

Operating/Changing Instructions

Model 6730, 6735, 6738, 6741 Mechanical Combination Lock

PREPARE FOR COMBINATION CHANGE:

1. Compare your changing tool to Figure 3. Only a tool which very closely matches the outlined portion of the drawing should be used (the handle section may have a slightly different bend or length). Use of an incorrect tool will likely cause the lock to malfunction.
2. NEVER insert a changing tool into the lock unless the lock's cover is in place.
3. It is advisable to cover the opening index with a small piece of opaque tape to avoid aligning any numbers with it during the combination changing procedure.
4. All changing operations are performed with the safe door open. THE SAFE DOOR SHOULD NEVER BE CLOSED UNTIL THE NEW COMBINATION IS SUCCESSFULLY TRIED AT LEAST THREE TIMES!

SELECTING A NEW COMBINATION:

Observing the following rules will help you select a new combination which is secure and which will optimize the design strengths of your Sargent & Greenleaf lock.

1. Do not select numbers which all end in "0" and "5." An example of a poor combination is: "50 – 15 – 30." An example of a good combination is: "52 – 15 – 37."
2. Do not select numbers in an ascending or descending sequence. An example of a poor combination is: "22 – 41 – 68." An example of a good combination is: "22 – 68 – 41."
3. Leave at least a ten number margin between adjacent numbers of the combination. An example of a poor combination is: "41 – 39 – 66." An example of a good combination is: "41 – 30 – 66."
4. Do not use a number between 95 and 99 or between 0 and 20 for the third (or last) number of the combination. This can cause a condition which will inhibit the mechanism from locking correctly.
5. Avoid using easily guessed numbers (birth dates, house and phone numbers, etc.).

IF YOUR LOCK IS SET ON THE FACTORY SHIPPING COMBINATION:

Turn the dial left until the number 50 aligns with the changing index the fourth time. Go directly to the step titled "INSERT THE CHANGING TOOL." If the changing tool does not go into the lock all the way, substitute 41 for the factory shipping combination.

IF YOUR LOCK IS SET ON A TRUE, THREE-NUMBER COMBINATION:

1. Turn the dial left until the first number of the combination aligns with the changing index the fourth time.
2. Turn the dial right until the second number of the combination aligns with the changing index the third time.
3. Turn the dial left until the third number of the combination aligns with the changing index the second time.

INSERT THE CHANGING TOOL:

The profile of both the changing tool and the opening in the lock's cover allow the tool's insertion only when aligned correctly. It may be necessary to wiggle the changing tool slightly in order to insert it to the point where the tool's wing (Figure 3) is entirely inside the lock case. Do not attempt to turn the changing tool until the wing is completely inserted. Once this is accomplished, rotate the key approximately 90° counterclockwise (the only direction in which it will turn). A definite release of tension inside the lock will be felt (Figure 4).

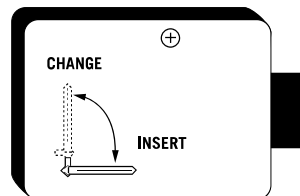
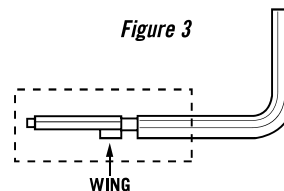


Figure 3

Figure 4

ENTER THE NEW COMBINATION:

1. Turn the dial left until the first new numbers aligns with the changing index the fourth time.
2. Turn the dial right until the second new number aligns with the changing index the third time.
3. Turn the dial left until the third new number aligns with the changing index the second time.
4. Turn the dial right approximately ten numbers.

If you feel you have made any errors, however small, in the changing procedure, begin again with the first step in this section ("ENTER THE NEW COMBINATION"). Rotate the changing tool approximately 90° clockwise and remove it from the lock.

Note: Do not pull outward on the changing tool until it has been fully rotated to the same position as when you first inserted it.