

## FlashLock Padlock Battery Replacement Instructions

- 1.1) Make sure the padlock is in a locked state and that the knob spins freely.
- 2.1) Insert a 1/16" Allen wrench into the hole on the back shown in Figure 1.
- 2.2) While maintaining pressure on the Allen wrench, turn the knob until the wrench drops. The knob should not be able to turn. Keep pressure on the Allen wrench for Steps 3.1 through 3.4.
- 3.1) Slide the provided spanner wrench over the knob as shown in Figure 2.
- 3.2) While maintaining pressure on the Allen wrench, insert the provided pin into the pin hole on the front face of the knob and push it in until the pin stops. See Figure 2 and 3.
- 3.3) While keeping the pin fully depressed, use the spanner wrench to provide torque to slightly rotate the knob counter-clockwise approximately 10 degrees. It is easiest to use one hand to apply pressure to both wrenches and the other hand to insert the pin. See Figure 3.
- 3.4) Remove the pin and the spanner wrench.
- 3.5) Unscrew the knob. The knob will reengage after one full turn. Repeat Steps 3.1 through 3.4 to continue unscrewing the knob.

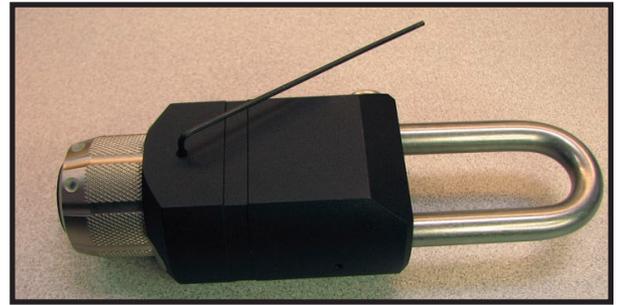


Figure 1: *Allen Wrench in Pin Hole*

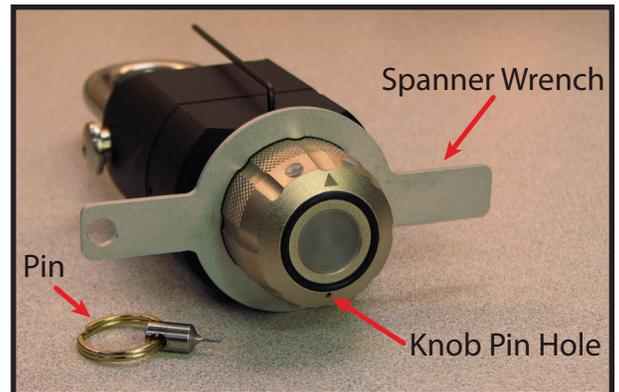


Figure 2: *Knob Pin Hole, Pin and Spanner Wrench*

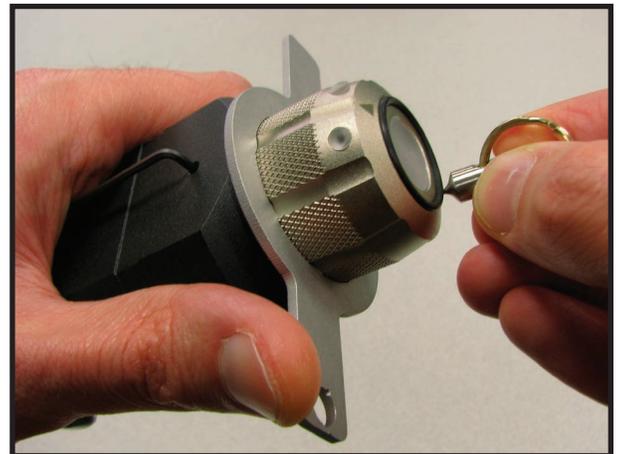


Figure 3: *Unscrewing the Knob*

- 4.1) Gently remove the circuit board from the retaining post. See Figure 4.
- 4.2) Replace the battery, negative side into the padlock body and positive side touching the circuit board.
- 5.1) 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 ring. Refer to Figure 4.

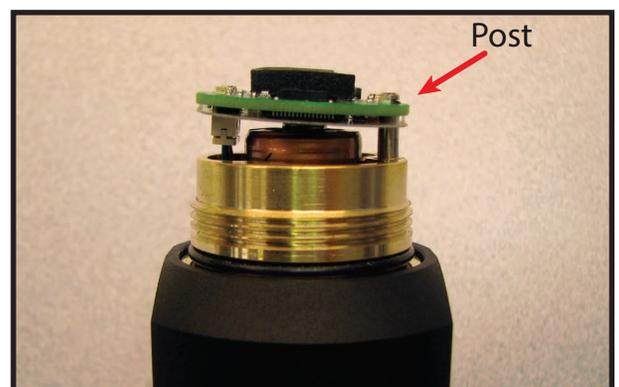
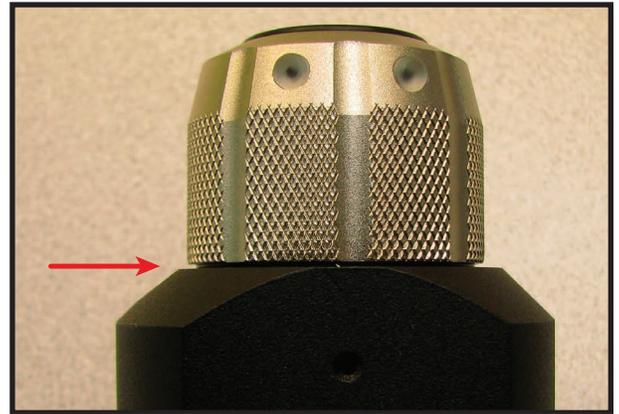


Figure 4: *Retaining Post*

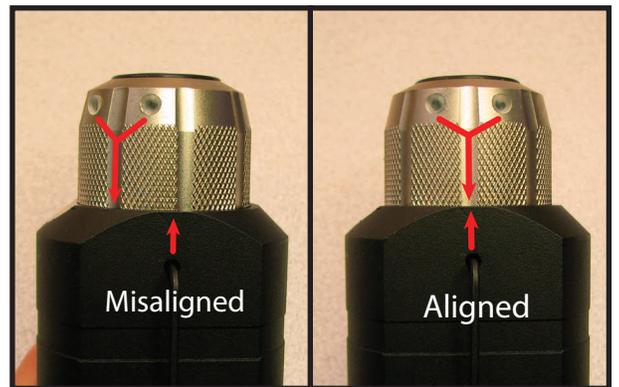
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**Note: The circuit board should beep when it makes contact with the battery. If it does not, check that the battery is new and inserted correctly.**

- 6.1) Reinsert the Allen wrench into the hole as in Step 2.1.
- 6.2) Gently replace the knob over the circuit board and screw it on until the knob locks in place.
- 6.3) The knob will lock in place before it is fully seated. When this happens, reinsert the pin as in Step 3.2 to continue screwing on the knob. There should be **NO GAP** between the knob and the padlock body. See Figure 5 for reference of visible gap.
- 6.4) Verify that the cap is locked in place by the internal latch and can't be unscrewed. The cap may have to be rotated back and forth slightly about the aligned position. See Figure 6 for proper alignment.
- 7.1) Remove the wrench and check the padlock for functionality.



**Figure 5: Gap between Knob and Padlock**



**Figure 6: Aligning the Cap**

For further questions and assistance, please contact  
TEC Solutions Support by email at  
[support@tecsolutionsinc.com](mailto:support@tecsolutionsinc.com) or by calling 888-289-8811.  
Or visit us at [www.tecsci.com](http://www.tecsci.com)