



## **SARGENT & GREENLEAF, INC.**

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### **OPERATING INSTRUCTIONS FOR COMBINATION LOCK**

#### **COVER LOCKED ON BY COMBINATION**

#### **KEY CHANGING - 4 TUMBLERS**

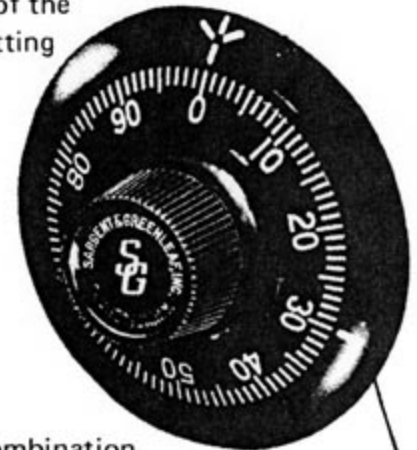
No. 6530 LOBC

No. 6535 LOBC

These instructions are for RIGHT HAND locks. For left hand locks reverse the directions of dial turns. Before operating the lock or changing the combination, READ THESE INSTRUCTIONS THOROUGHLY.

At the top of the ring an index, is provided for normal dialing and opening of the lock. At the right of the opening index a changing index, is provided for setting a new combination and removing the cover.

Turn the dial slowly and steadily. If, after turning the correct number of revolutions, any numbers it turned beyond the index mark, the entire series of combination numbers must be re-dialed. DO NOT TURN BACK TO REGAIN A PROPER ALIGNMENT WITH THE NUMBERS. Each time a selected number is aligned with the index, a revolution is counted.



CHANGING INDEX  
R.H. LOCK

#### **TO UNLOCK**

This is a precision lock, therefore, extreme care must be used to align the combination numbers with the index.

**TO UNLOCK ON FACTORY SETTING - TURN DIAL "LEFT" 5 TURNS STOPPING ON "50". TURN DIAL RIGHT UNTIL BOLT RETRACTS.**

#### **TO UNLOCK A LOCK SET ON A 4 NUMBER COMBINATION- 10-20-30-40**

1. Turn dial to the RIGHT, stopping when "10" is aligned with index, the FIFTH time.
2. Turn dial to the LEFT, stopping when "20" is aligned with index, the FOURTH time.
3. Turn dial to the RIGHT, stopping when "30" is aligned with index, the THIRD time.
4. Turn dial to the LEFT, stopping when "40" is aligned with index, the SECOND time.
5. Turn dial slowly to the RIGHT until it stops.

#### **TO LOCK**

Turn dial to the LEFT at least four full revolutions.

## CHANGING TO A NEW COMBINATION

Make up a new combination, selecting 4 sets of numbers of your choosing. DO NOT use numbers between 0 and 20 for your last number. (E.G. 28-76-43-12). For maximum security, DO NOT use numbers in a rising or falling sequence. (E.G. 35-50-75-85) is not as good a combination as 54-38-72-27.

Remove cover screw.

Dial the existing combination to the changing index. e.g. 28-76-34-87.

6. Turn dial to the RIGHT, stopping when "28" is aligned with changing index, the FIFTH time.
7. Turn dial to the LEFT, stopping when "76" is aligned with changing index, the FOURTH time.
8. Turn dial to the RIGHT, stopping when "34" is aligned with changing index, the THIRD time.
9. Turn dial to the LEFT, stopping when "87" is aligned with changing index, the SECOND time.
10. Turn dial slowly to the RIGHT, stopping when "10" is aligned with changing index the FIRST time.
11. Slide cover toward locking bolt and remove it.
12. Insert changing key in the L.O.B.C. hole in back of the lock until the wing is entirely inside the lock and comes to a positive stop.
13. Turn key one quarter to the LEFT. With the key in this position, dial the new combination of your selection as in paragraphs 6 thru 9.
14. Holding the dial with the last number aligned with the changing index, turn changing key to the right and remove it.

THE NEW COMBINATION YOU HAVE SELECTED IS NOW SET IN THE LOCK  
BEFORE CLOSING THE CABINET, try the new combination several times.

If the lock operates correctly to the new combination, follow directions 6 thru 10 and replace cover and screw.

IF AN ERROR HAS BEEN MADE IN SETTING A NEW COMBINATION, we suggest that an accredited locksmith be called. If this is not possible, do the following.

Using a straightened paper clip or similar instrument, insert it in the square keyways or in the square slots in the tumblers. Rotate each tumbler until all the slots are in perfect alignment and the square keyways are directly under the change key hole and insert change key.

Follow directions for setting the new combinations as indicated in paragraphs 9 and 10 above.

Before replacing the lock cover, dial the new combination several times to the dialing index as explained in paragraphs 1 thru 5.

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630-114

