



How to change your lock to a new combination

Familiarize yourself with the locking system:
See Figure 1 for location of all important components.

Choose three numbers for the new combination.

- DO NOT choose numbers between 90 and 100, or between 0 and 15 for the last number.
- For best results, do not choose numbers in a rising or falling sequence. For example: 25-40-65 is not as secure as 29-16-71. For better security, choose high-low-high or low-high-low number combinations.

NOTE: There should be at least an eight number difference between each adjacent number. Correct: 30-10-75. Incorrect: 30-35-28. If the numbers in the combination are too close together, the lock may not work properly.

To change the combination:

1. Remove the backplate from the door.
2. Remove the screws holding the combination lock cover assembly and lift cover assembly from lock. Remove spirolox retaining washer from the wheel post. Remove the three wheels and two spacers **MAKING SURE THAT YOU KEEP THEM IN ORDER -3-2-1**. **IMPORTANT:** After you change the combination, the wheels must be replaced in the reverse order in which they were removed. (Wheel #1 must be replaced first, etc.)
3. Take the **LAST** wheel you removed (wheel #1) and press up the inner disc to separate it from the outer ring as shown in Figure 2.
4. Rest the inner disc in the outer ring with the index mark (See Figure 3) pointing to the number you have chosen for the first number in the new combination. Replace the wheel on the post with the number side UP.
5. Repeat steps #3 and #4 to reset the middle wheel (wheel #2) and the top wheel (wheel #3)
6. Replace the spirolox retaining washer. Place cover assembly on lock and replace screws.

IMPORTANT: Replace the wheels in the reverse order you removed them. Wheel #1 should be on the bottom, Wheel #2 in the middle and Wheel #3 on the top. The wheel number is printed on the wheel just to the right of the gate (See figure 1.)

CAUTION: Operate the new combination several times before closing door.

Figure 1: Combination Lock Cover Assembly

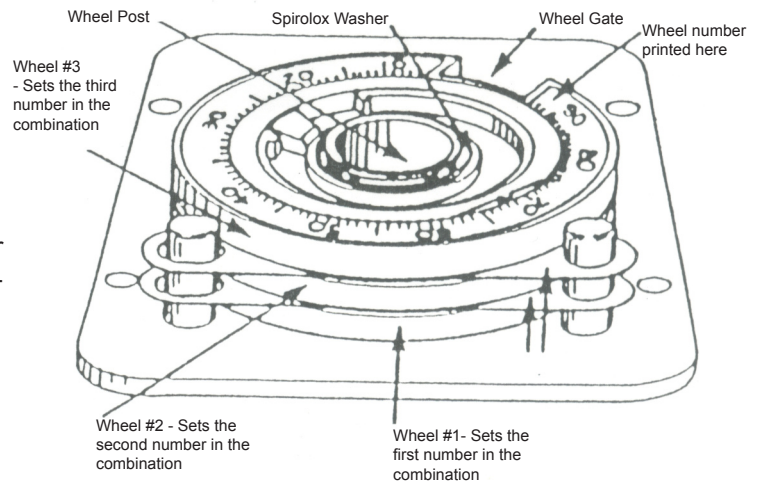


Figure 2:

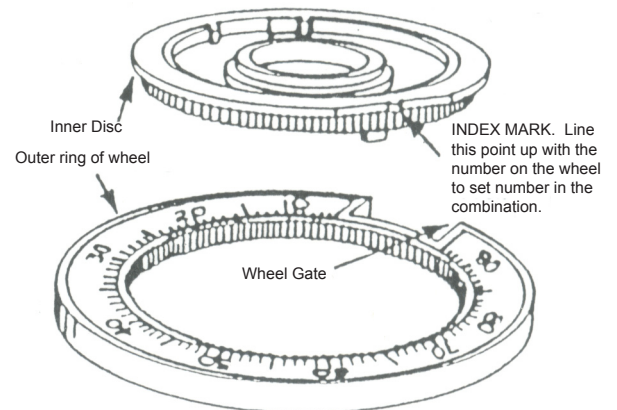


Figure 3:

