

# QUICK REFERENCE OPERATING INSTRUCTIONS



SARGENT AND GREENLEAF®

## S&G™ Model 2740B Electromechanical Safe Lock

### INTRODUCTION

- For complete, detailed operating instructions, refer to Sargent & Greenleaf document 630-848 (found at [www.sargentandgreenleaf.com/2740B](http://www.sargentandgreenleaf.com/2740B)).
- Each example starts with the lock set on the **factory shipping combination of 50-25-50**.
- If you accidentally dial past a number when you meant to stop on it, simply keep dialing in the same direction until you come to it again. This method applies to dialing any of the operations below.
- Blanks (\_\_\_) are included after the example combinations below for the user to write his or her own codes on this worksheet.



### CALIBRATING THE LOCK

- It doesn't matter what the combination is.
- No change key required.

1. Dial right. A long error tone will sound on each revolution of the dial. Keep turning right until you hear one short beep, slight pause, then a series of additional short beeps. Continue turning right to exactly zero.
2. Turn the dial left to exactly zero.
3. Repeat turning the dial right and left to exactly zero, until the lock sounds five short beeps.

### OPENING IN SINGLE USER MODE

- Combination is 50-25-50.    \_\_\_ \_\_\_ \_\_\_
- No change key required.

1. Dial left at least two revolutions, then stop on 50.    \_\_\_
2. Dial right directly to 25.    \_\_\_
3. Dial left directly to 50.    \_\_\_
4. Dial right. The dial will come to a stop within 1 1/2 revolutions.

### CHANGING A COMBINATION

- Combination is 50-25-50, changing to 20-60-40.
- Change key required.    \_\_\_ \_\_\_ \_\_\_

1. Insert the change key into the lock.
2. Dial left at least two revolutions, then stop on 50.    \_\_\_
3. Dial right directly to 25.    \_\_\_
4. Dial left directly to 50.    \_\_\_
5. Turn the dial right about 10 numbers, then stop. The lock will sound three short beeps.
6. Dial left at least two revolutions, then stop on 20.    \_\_\_
7. Dial right directly to 60.    \_\_\_
8. Dial left directly to 40.    \_\_\_
9. Turn the dial right about ten numbers, and the lock will sound three short beeps.
10. Repeat steps 2 through 8, then turn the dial right to hear five quick beeps.
11. Continue turning the dial right until it comes to a stop.
12. Remove the change key from the lock.

### CHANGING FROM SINGLE TO DUAL CONTROL MODE

- Combination is 50-25-50.    \_\_\_ \_\_\_ \_\_\_
- 1st new combination is 20-60-40.  
   \_\_\_ \_\_\_ \_\_\_
- 2nd new combination is 75-35-55.  
   \_\_\_ \_\_\_ \_\_\_
- Change key required.

1. Insert the change key into the lock.
2. Turn the dial right to 20. While turning, you will hear one short beep.
3. Dial left at least two revolutions, then stop on 50. \_\_\_ While turning, you will hear three short beeps.
4. Dial right directly to 25.    \_\_\_
5. Dial left directly to 50.    \_\_\_
6. Turn the dial right about 10 numbers, then stop. The lock will sound three short beeps.
7. Dial left at least two revolutions, then stop on 20.    \_\_\_
8. Dial right directly to 60.    \_\_\_
9. Dial left directly to 40.    \_\_\_
10. Turn the dial right about ten numbers, and the lock will sound three short beeps.
11. Turn the dial left at least two revolutions, then stop on 75.    \_\_\_
12. Turn the dial right directly to 35.    \_\_\_
13. Turn the dial left directly to 55.    \_\_\_
15. Turn the dial right about ten numbers, and the lock will sound two short beeps.
16. Repeat steps 7 through 13, then turn the dial right to hear five quick beeps.
17. Continue turning the dial right until it comes to a stop.
18. Remove the change key from the lock.

## RECOVER FROM LOST COMBINATION

- Lock's serial number is 590498, making the recovery combination 59-4-98.

\_\_\_ \_\_\_ \_\_\_

- New combination will be 50-25-50.

\_\_\_ \_\_\_ \_\_\_

- Change key required.

*Note: When this procedure is employed, the lock always ends up in single control mode.*

1. Insert the change key into the lock.
2. Turn the dial right. While turning, you will hear one beep. Continue dialing right to zero.
3. Dial left at least two revolutions, then stop on 59. \_\_\_
4. Dial right directly to 4. \_\_\_
5. Dial left directly to 98. \_\_\_
6. Turn the dial right about 10 numbers, then stop. The lock will sound three short beeps.
7. Dial left at least two revolutions, then stop on 50. \_\_\_
8. Dial right directly to 25. \_\_\_
9. Dial left directly to 50. \_\_\_
10. Turn the dial right about 10 numbers, then stop. The lock will sound three short beeps.
11. Dial left at least two revolutions, then stop on 50. \_\_\_
12. Dial right directly to 25. \_\_\_
13. Dial left directly to 50. \_\_\_
14. Turn the dial right about ten numbers, and the lock will sound five short beeps.
15. Continue turning the dial right until it comes to a stop.
16. Remove the change key from the lock.

## SECURING (RE-LOCKING) THE LOCK

1. Turn the dial right at least one full revolution to extend the lock bolt and raise the lever out of the drive cam gate.

## LOCK BEEP PATTERNS

The beep patterns in the table below provide feedback to the user during operation and programming. A beep sequence can only be initiated by turning the dial.

Beep Pattern	Description
1 beep	change key has been inserted and recognized
2 beeps	after the 2nd dual user code is entered for the first time while changing from single to dual user mode
3 beeps	sounded between most steps of a programming sequence (the exception is the preceding table entry)
4 beeps	sounded after the first combination is successfully entered in dual control mode
5 beeps	sounded when a dial calibration, combination change, operating mode change, or code recovery procedure is completed
10 beeps	sounded whenever the lock is opened to indicate low battery condition (repeats periodically)
3 beeps/pause/3 beeps/pause/3 beeps	sounded when the lock has never been calibrated and needs calibration
1 brap (long beep)	sounded when an error occurs in a programming or dialing sequence
2 braps (long beeps)	sounded when the dial is turned while the lock is in a ten minute penalty time
1 beep/pause/4 beeps	battery condition is okay
1 beep/pause/2 beeps	battery condition marginal (replace batteries)