This way, you won't be locked out if you can't add new codes for some reason. Once a code is deleted, it can't be recovered.[13] 2 Enter your 6-digit Programming Code, then press the Schlage button. 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Once it beeps, the factory reset is complete.[22] Test one of the default 4-digit User Codes (located under the keypad or in your user guide) to make sure you can unlock the door before reassembling the lock. You can now use the default Programming Code to add new User Codes (or to create a custom Programming Code). If you're not sure about what's the default Programming Code,try removing the lock from the door to check the stamp that's on the inside. Advertisement Ask a Question Advertisement Thanks Thanks Thanks Show More Tips Advertisement Thanks Advertisement Thanks for reading our article! If you'd like to learn more about home maintenance, check out our in-depth interview with Ray Lawrence. This article was co-authored by Ray Lawrence and by wikiHow staff writer, Dan Hickey. Ray Lawrence is a Locksmith and the Owner of NorCal Locksmith in the Placer County, California area. With over 20 years of experience, he specializes in residential, commercial, and safe locksmithing services. He holds a bachelor's degree in International Economics from the University of California-Chico. This article has been viewed 482,543 times. Co-authors: 7 Updated: September 5, 2024 Views: 482,543 Categories: Programming Print Send fan mail to authors Thanks to all authors for creating a page that has been read 482,543 times. Locate your 6-digit Programming Code in your user guide or on the back of the keypad. You'll need it to manage 4-digit User Codes and Vacation Mode. To add a 4-digit User Code, enter your Programming Code, press 1, and then enter the desired code twice. To delete a 4-digit User Code, enter your Programming Code, press 2, and enter the code you want to delete twice. 1 Locate your lock's default 6-digit Programming Code. Look at the sticker label on the front of your user guide or on the back of the keypad assembly to find the default Programming Code. 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With over 20 years of experience, he specializes in residential, commercial, and safe locksmithing services. He holds a bachelor's degree in International Economics from the University of California-Chico. This article has been viewed 482,543 times. Co-authors: 7 Updated: September 5, 2024 Views: 482,543 Categories: Programming Print Send fan mail to authors Thanks to all authors for creating a page that has been read 482,543 times. Schlage locks are a popular option for both residential and commercial properties because of their advanced model types. This American company is popular for its cutting-edge residential and commercial locks, as they are manufactured with a flexible feature to customize the user codes. With the help of this function, you can quickly modify the access code as needed, ensuring that you can maintain security while granting access to trustworthy people. This article covers simple steps on how to change Schlage lock code. Read on! Although various types are available, here are steps to change the code and set it to 4 digits. First, you need to find the default 6-digit Programming Code for your lock. It is there on a sticker located on the front of your user manual or the back of the keypad assembly. This programming code is not used to lock or unlock the door, but it allows you to input and remove the user codes. So, if you ever changed your programming code in the past, the default will not be applicable. Now there could be a chance that you forget your custom programming code you might have set earlier. Thus, in this case, you will have to undertake the factory reset process so as to restore the default code. This will bring back the default settings. But all the custom codes will get deleted. Now you have to input the 6-digit programming code and press the Schlage button. You will notice that the Schlage button blinks orange and there are three beep sounds. But a separate indicator light might also show up, as per the type of model you have. So, you have to wait for this sequence to complete before pressing the Schlage button again. Now you have to press the number 1 and let the Schlage button blink orange. It will also beep three times. Now is the time to input a new 4-digit user code. After you do this, the Schlage button will blink orange and beep three times. If your model allows, you may even enter a user code of up to 8 digits. Re-enter your new user code to confirm it. Keep a check that the Schlage button or indicator light flashes green for a single time and there is a long beep. So, it's done. But before you close the door, it's advised to test the lock to ensure that the new code works correctly. You can repeat the same procedure to add more user codes. Interestingly, you can store up to 30 guest user codes at a single time as per the type of your lock model. Thus, this is an easy process to change your Schlage lock code. You are advised not to rush through the process. Take your time to ensure each step is completed correctly to avoid mistakes. Do check the user manual for quick help. However, always remember that a locksmith professional can be contacted anytime if you are not able to change the Schlage lock code at your end. There could be various issues, and hence, these experts are there to assist you. You can get in touch with a residential or commercial locksmith as per the needs of your property. In fact, you can seek plans for regular maintenance work. Here are some quick tips to keep in mind while you perform the Schlage lock code change process. It's beneficial to choose a strong user code, specifically a combination which cannot be easily guessed. So, make sure you don't use the common sequences like 1234, 0000 etc. Also, never use personal details such as birthdays and anniversaries to set the digits. Write down the new user code and keep it in a secure place so that you can look at the code anytime in case you forget it in the future. Always make sure to test the new user code several times after entering it to ensure it works correctly before closing the door. If your Schlage lock model allows you to set codes longer than 4 digits, you can set it up to the maximum length i.e., till 8 digits, which can be easily remembered. Change your user codes on a regular basis so as to enhance security. In fact, if you believe that someone may have had access to your code, you must definitely change it immediately. For e.g., in a commercial setup, an employee who has now left the organization may still have access to a lock. So, you can get it changed to prevent unauthorized access. Similarly, a house help can leave the job, and thus, you can get the lock code changed to keep your residential property safe and secure. Track the battery health of your Schlage lock. It must not happen that you are in the middle of changing the user code and the battery dies. So, make sure to avoid such issues. It's useful to keep the user manual on hand or have the online link with you. This can help you troubleshoot any issues during the code change process. Changing the code on a Schlage lock is a simple process that significantly enhances security. Whether you need to manage access for family members, guests, employees, or maintenance personnel, keeping your lock codes up-to-date ensures that you maintain control over your property's access. Always check the user manual for your specific model for additional features or troubleshooting. You can also reach out to Schlage customer support for assistance, if necessary. In fact, if you are unable to understand the lock code change process or encounter any difficulty, you can always call a locksmith expert to resolve the issue in no time. Whether it's about your house or business property, a residential or commercial locksmith can be contacted according to your requirements. They also guide you in maintaining the condition of your locks for enhanced security in the long run. Enjoy the peace of mind that comes with a securely coded Schlage lock! Certain queries might be bothering you! Let's answer the same! How to change a code on a Schlage lock? Start by entering your 6-digit programming code and press the Schlage button. Then press 1 and enter a new 4-digit user code. Wait for the Schlage button to blink and beep three times. Re-enter your new code and wait for the button to flash green and there will be a long beep. Then you can test the new code before closing the door. How to factory reset a Schlage lock? You need to remove the lock from the door and find the reset button, generally located on the back of the lock. Now press and hold the reset button for around 5 seconds until the LED blinks red. Then you have to reinstall the lock and reprogram it with the help of default programming code. Is Schlage an American company? Yes, Schlage is an American lock manufacturing company that offers high-tech locking systems for the security of residential and commercial buildings. Why are Schlage locks so expensive in the market? Schlage locks are expensive owing to their premium quality features. They are manufactured using highly durable materials and have tight tolerances. Locate your 6-digit Programming Code in your user guide or on the back of the keypad. You'll need it to manage 4-digit User Codes and Vacation Mode. To add a 4-digit User Code, enter your Programming Code, press 1, and then enter the desired code twice. To delete a 4-digit User Code, enter your Programming Code, press 2, and enter the code you want to delete twice. 1 Locate your lock's default 6-digit Programming Code. 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With over 20 years of experience, he specializes in residential, commercial, and safe locksmithing services. He holds a bachelor's degree in International Economics from the University of California-Chico. This article has been viewed 482,543 times. Co-authors: 7 Updated: September 5, 2024 Views: 482,543 Categories: Programming Print Send fan mail to authors Thanks to all authors for creating a page that has been read 482,543 times